



New Mexico State Personnel Office
Position/Classification Action Request Form

Section 3: Complete for Manager/Supervisor position ONLY

Organizational Structure

What has changed with this position? Why does your agency want to initiate change?

Vacant position to fill.

Provide the major job tasks and describe how the tasks are accomplished (including percent of time spent, totaling 100%):

Job Assignment Area #1 - Provide Forest fire protection and fire management statewide in accordance with the requirements of 68-2-8 NMSA 1978 and 68-5 NMSA 1978 - 40%

1. Coordinate and direct statewide fire suppression resources on state and private lands to assure that the fire protection responsibilities in 68-2-8 NMSA 1978 are met with minimal natural resources loss and at least cost to assure public and fire fighter safety.
2. Administer statewide fire management aviation programs. Determine if aircraft is needed and ensure aviation safety protocols are met. Represent the Division on Southwest Aviation Committee and other inter-agency aircraft committees. Consult and draft responses to Safecom's, Safenet's and lessons learned. Update and maintain all aviation plans yearly.
3. Manage the Division and fire department Resource Mobilization Plan (RMP) to move resources in and out of state to maximize the rapid response to wildfire, safely suppress fire, support extended attack wildfires, and manage costs.
4. Coordinate fire restrictions with all federal agencies and local governments.
5. Implement FEMA regulations and Fire Management Assistant Grant (FMAG) applications. Conduct annual coordination meetings with the United States Department of Agriculture (USDA) Forest Service, New Mexico Department of Homeland Security and Emergency Management (DHSEM), New Mexico National Guard, and New Mexico Department of Transportation (DOT).
6. Provide oversight for the New Mexico Certified Prescribed Burn Manager Program in accordance with 68-5 NMSA 1978 including the development of training materials, creation of the certification process, rulemaking, review of applications and management of the Certification Committee, and issuance of certificates.
7. Provide oversight of model prescribed burn ordinance development in accordance with 68-5 NMSA 1978 including rulemaking, communications with counties, and implementation of the model ordinance statewide.

Job Assignment Area #2 - Administer federal programs under the Cooperative Fire Assistance Program - 15%

1. Prepare the narrative for the Cooperative Fire Protection Program portion (typically \$3-4 million) of the annual Consolidated Federal Award grant application for federal funding and annually develop the narrative Wildland Fire Summary Report for submittal to USDA Forest Service.
2. Determine the Division's wildland fire training needs for FTE and administratively determined (AD) emergency wildland firefighters. Maintain and update the Division's training plan for successional planning to maintain wildfire response capacity in the Division and retain employees by offering opportunities for career development.
3. Monitor the status of red card qualifications of all Division personnel. Assure that NWCG standards are met and adhered to; ensure that red card files and qualifications are kept secure and accurate. Chair the Division Red Card Committee.

Job Assignment Area #3 - Coordinate with federal, state, and local fire management agencies - 15%

1. Develop and maintain Joint Powers Agreements with municipalities, counties, state and federal agencies to provide wildfire response capacity and support to the Division. Develop and maintain state to state cooperative agreements, compacts and other resource sharing agreements that enhance the State's wildfire response capacity.
2. Represent that State of New Mexico on the Southwest Coordination Group (SWCG) when needed as backup for the Resource Protection Bureau Chief.
3. Develop and update annual operating plans with NM National Guard's aviation group.
4. Develop and update annual operating plans with NM Department of Homeland Security and Emergency Management.
5. Develop and update annual operating plans with NM Department of Transportation.
6. Track fire activity for dissemination to affected state agencies, cooperators and partners.

