



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

LINE MANAGER II – NURSING

Class Title	Class Code	Pay Band	Alt Pay Band*
Line Manager II – Nursing	X20400	70	85

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

Purpose of Position

Incumbents in this classification supervises several nursing staff, either in a public health program, hospital, clinic, or other institution, or performs highly specialized nursing duties, or as a supervisor of compliance surveyors in health related facilities.

Nature of Work

Incumbents in this classification may be assigned to a hospital, a public health program, any number of nursing specialties or the survey and assessment of health facilities. Supervise, plan and schedule the delivery of nursing services to several units and wards assumes the responsibility for carrying out several public health nursing programs; assist in the development and maintenance of public health nursing standards in assigned area; work alone or as a team leader providing highly specialized nursing services to patients; area of specialization may include but is not limited to nurse midwifery, psychiatric nursing, maternal and child health nursing; surgery and recovery room nursing, nurse practitioner; act as lead consultant to team members and other colleagues on resident health issues, and as a health advocate for the resident(s); function as an off-site and office team leader; facilitate meetings and training sessions to keep staff up-to-date on pertinent laws, issues, and agency policy and procedural changes relevant to surveying and assessment of health facilities.

Distinguishing Characteristics

Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

For Assignment in a Hospital:

- Supervises, plans and schedules the delivery of nursing services to several units and wards.
- Evaluates performance.
- Resolves complaints and provides orientation and training to nursing personnel.
- Assists physicians and other personnel in the formulation and maintenance of nursing standards and procedures.
- Closely supervises specialized nursing requirements and operation of complex equipment and apparatus.
- Insures records are properly and promptly maintained.
- Coordinates nursing services with other departments.

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- Performs related work as required.

For Assignment in Public Health:

- Supervises, plans and schedules the delivery of nursing services in an assigned area.
- Assumes the responsibility for carrying out several public health nursing programs.
- Assists in the development and maintenance of public health nursing standards in assigned area
- Conducts surveys, studies and evaluation of health needs and nursing programs.
- Meets with community groups to explain the public health nursing program.
- Prepares reports.
- Performs related work as required.

For Assignment in Nursing Specialization:

- Works alone or as a team leader providing highly specialized nursing services to patients.
- Area of specialization may include but is not limited to nurse midwifery, psychiatric nursing, maternal and child health nursing, surgery and recovery room nursing, or nurse practitioner.
- Takes health histories and makes preliminary physical evaluations of patients.
- Supervises other nursing or nursing assistant personnel and insures nursing care plans are carried out.
- Assists in or conducts surveys and studies.
- Acts as a full member in the medical treatment team.
- Modifies nursing care plans and prepares reports
- Performs related work as required.
- Observes medication passes, treatments, and patient activities.
- Reviews documentation pertaining to policies, etc;
- Reviews quality assurance program.
- Conducts interviews with facility staff, clients, family members, ombudsman, etc.
- Prepares reports documenting the survey and investigation findings, including deficiencies cited.
- Attends meetings and training sessions.
- Responds to providers, consumers, and other inquiries.
- Attends and participates as a witness in hearings and legal actions.
- Performs related duties as required.

General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the Line Manager II – Nursing.

Scope and complexity of responsibility: Regulated; Assigned objective is well defined by statute, grant, agency policy, etc. Line Manager II has **limited** latitude to change the scope, impact, or policy of the objective.

Types of employees managed: Line Manager II is assigned **limited** staffing resources of **low-level supervisors, technical, clerical and para-professionals.**

Financial accountability: Objective managed has a **limited** relative impact on the mission

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of the total organization.

Strategic planning/decision challenge: Standardized procedures; deals with challenges requiring the search for solutions that are typically found through experience or research into solutions to similar problems. Determines financial, employment and related resource needs to carry out assigned objective. Evaluates programmatic processes and develops specific plans for improvement.

Manager Concept

Line Manager II administers resources, operational activities and supervises at least two staff to ensure delivery of products and services to citizens, customers, clients, etc.

Line Manager II operates within **limited** parameters and guidelines established by higher levels of management. Operations managed are subject to periodic review for results. The organizational unit managed represents a minimal part of the department's total operations. The delivery of products and services is **tangent** to a program or group of programs. Incumbents usually have a substantial knowledge of the unit's technical processes, often serving as a resource on the subject.

Minimum Qualifications

Current license as a Registered Nurse or eligibility for such licensure in accordance with New Mexico requirements issued by the New Mexico Board of Nursing and four (4) years of professional level experience operating within limited parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment.

Statutory Requirements: All applicants for this position must be licensed in accordance with the Nursing Practice Act § 61-3-2 through 61-3-31 NMSA 1978 and 16.12.1 through 16.12.20 NMAC, as applicable.

Conditions of Employment: Working Conditions for individual positions in this Manager Category Level 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: Not Represented

Developed: 07/07/2002

Revised: 6/22/12; 12/1/2017 (One APB Adjustment)