



# New Mexico State Personnel Board State Personnel Office

SUSANA MARTINEZ  
GOVERNOR

Justin Najaka  
Director

**State Personnel Board**  
Christine B. Romero, Chair  
Jerry Manzagol, Vice Chair

Nivia L. Thames  
Deputy Director

**State Personnel Board Meeting**  
**State Personnel Office**  
**2600 Cerrillos Road**  
**Santa Fe, NM 87505**  
**June 15, 2018**  
**Minutes**

Megan Muirhead Carmen V. Chavez

## I. Procedural Items

### Call to Order

The meeting of the State Personnel Board (SPB) was called to order by Chair Romero at approximately 9:01 a.m. on June 15, 2018, at the State Personnel Office (SPO), Santa Fe, New Mexico.

### Roll Call

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

Christine B. Romero, Chair  
Jerry Manzagol, Vice Chair  
Megan Muirhead, Board Member  
Carmen V. Chavez, Board Member

Invocation Stuart Hamilton

Pledge of Allegiance Ottis Burchfield

### Approval of Agenda

Board Member Muirhead moved to approve the June 15, 2018, State Personnel Board Agenda; seconded by Board Member Chavez. Motion carried.

Approval of Minutes – April 20, 2018

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**Board Member Chavez moved to approve the April 20, 2018 State Personnel Board minutes, seconded by Vice Chair Manzagol. Motion carried.**

## **II. Director's Report**

Director Najaka provided the following update:

### Facility update:

GSD will be renovating the Carruthers building located across the parking lot of SPO, in the Southwest reading room and the Willie Ortiz building. The RFP is scheduled to close on June 22, 2018 and GSD will make a selection shortly after. The renovations are scheduled to start early this summer. It will be the contractor's ultimate decision but Director Najaka is hoping the Carruthers building will be completed before the renovations begin on the Willie Ortiz building.

### Staff update:

The State Personnel staff is a hard working group and very dedicated. It is a lot of change for the staff as far as the work level and exposure. Staff were used to working with one agency and now they are responsible for 36 agencies, it takes some time to learn but everyone is adjusting well. Director Najaka asked for new staff to introduce themselves: Meredith Peterson is from Wyoming, she is the new Staff Attorney assigned to NMCD cases that will be before the SPB. Melinda Salazar is the new Employee Relations Staff Manager, she worked previously as a paralegal for 9 years in employment law and also has experience as an office manager. Vickie DeAguero has been with state government for 12 years, she is in the Employee Relations Bureau as an Employee Relations Specialist. Ottis Burchfield is with the Employee Relations Bureau as an Employee Relations Specialist, he has a background in labor relations and was in federal service. Jennifer Morfin is the Employee Relations Specialist Consultant, she transferred from the NM Human Rights Bureau as an investigator and has worked at the DA's Office in Law Cruces, NM. Julie Chambers is from the UK, she's been with state government for about 15 years. She has worked at MVD and with CYFD in HR. She is currently in Leave Management in the Employee Relations section. Nicole Medina-Stone is with Talent Acquisition as a Recruiter. She is new to state government; she has been with SPO for 2 months. She previously worked in the private sector and non-profit sector as an operations manager and administrator. Krystal Chavez has been with state government for 22 years, her background is with HR and the benefit sector. She is the lead onboarding with Talent Acquisitions. Natisha Montoya has been state government for 8 months, she previously work at NMCD, she recently moved to SPO and is in the Leave Management Division. Prior to state government she worked at Wal-Mart for 7 years in HR. Chair Romero hopes the new staff enjoys their employment with state government and with State Personnel. Director Najaka stated a new Supervising Attorney will be starting on July 2. The new Records Manager, is currently working part-time with SPO and will be full-time starting July 2. Three employees have left SPO, George Ecklund was the CPO and has transferred to HSD, Bernadette Torr was the Recruitment Specialist, she has moved to CYFD. Ken Swain was the Staff Attorney and now transferred to DOT. SPO has gained 10 employees, and the 3 employees who left SPO, all have stayed within state government and took career advance opportunities.