Job Assignment Area #4 - Supervise the Aviation Dispatch Forester, Assistant Fire Management Officer and Volunteer Fire Assistance Program Coordinator - 30%

1. Ensure that Chapter 68 Statutes are enforced on 43 million acres of non-federal, non-municipal and non-tribal lands.
2. Approve time and leave in accordance with EMNRD and Forestry Division policy



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3. Conduct review of Forestry Division Law Enforcement Policy annually
4. Supervise day to day activities to ensure successful operation, administration and fiscal management.
5. Ensure operating manuals and policies are created, implemented and managed as outlined in the "Prescribed Burn Act" [Section 68-5 NMSA 1978].
6. Provide direction and oversight of all aspects of the "Prescribed Burn Act" [Section 68-5 NMSA 1978] with respect to drafting and implementation of administrative codes, rules, regulation and operational guidelines addressing the certification program, permitting process and the development and delivery of training.
7. Ensure the program builds and maintains effective working relationships with agency fire cooperators, New Mexico Prescribed Fire Council, landowners, landowner agents and contractors in relation to prescribed fire training and projects.
8. Provide statewide leadership on natural resource protection and internal accountability, training and safety programs statewide.
9. Consult on fire suppression, fire prevention and prescribed burning through education, considering the effect of forest pathology and entomology on natural resources and implications of climate change impacts.
10. Assist with training of partner organizations in forest management, wood product utilization, urban and community forestry, arboriculture, volunteer management, tree planting and tree maintenance, and spatial forest and fire management planning.

OTHER DUTIES AS ASSIGNED WITHIN THE CURRENT TOG/MC SCOPE OF WORK.

Describe program(s) oversight: (If supervisory position please list supervisory responsibilities)

The position supervises two positions: the first is the Community Wildfire Protection Program Coordinator and the second is the Volunteer Fire Assistance Program Coordinator. The programs receive federal funding and the supervisory responsibility includes oversight for procurement and sub-award processes consistent with both federal and state regulations. The position also includes supervision of day-to-day wildfire response activities in coordination with the Deputy Director and the Resource Protection Bureau Chief

What organizational structure changes will be affected by the request?

None.

Financial accountability (if applicable):

Please include the level of impact on the mission of the organization as a whole:

- Preparation of documentation to request the emergency executive orders that pay for wildfire suppression activities.
- Oversight of grant funding requests and reports.
- Oversight of contracts and agreements.
- Preparation of documentation to issue fire restrictions when the state is in higher fire danger.
- Preparation of resource orders for out-of-state critical resources.
- Negotiation of cost share agreements.

List position numbers reporting **directly** to this position:

00005319, 10115196

List position numbers reporting **indirectly** to this position:



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Section 8: Agency Justification and Signatures

Position Number: 00005314

Requesting Manager/Supervisor
 Signature:

Print Name:

Vernon J. Muller/Laura F. McCarthy

Date:

HR Manager Signature:

Print Name:

Date:

Agency Budget/CFO/ASD Director
 Signature:

Print Name:

Date:

Cabinet Secretary/Agency Head
 Signature:

Print Name:

Date:

SPO / DFA Only Below:

SPO Consultant Signature:

Print Name:

Date:

DFA Approval Attached:

Yes

SPO Director/ Designee Signature:

Print Name:

Date:

Final Approval Date:

Alternative Recommendation Made

Comments:



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Section 9: Essential functions/ADA physical requirements - all requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health or safety of themselves or others in the workplace, if that risk cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment.

Check essential physical requirements of the job (those that cannot be delegated to a co-worker):

Visual acuity - how often:	<input type="text" value="C: Continuous, over 66% of time"/>	Seeing - how often:	<input type="text" value="C: Continuous, over 66% of time"/>
Climbing - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>	Kneeling - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>
Standing - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>	Pulling - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>
Tactile sense - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>	Hearing - how often:	<input type="text" value="C: Continuous, over 66% of time"/>
Balancing - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>	Crouching - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>
Walking - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>	Repetitive - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>
Talking - how often:	<input type="text" value="C: Continuous, over 66% of time"/>	Grasping - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>
Reaching - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>	Pushing - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>
Stooping motions - how often:	<input type="text" value="OE: Occasional (up to 33%) but essential"/>		

Lifting:

Floor to Waist Waist to Shoulder Overhead Carry 20 feet

Working Conditions - check which working conditions the employee is subject to:

Physical Conditions:

Extreme temperatures Wet and/or humid Noise Vibration

Hazards:

Mechanical Explosives Radiant energy Chemical
 Burns Electrical Other:

