

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: BUSINESS OPERATIONS MANAGEMENT Level F, Pay Grade 13

<b>LEVEL DEFINITION</b>	This level covers positions responsible for managing an assigned division in a complex business operation.
<b>TYPICAL RESPONSIBILITIES</b>	May include: managing the operations in assigned areas of a complex business operation; assessing business operations and recommending operational changes; developing and implementing support systems to improve efficiencies; and developing and implementing customized business performance measurement tools.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding the operational management of the division. Contributes to the development of strategic plans.
<b>SUPERVISION RECEIVED</b>	Works with full latitude. Work is reviewed in terms of achievement of operational goals.
<b>SUPERVISION EXERCISED</b>	Manages staff directly and indirectly through levels of subordinate managers.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of eight years of related experience, or the equivalent combination of education and experience.

Updated: July 1, 2019