Evaluations update:

Employee evaluations need to be entered into the system by June 30<sup>th</sup>. We are 83% complete as of June 14<sup>th</sup>. We have less 2,000 to be entered into the system in the next two weeks.

SHARE:

SHARE Talent Acquisition is transitioning to the SHARE HCM system on July 1<sup>st</sup>, this will completely and permanently replace the current online application software, NEOGOV, and will provide a more efficient and user-friendly experience. The system will be down from June 23<sup>rd</sup>- June 30<sup>th</sup>, this is temporary but necessary period as the transition to a new online application software system.

### III. General Public Comment

A public comment was made by Sky Tallman, he is a Staff Development Specialist with HSD, and he is part of the HR team who will be affected by the consolidation. Mr. Tallman spoke about the consolidation and SPO management has not provided any information nor had any meetings to address the consolidation since December 2017. Mr. Tallman indicated that the date of July 1<sup>st</sup>, has been rumored that HSD will be consolidated, however no communication has been given to them. If changes were to happen, knowledge of this change would be useful. He feels no action has been taken or communication has been provided from SPO to HSD. He is personally concerned about if or how his job description would change, to whom he would report to and if he would be able to keep his training elements after July 1<sup>st</sup>. Mr. Tallman recommended that all departments affected by the SPO consolidation and the general public to be kept informed of the decisions and the discussions regarding the planned actions. Chair Romeo asked Mr. Tallman if the meetings he is referring to is meetings that he individually wasn't invited or no meeting at all? Mr. Tallman indicated that HSD has had no direct communication with SPO since December 2017 regarding the consolidation. Director Najaka indicated that in general, no changes have been made and the federal fund agencies will be consolidated. No changes have been made since the December 2017 meeting. Discussions have been made with senior management staff. No discussions have been made with the HR community. The federal-fund consolidation is still not worked out completely and communication will not be made regarding the overall organization until he gets one or two more answers on how this will work on the back-end. SPO has been in communication with the federal government regarding the funding issue. Director Najaka apologized for not communicating with the staff but communication will be made once information is available. Even if the consolidated was to happen, it's not going to be an upheaval. Communication will be made in a state-wide meeting for all the non-consolidated staff.

### IV. Human Resources Coordinator Classification Study

Amparo Juarez, Analyst with the Classification and Compensation Bureau presented the adoption of the Human Resources Coordinator. The position was recognized as one level of work at a pay band 60. It is designed to be deployed on a limited basis to certain state agencies that have 24/7 operations or large remote populations. The agencies that information was collected from regarding the range of duties that would need to occur onsite was DOH, CYFD, DOT and Corrections. The State Personnel Office recommends that the State Personnel Board approve the attached proposed HR Coordinator classification description. The creation and deployment of this classification is crucial to the Human Resources Consolidation Project in that it will serve as liaison between facility and division

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employees, agency resources and the Centers of Excellence under the State Personnel Office. Member Muirhead asked if the broad nature of the description is limited to the four agencies mention or is it something that could be placed in a different agency without receiving prior approval from the Board. Director Najaka said in theory as it is written now, without limiting it to the four agencies in the description, it could be used for other agencies. If a change in statutory responsibility a new agency created or merged it would have to be modified at that time. Member Muirhead's concern with the description as it is written currently, it does not contain the specific language identifying the four agencies that this classification is being approved for and wants to make sure if there is a new need or new agency--that it would have to be brought before the Board at that time for approval. Justin Najaka suggested for the Board to include in the Motion, directing staff to add the language in the job description indicating the four specific agencies.

**Board Member Muirhead moved to approve the Human Resource Coordinator, with the addition to the job description clarifying the Department of Health, Children, Youth and Families Department, the Department of Transportation and the Department of Corrections; seconded by Board Member Chavez. Motion carried.**

#### V. 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 Manzagol.**

Director Najaka called roll and all members voted in the affirmative. **Motion carried.**

The Board met in Executive Session from approximately 9:45 a.m. to 10:18 a.m.

