



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Manager Classification Guidelines

Manager Level	Class Code	Pay Band
Line Manager I	X10000	65

This document is intended to be a "guide" to a general understanding of the Line 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 Line Manager I. Placement in the Line Manager I classification is dependent upon specific agency utilization.

Scope and complexity of responsibility: Regulated; the assigned objective is well defined by statute, grant, agency policy, etc. Line Manager I has *minimal* latitude to change the scope, impact, or policy of the objective.

Types of employees managed: Line Manager I is assigned *minimal* staffing resources of **clerical and basic specialized employees**.

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

Strategic planning/decision challenge: Standardized procedures; deals with challenges requiring the search for solutions that are typically found through experience or research into solutions to similar problems. Determines financial, employment and related resource needs to carry out assigned objective. Evaluates programmatic processes and develops specific plans for improvement.

Manager Concept

Line Manager I administers resources, operational activities and supervises at least two staff to ensure delivery of products and services to citizens, customers, clients, etc. Line Manager I operates within *strict* parameters and guidelines established by higher levels of management. Operations managed are subject to periodic review for results. The organizational unit managed represents a *minimal* part of the department's total operations. The delivery of products and services is *tangent* to a program or group of programs. Incumbents usually have a substantial knowledge of the unit's technical processes, often serving as a resource on the subject.

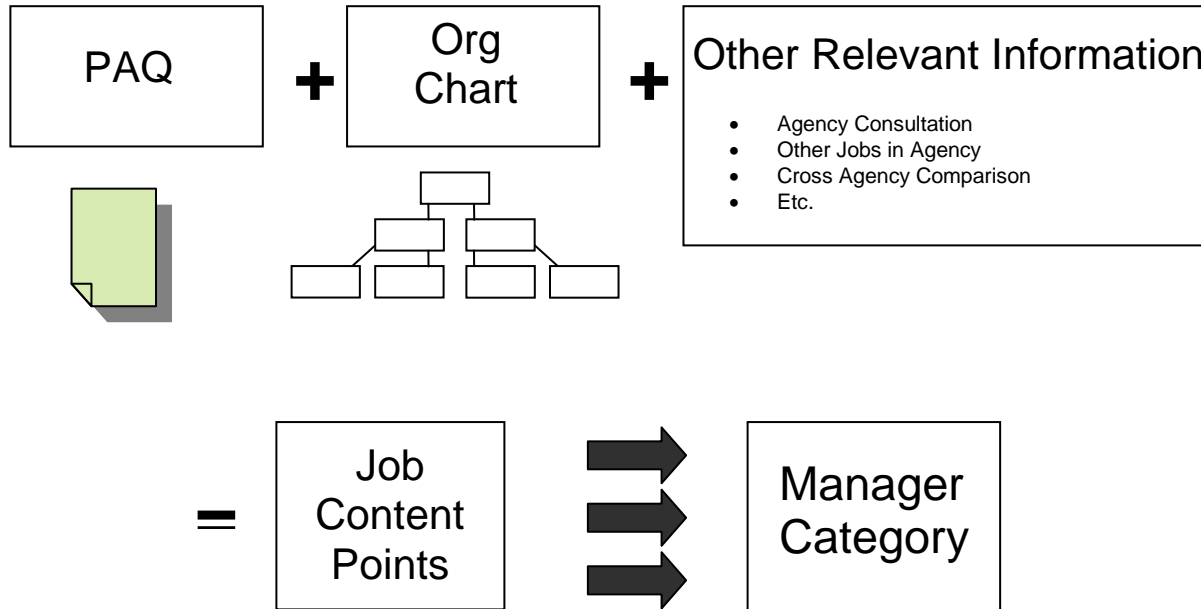
Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.

Minimum Qualifications

A Bachelor's Degree in any field of study from an accredited college or university and two (2) years of heavy supervisory or limited professional level experience operating within strict parameters and guidelines 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 six (6) years may substitute for the required education and experience. A hiring agency may designate that 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.

Default FLSA Status

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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:** 9/20/2011

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