



New Mexico State Personnel Office  
Position/Classification Action Request Form

Section 1: Agency - Employee Information

Business Unit Name: Energy, Minerals and Natural Resources Dept Bus Unit #: 52100 Effective Date (For Agency Use):

Employee Name: Employee ID:

Select Request Type: Non-Manager/Non-Supervisory Position - Classification Change Only

Section 2: Position Information

☒ Require Essential Functions Page

Action: Update Position

Co-Action (If Applicable): Update Position

Current

Proposed

Position Number: 00042408

Classification: Management Analyst - Operational

Job Code: C11110

Working Title: Administrative Contract Specialist

Bargaining Unit: Not Covered

Pay Band: 60

Department # & Name: 0411000000 Admin Management Bureau

Location & Location Code: SF-Wendell Chino 005-000107

Shift: 1

☐ PT ☒ FT

Reports to: 000005342

Funding Source: Federal/GF

FTE: 1 Supervisory Level: F

FLSA Status: Administrative

Short Title: 2

Position Status: Permanent Position

Safety Sensitive: ☐ Yes ☒ No Omnibus: ☐ Yes ☒ No

Classification:

Job Code:

Working Title:

Bargaining Unit: Not Covered

Pay Band:

Department # & Name:

Location & Location Code:

Shift:

☐ PT ☒ FT

Reports to:

Funding Source:

FTE: Supervisory Level:

FLSA Status: Administrative

Short Title:

Position Status: Permanent Position

Safety Sensitive: ☐ Yes ☒ No Omnibus: ☐ Yes ☒ No



New Mexico State Personnel Office  
**Position/Classification Action Request Form**

**Section 4:** Complete for Non-Manager/Supervisor position ONLY

Organizational Structure

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

Vacant position to fill.

What organizational structure changes will be affected by the request?

No changes in organizational structure

Why does this job exist? (High level description of overall purpose of position )

The purpose of the position is to manage purchase documents, contract payments and Division contract databases and tracking spreadsheets and to assist in contract completion for the Santa Fe office, Division project managers, Agency contract staff, and contractors to ensure purchase documents and payments meet state financial requirement and to ensure contract compliance requirements are met throughout the development of the scope of work, deliverables, compensation, and match requirements based on information provided in written proposals for successful contract implementation and completion. The position will assist the Management Analyst - A in the completion of purchase documents, ensure timely payment vouchers to contractors, update contracts management database and assist in the development of Professional Service Contracts, Forest Thinning Work Plans, Joint Powers Agreements, Memorandum of Agreements, Governmental Service Agreements, Request for Proposals, and Invitations to Bid for approximately \$20 million dollars per year. Position requires knowledge of state procurement code and contract management policy and procedures, knowledge of state and federal procurement requirements, state budget, and financial procedures to create encumbrances for project implementation.

What does this job do? How does the job get done?

(Key responsibilities-include percent (%) of time spent, totaling 100%)

Job Assignment Area # 1 - Contract Tracking and PO Creation 60%

1. Assist Management Analyst - A with the coordination and tracking of new contacts and agreements with Division and Agency personnel.
2. Create contract purchase orders and coordinate with the Contract's Management Analyst - A, Program Manager, and Cooperator on distribution of executed PO.
3. Coordinate inter-departmental working partnerships to promote efficiency in the execution of contracts.
4. Maintenance and updates of contract tracking databases and contract tracking spreadsheets to include all grant funding, contract work plans, purchase order, and payment information.
5. Reconcile between contract tracking databases and contract tracking spreadsheets with the SHARE financial system to maintain the integrity of information between two programs. The field staff rely on financial contract tracking as their financial blueprint.
6. Conduct meetings as needed to work with field staff on correction or change to either SHARE or contract tracking databases on contract amount, terms, and funding.

