



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505

## Classification Description

### ADMINISTRATIVE OPERATIONS MANAGER I – ECONOMICS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
A/O Manager I – Economics	X40125	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**

Develops program goals, objectives and organizational plans for economic research and analysis of labor market conditions, trends, statistics, injury compensation costs, and other labor related information.

#### **Nature of Work**

Incumbents in this classification are responsible for managing a lower level Economists 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.
- Reviews 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'

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injury and cost reports.

- Assists in the development and implementation of policies and 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 unit/section 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 Administrative/Operations Manager I – Economics.

**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 goods 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 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 from an accredited college or university in Economics, Mathematics, Statistics, Sociology, Industrial Relations, Public Administration or Business Administration and six (6) years of professional level experience in economics, mathematics, statistics,

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demographic analysis or market research. 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.

**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:** 6/22/12

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