



# New Mexico State Personnel Board

## State Personnel Office

SUSANA MARTINEZ  
GOVERNOR

Justin Najaka  
Director

Nivia L. Thames  
Deputy Director

State Personnel Board Meeting  
State Personnel Office  
2600 Cerrillos Road  
Santa Fe, NM 87505  
Special Board Meeting  
June 23, 2016  
Minutes

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

Megan Muirhead Jerry Manzagol

### I. Procedural Items

#### Call to Order

The special meeting of the State Personnel Board (SPB) was called to order by Chair Romero at approximately 8:31 a.m. on June 23, 2016 at the State Personnel Office (SPO), Santa Fe, New Mexico.

Invocation David Berry

Pledge of Allegiance Michael McEuen

#### Roll Call

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  
Jerry Manzagol, Board Member

#### Approval of Agenda

Vice Chair Garcia moved to approve the June 23, 2016 Special Meeting agenda; seconded by Board Member Manzagol. Motion carried.

#### Approval of Minutes – April 27, 2016

Board Member Manzagol moved to approve the April 27, 2016 State Personnel Board meeting minutes; seconded by Board Member Muirhead. Motion carried.

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



## II. Director's Report

Director Najaka provided the following updates:

### 1) Staff Changes

Bernadette Maki left SPO Training Division to become a Human Resource Consultant at University of New Mexico Hospital.

Jane Dempsey has joined the Shared Services Division as a Human Resources Consultant. Ms. Dempsey has 20 years of HR experience.

### 2) Job Fairs

The State Personnel Office, State of NM Job Fair held at EXPO New Mexico on June 7th was a great success with several NM State agencies participating to include CYFD, Corrections and the Department of Health. The Fair was very well attended by approximately 1,500 individuals. Career Services Division staff was available to answer questions and assist attendees with all aspects of the State's application process. Several agencies interviewed employees and extended offers to several individuals. Agencies in attendance provided personnel to answer questions applicants had about their respective agency. Additionally, seminars were provided to provide guidance and assistance in applying and navigating the State's application system. Department of Workforce Solutions, one of the State agencies in attendance, provided their mobile application unit so attendees could look at job postings and apply for positions in NeoGov, the State's job application system.

### 3) 2016 Tribal Leadership Summit

Director Najaka attended this year's 2016 Tribal Leadership Summit, along with other Cabinet Secretaries, to meet with tribal leaders from around the State. Also attending with Director Najaka was Maggie Samuel, SPO HR Consultant, who is SPO's Tribal Liaison. Topics discussed at this year's Summit included education, health care and natural resources. The Summit takes place each year so State agencies can come together with tribal leaders to discuss services provided and offered by the State, and other specific matters of mutual interest to NM Tribes and the State.

### 4) Vice Chair Dennis Garcia's last Board meeting

Director Najaka recognized Vice Chair Garcia for his contribution to the State Personnel Board. Vice Chair Garcia's term expires June 30, 2016 and, unfortunately, he will not be able to continue as a member of the Board. Director Najaka thanked Vice-Chair Garcia on behalf of Governor Martinez and the State Personnel Office for the time that he served. Vice Chair Garcia thanked the Board and SPO employees for the support they have given him during his term. Chair Romero also thanked Vice Chair Garcia for the insight he has provided to the State Personnel Board.



### III. General Public Comment

No one signed up for General Public Comment

### IV. Information Technology FY17 Salary Structure

Cliff McNary, State Classification and Testing Manager, presented the request for the Information Technology FY17 Salary Structure. This is the second of 11 occupational based pay structures. The project began in 2012/2013 with many individuals from different agencies who have been a part of this project. Mr. McNary acknowledged Amparo Juarez, Senior Comp and Class Analyst, Neville Kenning, Kenning Consulting, Darryl Ackley, DoIT Cabinet Secretary Darryl Ackley and John Padilla, DOIT, and IT Steering Committee members Sueanne Athens, DWS; Susan Pentecost, HSD; Russ Verbofsky, DGF; Diego Velarde, ALTSD; and Mike Baca, TRD. The structure began with a new classification frame work and new job families in response to market conditions. With the new frame work and job families, alternative pay bands will no longer be necessary. This study must be revisited on a consistent basis to keep up with the technology, job sizes, as well as software and hardware changes. There is a cost associated with the implementation of this structure with employees who will fall below the minimum of the proposed pay range. The recommendations being made are to move those affected to the minimum of the pay range, providing budget is available, within 6 months. There are 44 employees who will fall below the minimum within the new range. This represents less than 1% of the total payroll costs for all IT positions. Director Najaka stated there is sufficient budget at the agencies to address the initial implementation with a target date of July 30, 2016. Mr. McNary stated DoIT will have the greatest budget impact. Vice Chair Garcia asked SPO continue to review the salary structures on a very consistent basis and also asked if these IT positions could be outsourced. Secretary Ackley advised that although outsourcing may be a good idea there is a need to keep the technical knowledge within the State which helps in promoting individuals within the IT management structure. Having experienced staff managing the various projects is crucial and the new IT structure will also help keep the technical knowledge within the State. Mr. Kenning addressed the Board and commended the State in moving forward with the new salary structure. The IT study has been in process for the last 10 months and the new implementation is the adoption of an occupationally based classification framework. This framework was developed in 2012/2013 and has been the basis for the IT study. There are two costs associated with the implementation, one is to bring positions to minimum and the other is to appropriately place individual salaries within the ranges. Mr. Kenning was surprised that within the State of New Mexico, the cost to bring individuals to the minimum of the pay band was only .33 of 1% of the total payroll.

