

New Mexico State Personnel Board

State Personnel Office


Michelle Lujan Grisham
Governor

Ricky A. Serna
Acting Director

State Personnel Board
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Repeal Memorandum

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

From: Ricky Serna, Acting Director 

Date: July 21, 2021

Subject: Repeal of General Memorandum 2011-002 (REVISED 12/17/2013)

Effective Wednesday, July 21, 2021, this Memorandum repeals State Personnel Office General Memorandum 2011-002 (REVISED 12/17/2013). (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 Rebecca Long

General Memorandum 2011- 002 (REVISED)

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

From: Michael A. Marcelli, State Budget Director, Department of Finance & Administration
Eugene J. Moser, Director, State Personnel Office

Subject: Personnel Transactions - Submittal and Approval Process

Date: December 17, 2013

The following addresses the submittal and approval processes for various personnel transactions within your agency. In order to streamline and partner with agencies in accomplishing your agency Human Capital and Budget Management goals, it is essential that consistent information be provided to both State Personnel Office (SPO) and Department of Finance and Administration (DFA) through the approval process.

1. Actions requiring review and approval by SPO, DFA and the Office of the Governor:

a	In-Pay Band Salary Adjustments (SPO 13-001)
b	Temporary Salary Increases (Excluding CBA requirements) (SPO 13-001)
c	Temporary Recruitment Differentials (SPO 13-001)
d	Temporary Retention Differentials (SPO 13-001)
e	Out-of-State Differential (SPO 13-001)
f	Create a Reg/Perm, STRM, or Temporary (Budgeted, Non-Budgeted or T180) position (SPO 13-001)
g	Reclassify a position upward, lateral or downward (SPO 13-001)

Therefore, when requesting approval for the above cited personnel transactions, the following steps listed must be followed:

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- 1) Submittal of a detailed letter of justification identifying each of the agency's requested personnel transactions. The letter should be addressed to the Governor, SPO Director and the State Budget Director 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., SPO 13-001) and DFA budget projections;
- 2) Upon submittal, the agency must first obtain approval from their assigned DFA Executive Budget Analyst/State Budget Director before the requested personnel transaction(s) are submitted for review to the assigned SPO HR Consultant and approved by the State Personnel Director;
- 3) Once both Directors issue an approval, the personnel transactions will be forwarded to the Office of the Governor for final review and approval; and
- 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.

2. Actions only requiring review and approval by both SPO and DFA:

The personnel transactions listed below are not subject to the above approval process and **ONLY** require both SPO and DFA review and approval. Accordingly please follow the steps listed below:

- 1) Upon submittal, the agency must first obtain approval from their assigned DFA Executive Budget Analyst/State Budget Director before the requested personnel transaction(s) are submitted for review to the assigned SPO HR Consultant and approved by the State Personnel Director; and
- 2) Upon written approval from both SPO and DFA, (the agency will be notified via email) the agency may proceed as usual with processing the personnel transactions.

a	Double fills (SPO 13-001)
b	Temporary Salary Increases (ONLY for CBA requirements) (SPO 13-001)

3. Actions only requiring SPO approval:

a	In-Grade Hires greater than 115.1% compa- ratio (SPO 13-001)
b	Promotional Increases less than 5% or greater than 15% (SPO 13-001)
c	Salary upon Reduction greater than 15% (SPO 13-001)
d	Salary increases or decreases upon lateral transfers (SPO13-001) (See Interpretive Memorandum 2011-009 – June 26, 2013)
e	Salary upon Temporary Promotions less than 5% or greater than 15% (SPO 13-001)
f	Under fills (SPO 13-001)
g	Administrative Leave in excess of 160 hours - pending a disciplinary action (SPO 13-001)
h	Administrative Leave in excess of 5 consecutive days – non discipline (SPO 13-001)
i	Recruitment Waiver (SPO 13-001)
j	Update - Reports to (SPO 13-001)

k	Update - Department (SPO 13-001)
l	Update - Key Position (SPO 13-001)
m	Update - Location Code (SPO 13-001)

4. Actions only requiring DFA approval:

a	Extend a STRM (SPO 13-001)
b	Inactivate Reg/Perm, STRM or Temporary (Budgeted) positions (SPO 13-001)
c	Update - Budgeted position
d	Update - FTE value
f	Update - Adds to FTE actual count

5. Effective Dates:

- 1) The effective date of the ten (10) personnel transactions listed below will begin on the pay period immediately following the date when an agency receives final approval(s) as outlined above.
- 2) Please be aware that personnel transactions involving salary increases **WILL NOT** be approved with retroactive effective dates.

a	Reclassify a position upward (filled positions only)
b	In-Pay Band Salary Adjustments
c	Temporary Salary Increases (ALL)
d	Temporary Recruitment Differentials
e	Temporary Retention Differentials
f	Out-of-State differential
g	In-Grade Hires greater than 115% compa- ratio
h	Promotional Increases less than 5% or greater than 15%
i	Salary increases upon lateral transfers
j	Salary upon Temporary Promotions less than 5% or greater than 15%

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 HR Consultants
 DFA Executive Budget Analysts
 Office of the Governor

Attachments (2)