



New Mexico State Personnel Board State Personnel Office

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MEMORANDUM

TO: Agency Chief Information Officers, IT Leads and Human Resources Managers

FROM: Justin Najaka, Director 

DATE: July 1, 2016

SUBJECT: IT Classification Study-Recruitment Hold during Implementation

Pursuant to the joint State Personnel Office and Department of Information Technology memorandum issued on June 29, 2016, all IT positions will be cross-walked into new job classifications with new minimum qualifications and an IT-specific salary schedule effective July 30, 2016.

SPO recommends that agencies who are actively recruiting evaluate their current IT recruitment efforts to determine if it is more efficient to fill a vacant position using the current IT job classification or to re-advertise after the new IT classifications become effective.

Effective immediately, no new Requisitions will be authorized for IT classifications in NEOGOV. Agencies may not fill any IT position with the current classifications beyond the **effective** date of July 16, 2016. **Agencies may not enter compensation actions for current IT classifications beyond July 22, 2016.**

For agencies that are pursuing ongoing recruitment efforts and who can meet the deadlines detailed above, Human Resources staff will be required to inform candidates being interviewed and/or those who are in the process of being selected of the crosswalk and how it will affect the position the candidate originally applied for.

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