



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

GENERAL MANAGER I – ECONOMICS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
General Manager I – Economics	X60125	90	

Purpose of Position

To manage, direct, and supervise the operation of an economic research and analysis unit within a state agency.

Nature of Work

Incumbents in this classification have full responsibility in directing, managing, and supervising the activities of an economic and statistical research and analysis unit within a state agency.

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.

- Analyzes and prepares monthly, annual, and special reports on economic data, which may include revenue, expenditures, cash balances, program measurements, and sociological and demographical data.
- Advises department head, executive and legislative branches and other state officials on budget balancing strategies, revenue enhancement options, tax policy, debt service and financing alternatives, investment policies, worker compensation cost trends, expenditure forecasts, and other programmatic and policy issues.
- Interviews, hires, directs and evaluates performance of staff.
- Reviews and sets development of statistical procedures and methodologies.
- Trains research staff and other personnel to perform economic and statistical analysis.
- Designs and manages various field economic surveys.
- Identifies and estimates revenue changes due to judicial, legislative, and management initiatives.
- Negotiates, prepares, and manages program contracts, including personal services and information systems.
- Monitors revenue performance and economic indicators for legislative and executive information.
- Provides revenue, social service expenditure and/or labor market data to federal, state, and local policymakers and the general public.
- Consults with agency staff and sets directives for estimating and sampling methods, analysis, and problem resolutions.
- Edits and revises final project documents to maintain consistency of style, format, and content.
- Represents department and/or makes technical presentations at various meetings involving national, state or local officials, representative of trade and civil organizations.

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- Translates, interprets, formats, and measure quality of primary data.
- 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 General Manager I – Economics.

Scope and complexity of responsibility: *Comprehensive*. Assigned objectives are broadly defined by statute, grant, and agency mission. Requires defining objectives, scopes and policies. Integrates the activities between divisions and high-level areas within state agencies. Develops goals, objectives and organizational plans for mission accomplishment.

Types of employees managed: General Manager I is assigned *comprehensive and diverse* staffing resources of mid-level managers and senior professionals.

Financial accountability: Objectives managed has an *extensive* relationship to the mission of the total organization.

Strategic planning/decision challenge: Managing objectives generally *requires exhibiting a wide mental grasp of broad-ranging concepts and circumstances*. Problem solving requires analysis and evaluation of the facts, issues, and circumstances. Alternative solutions and the relative benefits/consequences must be considered when making decisions. Develops goals for strategic plan within area of responsibility. Consults with community leaders and legislative bodies.

Manager Concept

The General Manager I administers resources and operational activities to ensure delivery of products and services to citizens, customers, clients, etc.

Determines objective resource needs and allocates them within financial parameters. The organizational unit (bureau or division) managed represents *a diverse part of the department's total operations*.

Minimum Qualifications

A Master's Degree from an accredited college or university in Economics, Mathematics, Statistics, Sociology, Industrial Relations, Public Administration or Business Administration and eight (8) years of professional level experience with a strategic 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 fourteen (14) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include management 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

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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: 07/07/2012

Revised: 6/22/2012