

New Mexico Department of Public Safety

Law Enforcement Certification Board - Chief Executive Officer

Compensation:

\$59,051.00 - \$146,151.00 Salary

Job Summary:

Under the general direction and authority of the Law Enforcement Certification Board (Board), the Chief Executive Officer (CEO) is responsible to carry out the duties and directives of the Board and its responsibility over the certification and discipline of police officers and public safety telecommunicators in New Mexico. The CEO will work with and at the pleasure of the Board to promote and implement organizational goals and objectives. The CEO will work closely with assigned agency staff to support the mission and goals of the Board, collaborating in alignment with state laws, agency rules, and policies. The staff plays a vital role in supporting the daily work and operations of the Board.

General Description of Job Duties and Responsibilities:

The Chief Executive Officer is an at-will, non-classified, Governor-exempt position that reports and is accountable to the Law Enforcement Certification Board and will fulfill duties and responsibilities pursuant to the laws and general direction of the Board and its designees. The Board is administratively attached to the New Mexico Department of Public Safety.

The CEO will coordinate with the Law Enforcement Academy Director in the hiring and oversight of Board support staff, ensuring compliance with applicable policies, procedures, laws, and state personnel rules. In partnership with the Board and the Department of Public Safety (DPS), the CEO will also help prepare and manage the budget, anticipate future operational and staffing needs, provide guidance on legislative and policy priorities, and offer testimony to legislative bodies as needed.

The CEO will be expected to foster a collaborative working relationship with the Department of Public Safety, engaging with both cabinet-level officials and administrative staff to ensure aligned efforts that support the shared goals of the Board and the Department.

Job Overview:

The CEO for the Board plays a crucial role in ensuring the integrity and compliance of law enforcement officers and public safety telecommunicators within the state. The individual in this role will be responsible for managing databases, overseeing certification processes, conducting investigations, ensuring legal compliance, and providing leadership in policy development. The role requires a strong understanding of laws, regulations, and administrative procedures, as well as the ability to manage investigations and coordinate with various stakeholders to uphold public safety standards.

Key Responsibilities:

Database Management & Technology

- 1 - Develop and maintain a comprehensive database to track and monitor compliance and non-compliance with in-service training requirements for police officers and public safety telecommunicators.
- 2 - Create and maintain a public-facing, searchable web-based database to provide the outcomes of misconduct investigations, including dismissals, denials, suspensions, or revocations of certifications for law enforcement officers and public safety telecommunicators.

Reporting and Correspondence

- 1 - Prepare and deliver various reports (annual, formal, and other) to the Board, legislative bodies, executive offices, and other relevant public agencies.
- 2 - Prepare and manage formal correspondence with internal and external stakeholders, ensuring all communications are accurate, timely, and professional.
- 3 - Develop proposed regulations for the Board's consideration and oversee adherence to rulemaking procedures under the State Rules Act.

Policy Development & Legal Compliance

- 1 - Develop operational policies and procedures for the Board's approval, ensuring they align with current laws, regulations, and best practices.
- 2 - Ensure the Board's compliance with applicable laws such as the Open Meetings Act, Inspection of Public Records Act, State Rules Act, and other relevant personnel rules and regulations.
- 3 - Oversee compliance with the Board's internal policies and regulations.

Certification Oversight

- 1 - Review and make decisions on applications for certification, renewal, or denial of law enforcement officers and public safety telecommunicators.
- 2 - Review reports submitted by law enforcement agencies and assign cases for further investigation or action as necessary.

Investigations and Legal Oversight

- 1 - Conduct thorough investigations to assess the fitness of individuals to serve as law enforcement officers or telecommunicators, utilizing tools such as subpoenas and administering oaths as required.
- 2 - Apply laws, rules, and advisements impartially based on a fact-based review of incidents and cases.
- 3 - Review staff reports to determine appropriate actions, including initiating further investigations or making recommendations for Board action.

Legal Coordination and Case Management

- 1 - Evaluate the appropriateness of case referrals for administrative prosecution.
- 2 - Coordinate with Board Counsel and other stakeholders on administrative appeals and litigation matters, ensuring the Board's decisions and actions comply with legal requirements.

Training and Education

- 1 - Develop and deliver training programs to law enforcement agencies, providing guidance on the duties and responsibilities of the Board.
- 2 - Promote compliance with reporting requirements under the New Mexico Administrative Code (NMAC) and ensure that law enforcement leadership (e.g., chiefs, sheriffs, directors) is knowledgeable about their obligations.

Additional Responsibilities:

- Work non-traditional hours and travel as required to fulfill the duties and responsibilities of the role.
- Perform other duties as assigned by the Board or its designees, ensuring the successful operation and mission of the Board.

Physical Requirements and Working Conditions:

- Must be able to work non-traditional hours, including evenings and weekends, as needed.
- Travel may be required to attend meetings, hearings, or training sessions.

Minimum Qualifications:

- Prior experience in policy administration and project management.
- Demonstrated skill in budgeting, staff supervision, organizational planning and time management.
- Proficiency in computer systems and data management tools.
- Knowledge of criminal, civil, administrative law, and regulatory proceedings.
- Working knowledge of state procurement practices, particularly in New Mexico.
- Familiarity with law enforcement and telecommunicator standards, including certification, training, and professional practices.
- Strong decision-making abilities with the judgment to escalate matters to the Board when appropriate.
- Proven ability to lead teams, manage operations, and align staff efforts with the Board's strategic goals.
- High ethical standards, professional integrity, and the ability to handle sensitive and confidential information with discretion.

Preferred Qualifications:

- Advanced secondary education in criminal justice, public administration, project management, law, or a related field.

- Fifteen (15) years or more of experience in law enforcement, law, or public safety, including eight (8) years in executive or management roles.
- Five (5) years or more of experience in state funding, procurement, or working with a New Mexico administratively attached entity.
- Experience with legislative processes, public policy development, or working in a government-facing role.
- Proficiency in investigative techniques and a deep understanding of legal processes related to certification and disciplinary action.
- Excellent communication and interpersonal skills, with the ability to build trusted relationships across agencies and with the public.

Informed Disclaimers:

- The Chief Executive Officer is an at-will, non-classified, Governor-exempt position that serves at the pleasure of the board and may be terminated with or without cause from employment at any time by the Board.
- Candidate(s) may be asked to meet with or respond to additional questions or inquiries by an interview panel of the Board or designee(s) as part of the vetting process and will be selected at the sole discretion of the Board.
- Candidates may be required to submit or provide a Personal History Questionnaire and cooperate with a background investigation.
- Candidates must have a valid New Mexico driver's license or have the ability to obtain one.

Salary Range:

This position is covered under the Governor's Exempt Salary Schedule - Pay Range 36 - with a salary range of \$59,051.20 to \$146,150.58

How to Apply:

Applicants must submit a resume, cover letter explaining unique qualifications and specific interest in the position, references, and any additional material in support of their suitability to the DPS Human Resources Director:

Kiki Arellano NMDPS HR Director
 Kiki.Arellano@dps.nm.gov
 (505) 479-2184