Atmospheric Conditions:

Fumes Dusts Mites Poor ventilation
 Odors Gases Other:

Equipment and tools - list equipment and tools operated and the frequency of use (those that cannot be delegated to a co-worker):

State vehicles:

Equipment:

Tools:

Other:

**Energy, Minerals and Natural Resources Department
Job Information Acknowledgement Form**

Position Title: A/O I			
Pay Band:	80	Minimum \$ 30.08	Maximum \$ 48.12
Job Status:	<input checked="" type="checkbox"/> Perm	<input type="checkbox"/> Term	<input type="checkbox"/> Temp
FLSA Status:	<input type="checkbox"/> FLSA Non- Exempt	<input checked="" type="checkbox"/> FLSA Exempt	
Travel:	<input type="checkbox"/> None	<input type="checkbox"/> Some	<input checked="" type="checkbox"/> Extensive (including weekends/holidays)
Overtime:	<input type="checkbox"/> None	<input type="checkbox"/> Some (including weekends/holidays)	<input checked="" type="checkbox"/> Extensive (including weekends/holidays)
Physical Activity:	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Extensive
Environmental Setting:	<input type="checkbox"/> Office	<input type="checkbox"/> Field	<input checked="" type="checkbox"/> Office and Field
Drug Testing:	<input type="checkbox"/> Pre-Employment	<input type="checkbox"/> Random	<input checked="" type="checkbox"/> Reasonable suspicion
Required to Accept Geographical Location Change:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Required to Live on Site:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Housing Provided:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other:			
Immediate Supervisor:	Vernon Muller		
Applicant Name (please print):			
Acknowledgement of Review of Position Action Request Form (SPO 14-002):	I have been given an opportunity to read the position action request form (SPO 14-002) which is information regarding the position. I believe I am able to perform the essential functions of the job described and have been given the opportunity to ask questions.		_____ Initial
Compensatory Time Acknowledgement:	I voluntarily agree, in lieu of cash compensation, to receive compensatory time at a rate of 1.5 for hours worked over 40 hours per work week, if covered by Fair Labor Standards Act (FLSA), and a rate of 1.0 for hours worked over 80 hours per pay period, if exempt from FLSA. I understand under normal circumstances, I must obtain advance approval to work beyond 40 hours in a workweek. I also understand it is my responsibility to immediately report overtime worked in an emergency situation to my supervisor. Failure to seek prior approval or to promptly notify my supervisor after an emergency may lead to disciplinary action.		_____ Initial
Executive Order-2003-030, Information Technology Resource Policy: Internet, Intranet, E-Mail & Digital Network Usage, and 1.12.10 NMAC:	I confirm that I have read the Information Technology Resources Policy and have had an opportunity to ask questions about it. I understand that if I fail to abide by the terms of the Information Technology Resources Policy, a copy of which has been provided to me, I may be subject to disciplinary action.		_____ Initial
Applicant Signature:			Date:



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Section 1: Agency - Employee Information

Business Unit Name: Bus Unit #: Effective Date (For Agency Use):

Employee Name: Employee ID:

Select Request Type:

Section 2: Position Information

Require Essential Functions Page

Action:

Co-Action (If Applicable):