**For the record, the matters discussed in closed session were limited to those specified below in the Motion to close.**

1. **Gomm v. New Mexico Department of Health; Docket No. 17-025**  
After careful consideration of the Administrative Law Judge's proposed findings of fact, analyzes of the relevant law and/or policies in light of the proposed findings of fact of the Recommended Decision and the parties' exceptions to the Recommended Decision, if any, in *Gomm v. New Mexico Department of Health, Docket No. 17-025*, **Vice Chair Manzagol moved to adopt the Administrative Law Judges' Recommended Decision. Motion seconded by Board Member Muirhead. Motion carried.**

2. **Mares v. NM Department of Finance and Administration; Docket No. 17-011**  
After careful consideration of the Administrative Law Judge's proposed findings of fact, analyzes of the relevant law and/or policies in light of the proposed findings of fact of the Recommended Decision and the parties' exceptions to the Recommended Decision, if any, in *Mares v. New Mexico Department of Finance and Administration, Docket No. 17-011*, **Board Member Muirhead moved to adopt the Administrative Law Judges' Recommended Decision. Motion seconded by Vice Chair Manzagol. Motion carried.**
  
3. **Marquez v. New Mexico Department of Health; Docket No. 17-002**  
After careful consideration of the Administrative Law Judge's proposed findings of fact, analyzes of the relevant law and/or policies in light of the proposed findings of fact of the Recommended Decision and the parties' exceptions to the Recommended Decision, if any, in *Marquez v. New Mexico Department of Health, Docket No. 17-002*, **Board Member Chavez moved to adopt the Administrative Law Judges' Recommended Decision. Motion seconded by Board Member Muirhead. Motion carried.**
  
4. **Naranjo v. New Mexico Department of Workforce Solutions; Docket No. 17-018**  
After careful consideration of the Administrative Law Judge's proposed findings of fact, analyzes of the relevant law and/or policies in light of the proposed findings of fact of the Recommended Decision and the parties' exceptions to the Recommended Decision, if any, in *Naranjo v. New Mexico Department of Workforce Solutions; Docket No. 17-018*, **Vice Chair Manzagol moved to adopt the Administrative Law Judges' Recommended Decision. Motion seconded by Board Member Muirhead. Motion carried.**

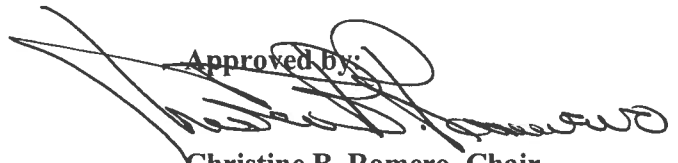
## VI. Litigation Update

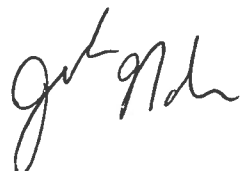
Jessica Cooper, Administrative Law Judge for the Board, presenting the Litigation Update today. In May and so far in June, Adjudication received 5 new appeals and disposed of 6, including the 4 decided by the Board today. There are currently 23 appeals pending. An update on appeals of Board decisions: No new appeals have been filed in District Court. However, on May 25, Judge Ortiz re-affirmed the Board's decision in *Arellano v. NM Department of Health*. This matter came before the Board in 2012, and in which the Board upheld Ms. Arellano's dismissal. The case has been circulating through state and federal court for the last six years, but appears to have come to a final disposition with Judge Ortiz's recent Order. Copies of the Order was provided to the Board. No dispositive action to report in the seven other Board decisions currently on appeal.

## VII. Other Business – Next Meeting Date: July 20, 2018

**VIII. Adjournment**

With no further business, **Board Member Muirhead** moved to adjourn the State Personnel Board meeting at approximately 10:23 a.m.; seconded by Vice Chair Manzagol. Motion carried.

Approved by:   
**Christine B. Romero, Chair  
State Personnel Board**

Attest:   
**Justin Najaka, Director**

