



STATE OF NEW MEXICO
invites applications for the position of:

Business Operations Specialist-Advanced (CFB/BEP #64446)

SALARY: \$13.83 - \$24.06 Hourly
\$28,766.40 - \$50,044.80 Annually

JOB TYPE: Permanent Position
OPENING DATE: 11/09/16
CLOSING DATE: 11/24/16 11:59 PM
DEPARTMENT: Commission for the Blind
LOCATION: Albuquerque

JOB DESCRIPTION:

NEOGOV is currently working on a system update for applicants who use screen readers. If you are applying with a screen reader and need assistance, please contact Andrea Rivera-Smith @ (505) 695-5606.

IMPORTANT NOTICE:

Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](#)

Purpose of Position:

Under the jurisdiction of the Federal Randolph Sheppard Act and the companion State statute, the purpose of the position is to advise and train blind licensed business owners in the operation of food service and vending operations ranging from large cafeterias to small vending routes. The position will monitor compliance with State/Federal tax requirements, food safety regulations and building permits; guide blind entrepreneurs in the operation of a profitable business; and procure and coordinate equipment installation and repairs.

This position is a Pay Band 60.

CLASSIFICATION DESCRIPTION:
Business Operations Specialist Advanced

MINIMUM QUALIFICATIONS:

Associates Degree in Business Administration, Public Administration or Accounting and two (2) years of directly related job experience in office administration, budgeting, purchasing, finance, accounting, auditing, cash management and/or contract management. 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.

Employment Requirements:

Must obtain and maintain ServSafe food safety certification within 6 months of employment.

Statutory Requirements:

N/A

SUPPLEMENTAL INFORMATION:**Benefits:**

Do you know what Total Compensation is?

<http://www.spo.state.nm.us/total-compensation.aspx>

Working Conditions:

Work is performed in both office and field settings with exposure to restaurant and vending equipment, food products, grease, dust, cleaning chemicals, Visual/Video Display Terminal (VDT) and extensive personal computer and telephone usage. Regularly works with individuals with secondary disabilities some of whom exhibit challenging behaviors; occasionally exposed to service animals. Walking, standing, reaching, kneeling, stooping, and bending for extended periods of time may be required. Ability to lift up to 25 lbs. Regular travel, usually ranging between 1-3 overnights per month, is required.

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:

Non-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 is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Agency Contact Information:

Kelly Quintana, HR Manager, (505) 476-4456 or Email: Kelly.quintana@state.nm.us

Link to Agency:

<http://www.cfb.state.nm.us/>

Applicant Help/How to Apply:

http://www.spo.state.nm.us/State_Employment.aspx

[Facebook](#)

[LinkedIn](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.spo.state.nm.us>

2600 Cerrillos Road
Santa Fe, NM 87505

justin.najaka@state.nm.us

Job #2016-04144
BUSINESS OPERATIONS SPECIALIST-ADVANCED (CFB/BEP
#64446)
AS

Business Operations Specialist-Advanced (CFB/BEP #64446) Supplemental Questionnaire

- * 1. Please indicate the highest level of education you have completed. If you have responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be

modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.

- ☐ Eighth Grade
- ☐ Tenth Grade
- ☐ High School Diploma or GED
- ☐ Associates Degree or Technical/Vocational Certificate
- ☐ Bachelors
- ☐ Masters
- ☐ Juris Doctorate
- ☐ Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate

- * 2. *How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum qualifications. Please review both the purpose of position and minimum qualifications before responding to this question. If you worked a part-time position (less than 40 hours a week) please be aware that your experience for this time period will be pro-rated. Additionally, if you have work experience that overlaps, you will only be credited for a maximum of 40 hours per week for that time period. Please note, that only related work experience will be considered.

- ☐ None
- ☐ 3 months of experience
- ☐ 6 months of experience
- ☐ 1 year of experience
- ☐ 2 years of experience
- ☐ 3 years of experience
- ☐ 4 years of experience
- ☐ 5 years of experience
- ☐ 6 years of experience
- ☐ 7 years of experience
- ☐ 8 years of experience
- ☐ 9 years of experience
- ☐ 10 years of experience

- * 3. C1199A-606 Do you have experience in starting a business or providing professional consulting services during a business start-up process?

- ☐ Yes
- ☐ No

- * 4. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

- * 5. C1199A-606 Do you have experience creating or approving inventory records?

- ☐ Yes
- ☐ No

- * 6. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

- * 7. C1199A-606 Do you have experience in vending machine stocking and repair?

- ☐ Yes
- ☐ No

- * 8. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

- * 9. X30000-606-Business Have you ever worked in a state Business Enterprise Program pursuant to the federal Randolph-Sheppard Act?
☐ Yes
☐ No
- * 10. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.
- * 11. C1199A-606 Do you have experience being responsible for functions such as financial reports, deposits, ordering, and solving complex problems in the food service business?
☐ Yes
☐ No
- * 12. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.
- * 13. C1199A-606 Do you have or have you ever held a food safety/sanitation certification?
☐ Yes
☐ No
- * 14. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

- * 15. I understand that I must attach transcripts if I have certified that I have an education higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited).

PLEASE NOTE: Attachments are NOT automatically attached to your application. You will need to select which documents to attach to each application. (The last 15 attachments uploaded are available for selection).

I understand that my response to the experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application.

I understand that I must complete the Certificates and Licenses section of my application or attach proof of this license/certificate to my application if this position has a statutory requirement.

I understand that my application will not be further considered if I fail to provide this required information and documentation at the time my application is submitted.

☐ I understand

* Required Question