Manager

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
MANAGER I	1600	B22	$57,614 - $93,138
MANAGER II	1601	B23	$61,184 - $99,658
MANAGER III	1602	B24	$65,104 - $106,634
MANAGER IV	1603	B25	$69,572 - $114,099
MANAGER V	1604	B26	$76,530 - $129,430
MANAGER VI	1605	B27	$84,182 - $142,374
MANAGER VII	1606	B28	$92,600 - $156,612
MANAGER VIII	1607	B29	$101,860 - $172,272

GENERAL DESCRIPTION

Performs managerial work administering the daily operations and activities of an agency's business function, division, or department. Work involves establishing goals and objectives; developing guidelines, procedures, and policies; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating business function, division, or department activities; developing and evaluating budget requests; and monitoring budget expenditures.

EXAMPLES OF WORK PERFORMED

Manages day-to-day activities within a business function(s), division(s), or department(s).

Manages staff development plans and activities.

Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.

Develops and implements techniques for evaluating business function, division, or department activities.

Evaluates budget requests, monitors budget expenditures, and adjusts as necessary.

Provides input in the development of new policies and procedures, and monitors compliance with policies and procedures.

Provides technical expertise and guidance regarding questions related to the business function, division, or department.

Identifies areas of needed change and makes recommendations to improve operations.

Prepares management and productivity reports.

Provides professional oversight and guidance to other occupations or support staff, including management-level staff, to ensure compliance with and adherence to regulatory standards and established procedures.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Note: *Distinctions between levels may be based on factors including the size and structure of the supervised workgroup; risk, complexity, impact, and scope of the supervised work; scope of responsibility, oversight, and authority; hierarchy, reporting relationships, and placement within the organization; the size or functions of the agency; and scope of the agency's financial allocation. Examples of business functions include human resources, accounting and finance, and payroll. Managers at the senior levels typically are responsible for supervising a large number of employees, overseeing large budgets, managing highly specialized employees, managing a complex department or division, and/or overseeing the daily operations of more than one business function, department, or division. Incumbents in this series typically report to a director level or higher, although staff-level managers may report to higher-level managers. Differences in duties and authority between levels may also be influenced by the employing agency, specific job requirements, and whether the employee holds additional credentials, such as specialized certifications. Additionally, external labor market factors for certain occupations may also impact the appropriate level within the series.*

MANAGER I: Performs routine (journey-level) managerial work administering the daily operations and activities of an agency's business function, division, or department. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

MANAGER II: Performs moderately complex (journey-level) managerial work administering the daily operations and activities of an agency's business function, division, or department. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may:

- Review and approve documents and reports developed by employees to ensure professional quality and appearance, appropriate content, consistency, and responsiveness.
- Plan and develop a budget for a business function, division, or department.

MANAGER III: Performs complex (journey-level) managerial work administering the daily operations and activities of an agency's business function, division, or department. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Confer with executive management to develop strategic plans and long- and short-term goals for the department.
- Manage the preparation, development, review, revision, and implementation of legislation.

MANAGER IV: Performs highly complex (senior-level) managerial work administering the daily operations and activities of an agency's business function, division, or department. Works under

limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may oversee business functions, divisions, or departments of a medium-sized agency and may:

- Oversee the implementation of changes resulting from new legislation.
- Oversee special investigations, program analyses, research studies, and internal audits.

MANAGER V: Performs advanced (senior-level) managerial work administering the daily operations and activities of an agency's business function, division, or department. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may oversee business functions, divisions, or departments of a medium-sized agency and may:

- Oversee the allocation of resources to achieve timely outcomes and measurable goals; and monitors and evaluates the effectiveness and efficiency of staffing levels.
- Oversee special projects and the implementation of special initiatives.
- Review and evaluate the impact of proposed federal and state laws on program objectives.
- Manage multiple business functions and provide oversight to associated staff.

MANAGER VI: Performs highly advanced (senior-level) managerial work administering the daily operations and activities of an agency's business function, division, or department. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may oversee business functions, divisions, or departments of a medium- to large-sized agency and may:

- Approve budget expenditures and implements budgetary adjustments.
- Serve as backup to a Director(s).

MANAGER VII: Performs highly advanced and/or supervisory or managerial (senior-level) work administering the daily operations and activities of an agency's business function, division, or department. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may oversee business functions, divisions, or departments of a large-sized agency and may:

- Direct the formulation and execution of long-term strategic plans, organizational policies, and statewide or national initiatives.
- Oversee multiple divisions, major business functions, or statewide operations to ensure efficiency, alignment with strategic goals, and regulatory compliance.
- Lead cross-functional teams and executive leadership in high-impact decision-making, policy development, and operational improvements.
- Represent the organization at state, national, or international forums, legislative sessions, and high-level stakeholder meetings.
- Establish and maintain partnerships with government agencies, legislators, industry leaders, and community organizations to advance organizational objectives.
- Oversee multi-million-dollar budgets, approve large-scale resource allocations, and ensure financial sustainability and operational efficiency.

MANAGER VIII (Added 9-1-2025): Performs highly advanced (senior-level) managerial work administering the daily operations and activities of an agency's business function, division, or department. Works under minimal supervision, with extensive latitude for the use of initiative

and independent judgment. Employees at this level may oversee business functions, divisions, or departments of a highly complex agency and may:

- Develop proactive strategies to identify and mitigate organizational risks across departments or programs.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of local, state, and federal laws and regulations relevant to a business function, division, or department; and the principles and practices of public administration and management.

- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and the use of a computer and applicable software.

- Ability to manage business function, division, or department activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to supervise the work of others.

Additional for Manager VII-VIII levels

- Knowledge in business and management principles involved in strategic planning and resource allocation.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.