



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505

## Manager Classification Guidelines

<u>Manager Level</u>	<u>Class Code</u>	<u>Pay Band</u>
General Manager II	X70000	95

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*This document is intended to be a “guide” to a general understanding of the General Manager II.*

*Job size is determined through the application of the adopted method of job evaluation. Job Size means the level of job content, job complexity and responsibility in relation to job roles. The job size continuum corresponds to the distinctions in relative worth determined by the Hay Guide-Chart factor system. Job size is measured through noticeable differences in Know-How, Problem Solving, and Accountability.*

### **General Characteristics**

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

**Scope and complexity of responsibility – Extensive.** Assigned objectives are broadly defined by statute, grant, and agency mission. Requires defining objectives, scope, and policies. Integrates the activities between divisions and high-level areas within state agencies. Develops goals, objectives and organizational plans for mission accomplishment.

**Types of employees managed** – General Manager II is assigned comprehensive and diverse staffing resources of mid-level managers and senior professionals.

**Financial accountability** - Objectives managed have a extensive relationship to the mission of the total organization.

**Strategic planning/decision challenge** - Managing objectives generally **requires exhibiting a wide mental grasp of broad-ranging concepts and circumstances**. Problem solving requires analysis and evaluation of the facts, issues, and circumstances. Alternative solutions and the relative benefits/consequences must be considered when making decisions. Develops goals for strategic plan within area of responsibility. Consults with community leaders and legislative bodies.

### **Manager Concept**

The General Manager II administers resources and operational activities to ensure delivery of products and services to citizens, customers, clients, etc.

Determines objective resource needs and allocates them within financial parameters. The organizational unit (bureau or division) managed represents **an extensive part of the department’s total operations**.

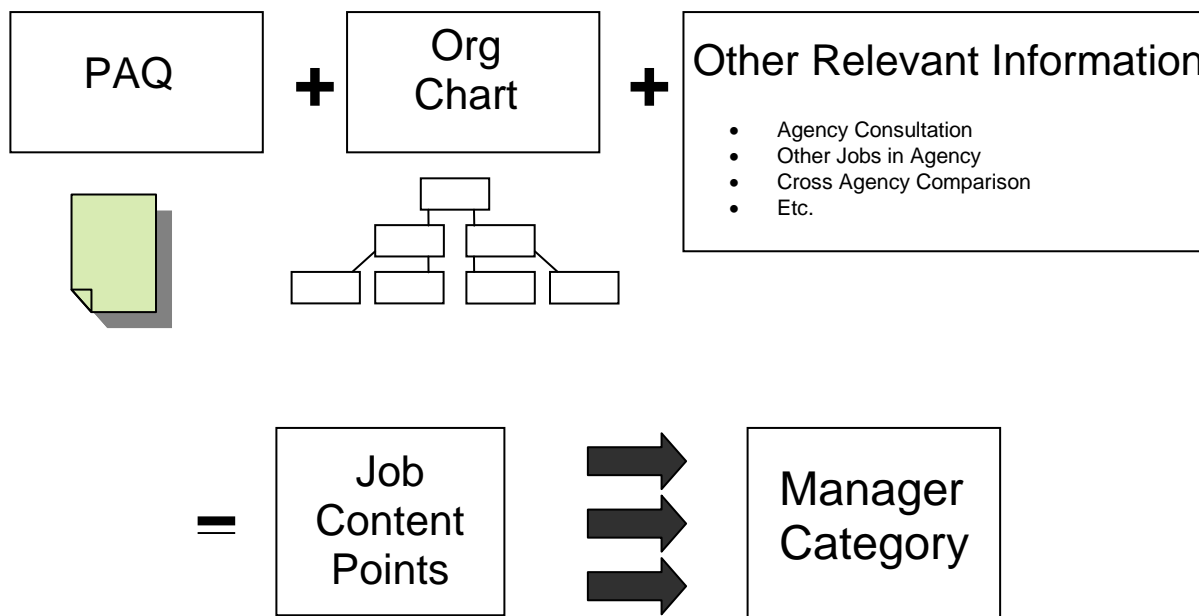
*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*

## Minimum Qualifications

A Master's Degree in any field of study from an accredited college or university and ten (10) years of executive level experience with a heavy strategic/functional strategy impact 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 sixteen (16) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include executive management 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.

## Process for Position Allocation

Staff from both SPO and Agencies will collectively work together in making position allocation decisions. The key inputs into an allocation decision will be a PAQ describing the duties about the individual position; the Organizational Chart for the agency which will show where the position resides in the organizational structure and the relationships to the positions above, below, and beside it; and any other information relevant to making a solid decision. (See *Illustration Below*)



## 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.

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**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:** 12/14/2005    **Revised:** 9/20/2011

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