



# 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 Chris Sanchez  
Rebecca Long

## Interpretative Memorandum 2012 - 001

Date: June 4, 2012

To: Cabinet Secretaries, Agency Heads, and Agency Human Resource Managers

From: Eugene J. Moser, Director 

Subject: Implementation of Supervisor Classifications

### I. Purpose

This shall serve to interpret the application of State Personnel Board (SPB) Rule and New Mexico Administrative Code – *Subsection B of 1.7.4.12 NMAC* regarding the promotion for employees who are currently receiving a Pay Allowance for Performing First Line Supervisor Duties (SPA) and are being moved to new supervisory job classifications approved by the SPB in the Board's April meeting. This requires moving these employees into the new supervisor classification, removing the current supervisory pay allowance and ensuring the employee's pay in the new classification reflects the inclusion of the previous pay allowance.

### II. Background

SPB rules allow for an agency to compensate an employee for performing supervisory duties through an additional pay allowance. This was done as a result of HR2001 in which many supervisory duties were incorporated into other job classifications that were

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

typically not supervisory positions. This required the development of a SPA to appropriately compensate these employees for performing these duties. However, this

SPA is temporary in nature and may be removed at any time. The creation of a separate supervisor classification allows an employee to be placed into a job classification that describes and values the function of first line employee supervision and clearly identifies the employee as being a supervisor.

### III. Guidelines

To implement these changes, the following provide instruction on the procedures to be followed:

- A. Agencies will identify which employees are currently performing first line supervisory duties and receive a SPA.
- B. Agencies will prepare a SDF/PADF form and submit to their assigned SPO analyst. SPO analysts will coordinate approvals with the DFA/SBD analyst and the Governor's Office.
- C. SPO will work with agencies to reclassify the affected positions to the new supervisory classification through the established position reclassification process in PeopleSoft.
- D. Agencies will prepare documentation notifying the employees of the effective date of the position reclassification and the forthcoming action to remove the employees' SPA as provided for in *Subsection F of 1.7.4.12 – Pay Allowance for Performing First Line Supervisor Duties* and the appointment to a supervisor classification.
- E. Upon the reclassification of the position, agencies will remove an employees' SPA, process a reclassification/promotion with a new base salary that matches the total amount (base salary plus the supervisory pay allowance) the employee had previously received. Employee's pay will be administered under the provisions of *Subsection D of 1.7.4.12 – Salary Upon Promotion*.
- F. Agencies must complete this implementation no later than July 20, 2012.
- G. SPO will conduct a post-audit of position reclassifications to ensure the SPA is no longer being used.