



# State Personnel Office HR Solutions

## Submit requests, questions, and documents to:

[Service.Center@state.nm.us](mailto:Service.Center@state.nm.us)

## Submit reclassifications, department changes, and compensation actions:

[Workforce.Planning@state.nm.us](mailto:Workforce.Planning@state.nm.us)

## State Personnel Office InfoLink:

<http://www.spo.state.nm.us/infolink/>

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The Workforce Planning Bureau resides within the Human Resources Solutions Center of Excellence of the State Personnel Office.

The Workforce Planning Bureau provides transactional support to agency leadership and management.

### The Workforce Planning Bureau offers the following:

- Consultation with executives and managers to determine strategic needs in support of agency mission and goals
- Support and provide guidance to management on re-organizations and agency structure
- Support and guidance on appropriate placement, compensation and internal alignment
- Develop and recommend alignment of policies and procedures
- Advise agency on succession planning
- Advise agency on Reduction in Force
- Process reclassifications, multiple components of pay (e.g., temporary salary increases, temporary promotions, recruitment and retention differentials), recruitment waivers, create new positions and position change requests

### Questions?

Please contact us at:[Service.Center@state.nm.us](mailto:Service.Center@state.nm.us)