



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505

## Classification Description

### STAFF MANAGER – NURSING

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Staff Manager – Nursing	X30400	75	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**

Plans, develops, and implements new techniques, methods, practices and approaches in nursing care for a major program either in a hospital or public health setting.

#### **Nature of Work**

Staff Manager – Nursing works in a specialized program area. Plans, researches, develops and implements nursing programs or nursing techniques and act as a consultant in area of specialization. Provides constructive services; prepares budgets, statistical, and other reports related to programs. Provides consultative services to community organizations and federal, state and city agencies.

#### **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:**

- Researches and develops nursing techniques and procedures in nursing specialization.
- Teaches and demonstrates new nursing techniques.
- Provides nursing units with program development, delivery of services and continuing education as requested.
- Provides constructive services.
- Prepares budgets, statistical, and other reports related to programs.
- Performs related work as required.

#### **For Assignment in Public Health:**

- Participates in statewide planning, implementation and evaluation of programs within specialty area.
- Assists in formulation of nursing, standards and policies.
- Insures integration of nursing specialty programs with other public health nursing programs. Develops new nursing procedures, practices and approaches in area of specialization.
- Teaches and demonstrates new nursing techniques.
- Provides local nursing units with program development, delivery of services and continuing education as requested.
- Provides consultative services to community organizations and federal, state and city

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- agencies. Prepares budgets, statistical and other reports related to programs.
- 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 – Nursing.

**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

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 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.

### 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

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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)**