



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Manager Classification Guidelines

<u>Manager Level</u>	<u>Class Code</u>	<u>Pay Band</u>
Administrative/Operations Manager I	X40000	80

This document is intended to be a "guide" to a general understanding of the Administrative /Operations Manager I.

Job size is determined through the application of the adopted method of job evaluation. Job Size means the level of job content, job complexity and responsibility in relation to job roles. The job size continuum corresponds to the distinctions in relative worth determined by the Hay Guide-Chart factor system. Job size is measured through noticeable differences in Know-How, Problem Solving, and Accountability.

General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the Administrative/Operations Manager I.

Scope and complexity of Responsibility – Considerable: Assigned objectives are broadly defined by statute, grant, agency mission, etc. **Requires defining objectives, scope, and policies. Managing objectives generally requires considerable experience and seasoning in the assigned areas. Coordinates operations utilizing administrative concepts to organize sub-functions to meet the goals and objectives of the agency.**

Types of employees managed: Administration/Operations Manager I is assigned **considerable staffing resources of low-level managers, advanced technical, and professional employees.**

Financial accountability: Objective managed has **considerable** relative impact on the mission of the total organization.

Strategic planning/decision challenge: Solves problems through analysis and evaluation of the facts. Distinguishes issues and circumstances that make each case distinct, then formulates alternative solutions, taking into account the relative benefits and consequences that must be considered. Develops program goals, objectives and organizational plans for the efficient delivery of services. Facilitates local level advisory group. Provides direction to the group in order to improve the delivery of good and services to citizens, customers, and clients.

Manager Concept

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

Administration/Operations Manager I determines objective resource needs and allocates them

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.

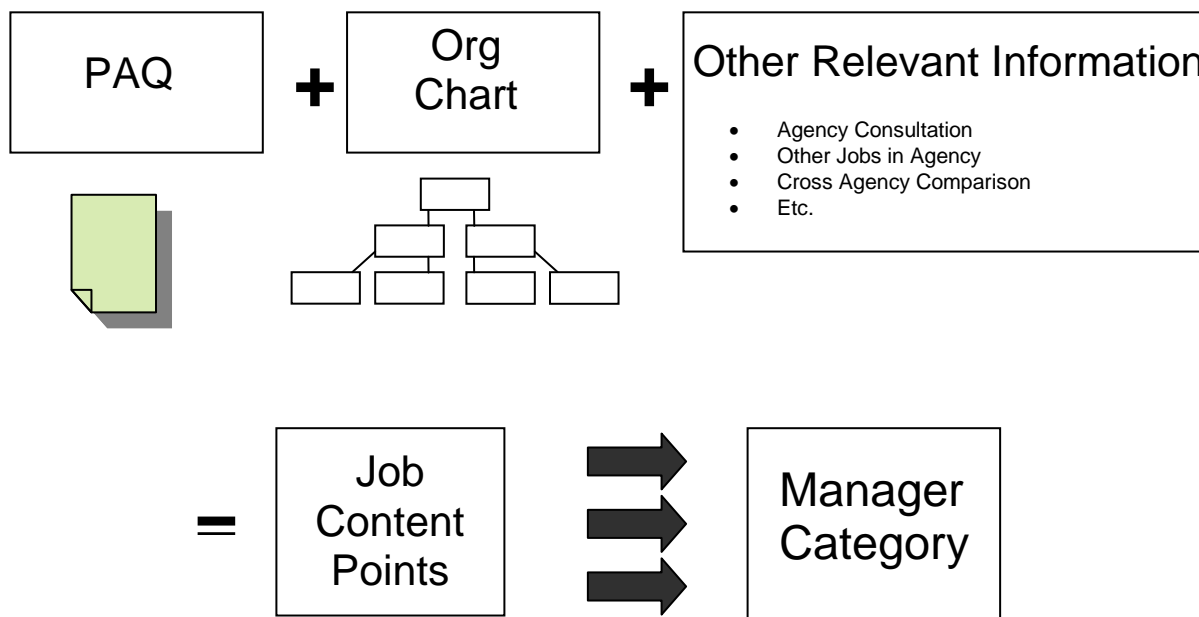
within financial parameters set at the secondary policy level. The organizational section/unit managed represents a considerable part of the department's total operations.

Minimum Qualifications

A Bachelor's Degree in any field of study from an accredited college or university and six (6) years of professional level experience with a tactical impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Process for Position Allocation

Staff from both SPO and Agencies will collectively work together in making position allocation decisions. The key inputs into an allocation decision will be a PAQ describing the duties about the individual position; the Organizational Chart for the agency which will show where the position resides in the organizational structure and the relationships to the positions above, below, and beside it; and any other information relevant to making a solid decision. (See *Illustration Below*)



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.

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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: 12/14/2005 **Revised:** 9/202011

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