



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505

## Classification Description

### LINE MANAGER II – FISH AND WILDLIFE

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Line Manager II - Fish and Wildlife	X23031	70	

*\*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**

Fish and Wildlife Program Managers directly supervise program staff, coordinate activities, assess efficiency, and actively participate in program activities. These managers are boots on the ground managers providing daily program direction, addressing daily concerns, and providing direct feedback to program staff. These managers are generally focused on a regional area or specific group of species or other specific program.

#### **Nature of Work**

Fish and Wildlife Program Managers devote considerable time to direct oversight and supervision of program specific activities and personnel. These managers are responsible for ensuring program activities occur within the constraints defined by higher level administrators and for addressing specific operational concerns as they arise. The work of the Fish and Wildlife Program Manager is limited to specific program areas.

#### **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.*

- Provides and applies technical knowledge of fish and wildlife management.
- Provides clear direction to staff to ensure goals and objectives are understood and met.
- Monitors program to identify and address operational concerns as they arise.
- Organizes resources and directs operations.
- Incorporates direction from higher level administrators into program operations.
- Directly supervises staff by assessing performance, encouraging and mentoring staff, and disciplining as required.
- Develops a broader understanding of Agency mission and incorporates that into work.

#### **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 – Fish and Wildlife.

**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**.

## LINE MANAGER II – FISH AND WILDLIFE

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

A Bachelor's Degree from an accredited college or university in Biology, Fisheries Science/Management, Wildlife Science/Management, Forestry, Animal Science, Natural Resource Management, Agriculture Science, Range Management, Environmental Science or Zoology and four (4) years of professional level experience in fisheries or wildlife management. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

**Statutory Requirements:** If a Statutory Requirement is associated with a position in this Manager Category, it will apply.

**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:** 06/22/12; 10/26/2017(min quals)

*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.*