



New Mexico State Personnel Board State Personnel Office

**SUSANA MARTINEZ
GOVERNOR**

State Personnel Board
Christine Romero, Chair

Justin Najaka
Director

Megan Muirhead Jerry Manzagol

Nivia L. Thames
Deputy Director

MEMORANDUM

DATE: March 23, 2017
TO: Cabinet Secretaries and Agency Heads
FROM: Justin Najaka, State Personnel Director *Justin Najaka*
SUBJECT: Executive Plan to Reduce State Spending

Effective March 25, 2017, a restriction on filling vacant positions and processing human resource transactions with a financial impact is being implemented for those agencies under the direction of Governor Martinez.

It is critical that Executive agencies take immediate action to control spending as we continue to refine the financial impact on state operations due to unprecedented budgetary challenges the State is currently experiencing.

SPO will work together with the Executive to agree upon a short list of job groups/classifications in state government for which continued hiring is critical to public safety, public health or revenue generation. Examples of these types of positions include:

- law enforcement officers and forensic scientists at DPS
- adult and juvenile correctional officers and probation/parole officers at NMCD/CYFD
- behavioral health workers, nurses and caseworkers at CYFD/HSD/DOH/ALTSD
- highway workers at NMDOT
- wildfire firefighters at EMNRD
- tax collectors and auditors at TRD

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Only agencies with positions in these occupational groups, or by approved exemption from this list, will be allowed to continue hiring under their current processes and at their current pace.

An exemption to filling positions in occupational groups not listed above must be requested and approved prior to any recruitment and/or hiring/selection activity. Due to the fiscal impact, agencies must obtain approval of budget availability from DFA prior to submission to SPO.

All recruitment activities currently underway on positions not exempted from this restriction must be cancelled and applicants notified that the advertisement has been closed by March 31, 2017. This includes those positions currently under a continuous open recruitment process. SPO will work directly with agency human resource staff to monitor this activity.

All transactions involving an applicant who has accepted an employment offer with an agreed upon start date may proceed, provided that the acceptance occurs prior to March 25, 2017. Any advertised position that does not have a confirmed offer and acceptance prior to this date may not be filled.

Filling positions with employees who return from leave (military leave, family medical leave, unpaid leaves of absence, etc.) or positions that must be filled pursuant to a court or State Personnel Board order are not affected by this restriction.

Advertised positions paid for using non-General Fund sources are not subject to this restriction and may be filled, as needed, with prior DFA and SPO approval.

If you have any further questions about the various aspects of this directive please contact me at Justin.najaka@state.nm.us or Nivia Thames, Deputy Director at Nivia.Thames@state.nm.us

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