



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### CLERGY

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Clergy-B	G2011B	55	
Clergy-O	G2011O	60	
Clergy-A	G2011A	65	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination. Provide spiritual and moral guidance and assistance to members.

### Nature of Work

Clergy administer various religious programs and services to inmates, hospital patients, and their families at a state institution. Work involves providing inmates, clients, and their families, religious and spiritual services, religious education, and counseling which aid inmates in coping with their problems and rehabilitating their lives. Clergy workers apply the principles, practices, standards, techniques, theories, and concepts of theology, ministering religious services, religious counseling, and pastoral care in providing for religious care services, educating and training seminary students, and supervising and managing religious programs for a state institution.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role assist in a limited chaplaincy program while receiving training from more experienced clergy.

### Recommended Education and Experience for Full Performance

Ordained from any recognized denominational institution of religious or spiritual teaching / learning and two (2) years of experience in leading religious or spiritual ceremonies, counseling, and being part of a multidisciplinary therapy team.

### Minimum Qualifications

Ordained from any recognized denominational institution of religious or spiritual teaching/ learning.

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### Operational

- Employees in this Role direct a limited chaplaincy program or assist in developing a large chaplaincy program in an institution with a broader range of opportunity for an expanded pastoral ministry.

### Recommended Education and Experience for Full Performance

Ordained from any recognized denominational institution of religious or spiritual teaching / learning and four (4) years of experience in leading religious or spiritual ceremonies, counseling, and/or being part of a multidisciplinary therapy team.

### Minimum Qualifications

Ordained from any recognized denominational institution of religious or spiritual teaching / learning and two (2) years of experience in leading religious or spiritual ceremonies, counseling, and/or being part of a multidisciplinary therapy team.

### Advanced

- Employees in this Role direct a full spiritual ministry to residents of a state facility.
- Employees participate as a member of the treatment team offering religious counseling to clients as part of the treatment and disposition plan.
- Employees supervise in-service training of seminary students.

### Minimum Qualifications

Ordained from any recognized denominational institution of religious or spiritual teaching / learning and six (6) years of experience in leading religious or spiritual ceremonies, counseling, and/or being part of a multidisciplinary therapy team.

### Minimum Qualifications

Ordained from any recognized denominational institution of religious or spiritual teaching / learning and four (4) years of experience in leading religious or spiritual ceremonies, counseling, and/or being part of a multidisciplinary therapy team.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Philosophy and Theology** — Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.

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**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

### Skills

**Service Orientation** — Actively looking for ways to help people.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Instructing** — Teaching others how to do something.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Speaking** — Talking to others to convey information effectively.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Negotiation** — Bringing others together and trying to reconcile differences.

**Persuasion** — Persuading others to change their minds or behavior.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

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*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*