



Manager VII

Salary Group: B28

Class Code: 1606

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
MANAGER I	1600	B22	\$51,614 - \$84,479
MANAGER II	1601	B23	\$55,184 - \$90,393
MANAGER III	1602	B24	\$59,004 - \$96,720
MANAGER IV	1603	B25	\$63,104 - \$103,491
MANAGER V	1604	B26	\$69,415 - \$117,397
MANAGER VI	1605	B27	\$76,356 - \$129,137
MANAGER VII	1606	B28	\$83,991 - \$142,052

GENERAL DESCRIPTION

Performs highly advanced (senior-level) 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. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

Distinctions between levels in the Manager job classification series may be based on many factors, including the complexity of business functions within department(s) or division(s), decision-making responsibility and level of supervision exercised, nature and complexity of work performed by employees supervised, size of the budget, and scope of duties. Examples of business functions include human resources, accounting and finance, and payroll. Managers at the senior levels typically are responsible for 1) supervising a large number of employees, 2) overseeing large budgets, 3) managing highly specialized employees, 4) managing a complex department or division, and/or 5) 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.

EXAMPLES OF WORK PERFORMED

Oversees day-to-day activities of staff within a large and/or highly complex business function(s), division(s), or department(s).

Oversees and/or establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.

Oversees the allocation of resources to achieve timely outcomes and measurable goals; and monitors and evaluates the effectiveness and efficiency of staffing levels.

Oversees the development and implementation of techniques for evaluating business function(s), division(s), or department(s) activities.

Oversees the identification of areas that need change and the recommendation of initiatives to improve operations, and oversees implementation of changes.

Oversees and approves budget expenditures and implements budgetary adjustments.

Oversees special investigations, research studies, special projects, internal audits, and the implementation of special initiatives.

Oversees the monitoring and analyses of relevant state and federal legislation, and oversees the implementation of changes resulting from new legislation.

Prepares management and productivity reports; and reviews and approves documents and reports developed by employees to ensure professional quality and appearance, appropriate content, consistency, and responsiveness.

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

Monitors compliance with policies and procedures; and provides input or approves new policies and procedures.

May serve as backup to a Director(s).

Supervises the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in the management of a business function, division, or department relevant to the assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

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.

REGISTRATION, CERTIFICATION, OR LICENSURE

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