



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

CLASSIFICATION AND TESTING MANAGER

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band*</u>
Classification and Testing Manager	X40378	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

To supervise and direct the classification and applicant testing administration programs of the State's classified system administered by the State Personnel Office (SPO).

Nature of Work

The Classification and Testing Manager applies principles of psychology to human resources, administration, management, and marketing problems. Activities include statewide policy planning; directing job classification development and evaluation; applicant and employee testing and selection programs, training and development; and organizational development and analysis. Works with management to organize the work setting to improve worker productivity.

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.

- Develops, implements, and evaluates classification and test development goals and objectives to provide a classification system and test development process for the New Mexico classified service.
- Directs and implements the statewide classification program to ensure state classified positions are properly described and classified.
- Directs the test development program to ensure test validity and reliability adhere to merit promotion principles.
- Researches, analyzes, and develops and recommends personnel policies and procedures which impact state government.
- Develops and implements procedures to ensure the effectiveness of classification studies.
- Supervises and directs classification and test development staff.
- Interprets state and federal laws to develop test development procedures that are in compliance with appropriate laws.
- Analyzes proposed legislation to evaluate the impact on SPO goals and objectives.
- Reviews and analyzes requests for classification studies to ensure that proposals are consistent with SPO class study procedures.
- Prepares technical and statistical reports, correspondence, and memoranda.
- Manages and directs the work of private consultants and agency personnel performing class studies to ensure proper procedures are followed.
- Directs test counseling services to assist applicants in preparing for testing.
- Directs the test implementation process to produce and maintain adequate applicant registers for state employment.

General Characteristics

Any one position may not include all general characteristics listed nor is this inclusive of all general characteristics possible for the Classification and Testing Manager.

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: *Classification and Testing Manager 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 good and services to citizens, customers, and clients.

Manager Concept

The Classification and Testing Manager administers resources, operational activities and supervises at least two staff to ensure delivery of products and services to citizens, customers, clients, etc.

Classification and Testing Manager 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

Bachelor's Degree in Social or Industrial Psychology, Psychology, Sociology, Human Resources, Public Administration or closely related field from an accredited college or university supplemented by twelve (12) semester hours of statistics, test and measurements, or research methodology plus six (6) years of experience in employment test development.

Statutory Requirements: N/A

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

Approved: 3/08/2013

Revised:

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.