



WIC Staff Manager  
**New Mexico State Personnel Office**  
 2600 Cerrillos Road  
 Santa Fe, New Mexico 87505

## Classification Description

### WOMEN, INFANTS & CHILDREN (WIC) STAFF MANAGER

Class Title	Class Code	Pay Band	Alt Pay Band*
WIC Staff Manager	X30321	75	

*\*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

The position is responsible for safeguarding the health of nutritionally at-risk, low-income women, infants, children and seniors by providing nutrition and referrals to health care providers and social services.

#### Nature of Work

The WIC Staff Manager provides leadership and develops objectives, goals and organizational plans for the effective delivery of WIC Nutrition Services at the Regional level and throughout the State. Provides programmatic expertise to influence the direction of the WIC Staff in order to ensure the quality delivery of services.

#### 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.*

- Provides management and direction to the WIC Region Coordinators and WIC Clinics to ensure adherence to Department of Health (DOH) personnel policies & procedures, human resources functions and monitors assigned caseloads.
- Oversees the Regional WIC budget.
- Collaborates with the Statewide WIC Management Team in order to ensure accuracy of and compliance with the best practices in management of the WIC Program as well as the interpretation of the USDA WIC policies and procedures.
- Manages special projects in the community related to health initiatives.
- Initiates the acquisition of funds for infrastructure projects, including new construction and building remodeling.

#### General Characteristics

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

**Scope and complexity of responsibility** – Regulated; the assigned objective is defined by statute, grant, agency policy, etc. WIC Staff Manager has **moderate** latitude to change the scope, impact, or policy of the objective

**Types of employees managed** – WIC Staff Manager is assigned **moderate** staffing resources; supervisors, low-level managers, technical and professional staff.

## WIC Staff Manager

**Financial accountability** – Objective managed has a *moderate* relative relationship to the mission of the total organization.

**Strategic planning/decision challenge** - Clearly defined procedures; deals with challenges requiring the search for solutions that are typically found through experience or research into solutions to similar problems. *Develops objectives and organizational plans for the effective delivery of services. Facilitates local advisory group(s). Provides input and influences the direction of groups in order to improve the delivery of good and services to citizens, customers, and clients.*

### Manager Concept

The WIC Staff Manager administers resources, operational activities and supervises at least two staff **OR** a statewide program that oversees program budget, develops policies and training for statewide staff. Is responsible for state/ federal audits to ensure delivery of products and services to the citizens, customers, clients, etc.

The WIC Staff Manager works within parameters/guidelines established by higher levels of management. Operations managed are subject to periodic review for results. The organizational unit managed represents a *moderate* part of the department's total operations. The section managed is normally an organizational segment of a program or group of programs. Incumbents usually have *moderate knowledge of the section's work processes*, often serving as resource of information on the subject.

### Minimum Qualifications

A Bachelor's Degree in any field of study from an accredited college or university and five (5) years of professional level experience operating within 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 nine (9) 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.

**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

**Established:** 06/24/2013

**Revised:** 7/28/17(min qual changes to types of degrees)  
4/5/18(concept change; min quals change)