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State Personnel Board

David F. Cunningham, *Chair*

Carol A. Parker, *Vice Chair*

Kari Fresquez, *Member*

Sandra D. Lopez, *Member*

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State Personnel Rule Hearing and Board Meeting

Willie Ortiz Building

2600 Cerrillos Road, Santa Fe, NM

Friday, October 24, 2025 – 9:00 AM

MINUTES

Vice Chair Parker called the meeting to order at 9:00 am.

Director Lange led the Pledge of Allegiance and called roll – a quorum was confirmed with the following present in person: Vice Chair Parker, Members Radosevich, Fresquez and Lopez; Chair Cunningham was present telephonically.

Call for Public Comment – Ms. Forlizzi confirmed that no requests for public comment were received via email or in person; public comment closed.

Member Fresquez moved to approve the agenda; Member Lopez seconded; roll call; agenda adopted.

Member Radosevich moved to approve the minutes of the August 22, 2025 board meeting; Member Lopez seconded; roll call; minutes approved as written.

Public Comment - No requests received

Job Architecture Position Adjustments – Request for Approval

Melanie Morgan, SPO Compensation and Classification Manager, requested approval for two pay grade classifications. The Job Architecture (JA) adjustment period ended on September 30, 2025. We have identified two classifications that needed adjustment as they were in a lower grade than the senior level that classification supervises.

Member Fresquez moved to approve the adjustments; Chair Cunningham seconded; roll call; motion carried.

Language Interpreter Pay Grade Assignment – Request for Approval

Michaela Apodaca, SPO Compensation and Classification Analyst, requested approval for

reestablishing the Language Interpreter Classification and to be assigned to the recommended pay grade five based on market data research.

Ms. Apodaca introduced Sarah Grace from ECECD as the subject matter expert (SME) to address any questions the board may have.

Vice Chair Parker asked what is the scope of non-English interpreters?

Ms. Grace said mostly Spanish to English.

Member Fresquez asked who is on the job evaluation committee?

Ms. Morgan said there are 10 individuals, primarily HR along with union representation. C&C does the research to present to the committee. When we switched compensation to market based the findings are presented.

Director Lange added that it is in board rule as to who is involved on the committee and what their role is. The hard work gets done, they make a recommendation to the director and then it comes to the board.

Member Lopez are they aware the service is available?

Sarah Grace said once this is approved, they will get the information out.

Member Radosevich asked how many positions this includes.

Morgan said right now, there is 1 person and upon approval, more will be included as this is a general classification that can include any language.

Lange added that the qualifications will be applied to many languages. We likely will bring rule changes to the board to add pay to these professionals.

Chair Cunningham moved to approve; Member Fresquez seconded; roll call; motion carried.

Safety & Health Consultant Series Class Study and Occupational Health & Safety Specialist Series Job Description Adjustment - Request for Approval

Austin Basham, SPO Senior Compensation & Classification Analyst, requested approval for two classification actions. Maintaining the Occupational Health & Safety Specialist series at the new level while making relevant adjustments is critical for the Environment Department to fulfill its role as the sole designee for OSHA enforcement in New Mexico.

Basham introduced Robert Genoway, NMED and Aaron Peinado, DOT as SMEs.

Vice Chair Parker asked if these were new positions.

Basham said this is a new series since with JA changes it created a gap which no longer aligned with the change in the position and job duties.

Vice Chair Parker asked wasn't this (JA) supposed to reduce the class studies?

Basham replied that this is the result of current market research.

Chair Cunningham noted on page 28 of binder, the Occupational Health has 6 positions; Health and Safety have 3 positions. Objective was to simplify positions from manager to non-manager, so why are there 6 different categories?

Basham explained the different scopes of JA project; temporarily placed in compliance officer. 3 positions to mirror, so 6 categories. Approval will impact 32 employees from 5 agencies.

Ms. Morgan added there are many Health and Safety positions, this is a better fit for all going forward.

Lange mentioned there was one classification that said OSHA and Health and Safety which are different aspects of the same topic. Distinctions now will separate out based on duties and requirements.

Member Fresquez moved to approve; Member Lopez seconded; roll call; motion carried.

Compliance Officer Series Class Study – Request for Approval

Allyssa Ashbacher, SPO Compensation & Classification Analyst, requested approval to add two new levels to the Compliance Officer series: the Associate Compliance Officer and Lead Compliance Officer.

