

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

Repeal Memorandum

To: Cabinet Secretary, Department of Finance and Administration;
Human Resource Managers

From: Ricky Serna, Acting Director 

Date: May 10, 2021

Subject: Repeal of General Memorandum 2011-002 (REVISED 11/16/2012)

Effective Monday, May 10, 2021, this Memorandum repeals State Personnel Office General Memorandum 2011-002 (REVISED 11/16/2012). (See attached.)

To the extent this Memorandum is a mere recitation of State Personnel Board Rule, it is unnecessary. To the extent the Memorandum provides guidance beyond or contrary to State Personnel Board Rule, the conditions no longer exist to warrant it.

For current guidance on the personnel and hiring actions that require State Personnel Office and Department of Finance and Administration approval, please refer to the State Personnel Board Rules and State Personnel Office General Memorandum 2021-002.



New Mexico State Personnel Board State Personnel Office

**SUSANA MARTINEZ
GOVERNOR**

Eugene J. Moser
Director

Nivia L. Thames
Deputy Director

State Personnel Board
Paul T. Yarbrough, Chairman
Christine Romero, Vice Chairman

Devon Day Chris Sanchez
Rebecca Long

General Memorandum 2011- 002 (REVISED)

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

From: Duffy Rodriguez, Deputy Cabinet Secretary, Department of Finance & Administration
Eugene J. Moser, Director, State Personnel Office

Subject: Personnel Transactions - Submittal and Approval Process

Date: November 16, 2012

Below you will find instructions on the submittal and approval process for various personnel transactions within your agency.

	All agencies must obtain approval by the Office of the Governor, the State Personnel Office (SPO) and the Department of Finance and Administration (DFA) to proceed with the following personnel transactions:
1	In-Pay Band Salary Adjustments
2	Temporary Salary Increases (excluding CBA requirements)
3	Temporary Recruitment Differentials
4	Temporary Retention Differentials
5	Out-of-State differential
6	Create a Reg/Perm, STRM, or Temporary (Budgeted, Non-Budgeted, NB 180, or T180) position
7	Extend a Temporary (non-Budgeted, NB 180, or T180) position
8	Reclassify a position upward, lateral or downward

In order to streamline our efforts and partner with your agencies while assisting with the accomplishment of your agency's Human Capital and Budget Management goals, we must ensure that the Office of the Governor, SPO and DFA receive consistent information through the approval process.

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AGENCY PARTNER

Therefore, when requesting approval for your agency's personnel transactions, we are asking your staff to follow the steps listed below:

1. Prepare a detailed letter of justification identifying each of the agency's requested personnel transactions. The letter should be addressed to Governor Martinez, Director Moser, and Deputy Cabinet Secretary Rodriguez from the agency's Cabinet Secretary or the Agency Head. This letter should include documentation that supports the requested personnel transactions, required SPO forms (i.e., SDF/PADF, compensation forms, etc.) and DFA budget projections;
2. Upon submittal the SPO Consultant and DFA Executive Budget Analyst will review the personnel transactions and prepare their analysis for approval by Director Moser and Deputy Secretary Rodriguez;
3. Once both Director Moser and Deputy Cabinet Secretary Rodriguez issue an approval (the agency will be notified via email), the personnel transactions will be forwarded to the Office of the Governor for final review and approval;
4. Once approval is secured from the Office of the Governor, (the agency will be notified via email) the agency may proceed as usual with processing the personnel transactions.

The personnel transactions listed below are not subject to the above approval process and ONLY require SPO and DFA approval.

	All agencies must obtain approval by SPO and DFA in order to proceed with the following personnel transactions:
1	Recruitment and hire requests
2	Double fills

The personnel transactions listed below require ONLY SPO approval:

	All agencies must obtain approval by SPO to proceed with the following personnel transactions:
1	In-Grade Hire greater than 115.1% compa- ratio
2	Promotion Increases less than 5% or greater than 15%
3	Salary upon Reduction greater than 15%
4	Salary increases or decreases upon lateral transfers
5	Salary upon Temporary Promotion less than 5% or greater than 15%
6	Under fills and Over fills
7	Administrative Leave in excess of 160 hours - pending a disciplinary action
8	Administrative Leave in excess of 5 consecutive days – non discipline
9	Recruitment Waivers
10	Update - Reports to
11	Update - Department
12	Update - Key Position
13	Update - Location Code



The personnel transactions listed below require ONLY DFA approval:

	All agencies must obtain approval by DFA to proceed with the following personnel transactions:
1	Extend a Reg/Perm, STRM, or Temporary (Budgeted) positions
2	Inactivate Reg/Perm, STRM or Temporary (Budgeted) positions
3	Update - Budgeted position
4	Update - FTE value
5	Update - Adds to FTE actual count

The effective date of a personnel transaction will begin the pay period immediately following the date when you receive final approval from the Office of the Governor, SPO and/or DFA. Please be aware that personnel transactions **will not** be approved with retroactive effective dates.

Please see attached chart for further insight on the approval process.

If you have any questions, please contact your assigned SPO HR Consultant or DFA Executive Budget Analyst.

Thank you in advance for your cooperation and patience.

cc: SPO Consultants
DFA Executive Budget Analysts
Office of the Governor

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Personnel Transactions	State Personnel Office (SPO)	Department of Finance and Administration (DFA)	Office of the Governor
In-Pay Band Salary Adjustments	✓	✓	✓
Temporary Salary Increases (excluding CBA requirements)	✓	✓	✓
Temporary Recruitment Differentials	✓	✓	✓
Temporary Retention Differentials	✓	✓	✓
Out-of-State differential	✓	✓	✓
Create a Reg/Perm, STRM, or Temporary (Budgeted, Non-Budgeted, NB 180, or T180) position	✓	✓	✓
Extend a Temporary (non-Budgeted, NB 180, or T180) position	✓	✓	✓
Reclassify a position upward, lateral or downward	✓	✓	Does not require approval
Recruitment and hire requests	✓	✓	Does not require approval
Double fills	✓	✓	Does not require approval
In-Grade Hires greater than 115.1% compa-ratio	✓	Does not require approval	Does not require approval
Promotional Increases less than 5% or greater than 15%	✓	Does not require approval	Does not require approval
Salary upon Reduction greater than 15%	✓	Does not require approval	Does not require approval
Salary Increases or decreases upon lateral transfers	✓	Does not require approval	Does not require approval
Salary upon Temporary Promotion less than 5% or greater than 15%	✓	Does not require approval	Does not require approval
Under fills and Over fills	✓	Does not require approval	Does not require approval
Administrative Leave in excess of 160 hours -pending a disciplinary action	✓	Does not require approval	Does not require approval
Administrative Leave in excess of 5 consecutive days --non discipline	✓	Does not require approval	Does not require approval
Recruitment Waivers	✓	Does not require approval	Does not require approval
Update- Reports to	✓	Does not require approval	Does not require approval
Update -Department	✓	Does not require approval	Does not require approval
Update- Key Position	✓	Does not require approval	Does not require approval
Update- Location Code	✓	Does not require approval	Does not require approval
Extend a Reg/Perm, STRM, or Temporary (Budgeted) position	Does not require approval	✓	Does not require approval
Inactivate Reg/Perm, STRM or Temporary (Budgeted) positions	Does not require approval	✓	Does not require approval
Update- Budgeted position	Does not require approval	✓	Does not require approval
Update- FTE value	Does not require approval	✓	Does not require approval
Update- Adds to FTE actual count	Does not require approval	✓	Does not require approval

Checks indicate the approval needed to move forward with such Personnel transactions

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