



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

ADMINISTRATIVE OPERATIONS MANAGER II – ECONOMICS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
A/O Manager II- Economics	X50125	85	

**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 manage, direct, and supervise the operation of an economic research and analysis unit within a state agency.

Nature of Work

Incumbents in this classification have full responsibility in directing, managing, and supervising the activities of an economic and statistical research and analysis unit within a state agency.

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.

- Analyzes and prepares monthly, annual, and special reports on economic data, which may include revenue, expenditures, cash balances, program measurements, and sociological and demographical data.
- Advises department head, executive and legislative branches and other state officials on budget balancing strategies, revenue enhancement options, tax policy, debt service and financing alternatives, investment policies, worker compensation cost trends, expenditure forecasts, and other programmatic and policy issues.
- Interviews, hires, directs, and evaluates performance of staff.
- Reviews and sets development of statistical procedures and methodologies.
- Trains research staff and other personnel to perform economic and statistical analysis.
- Designs and manages various field economic surveys.
- Identifies and estimates revenue changes due to judicial, legislative, and management initiatives.
- Negotiates, prepares, and manages program contracts, including personal services and information systems.
- Monitors revenue performance and economic indicators for legislative and executive information.
- Provides revenue, social service expenditure and/or labor market data to federal, state, and local policymakers and the general public.
- Consults with agency staff and sets directives for estimating and sampling methods, analysis, and problem resolutions.
- Edits and revises final project documents to maintain consistency of style, format, and content.

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- Represents department and/or makes technical presentations at various meetings involving national, state or local officials, representative of trade and civil organizations.
- Translates, interprets, formats, and measure quality of primary data.
- Performs related work as required.

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 II – Economics.

Scope of Responsibility – Significant. 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 II is assigned **significant** staffing resources of low-level managers, advanced technical, and professional employees.

Financial accountability - Objective managed has **significant** 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 II administers resources, operational activities and supervises at least two staff to ensure delivery of products and services to citizens, customers, clients, etc.

Administration/Operations Manager II 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

A Bachelor's Degree from an accredited college or university in Economics, Mathematics, Statistics, Sociology, Industrial Relations, Public Administration or Business Administration and eight (8) years of professional level experience in economics, mathematics, statistics, demographic analysis or market research. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include management, 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.

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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. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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

Developed: 07/07/2002

Revised: 6/22/12