Job Assignment Area #2- Contract Management 25%

1. Assist in review of contracts for quality control; to include typos, correct names, grammar, misspelling, etc, of up to 200 new contracts per year with counties, municipalities, soil and water conservation districts, tribes, and local non-profit communities.
2. Assist with determining the appropriate type of contract for specific programs, such as Professional Service Agreements, Memorandum of Agreements, Joint Powers Agreements, Governmental Service Agreements, Memorandums of Understanding, Cooperative Agreements,



New Mexico State Personnel Office  
**Position/Classification Action Request Form**

Grant Award Agreements.

3. Assist with the development of scope of work, deliverables, compensation, documentation of match, reporting requirements, agency accountability for performance measures
4. Assist with the development of related RFP's and ITB's with division staff.
5. Assist with the development of property leases, and purchase agreements for land acquisition for conservation easements.
6. Verify and ensure accuracy of funding sources.

Job Assignment Area #3 - Administrative Support 15%

1. Pick-up and distribute all incoming mail for the Santa Fe Forestry Office.
2. Answer the Main Forestry phone line and direct customer to appropriate contact or answer general questions.
3. Assist with travel requests as needed or aid in other purchasing needs for the Santa Fe Office.
4. Develop training materials and provide educational instruction for staff and potential contractors on the Division's contract and cost reimbursement methods
5. Participate on selection panels and rank qualified applicants to receive federal and/or state funding.
6. Assist management with special projects as needed.



New Mexico State Personnel Office  
Position/Classification Action Request Form

Section 8: Agency Justification and Signatures

Position Number: 00042408

Requesting Manager/Supervisor  
Signature:

Print Name:

Sherri Bowers / Laura F. McCarthy

Date: 2-9-2023

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:



New Mexico State Personnel Office  
**Position/Classification Action Request Form**

**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: F: Frequent 34%-66% of time

Seeing - how often: F: Frequent 34%-66% of time

Climbing - how often: O: Occasion up to 33% of time

Kneeling - how often: O: Occasion up to 33% of time

Standing - how often: F: Frequent 34%-66% of time

Pulling - how often: O: Occasion up to 33% of time

Tactile sense - how often: O: Occasion up to 33% of time

Hearing - how often: F: Frequent 34%-66% of time

Balancing - how often: O: Occasion up to 33% of time

Crouching - how often: O: Occasion up to 33% of time

Walking - how often: F: Frequent 34%-66% of time

Repetitive - how often: F: Frequent 34%-66% of time

Talking - how often: F: Frequent 34%-66% of time

Grasping - how often: O: Occasion up to 33% of time

Reaching - how often: F: Frequent 34%-66% of time

Pushing - how often: O: Occasion up to 33% of time

Stooping motions - how often: O: Occasion up to 33% of time

**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: Frequent use of vehicles with statewide travel

Equipment: Frequent use of PCs, copiers, and other office equipment.

Tools:

Other:

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

**Position Title:** MGT ANALYST-O

<b>Pay Band:</b>	60	<b>Minimum \$</b> 21.13	<b>Maximum \$</b> 33.81
<b>Job Status:</b>	<input checked="" type="checkbox"/> Perm	<input type="checkbox"/> Term	<input type="checkbox"/> Temp
<b>FLSA Status:</b>	<input type="checkbox"/> FLSA Non- Exempt	<input checked="" type="checkbox"/> FLSA Exempt	
<b>Travel:</b>	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Some	<input type="checkbox"/> Extensive <small>(including weekends/holidays)</small>
<b>Overtime:</b>	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Some <small>(including weekends/holidays)</small>	<input type="checkbox"/> Extensive <small>(including weekends/holidays)</small>
<b>Physical Activity:</b>	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Extensive
<b>Environmental Setting:</b>	<input type="checkbox"/> Office	<input type="checkbox"/> Field	<input checked="" type="checkbox"/> Office and Field
<b>Drug Testing:</b>	<input type="checkbox"/> Pre-Employment	<input type="checkbox"/> Random	<input checked="" type="checkbox"/> Reasonable suspicion
<b>Required to Accept Geographical Location Change:</b>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Required to Live on Site:</b>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Housing Provided:</b>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Other:</b>			
<b>Immediate Supervisor:</b>	Sherri Bowers		
<b>Applicant Name (please print):</b>			
<b>Acknowledgement of Review of Position Action Request Form (SPO 14-002):</b>	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
<b>Compensatory Time Acknowledgement:</b>	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
<b>Executive Order-2003-030, Information Technology Resource Policy: Internet, Intranet, E-Mail &amp; Digital Network Usage, and 1.12.10 NMAC:</b>	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
<b>Applicant Signature:</b>			<b>Date:</b>



