



# New Mexico State Personnel Board State Personnel Office

**SUSANA MARTINEZ  
GOVERNOR**

**Eugene J. Moser**  
Director

**Nivia L. Thames**  
Deputy Director

**State Personnel Board**  
Paul T. Yarbrough, Chairman  
Christine Romero, Vice Chairman

Dennis Garcia    Rebecca Long  
Megan Muirhead

**State Personnel Board Meeting  
State Personnel Office  
2600 Cerrillos Road  
Santa Fe, NM 87505**

**May 28, 2014**

## **Minutes**

### **I. Procedural Items**

#### **Call to Order**

The meeting of the State Personnel Board was called to order by Chairman Yarbrough at approximately 9:10 a.m. on May 28, 2014, at the State Personnel Office, Santa Fe, New Mexico.

**Invocation**                      David Berry

**Pledge of Allegiance**        Michael McEuen

#### **Roll Call**

Eugene Moser, Director, State Personnel Office (SPO), called roll and a quorum was established with the following members present:

Paul Yarbrough, Chairman  
Christine Romero, Vice Chairman  
Dennis Garcia  
Megan Muirhead

Board Member Rebecca Long was absent.

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2600 Cerrillos Road, Santa Fe, New Mexico, 87505 (505) 476-7759



### **Approval of Agenda**

Chairman Yarbrough motioned to move agenda item VII to IV

**Board Member Garcia moved to approve the agenda as amended, seconded by Vice Chairman Romero. Motion carried.**

### **Approval of Minutes** – April 28, 2014

**Board Member Garcia moved to approve the April 28, 2014, State Personnel Board meeting minutes, seconded by Vice Chairman Romero. Motion carried.**

## **II. Director's Report**

This Board meeting is the last for retiring Director Eugene Moser.

Significant changes within State Personnel Office include redesigning the SPO website which is currently underway and expected to be completed before the next Board meeting.

Career Services Division Director Andrea Rivera-Smith presented changes related to the Career Services section of the State Personnel Office website. The State Personnel Act requires that applicants are ranked and this is a major function of the Division.

Vice Chair Romero asked how long the application process takes. Ms. Rivera-Smith stated that if electronic information is readily available to the applicant they encourage the applicant to cut and paste the information and the process may be expedited; if information has to be retyped it may take longer.

Vice Chair Romero asked if the website is available for board members to test the applicant process. Ms. Rivera-Smith stated that there is a test site portion available that will be shared with the Board.

Board member Garcia asked who designed the website. Ms. Rivera-Smith informed the Board that the redesign of the website is being contracted by Real Time Solutions.

Vice Chair Romero asked for feedback from the HR community in the audience, Ms. Vicki Bowser, Department of Public Safety HR Manager, stated that applicants do get confused and she welcomes any process that will assist the applicants in applying for jobs.

Director Moser asked Division Directors Bernadette Quintana, Leane Madrid, Andrea Riviera-Smith and Julia Lanham to introduce new employees and summer interns recently hired by the State Personnel Office and the following were introduced Bernadette introduced new employees to Agency HR Services Division Sharon Trujillo, Jessica Montoya and student intern Emma Durkin, Leanne introduced new employees Carlos Abeyta, Lin Bartucca, Marlene Salvidrez and student intern Denise Chereposy, Andrea introduced George Ecklund and Julia introduced new employee Debra Pennington.

Director Moser thanked Samantha Montoya for her service and congratulated her on her retirement.

Director Moser thanked the State Personnel Board, Staff and Deputy Director Thames for their assistance and service during his tenure as State Personnel Office Director

Chairman Yarborough thanked Director Moser and the State Personnel staff for their changes to SPO and reinstating confidence in the State Personnel Office by the general public.

The State Personnel Board presented Director Moser and Ms. Montoya with individual gifts.

### **III. General Public Comment**

None.

### **IV. Appointment of Interim Director of State Personnel Office**

Chairman Yarbrough requested the Board entertain a motion to nominate an Interim Director effective midnight May 30, 2014. Vice-Chair Romero nominated Justin Najaka for Interim Director. Board member Muirhead requested a summary of Mr. Najaka's experience, which Mr. Najaka provided to the board

**Motion was carried unanimously.**

### **V. Livestock board – Extended Leave without Pay**

Mr. David Berry, HR Consultant for Agency Human Resources Services Division, introduced New Mexico Livestock Board Vice Chairman Bebo Lee, Board member Mr. Kevin Elfring and Human Resource Manager Ms. Pricilla Pena Johnson; the agency is requesting State Personnel Board approval of an extension of Leave Without Pay for Mr. Ray Baca in order that he may continue as Acting Executive Director of the Livestock Board; in accordance with Leave Without Pay, Subsection E of 1.7.7.11 NMAC. Mr. Baca began as acting Executive Director on June 8, 2013. The effective date of the extension will be June 8, 2013 or until the position is filled but not to exceed one year. Board member Garcia expressed concern regarding why the search has taken so long to fill the position. Mr. Kevin Elfring responded by saying that interviews were conducted but the candidates lack the necessary qualifications to fill the position and they are expending their search from local to nationwide.

