

**Employee Communication  
No Salary Change**

**MEMORANDUM**

TO: Employee Name

FROM: Agency Human Resources

DATE:

SUBJECT: Engineer, Surveyor and Architect Classification Study Implementation-Employee Notification

On June 16, 2017, the State Personnel Board approved the implementation of two new salary schedules and new classification descriptions for Engineer, Surveyor, Water Resources and Architect positions. This is an exciting and innovative development for the State that meets the following project goals:

1. To develop a classification structure that is reflective of the way work is organized and to allocate employees to classifications based on current job content;
2. To develop salary schedules that are competitive with the State's defined market that will enable the State to attract and retain the quality and quantity of talent it needs to meet its business objectives; and
3. To provide a career pathway that includes subject matter technical experts in addition to a management track.

This notice serves to inform you that your position is included in the Engineer, Surveyor and Architect Classification Study and will be assigned to a new classification and pay band effective July 15, 2017. In accordance with State Personnel Board Rule 1.7.3.10 NMAC, "employees affected by a classification study shall be assigned to the resulting new classification which best represents the job performed without having to meet the established requirements, unless minimum qualifications are required by law."

|                          |  |                   |  |
|--------------------------|--|-------------------|--|
| Current position number: |  |                   |  |
| Current Classification:  |  | Current pay band: |  |
| New Classification:      |  | New pay band:     |  |

In accordance with Subsection C of 1.7.4.11 NMAC, you will retain your current hourly salary.

Please consult the State Personnel Office website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) for more information about the Engineer, Surveyor and Architect (ESA) Classification Study: FY18 Engineer, Engineer Tech, Surveyor and Water Resources Salary Structure; FY18 Architect Salary Structure and all classification descriptions. Questions regarding your position assignment can be directed to your agency Human Resources Bureau.

***Acknowledgment of Receipt***

|               |           |      |
|---------------|-----------|------|
|               |           |      |
| Employee Name | Signature | Date |