

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

Effective Wednesday, July 21, 2021, this Memorandum repeals State Personnel Office General Memorandum 2011-002. (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

Date: June 15, 2011

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

From: Duffy Rodriguez, Deputy Cabinet Secretary, Dept. of Finance and Administration
Eugene J. Moser, Director, State Personnel Office *EM*

Subject: Personnel Transactions- submittal and approval process

As you are aware, the following personnel transactions require review and approval from the Office of the Governor, the State Personnel Office (SPO) and the Department of Finance and Administration (DFA):

- Recruitment and hire requests
- In-Pay Band Salary Adjustments
- Temporary Salary Increases
- 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
- Organizational changes

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.

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 your 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, administration forms, etc.) and DFA budget projections;
2. Upon receipt of the documentation your agency's Human Resource (HR) Manager must schedule a meeting with the agency's Budget Analyst, the agency's assigned SPO Executive HR Manager and DFA Executive Budget Analyst to discuss the requests and any questions each party may have regarding the requested personnel actions.
3. After this meeting, the SPO Executive HR Manager and DFA Executive Budget Analyst will review the personnel transactions and prepare their analysis for Director Moser's and Deputy Cabinet Secretary Rodriguez's approval;
4. Once both Director Moser, and Deputy Cabinet Secretary Rodriguez issue an approval (you will be notified via email), the personnel transactions will be forwarded to the Office of the Governor for final review and approval;
5. Once approval has been secured from the Office of the Governor, (you will be notified via email) you may proceed as usual with processing the personnel transactions.

The following personnel transactions require only SPO or DFA approval and are not subject to the above process:

Require only SPO approval:

- Job postings - Job Related Qualification Standards (JRQS), and changes to the job posting
- In-Grade Hires greater than 115.1% compa-ratio
- Promotional Increases less than 5% or greater than 15%
- Salary upon Reduction greater than 15%
- Salary upon Transfer greater than 10%
- Salary upon Temporary Promotion less than 5% or greater than 15%
- Double fills, Under fills, and Over fills
- Administrative Leave in excess of 160 hours -pending a disciplinary action
- Recruitment Waivers
- Update - Reports to
- Update - Department
- Update - Key Position
- Update - Location Code

Require only DFA approval:

- Extend a Reg/Perm, STRM, or Temporary (Budgeted) position
- Inactivate Reg/Perm, STRM or Temporary (Budgeted) positions
- Update - Budgeted position
- Update - FTE value
- 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. Please be aware that personnel transactions ***will not*** be approved with retroactive effective dates. This method of approval submittal is effective June 15, 2011.

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

Thank you in advance for your cooperation and patience.

Cc: SPO Executive HR Managers
DFA Executive Budget Analysts
Office of the Governor

REPEALED