



# New Mexico State Personnel Board

## State Personnel Office


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### Memorandum

To: Cabinet Secretaries, Agency Heads and Human Resource Managers

From: Ricky Serna, Acting Director 

Date: July 28, 2021

Subject: Updated Lead Worker Pay Guidelines

This Memorandum replaces the Lead Worker Guidelines Memorandum issued on February 15, 2006. This Memorandum provides:

- Updated Lead Worker Pay Guidelines in compliance with the 2021 CWA (Communication Workers of America, Local 7076) and AFSCME (American Federation of State, County and Municipal Employees, AFL-CIO, Council 18) collective bargaining agreements (2021 CBAs). Agencies providing Lead Worker Pay pursuant to a 2021 CBA must follow these guidelines starting the effective date of the CBA.
- Information about the new Lead Worker Pay MCOP (Multiple Component of Pay) available in SHARE. The Lead Worker Pay MCOP must be used **starting July 24, 2021**.

If you have any questions about Lead Worker Pay, please contact Labor Relations Director Sandy Martinez via email at [sandy.martinez@state.nm.us](mailto:sandy.martinez@state.nm.us).

## **LEAD WORKER PAY GUIDELINES**

### **Lead Worker Definition:**

The new CBAs define a Lead Worker as:

- A. An Employee in a basic or operational role within a classification who has mastered full performance level and provides work direction to one or more Employees. This may include duties such as: the distribution of work, Employee training, and assisting and/or advising lower-level Employees.
- B. An Employee in an advanced role providing direction to other advanced workers. This may include duties such as: the distribution of work, Employee training and assisting and/or advising other Employees at the same level.

Please note:

Employees who are supervising or voluntarily participating in supervisor training are not Lead Workers.

In addition, Employees whose established job duties already require them to perform job responsibilities that would otherwise meet the Lead Worker definition are not eligible for Lead Worker Pay.

### **Lead Worker Pay:**

An Agency assigning Lead Worker duties to an employee shall provide the employee with Lead Worker Pay reflecting the greater responsibility and accountability in an amount not less than five percent (5%) but not more than fifteen percent (15%) of the employee's base pay.

Once the Lead worker assignment period ends and additional responsibilities end, the Agency must end Lead Worker Pay.

## **LEAD WORKER MCOP**

Lead Worker Pay will no longer be provided using the Temporary Salary Increase (TSI) MCOP.

Agencies will now use the new Lead Worker MCOP in SHARE.

Once the Lead Worker assignment period ends, the Lead Worker MCOP must be deactivated by the Agency to end the Lead Worker Pay.

## **LEAD WORKER PAY -- EXAMPLES**

### **Management Analyst – Advanced, Department of Cultural Affairs (DCA)**

A museum director at DCA gives a Management Analyst – Advanced direction to train a new hire in a Management Analyst – Advanced position. DCA shall provide Lead Worker Pay using the Lead Worker Pay MCOP for the duration of training. Once training is complete, DCA must remove the Lead Worker Pay MCOP to end the Lead Worker Pay.

### **Business Operations (Bus Ops) Specialist – Operational, Department of Health (DOH)**

A Bus Ops Specialist – Advanced position is vacant in a DOH division. The employee in the Advanced position would normally distribute paperwork to be processed and advise a Bus Ops Specialist – Operational and several Bus Ops Specialist – Basics. The Supervisor has asked the Bus Ops Specialist – Operational to distribute the work and advise the Bus Ops Specialist – Basics until the Advanced position can be filled. DOH shall provide Lead Worker Pay using the Lead Worker Pay MCOP while the Bus Ops Specialist – Operational performs the additional duties. Once the Advanced position is filled and the Lead Worker duties are removed, DOH must remove the Lead Worker Pay MCOP to end the Lead Worker Pay.

### **Receptionist and Information Clerk – Advanced, Children, Youth, and Families Department (CYFD)**

An employee who occupied a Receptionist – Advanced position (pay band 35) at CYFD receives a promotion to an Information Clerk – Operational position (pay band 40). The promoted employee is directed to train the replacement Receptionist for a month. Although the Information Clerk is in an operational position and the Receptionist is in an advanced role, because the Receptionist is an overall lower-level position than the Information Clerk, CYFD shall provide Lead Worker Pay using the Lead Worker Pay MCOP to the Information Clerk – Operational for the duration of the training. Once the month of training is complete, CYFD must remove the Lead Worker Pay MCOP to end the Lead Worker Pay.

### **Family Assistance Analyst (FAA) II, Human Services Department (HSD)**

A new program is being implemented statewide. HSD management has directed FAA II's who were part of the pilot program to train and give assistance to other FAA II's and FAA I's in other offices during the implementation of the new program. There is no mechanism to separate the training and assistance that will be provided to the FAA II's (an advanced position) from the training and assistance that will be provided to the FAA I's (an operational position). HSD shall provide Lead Worker Pay using the Lead Worker Pay MCOP to the assigned FAA II's as long as they are providing training and assistance to other FAA II's, even if they are also providing training and assistance to FAA I's. Once the training and assistance is complete or once there are no more FAA II's receiving the assistance and training, whichever occurs first, HSD must remove the Lead Worker Pay MCOP to end the Lead Worker Pay. Please note that HSD would not provide Lead Worker Pay to FAA II's providing training and assistance only to FAA I's.

### **IT End User Support III at New Mexico Environment Department (NMENV)**

A ticketing system distributes IT issues to a team of IT End User Support III's. The Chief Information Officer (CIO) designates a specific IT End User Support III to give guidance and assist other IT End User Support III's with their track-it tickets on an ongoing basis. NMENV shall provide Lead Worker Pay using the Lead Worker Pay MCOP when the assigned IT End User Support III provides the additional guidance and assistance. If the Lead Worker assignment ends, NMENV must remove the Lead Worker Pay MCOP to end the Lead Worker Pay.