This proposal is in response to a formal request from the Department of Workforce Solutions (DWS) to strengthen a widely used classification series. They identified the lack of an entry-level classification as a barrier to recruitment and career growth. Agencies are hiring directly into intermediate roles that require advanced knowledge of New Mexico labor laws, straining operations, and training. To address this, they have requested the Associate Compliance Officer classification.

Ms. Ashbacher introduced Tanya Kelly, Labor Relations Division Director with DWS as subject matter expert.

Vice Chair Parker said she is mystified why the board is still seeing class studies.

Ms. Morgan explained there are missing levels within all the series. Two missing levels will mean that going forward you will see those levels added to the career track and filling out career paths. Will likely see level additions going forward and they will taper off over time.

Ms. Kelly added that the effort was already in process pre-dating JA. What they found is the department leveled the position and paid everyone the same and there was no room to pay people more as they became more experienced. Lead is a particular area of focus, and they want to empower their staff who have developed the technical capacity.

Member Radosevich said with all levels, are we creating positions so we can give people raises? We just went through JA and these descriptions are similar. He doesn't want to create positions to give raises.

Kelly said DWS looks at the org chart to see how the operation worked. They found three substantive teams with distinct responsibilities.

Member Fresquez added that broadening of the compliance officer seems is to deal with a well thought out org chart at DWS. Classification is why we do this, so this will impact more agencies other than DWS.

Ashbacher concurred by saying multiple agencies utilize the series, as part of the process, we reached out and gave agencies the opportunity to chime in. Received feedback from multiple agencies, so more agencies can utilize these levels as well.

Ms. Morgan said this is widespread, we have spoken with all agencies. Our Workforce Planning

team is very strict in using classifications. Any time there is a reclass, they will go through WFP to confirm proper use.

Member Lopez addressed the recruitment and retention aspects. Asking what has the history been? Is there an issue that this will help alleviate?

Ashbacher said there are challenges, because there isn't an entry-level path, they must jump to intermediate level, creating a strain on operations. The associate level is critical to that process.

Ms. Kelly added that this will be used for all compliance officers, so this helps with a pipeline of training, this level allows an employee to advance, which is tied to technical performance.

Vice Chair Parker commented that she likes the idea of creating a career track saying if we silo the workload of the people at the top, so they are in one general classification, it doesn't utilize skills in the best way. This allows for wider experience, so employees are able to handle a deeper workload.

Kelly agreed saying this is one of the things we've been looking at. Shifts in cycles to cross train. All compliance officers have work experience across the board thereby expediting workflow. We have anticipated that and are working to ensure more people have more exposure.

Member Lopez moved to approve; Member Radosevich seconded; roll call; motion adopted.

SPO updates

Director Lange presented his report first acknowledging the JA project, saying the Comp & Class team is working non-stop and being rigorous and diligent in the process. Continue to ask good questions. Certain classifications require tracks for growth, which is part of what you see today. He appreciates the preparation of the board.

Budget presentation went well and was positive; we will be receiving money for interns and an additional increase in the annual request.

Chair Cunningham congratulated Lange saying it is an excellent report, very helpful.

Vice Chair Parker thanked Lange for the written report, which gives the board a chance to see what has been going on and the development since the prior meeting.

No questions.

Adjudication Update

Judge Haught reviewed the update in board documents.

- 1.7.12 voluntary dispute – mediation. SPO will cover up to \$750 per mediation. We have a good pool of mediators, and it is successful if parties engage and have 11 mediations scheduled.
- 36 pending appeals
- 3 appeals pending in DC

No questions.

Administrative Adjudicatory Deliberations

See NMSA 1978, Section 10-15-1(H)(3) *Administrative Appeal*. See 1.7.12.8(C) NMAC.

Vice Chair Parker moved to close session. Member Lopez seconded; roll call; off the record at 9:55 am.

10:30 am, back in open session and on record.

Motions on Administrative Adjudicatory Deliberations

- Member Fresquez moved in *Joan Waters v. DPS; Docket No. 24-021* to adopt the ALJ Recommended Decision; Member Lopez seconded; roll call (Chair Cunningham not audible); motion carried.
- Board counsel, AAG Alsup said that based on discussion in executive session, he offered a motion to table *Galvan v. CYFD; Docket No. 24-037* to the next board meeting pending further review. Member Lopez seconded; roll call; motion carried.
- Member Lopez moved *Brenda Swaggart v. NMCD; Docket No. 24-043* to adopt the ALJ recommended decision; Member Fresquez seconded; roll call; motion carried.

Next meeting will be held in person December 12, 2025.

Member Lopez moved to adjourn; Member Fresquez seconded; roll call meeting adjourned at 10:34 a.m.