



# New Mexico State Personnel Board

## State Personnel Office


Michelle Lujan Grisham  
Governor

Ricky A. Serna  
Acting Director

**State Personnel Board**  
Christine B. Romero, Chair  
Laura A. Liswood, Vice Chair  
Jerry Manzagol, Member

### **General Memorandum 2021-002**

To: Cabinet Secretaries, Agency Heads,  
and Human Resource Managers

From: Ricky Serna, Acting Director 

Date: April 26, 2021

Subject: Update on Exemption Requests  
and HR Processes

This Memorandum repeals State Personnel Office General Memorandum 2020-002, effective Monday, April 26, 2021.

Beginning on the effective date, agencies are no longer required to secure exemption request approval from the State Personnel Office (SPO) and Department of Finance and Administration (DFA) for recruitment or personnel actions. Actions submitted to date will be reviewed by SPO and DFA as required under State Personnel Office General Memorandum 2020-002.

### **Recruitment**

Agencies shall resume their normal internal business processes to advertise positions through the SHARE Recruitment Module. No additional approvals are required at this time.

### **Personnel Actions**

The following personnel and hiring actions referenced in General Memorandum 2020-002 shall require SPO and DFA approval as normally required by State Personnel Board Rule:

- In Grade Hires (over 114.7% compa-ratio), 1.7.4.12(A) NMAC;
- In Pay Band Adjustments (up to 10%), 1.7.4.12(C) NMAC;
- Promotions (less than 5% or more than 15%), 1.7.4.12(D) NMAC;
- Transfers (more than 10%), 1.7.4.12(G) NMAC;
- Temporary Salary Increases (up to 15%), 1.7.4.12(L) NMAC;
- Temporary Recruitment Differentials, 1.7.4.13(A) and 1.7.4.13(A)(2) NMAC;
- Temporary Retention Differentials, 1.7.4.13(B) and 1.7.4.13(B)(2) NMAC;
- Creation of positions, 1.7.3.9(A) NMAC; and
- Reclassification of positions, 1.7.3.9(A) NMAC.

Additionally, SPO approval remains necessary to doublefill a position pursuant to State Personnel Board Rule 1.7.5.8(C) NMAC.