



New Mexico State Personnel Board State Personnel Office

SUSANA MARTINEZ
GOVERNOR

Justin Najaka
Director

State Personnel Board
Christine Romero, Chair
Dennis L. Garcia, Vice Chair

Nivia L. Thames
Deputy Director

State Personnel Board Meeting
State Personnel Office
2600 Cerrillos Road
Santa Fe, NM 87505
June 19, 2015

Megan Muirhead Ted H. Hazard

Minutes

I. Procedural Items

Call to Order

The meeting of the State Personnel Board (SPB) was called to order by Chair Romero at approximately 9:00 a.m. on June 19, 2015 at the State Personnel Office (SPO), Santa Fe, New Mexico.

Invocation Stuart Hamilton

Pledge of Allegiance Michael McEuen

Roll Call

Interim Director Justin Najaka called roll and a quorum was established with the following members present:

Christine Romero, Chair
Dennis L. Garcia, Vice Chair
Megan Muirhead, Board Member

Board Member Ted H. Hazard was absent.

Approval of Agenda

Vice Chair Garcia moved to approve the agenda; seconded by Board Member Muirhead. Motion carried.

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

Approval of Minutes – April 30, 2015

Vice Chair Garcia moved to approve the April 30, 2015 State Personnel Board meeting minutes; seconded by Board Member Muirhead. Motion carried.

II. Appointment of State Personnel Director

Chair Romero introduced Interim Director Justin Najaka. Justin Najaka, MBS, SPHR, SHRM-SCP, CCP is currently the interim New Mexico State Personnel Director. Prior and concurrently, he has served as the State Compensation and Classification Director and has over 24 years of progressive human resource experience. Justin holds undergraduate degrees in Finance and Economics and an MBA with an emphasis in Human Resource Management. Director Najaka has over 20 years of college and university teaching experience in economics, statistics and quantitative analysis course. He has facilitated the SHRM Learning system for the Anderson School of Management, Career and Professional Development Center since 2002. Over the past five years, he has served on the New Mexico Retiree Healthcare Authority Board of Directors. Justin has served in local and national professional organizations to include Northern New Mexico Human Resource Association (NNMHRA), National Compensation Association of State Governments (NCASG), International Personnel Management Association for HR (IPMA-HR), and the National Association of State Personnel Executives (NASPE).

Director Najaka thanked the board, the administration, agencies and State Personnel staff for the support that they have provided over the last year and is looking forward to serving as State Personnel Director in the coming years.

Board Member Muirhead moved to appoint Justin Najaka State Personnel Office Director; seconded by Vice Chair Garcia. Motion carried.

III. Director's Report.

Director Najaka outlined some of the accomplishments and highlights of the SPO Divisions:

1) **Career Services:** This division has implemented new templates for recruitment and retention. A Rapid Hire program was developed in collaboration with CYFD and is currently being used as a recruitment tool by the agency. This program will assist the agency in the recruit and hire process in the Protective Services Division. Career Services staff is also working directly with the Training Division in creating "how to videos" with the YouTube application process.

2) **Agency HR Services:** This division is making significant strides in turning around actions as quickly as possible and within a two week period. This team continues to work closely with agencies to ensure SPO staff receives all the pertinent information needed so actions can be processed in a timely manner. Agencies have advised they are receiving essential feedback from staff with reason(s) actions are denied.

3) **Shared Services:** This division provides HR support to MOU agencies and now has the consultants handling every aspect of this process for their assigned agencies. Five more agencies have signed an MOU with SPO's Shared Services Bureau to handle all HR related



functions. PERA had an MOU with Shared Services but recently hired an HR Manager and is no longer utilizing Shared Services.

4) **Training Division:** This division currently has two staff members creating a statewide training page so employees are able to see what training classes are being offered at other state agencies. Another project they are involved in is the Enterprise Learning Management (ELM) system. This is a new module in PeopleSoft system that will assist in managing and tracking training classes taken by state employees. This will assist agencies when employees transfer from agency to agency. This division is also establishing an onboarding course for all new employees.

5) **Adjudication Division:** This division has done an outstanding job in clearing out the backlog of prior cases.

6) **Compensation and Classification Division:** This team continues its work on the statewide revitalization project.

7) **Labor Relations Division:** This team is working on union negotiations with Communications Workers of America (CWA) and American Federation of State, County and Municipal Employees (AFSME).

Randi Johnson, GC: Provides legal counsel to SPO and, as requested, assists executive state agencies with personnel related legal matters.

Board Member Muirhead asked what main initiatives SPO is working on for this fiscal year. Director Najaka advised union contracts, digitization of personnel records; HR OnBoarding and assuring all agencies are consistent in how they are administrating all aspects of HR management. Chair Romero asked how many agencies are currently being served by Shared Services and Director Najaka stated there are currently fifteen agencies.

IV. General Public Comment

Connie Derr, Executive Director, AFSME Council 18 addressed the Board to discuss staffing issues specifically within the Department of Corrections. Ms. Derr advised this department currently has high vacancy rates at its various facilities as follows: PNM 21%, Roswell 37%, Western 37%, Springer 70% and Central Intake 26%. Ms. Derr also discussed Temporary Recruitment Differential's and that fact that they are being included in the base pay of employees. There are approximately 800 individuals that are waiting for FY09 back pay checks. Ms. Derr would like to meet with SPO to discuss these issues.

