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General Memorandum 2025-005

Date: June 16, 2025
To: Cabinet Secretaries, Agency Heads, and HR Managers
From: Dylan Lange, Director 
Subject: **Job Architecture Implementation and SHARE Updates**

The State Personnel Office is partnering with the Department of Finance and Administration's SHARE team to automate the implementation of the Job Architecture project. Position and employee job data updates for this project will be entered effective **August 2, 2025**.

Position Actions

The SHARE team has set the following requirements for entry of positions actions from July 5th, 2025 – August 2nd, 2025:

- All position updates must have an effective date of **7/5/25** or earlier.
- All position updates with effective dates **7/5/25** or earlier must be entered into SHARE no later than the close of business **7/11/25**.
- No position updates may be made in SHARE HCM until after **8/2/2025**.
- During this period, all position updates with an effective date after **7/5/25** must be communicated to your SPO Workforce Planning analyst. These updates cannot be entered into SHARE HCM until after **8/2/2025**.

Agencies may continue to submit requests for Creates and Reclassifications during this time. However, they will be entered into SHARE only after August 2, 2025.



Agencies can continue to process compensation actions during this time without restriction. These include the following actions: in-grade hires; salary upon transfers; promotional increases; in-pay band adjustments; temporary recruitment and retention differentials.

Recruitment

In order to implement changes in SHARE recruitment due to Job Architecture, there will be a short pause in creating new job postings.

The SHARE team has set the following requirements to minimize errors during the automated update process for recruitment:

- Do not create job postings after **7/25/25**. Agencies can resume posting after **8/1/25**.
- Any postings in Draft status must be submitted and approved by dates below or deleted and re-created after **8/1/25**.
- All postings must have a remove date of **7/30/25** or earlier.
 - *Continuous Postings:*
 - Last day to post a 21-day Continuous posting: July 9
 - Last day to post a 30-day Continuous posting: June 30
 - *Standard Postings:*
 - Last day to post a 5-day Standard posting: July 25
 - Last day to post a 7-day Standard posting: July 23
 - Last day to post a 10-day Standard posting: July 20
 - Last day to post a 14-day Standard posting: July 16

If you have any questions, please reach out to Cynthia Sandoval 505-660-8333 or Cynthia.Sandoval@spo.nm.gov

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