



New Mexico State Personnel Board

State Personnel Office

Michelle Lujan Grisham
Governor

Ricky A. Serna
Acting Director


L. Teresa Padilla
Deputy Director

State Personnel Board

Laura A. Liswood, Chair
David F. Cunningham, Vice Chair
Cristin M. Heyns-Bousliman, Member
Carol A. Parker, Member
Fred Radosevich, Member

Repeal Memorandum

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

From: Ricky Serna, Acting Director 

Date: July 8, 2022

Subject: Repeal of General Memorandum 2021-002

Effective Saturday, July 9, 2022, State Personnel Office General Memorandum 2021-002 is repealed. (See attached.)

Please consult State Personnel Office General Memorandum 2022-003 for new guidelines on HR Transaction Approval Processes.



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.