**Vice Chair Romero moved to approve the extension of Leave Without Pay for Mr. Ray Baca, seconded by Board member Muirhead. Motion carried.**

### **VI. FY 15 Salary Structures**

Justin Najaka, Compensation and Classification Manager with SPO presented the information necessary to adopt the FY15 Salary Structures. SPO has been in the process of redesigning its compensation and classification system since 2013. Key objectives of the project are capturing competitive salary rates within the market, being responsive to changes in labor market and supporting agencies in attracting and retaining qualified employees. By establishing correct

classifications that reflect work performed by classified state employees the project will support agency recruitment and retention efforts and serve as a foundation for all future classifications studies. These new occupationally based salary structures were developed in conjunction with the HAY group and will support a more nimble and effective pay system.

Distinct pay lines include Corrections, Health Care, healthcare support, information technology, protective services, and social services (jobs related to the Children Youth and Families Department – Child Protective Services Division). In the fall, the Compensation and Classification Division will be establishing Engineering, Engineering Support, General Administration, Legal, Management, Professional, Science and Technology, Trades and Labor, and the remainder of Social Services classifications.

Board member Muirhead asked how the figures came into play. Mr. Najaka stated that the total compensation of state government salary are more in line with the private sector, however based salary is behind in comparison to private sector based on information it is approximately 18% private sector average pay.

Board member Garcia requested a definition of State of New Mexico compa-ratio and it's relation to other states. Mr. Najaka provided the definition of compa-ratio and further explained that each state has its own defined salary market in which it operates. Each state's overall compa-ratio defines its pay practices within its established pay grades.

Chairman Yarbrough asked if the structures will affect the upcoming salary increases in July. Mr. Najaka indicated that the structures would not affect the upcoming salary increases. Chairman Yarbrough expressed concern regarding new employees who are being brought in at a higher salary regards to employees that are currently in the same classifications and if these structures would assist the agencies in compensating current employees and does it give flexibility to the agencies to do this. Mr. Najaka stated agencies currently have the flexibility to address these compaction issues.

Chairman Yarbrough asked how this affects the FY09 arbitration award. Mr. Najaka stated that the total impact is not yet known has far as budget concerns. SPO is working with agencies to determine the total impact. Director Moser stated that every effort is being made to resolve this issue.

Mr. Najaka is requesting the board to approve an FY15 structure with pay bands 25 to 99 and six new salary structures. The FY15 salary structure has been adjusted by 1 ½% which narrowed the width by 1% on either side of the current structure. The current salary structure is 78% wide with minimum compa-ratios of 72% and maximum compa-ratios of 128%. The new minimum compa-ratio would be 73% and the maximum compa-ratio would be 127%. The entire structure will shift upward by 1.5%. The cost of individuals falling below the new minimum rates (excluding probationary employees) is approximately \$6,000.

**Board member Garcia moved to approve the FY 15 Salary Structures effective July 1, 2014, seconded by Board member Muir. Motion carried.**

**VII. Classification Development**

ITEM TABLED

**VIII. Litigation Update**

Ms. Jessica Cooper and Mr. Rick Levine

Administrative Law Judge Jessica Cooper reported that since the last Board meeting, five new appeals have been filed and seven cases have been disposed. Total number of cases disposed since January 2014, either by settlement or withdrawal of appeal, is 29 cases. Chairman Yarbrough stated that this was the first time that no appeals have been presented to the Board for resolution.

**IX. Other Business – Next Meeting Date: July 25, 2014**

Mr. Najaka clarified FY15 Salary Structures should become effective July 1, 2014 for FY15. Chairman Yarbrough suggested a motion be made to clarify the previous motion.

**Board member Garcia moved to approve the FY15 Salary Structures effective July 1, 2014, seconded by Board member Muirhead. Motion carried.**

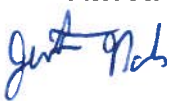
**X. Adjournment**

With no further business, **Board member Garcia moved to adjourn the State Personnel Board meeting at approximately 10:15 a.m., seconded by Board member Muirhead. Motion carried.**

Approved by:

  
Chairman Yarbrough  
State Personnel Board

Attest:



Justin Najaka Interim Director