Current

Proposed

Position Number:	<input type="text" value="00005314"/>		
Classification:	<input type="text" value="Administrative Operations I"/>	Classification:	<input type="text"/>
Job Code:	<input type="text" value="X60000"/>	Job Code:	<input type="text"/>
Working Title:	<input type="text" value="State Fire Management Officer"/>	Working Title:	<input type="text"/>
Bargaining Unit:	<input type="text" value="Not Covered"/>	Bargaining Unit:	<input type="text"/>
Pay Band:	<input type="text" value="80"/>	Pay Band:	<input type="text"/>
Department # & Name:	<input type="text" value="0412000000"/>	Department # & Name:	<input type="text"/>
Location & Location Code:	<input type="text" value="005-000107 SF-Wendell Chino"/>	Location & Location Code:	<input type="text"/>
Shift:	<input type="text" value="1"/>	Shift:	<input type="text"/>
	<input type="radio"/> PT <input type="radio"/> FT		<input type="radio"/> PT <input type="radio"/> FT
Reports to:	<input type="text" value="000005316"/>	Reports to:	<input type="text"/>
Funding Source:	<input type="text" value="Fed/Gen Fund"/>	Funding Source:	<input type="text"/>
FTE:	<input type="text" value="1"/>	FTE:	<input type="text"/>
Supervisory Level:	<input type="text" value="E"/>	Supervisory Level:	<input type="text"/>
FLSA Status:	<input type="text" value="Executive"/>	FLSA Status:	<input type="text"/>
Short Title:	<input type="text" value="02"/>	Short Title:	<input type="text"/>
Position Status:	<input type="text" value="Permanent Position"/>	Position Status:	<input type="text"/>
Safety Sensitive:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Safety Sensitive:	<input type="radio"/> Yes <input type="radio"/> No
Omnibus:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Omnibus:	<input type="radio"/> Yes <input type="radio"/> No



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>
Administrative/Operations Manager I	X40000	80

This document is intended to be a "guide" to a general understanding of the Administrative /Operations Manager I.

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 Administrative/Operations Manager I.

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, clients, etc.

Administration/Operations Manager I determines objective resource needs and allocates them

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.

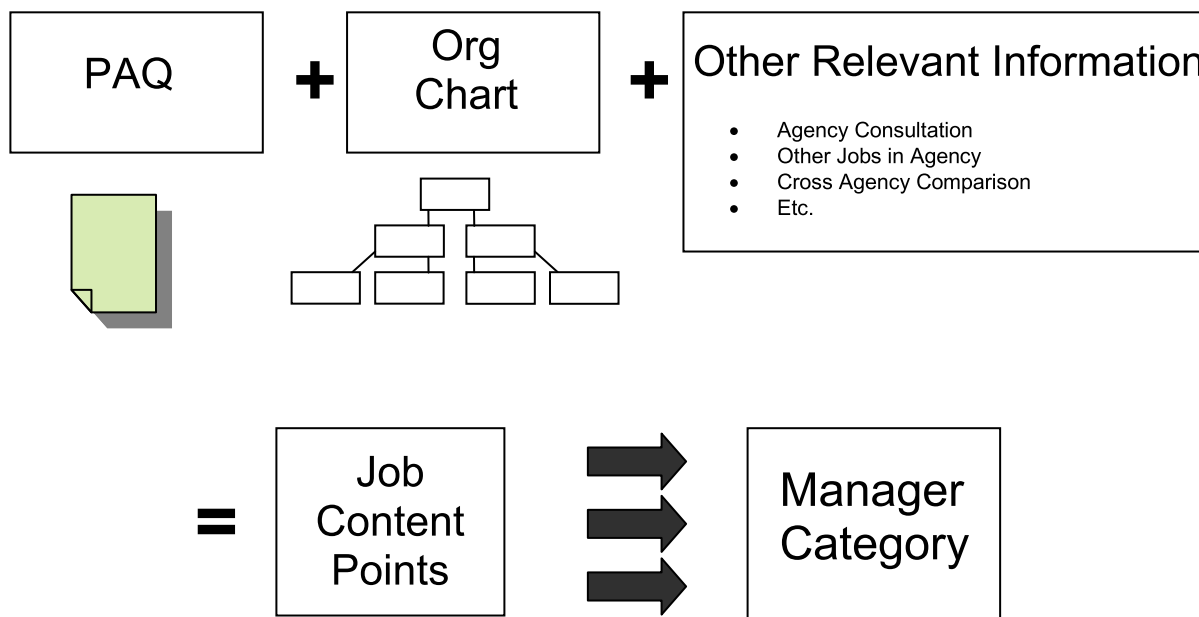
within financial parameters set at the secondary policy level. The organizational section/unit managed represents a considerable part of the department's total operations.

Minimum Qualifications

A Bachelor's Degree in any field of study from an accredited college or university and six (6) years of professional level experience with a tactical 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 ten (10) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include 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.

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:** 9/202011

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