



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Manager Classification Guidelines

<u>Manager Category Level</u>	<u>Class Code</u>	<u>Pay Band</u>
Executive Manager	X80000	96

This document is intended to be a “guide” to a general understanding of the Executive Manager.

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.

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

Scope and complexity of responsibility – Broad. Objectives have major and direct statewide impact upon agency mission. Managing requires highly technical or scientific advanced degree such as economics, finance, engineering, law or medicine. Requires specialization and substantial comprehension of various sub-disciplines. Responsible for legislative interaction, initiating, reviewing and drafting legislation; informing and advising board members and/or legislators; serving as department representative on assigned issues.

Types of employees managed – Executive Manager has unlimited staffing resources of high level managers, senior professionals.

Financial/program accountability – Impact of the objectives managed has a broad relationship to the mission of the total organization and requires direct accountability.

Strategic planning/decision challenge - Executive level strategic mission development. Directs the agency through the strategic vision of the Cabinet Secretary to fruition. Disseminates vision and mission to upper-level managers and senior professionals. Monitors progress of agency and takes corrective planning action to maintain course of mission.

Manager Concept

The Executive Manager administers resources and operational activities to ensure delivery of services or products to citizens, customers, clients, etc. This is the highest category of manager with the highest levels of know-how, problem solving and accountability. As a member of an executive management team, it works closely with the cabinet secretary or agency director to establish overall departmental policy, goals and priorities and manage multiple organizational units (division) that represent most or all of a department’s total operations.

Minimum Qualifications

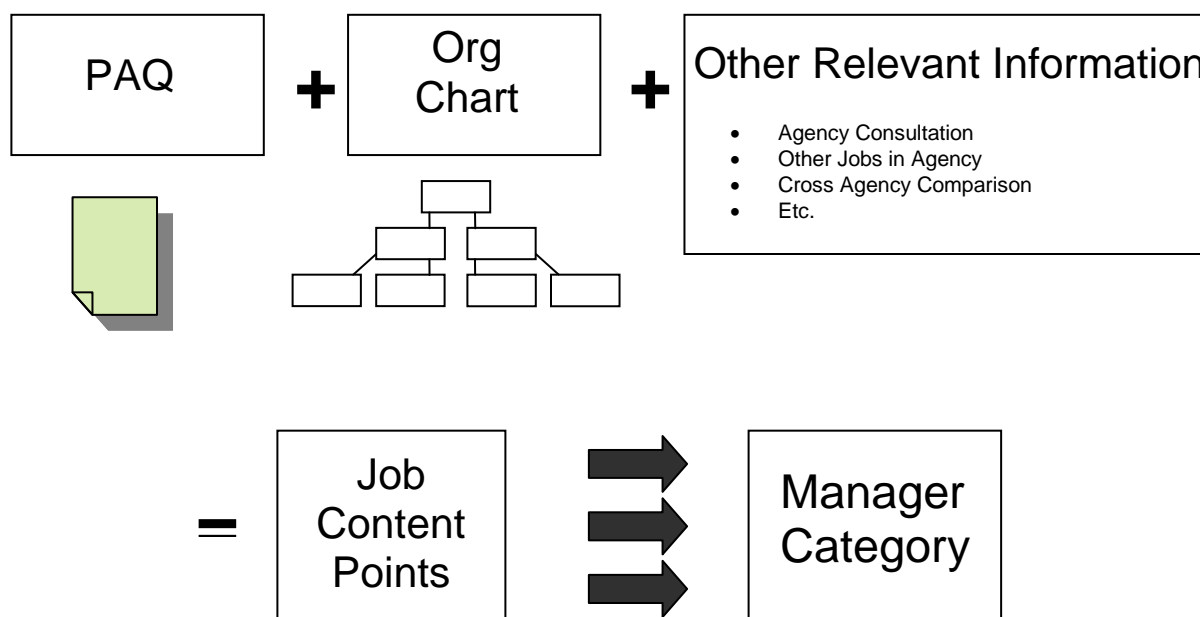
A Master’s Degree in any field of study from an accredited college or university and twelve (12)

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years of executive level experience with a broad business strategy 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 eighteen (18) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include senior level executive 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.

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.

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.

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Bargaining Unit
Not Represented

Developed: 12/14/2005 **Revised:** 9/20/2011

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