**Vice Chair Garcia moved to approve the Information Technology FY17 Salary Structure; seconded by Board Member Muirhead. Motion carried.**



## V. Information Technology Classifications

Cliff McNary, State Classification and Testing Manager, presented the request for approval of Information Technology Classifications. The new descriptions were measured by the Job Evaluation Committee on December 3, 2015. The presentation is to approve the pay bands for the new classification system for all Information Technology positions. There are fifty five (55) Information Technology classification descriptors to be reviewed and approved. These classifications have the new pay bands and descriptors. Mr. McNary's presentation to the Board was the IT Salary Mapping Structure, a guide to show exactly how the IT positions are structured and to show the possibility for advancement within the classifications. The duties, work and roles are more defined and are in line with the actual duties that these positions are responsible for. Chair Romero wants ensure all IT positions in State government are included in this classification series. Mr. McNary and Mr. Baca, TRD, assured the Board that all positions are captured under this series. Vice Chair Garcia asked what the process is with respect to governance to ensure this process continues to move forward with administration changes. Mr. McNary stated that SPO will play a key role in this process. Board Member Muirhead asked if any positions in this classification will be lowered and Mr. McNary advised all positions will be closely reviewed. Director Najaka assured the Board that AHRs Bureau will review all positions requests closely. Chair Romero asked for a follow up from Secretary Ackley and Neville Kenning. Secretary Ackley stated this is big step forward for the State of New Mexico and could be the blueprint to assist other states as they move forward in the salary structure for IT positions. Mr. Kenning state that all positions closely related to the NM DoIT positions should be properly aligned to the new salary structure.

**Vice Chair Garcia moved to approve the Information Technology Classifications; seconded by Board Member Manzagol. Motion carried.**

## VI. Safety Sensitive Positions Review and Approval

Alicia Lucero, SPO Quality Assurance Auditor, presented the request for approval of the June 2016 out of cycle review and approval of Safety Sensitive/Omnibus Designated positions. Mrs. Lucero introduced Toby Velasquez, State Parks Director, and Donald Griego, Resource Protection Bureau Chief, Energy, Minerals and Natural Resources Department (EMNRD) and Ms. Shawn Haynes Labor Relations Manager, Corrections Department. In accordance with **Designation of Safety Sensitive Positons, Subsection D of 1.7.8.9 NMAC**, the State Personnel Board (SPB) shall review and approve out of cycle requests for additions and deletions of Safety Sensitive designated positions. EMNRD is requesting the State Personnel Board's approval for the addition of two (2) positions that now require a Safety Sensitive designation. An evaluation of tasks and workload of the Navajo Lake State Park in Central New Mexico has resulted in the need for an additional position (position #00005625) with a Peace Officer Certification. This will ensure the public's safety as well ensure the rules and laws are adhered to. The data shows an increase in visitor attendance to 531,630 for FY2015. For position #00042400, EMNRD needs a Peace Officer in the Forestry Division to ensure oversight of two (2) Peace Officers, who are responsible for the protection and fire investigation of 43 million acres of non-municipal, non-federal lands for the State of New Mexico.



Mr. Griego EMNRD addressed the Board and said that Navajo Lake State Park is the second most visited park in New Mexico with 531 visitors in FY15. Navajo Lake State Park travels along the State line into Colorado where management of the Park is shared with counter parts in Colorado.

The Corrections Department is requesting State Personnel Board's approval for the removal of the designation of one (1) safety sensitive position that has been reclassified to a different classification with tasks that no longer require a designation. The Safety Sensitive designation removed is position number #00016374 Lawyer Operational which totals one (1) position.

With the addition of one (1) safety sensitive position and the removal of one (1) safety sensitive position, the revised total Safety Sensitive designated positions equals 4,345 positions. The total Omnibus designated positions equal 1,102 positions. Positions designated as both Safety Sensitive and Omnibus total 32. New Mexico State Government now maintains a total of 5,478 Safety Sensitive and Omnibus designated positions.

**Board Member Muirhead moved to approve the Safety Sensitive Positions Review and Approval; seconded by Vice Chair Garcia. Motion carried**

## VII. Executive Session

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

**The Board met in Executive Session from approximately 9:35 a.m. to 9:40 a.m. For the record, the matters discussed in closed session were limited to those specified below in the Motion to close.**

1. *Gray v. NM Corrections Department*; Docket No. 15-046
  - **After careful consideration of the proceedings and the administrative law judges recommendations in *Gray v. NM Corrections Department*; Docket No. 15-046. The Board moves to adopt the Administrative Law Judges' recommended decision in *Gray v. NM Corrections Department*; Docket No. 15-046.; Vice Chair Garcia moved to approve. Motion seconded by Board Member Manzagol. Motion carried.**



**VIII. Litigation Update - Jessica Cooper, Administrative Law Judge, Adjudication Bureau**

In the April, May and the first three weeks of June, the Adjudication Division received 9 new appeals and disposed of 6. There are currently 39 appeals pending.

In District Court, a decision in Bond v. CYFD, District Court Judge Singleton upheld the Board's decision demoting Ms. Bond.

No other dispositive actions in the remaining 7 district court appeals.

**IX. Other Business – Next Meeting Date: July 21, 2016**

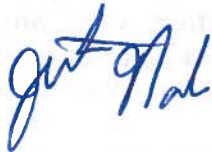
**X. Adjournment**

With no further business, **Board Member Muirhead moved to adjourn the State Personnel Board meeting at approximately 9:47 a.m.; seconded by Vice Chair Garcia. Motion carried.**

Approved by:

  
**Christine Romero, Chair  
State Personnel Board**

Attest:



**Justin Najaka, Director**