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### MANAGEMENT ANALYST

Class Title	Class Code	Pay Band	Alt Pay Band*
Management Analyst-B	C1111B	55	
Management Analyst-O	C1111O	60	
Management Analyst-A	C1111A	65	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Include program analysts and management consultants.

### Nature of Work

Management analysts might be single practitioners or part of large international organizations employing thousands of other consultants. Some analysts and consultants specialize in a specific industry, such as healthcare or telecommunications, while others specialize by type of business function, such as human resources, marketing, logistics, or information systems. In government, management analysts tend to specialize by type of agency. The work of management analysts and consultants varies with each client or employer and from project to project. Some projects require a team of consultants, each specializing in one area. In other projects, consultants work independently with the organization's managers. In all cases, analysts and consultants collect, review, and analyze information in order to make recommendations to managers.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role receive on-the-job training in agency operating practices, functions, and procedures, in conducting organizational studies and evaluations, in designing systems procedures and measurement studies, and in preparing operations and procedures manuals that assist management in operating programs and/or data collection systems more efficiently and effectively.
- Employees perform standardized work procedures that support the development of the above documents and reports.

## MANAGEMENT ANALYST

### **Recommended Education and Experience for Full Performance**

Associates degree and four (4) years of experience in finance or business management, including performing administrative duties requiring analysis and implementation of business process improvements.

### **Minimum Qualifications**

High School diploma or Equivalency and two (2) years of experience in the procedures of business and management principles involved in strategic planning.

### **Operational**

- Employees in this Role assist in management studies and carry out well-defined projects involving relatively independent work processes.
- Employees conduct studies in the following areas of management: organizational structure and design, methods and procedures development, management surveys or other research, forms development and control, work flow and/or manpower management, report management, record management, contract management and communication analysis and design.
- Employees conduct surveys, interviews, and compile databases, prepare analysis files, research/review pertinent regulations, laws, manuals and procedures, and prepare analytical reports.

### **Recommended Education and Experience for Full Performance\***

Bachelor's Degree in Business Administration and two (2) years experience in program or project management, including performing moderately complex administrative duties requiring analysis and implementation of business process improvements.

### **Minimum Qualifications**

Associates degree and two (2) years of experience in the procedures of business and management principles involved in strategic planning. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

### **Advanced**

- Employees in this Role apply advanced research and/or management analysis to complex problems, acting as team leaders for special projects and providing coordination with computer systems personnel.
- Employees apply advanced program analyses, oversight, and planning and consultation services to/for Local Governments.
- Employees deal with complex interrelated management problems and may serve as consultants on local, district, state, regional, or federal comprehensive planning programs.
- Employees perform independently, have special expertise in a field and may be involved in the training of others.

### **Recommended Education and Experience for Full Performance**

Bachelor's Degree in Business Administration and four (4) years of experience in program or project management, including performing complex administrative duties requiring analysis and implementation of business process improvements.



## MANAGEMENT ANALYST

### Minimum Qualifications

Bachelor's Degree in Business Administration and two (2) years of experience in the procedures of business and management principles involved in strategic planning. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET<sup>TM</sup> is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

#### Knowledge

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

#### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Speaking** — Talking to others to convey information effectively.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of

## MANAGEMENT ANALYST

alternative solutions, conclusions or approaches to problems.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification 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:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011, 10/19/2015 (Min Quals)

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*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.*