V. Classification Studies

A. Signed Language Interpreter Classifications and Pay Band Assignment

Michael McEuen, Compensation and Classification Analyst, presented the request to approve the Sign Language Interpreter Classification and Pay Band Assignment. Mr. McEuen introduced Lisa Dignan, Director of Communication, Commission for the Deaf and Hard of Hearing (CDHH). The Sign Language Interpreter is a Pay Band 75 and provides communication access



to individuals who are deaf or hard of hearing and those who can hear but cannot communicate in sign language by interpreting from English to American Sign Language (ASL) and ASL to English.

Vice Chair Garcia moved to approve the Sign Language Interpreter Classifications and Pay Band Assignment; seconded by Board Member Muirhead. Motion carried.

B. Spaceport Sales Agent Classification and Pay Band Assignment

Cliff McNary, State Classification and Testing Manager, presented the request to approve the Spaceport Sales Agent Classification and Pay Band Assignment. Mr. McNary introduced Ms. Christine Anderson, Chief Executive, Spaceport America.

Mr. McNary stated that the Spaceport Sales Agent and the Spaceport Visual Communicator classifications are being presented to the Board because of the rebranding of Spaceport America and the need for these specific classifications. Ms. Anderson presented a slide show on the Spaceport and how these positions would assist in the success of the Spaceport to recruit companies and individuals to utilize the Spaceport services. Spaceport America is also establishing guided tours of the Spaceport facility which are called the "Spaceport Experience". The Spaceport Sales Agent is a Pay Band 80 that would create, negotiate and close funding and sales opportunities to support the mission of Spaceport America.

Board Member Muirhead moved to approve the Spaceport Sales Agent Classification and Pay Band Assignment; seconded by Vice Chair Garcia. Motion carried.

C. Spaceport Visual Brand Communicator Classification and Pay Band Assignment

Cliff McNary, State Classification and Testing Manager, presented the request to approve the Spaceport Visual Brand Communicator classification and Pay Band Assignment. The Spaceport Visual Brand Communicator classification is a Pay Band 55 that would provide design and digital media support to visually communicate, promote and optimize the Spaceport America brand across all integrated marketing channels.

Vice Chair Garcia moved to approve the Spaceport Visual Brand Communicator Classification and Pay Band Assignment; seconded by Chair Romero. Motion carried.

VI. Executive Session

Board Member Muirhead moved that the State Personnel Board meeting be closed. The authority to close the meeting is under Open Meetings Act NMSA 1978, Section 10-15-1 (H)(3), for deliberations in connection with an administrative adjudicatory proceeding for matters listed on the agenda; seconded by Vice Chair Garcia. Interim Director Najaka called roll and all members in attendance voted in the affirmative. Motion carried.

The Board met in Executive Session from approximately 10:01 a.m. to 10:18 a.m. For the record, the matters discussed in closed session were limited to those specified in the Motion to close.



1. *Gutierrez v. New Mexico Public Regulation Commission*. Docket No.14-056
 - **After careful consideration of the proceedings and the administrative law judges recommendations in *Gutierrez v. New Mexico Public Regulation Commission No.14-056*. Vice Chair Garcia moved to adopt the Administrative Law Judge's recommended decision. Motion seconded by Chair Romero. Motion Carried.**
2. *Bond v. New Mexico Children, Youth and Families Dept*; Docket No. 14-011
 - **This case has been tabled until the August 6, 2015.**

VII. Litigation Update - Administrative Law Judges (ALJ) Jessica Cooper and Richard Levine

ALJ Cooper provided the following update: Since the last Board meeting the division has received 12 new appeals and 3 appeals have been disposed. There are a total of 63 appeals currently pending. The large majority of outstanding appeals are from 2015 with 10 appeals pending from 2014 and 1 appeal from 2013.

ALJ Levine provided the following update of SPO cases on appeal: The New Mexico Attorney General Appeal cases were heard on June 12, 2015. There is currently a question of jurisdiction and if the tribunal has the authority to hear the substantiate elements of the 18 appeals. Judge Levine will have the recommendation prior to the next State Personnel Board meeting. There are a few new cases on appeal; *Torrez v. the Department of Health*, both sides have appealed and the cases have been consolidated; *Bargas v. CYFD* on June 12, 2015 there was appeal of the State Personnel order and a Whistleblower complaint that was filed.

VIII. Other Business – Next Meeting Date: July 24, 2015

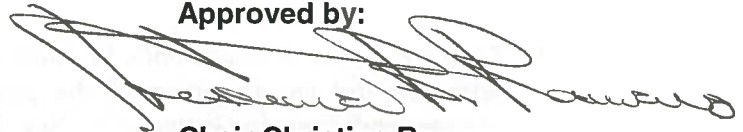
Director Najaka asked the Board if all members will be in attendance at the July 24, 2015 Board meeting. Board Member Muirhead stated she would not be in attendance. Director Najaka advised the Attorney General cases, along with several other cases, would be presented at the next meeting. If all Board members are not in attendance, there would not be a quorum to hear the cases. Vice Chair Garcia suggested that the next Board meeting be held on August 6, 2015. Chair Romero and the Board requested the July 24, 2015 meeting be changed to August 6, 2015.

IX. Adjournment

With no further business, **Vice Chair Garcia moved to adjourn the State Personnel Board meeting at approximately 11:05 a.m.; seconded by Board Member Muirhead. Motion carried.**



Approved by:



Chair Christine Romero
State Personnel Board

Attest:



Justin Najaka, Director