



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

Devon Day Rebecca Long

State Personnel Board Meeting
State Personnel Office
2600 Cerrillos Road
Santa Fe, NM 87505
November 22, 2013

Minutes

I. Procedural Items

Call to Order

The meeting of the State Personnel Board was called to order by Chairman Yarbrough at approximately 9:05 a.m. on November 22, 2013, at the State Personnel Office, Santa Fe, New Mexico.

Invocation David Berry

A moment of silence was observed in remembrance of the fiftieth anniversary of the assassination of President Kennedy.

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
Rebecca Long (telephonically)

Devon Day was absent.

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Approval of Agenda

Board Member Long moved to approve the agenda, seconded by Vice Chairman Romero. Motion carried.

Approval of Minutes – October 28, 2013

Board Member Long moved to approve the October 28, 2013, State Personnel Board meeting minutes, seconded by Vice Chairman Romero. Motion carried.

II. Director's Report

Director Moser highlighted the FY13 fourth quarter workforce report and noted that the state employee headcount has increased 40 percent; there was also a 21 percent increase in separations. Close to 207,000 job postings and applications were received for 5,682 job postings. Overtime costs have increased partly due to turnover rates and retirement activities.

In FY11, 1,200 new employees were hired throughout state government compared to 3,100 new hires in the past fiscal year. There were 2,990 separations in the past fiscal year. New hires are being hired at an average of 94 percent compa-ratio.

SPO is working with agencies to determine the explanations for the amount of time it is taking to fill positions. Currently, the number of days to fill a position is averaging 80 days inclusive of the ten days to post a position. The number of days to fill a position is elevated due to jobs not being closed out.

Labor negotiations are at stale mate; last best offers are being negotiated.

Director Moser introduced new staff.

The Compensation report will be presented to the Legislative Finance Committee on Thursday, December 12, 2013 at 4:00 p.m. Director Moser encouraged members to attend.

Vice Chairman Romero expressed concern with the number of days it is taking for routine personnel transactions to be processed and personnel transactions that have budget approval by Department of Finance and Administration (DFA) and adhere to SPB rules and regulations. Director Moser said SPB rules and regulations state anything above a 15 percent increase have to be approved by the SPO director. Over the last two years, compensation levels have changed for a lot of classifications moving them to appropriate range levels. In addition, agencies have flexibility to provide consistency. There is a lot of pressure on the compensation plan because it has not been addressed by the state inclusive of both the executive and legislature. Reasonable documentation must be provided by an agency to move forward with a personnel transaction recommendation above 15 percent.

Chairman Yarbrough said it is anticipated that the Governor will make an appointment to the Board by the next board meeting.

Chairman Yarbrough addressed the Administrative Law Judge (ALJ) duties and said a back log has been created for appeals due to the absence of ALJs. Appeals continue to be accepted or denied and orders have been signed to set scheduling conferences; however hearings have not been scheduled. The SPO has hired two new ALJs. Chairman Yarbrough commended Annette Lopez, Paralegal, SPO for all her work in the Adjudication Bureau.

Nivia Thames, Deputy Director, SPO provided an update to the roofing project. It is anticipated that the project will be complete by mid-December.

III. General Public Comment

None. Chairman Yarbrough reminded the public to take advantage of this time to address the Board.

IV. Annual Compensation Report

Director Moser reiterated that the compensation plan has an overall 80 percent range due to the minimum salary not being adjusted accordingly.

Justin Najaka, Director of Compensation, SPO presented an overview of the 2013 Classified Service Compensation Report. Classified employees' pay is significantly below the market and there is a need for classification system improvements. The report addresses issues with alternative pay bands, total compensation and demographics. Mr. Najaka noted that in FY14, the salary structure was adjusted by one percent; prior to that the last adjustment of 1.75 percent was made in FY05.

Mr. Najaka recommended adoption of the 2013 Classified Service Compensation Report, as presented, as the report of the SPB, to be delivered to the legislature and the governor as required by SPB rule. **Board Member Long moved to adopt the 2013 Classified Service Compensation Report, as presented, as the report of the SPB, seconded by Vice Chairman Romero. Motion carried.**

V. 2014 Holiday Schedule

Director Moser presented the 2014 Holiday Schedule for state employees and said it is timely with statutory requirements.

Board Member Long moved to approve the 2014 Holiday Schedule, as presented, seconded by Vice Chairman Romero. Motion carried.

VI. 2014 Board Meeting Schedule

Board Member Long moved to approve the 2014 Board Meeting Schedule, as presented, seconded by Vice Chairman Romero. Motion carried.

VII. Annual Review of Safety Sensitive Positions

Tabled.



VIII. Continuation of Alternative Pay Bands

Cliff McNary, State Classification Manager, SPO presented the Continuation of Alternative Pay Bands and said one-third of classifications utilize alternative pay bands due to the state being behind market. It is recommended that alternative pay bands be continued in the ongoing effort that the competitive market can be addressed in the future.

Board Member Long moved to approve the Continuation of Alternative Pay Bands, as presented, seconded by Vice Chairman Romero. Motion carried.

IX. Other Business - Next Meeting Date: January 24, 2014

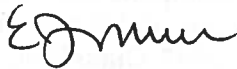
X. Adjournment

With no further business, **Board Member Long moved to adjourn the State Personnel Board meeting at approximately 11:12 a.m., seconded by Vice Chairman Romero. Motion carried.**

Approved by:


Chairman Yarbrough
State Personnel Board

Attest:



Eugene Moser, Director

