



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

ADMINISTRATIVE OPERATIONS MANAGER II – NURSING

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
A/O Manager II- Nursing	X50400	85	95

**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

Directs a large nursing program in a hospital or institution, or directs a statewide public health nursing program.

Nature of Work

Administrative Operations Manager II – Nursing develops and maintains hospital wide nursing standards, manuals, procedures and policies; assists in developing orientation, in-service training, and continuing education programs for all hospital nursing personnel. Assists in evaluating community health needs and in developing health programs to meet those needs; initiates studies, surveys and evaluations of public health nursing 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.

For Assignment in a Hospital:

- Directs the total nursing program for a large hospital or institution.
- Develops and maintains hospital wide nursing standards, manuals, procedures and policies.
- Assists in developing orientation, in-service training, and continuing education programs for all hospital nursing personnel.
- Evaluates nursing program needs and program delivery.
- Initiates studies and surveys.
- Prepares budget estimates.
- Prepares statistical and other reports; and performs related work as required.

For Assignment in Public Health:

- Directs a statewide public health nursing program.
- Develops and maintains statewide standards for public health nursing.
- Acts as statewide nursing consultant to all state health agency divisions, to district health Personnel, and to other state and local agencies.
- Provides leadership and consultation on committees relevant to public health nursing practice and education.
- Directs development of public nursing manuals, procedures and policies; assists in developing orientation, in-service training and continuing education programs for public health nursing personnel throughout the state.

ADMINISTRATIVE OPERATIONS MANAGER II – NURSING

- Assists in evaluating community health needs, and in developing health programs to meet those needs.
- Initiates studies, surveys and evaluations of public health nursing services.
- Prepares budget estimates.
- Prepares statistical and other reports.
- 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 – Nursing.

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

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 eight (8) 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 §

ADMINISTRATIVE OPERATIONS MANAGER II – NURSING

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. 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: 06/22/12; 12/1/2017 (One APB Adjustment)