

## 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 Manage

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

Subject: Personnel Transactions - Submittal and Approva Proce

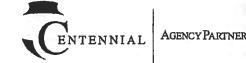
Date: November 16, 2012

Below you will find instructions on the sponither 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 (aPO) and the Department of Finance and Administration (DFA) to proceed with me following personnel transactions:
1	In-Pay Band Satery A flustments
2	Temporary salar Increases (excluding CBA requirements)
3	Temporary Requitment Differentials
4	Temporary Retection 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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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 <u>not</u> 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 brow require INLY SPO approval:

j h	All agencies must obtain approval by SPO to proceed with the following personnel transactions:
1	In-Grade Hires area or than 115.1% compa- ratio
2	Promotion Increases ess than 5% or greater than 15%
3	Salary upon Seduction 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

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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 <u>will not</u> 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 KR 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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