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General Memorandum 2025-008

Date: August 1, 2025
To: Cabinet Secretaries, Agency Heads, and Human Resources Managers
From: Dylan Lange, Director
Subject: **HR Transaction Approval Processes**

This Memorandum repeals and replaces State Personnel Office General Memorandum 2022-003.

The following personnel and position actions require SPO approval only:

- In Grade Hires above 115%. 1.7.4.12(A) NMAC;
- Promotions (less than 5% or more than 10% per pay band increase). 1.7.4.12(D) NMAC;
- Transfers (increase or decrease of more than 10%). 1.7.4.12(F) NMAC;
- Salary Upon Reduction (more than 15%), 1.7.4.12(H) NMAC; and
- Vacant Position Reclassifications (Downgrade or Lateral). 1.7.3.9(A) NMAC.

The following personnel actions require SPO and DFA approval:

- In Pay Band Adjustments. 1.7.4.12(C) NMAC;
- Temporary Promotions. 1.7.4.12 (J);
- Temporary Salary Increases. 1.7.4.12(K) 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;
- Position Reclassifications (Upward or Filled). 1.7.3.9(A) NMAC; and
- Double fill a position pursuant to State Personnel Board Rule 1.7.5.8(C) NMAC.