



New Mexico State Personnel Board

State Personnel Office

Michelle Lujan Grisham
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Ricky A. Serna
Acting Director

L. Teresa Padilla
Deputy Director

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General Memorandum 2022-003

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

From: Ricky Serna, Acting Director 

Date: July 8, 2022

Subject: HR Transaction Approval Processes

Effective July 9, 2022:

This Memorandum repeals and replaces State Personnel Office General Memorandum 2021-002.

For the purpose of State Personnel Board Rule 1.7.4.12(A) NMAC, "principal contributor zone" is defined as 115% and above the midpoint of the pay band.

The following personnel and hiring actions shall require SPO approval only:

- In Grade Hires (in the principal contributor zone), 1.7.4.12(A) 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;
- Salary Upon Reduction (more than 15%), 1.7.4.12(I) NMAC;
- Salary Schedule to Salary Schedule Transfers (more than 10%)
- Vacant Position Reclassifications (Downgrade or Lateral), 1.7.3.9(A) NMAC

****For the actions above, DFA may require specific agencies to submit actions for budgetary review. DFA will work with those agencies directly when necessary.***

The following personnel actions shall require SPO and DFA approval:

- In Pay Band Adjustments, 1.7.4.12(C) 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
- Position Reclassifications (Upward or Filled), 1.7.3.9(A) NMAC.
- Doublefill, 1.7.5.8(C) NMAC