



# New Mexico State Personnel Board

## State Personnel Office

Michelle Lujan Grisham  
Governor

Ricky A. Serna  
Acting Director

**State Personnel Board**  
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David F. Cunningham, Member  
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Jerry Manzagol, Member  
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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 4/8/2013)

Effective Wednesday, July 21, 2021, this Memorandum repeals State Personnel Office General Memorandum 2011-002 (REVISED 4/8/2013). (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 Chris Sanchez  
Rebecca Long

### General Memorandum 2011- 002 (REVISED)

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

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

Subject: Personnel Transactions - Submittal and Approval Process

Date: April 8, 2013

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

	<b>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:</b>
1	In-Pay Band Salary Adjustments (SPO-IPB-002)
2	Temporary Salary Increases (Excluding CBA requirements) (SPO-TSI-002)
3	Temporary Recruitment Differentials (SPO-TREC-002)
4	Temporary Retention Differentials (SPO-TRET-002)
5	Out-of-State differential
6	Create a Reg/Perm, STRM, or Temporary (Budgeted, Non-Budgeted, NB 180, or T180) position (SDF/PADF)
7	Extend a Temporary (non-Budgeted, NB 180, or T180) position (SDF/PADF)
8	Reclassify a position upward, lateral or downward (SDF/PADF)

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 State Budget Director Marcelli 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 HR Consultant and DFA Executive Budget Analyst will review the personnel transactions and prepare their analysis for approval by Director Moser and State Budget Director Marcelli;
3. Once both Director Moser and State Budget Director Marcelli 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. Therefore, when requesting approval for the personnel transactions listed below, we are asking your staff to follow the steps listed below:

1. Submit the required SPO form (listed next to each personnel transaction below) to the agency's assigned SPO HR Consultant.
2. Submit Budget Projections to the agency's assigned DFA Executive Budget Analyst.
3. Once approval is secured from SPO and DFA, (the agency will be notified via email) the agency may proceed as usual with processing the personnel transactions.

	<b>All agencies must obtain approval by SPO and DFA in order to proceed with the following personnel transactions:</b>
1	Recruitment and hire requests (SDF/PADF)
2	Double fills (SPO-DFF-002)
3	Temporary Salary Increases (ONLY for CBA requirements) (SPO-TSI-002)

The personnel transactions listed below require **ONLY** SPO approval:

	<b>All agencies must obtain approval by SPO to proceed with the following personnel transactions:</b>
1	In-Grade Hires greater than 115.1% compa- ratio (SPO-IGH-002)
2	Promotional Increases less than 5% or greater than 15% (SPO-PI-002)
3	Salary upon Reduction greater than 15% (SPO-SUD-002)
4	Salary increases or decreases upon lateral transfers (SPO-SUT-002)
5	Salary upon Temporary Promotions less than 5% or greater than 15% (SPO-SUTP-002)
6	Under fills (SPO-UFR-002)
7	Administrative Leave in excess of 160 hours - pending a disciplinary action (SPO-PDA-002)

8	Administrative Leave in excess of 5 consecutive days – non discipline
9	Recruitment Waivers (SPO-RW-002)
10	Update - Reports to (SDF/PADF)
11	Update - Department (SDF/PADF)
12	Update - Key Position (SDF/PADF)
13	Update - Location Code (SDF/PADF)

The personnel transactions listed below require ONLY DFA approval:

	<b>All agencies must obtain approval by DFA to proceed with the following personnel transactions:</b>
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 the eleven (11) personnel transactions listed below will begin on 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 involving salary increases **will not** be approved with retroactive effective dates.

1	Reclassify a position upward (filled positions only)
2	In-Pay Band Salary Adjustments
3	Temporary Salary Increases (ALL)
4	Temporary Recruitment Differentials
5	Temporary Retention Differentials
6	Out-of-State differential
7	In-Grade Hires greater than 115.1% compa- ratio
8	Promotional Increase less than 5% or greater than 15%
10	Salary increases upon lateral transfers
11	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 Consultants  
 DFA Executive Budget Analysts  
 Office of the Governor