



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505

## Classification Description

### STAFF MANAGER - ECONOMICS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Staff Manager – Economics	X30125	75	80

*\*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**

To coordinate and supervise economic research and analysis of labor market conditions, trends, statistics, injury compensation costs, and other labor related information.

#### **Nature of Work**

Employees in this class are responsible for supervising a staff engaged in economic and statistical analysis and research of various labor market information such as unemployment insurance, covered employment wages, local area unemployment statistics, mass layoff statistics, occupational employment surveys, current employment statistics, workers' injury compensation information, and other labor related data.

#### **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.*

- Researches, analyzes, and recommends automated data processing programming changes to produce new economic, statistical, and program data for research and analysis and to increase effectiveness of existing systems.
- Interviews, hires, supervises, and evaluates performance of staff engaged in economic research and analysis.
- Acquires needed services and support (data processing, financial, purchases, etc.) from various administrative bureaus within the agency in maintaining program effectiveness.
- Functions as a liaison in providing various employment statistics, state economic conditions, impacts of current economic events or workers' compensation statistical trends to public and private entities and individuals.
- Provides technical information and assistance to inter-agency requestors.
- Assists the regional office of the United States Bureau of Labor Statistics with annual validation of employment statistics.
- Maintains liaison with regional office of the USBLS in providing information about operational statistical programs and providing additional statistics and information as requested.
- Develops analyses/briefing reports on New Mexico labor conditions and/or injury cost information for newsletters, special reports, speeches, and presentations.
- Develops methodology for the research and development of special labor market or workers' injury and cost reports.

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- Recommends policies and establishes procedures used to implement federal or state data collection programs at the state level.
- Communicates with private employers to explain the purpose and operation of statistical programs and encourage them to become and/or stay active reporters.
- May serve as supervisor of the bureau in the absence of the Chief Economist.
- Performs related work 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 Staff Manager - Economist.

**Scope and complexity of responsibility** – Regulated; The assigned objective is defined by statute, grant, agency policy, etc. Staff Manager has **moderate** latitude to change the scope, impact, or policy of the objective

**Types of employees managed** – Staff Manager is assigned **moderate** staffing resources; supervisors, low-level managers, technical and professional staff.

**Financial accountability** – Objective managed has a **moderate** relative relationship to the mission of the total organization.

**Strategic planning/decision challenge** - Clearly defined procedures; deals with challenges requiring the search for solutions that are typically found through experience or research into solutions to similar problems. **Develops objectives and organizational plans for the effective delivery of services. Facilitates local advisory group(s). Provides input and influences the direction of groups in order to improve the delivery of good and services to citizens, customers, and clients.**

### Manager Concept

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

Staff Manager works within parameters/guidelines established by higher levels of management. Operations managed are subject to periodic review for results. The organizational unit managed represents a **moderate** part of the department's total operations. The section managed is normally an organizational segment of a program or group of programs. Incumbents usually have **moderate knowledge of the section's work processes**, often serving as resource of information on the subject.

### Minimum Qualifications

A Bachelor's Degree from an accredited college or university in Economics, Mathematics, Statistics, Sociology, Industrial Relations, Public Administration or Business Administration and five (5) years of professional level experience operating within parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education in the above educational fields and/or experience in economics, mathematics, statistics, demographic analysis or market research totaling nine (9) years, of which two (2) years must have been experience, included or supplemented by 24 semester hours in economics, mathematics, or statistics.

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**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:** 6/22/2012

*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.*