



ADMINISTRATIVE OPERATIONS MANAGER I – NURSING
New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

ADMINISTRATIVE OPERATIONS MANAGER I – NURSING

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
A/O Manager I – Nursing	X40400	80	90

**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

Manages a nursing program in a hospital or institution, or directs a regional public health nursing program.

Nature of Work

Administrative Operations Manager I – Nursing assists the Director of Nursing (DON) with day-to-day functions within the nursing department or directs nursing services within an assigned Region or Bureau. Oversees other health services and Public Health Division initiatives as assigned within a Region or Bureau. Assists the DON in planning, directing, coordinating, and supervising of both clinical and operational aspects of care delivery in a long-term care setting and/or assists in community health assessment and in efforts to assure essential public health services. Administrative Operations Manager I – Nursing is expected to perform duties of the Director of Nurses in his/her absence or as assigned and to perform Charge Nurse duties or Registered Nurse House Manager duties during a staffing shortage. Contributes to public health policy development and/or analysis and develops partnerships with schools of nursing to help educate the future public health nursing workforce.

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.

For Assignment in a Hospital:

- Inspects the facility regularly to ensure that resident use areas and work areas are maintained at a high level of environmental safety and cleanliness.
- Coordinates and communicates with other departments in order to ensure provision of appropriate, adequate, timely and safe resident care.
- Informs DON of significant events and issues.
- Ensures the completion and accuracy of all documentation related to departmental structure and function.
- Assists in the preparation and review of policies and procedures.
- Prepares nurse work schedules every month and works closely with agency companies, to ensure proper nursing coverage for the unit floors.
- Works closely with the Director of Nursing on evolving integrated health care systems,

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restructuring of work, and technological innovations in the Nursing Department.

- Makes regular unit rounds to evaluate staff functioning and to ensure that resident care conforms to guidelines of regulatory and licensing bodies and current nursing standards.

For Assignment in Public Health:

- Directs nursing services within an assigned Region or Bureau.
- Oversees other health services and Public Health Division initiatives as assigned within a Region or Bureau.
- Assists in the development and maintenance of standards, quality initiatives, procedures and policies.
- Assists in community health assessment and in efforts to assure essential public health services.
- Contributes to public health policy development and/or analysis.
- Assists in health services personnel development and training.
- Develops partnerships with schools of nursing to help educate the future public health nursing workforce.
- Monitors and evaluates assigned service areas for regulatory compliance.
- Contributes to budget needs and analysis.
- Prepares reports and summaries as needed.

General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the Administrative/Operations Manager I – Nursing.

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: Administration/Operations Manager I 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 Administrative/Operations Manager I administers resources, operational activities and supervises at least two staff to ensure delivery of products and services to citizens, customers,

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clients, etc.

The Administration/Operations Manager I 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

Current license as a Registered Nurse or eligibility for such licensure in accordance with New Mexico requirements issued by the New Mexico Board of Nursing and six (6) years of professional level experience with a light strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment.

Statutory Requirements: All applicants for this position must be licensed in accordance with the Nursing Practice Act § 61-3-2 through 61-3-31 NMSA 1978 and 16.12.1 through 16.12.20 NMAC, as applicable.

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.

Bargaining Unit: Not Represented

Developed: **Revised: 3/28/2014; 12/1/2017 (One APB Adjustment)**

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