

**Michelle Lujan Grisham**  
*Governor*

**Dylan K. Lange**  
*Director*



**State Personnel Board**

David F. Cunningham, *Chair*  
Carol A. Parker, *Vice Chair*  
Kari Fresquez, *Member*  
Sandra D. Lopez, *Member*  
Fred Radosevich, *Member*

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**State Personnel Special Board Meeting**  
**Willie Ortiz Building**  
**2600 Cerrillos Road, Santa Fe, NM**  
**Wednesday, May 21, 2025 – 9:00 AM**  
**MINUTES**

Chair Cunningham called the meeting to order at 9:04 am.

Director Lange led the Pledge of Allegiance and called roll. A quorum was established with the following present: David Cunningham, Sandra Lopez in person and Kari Fresquez and Carol Parker attended telephonically. Absent was Fred Radosevich.

**Call for Public Comment**

Ms. Forlizzi advised Chair Cunningham that no requests for public comment had been received either via email or in person.

**Approval of Agenda**

Member Lopez moved to approve the agenda; Member Fresquez seconded; roll call; agenda adopted.

**Approval of Minutes for April 18, 2025**

Member Lopez moved to approve the minutes of the April 18, 2025 meeting; Member Fresquez seconded; roll call; minutes approved.

**Approval of Minutes for April 28, 2025**

Member Lopez moved to approve the minutes of the April 28, 2025 meeting; Member Fresquez seconded; roll call; minutes approved

**Public Comment**

No requests received

## **Job Architecture Update**

Member Parker was able to join telephonically at 9:26

Director Lange began the update, reviewing the documents provided to the board.

Cynthia Sandoval, SPO Workforce Planning Director, presented the up-to-date items, detailing what the board is responsible for approving at the June meeting. She explained that this is a live document, being updated as information is available.

Lange interjected that the job catalog has been validated by Deloitte and agencies who are actively working on refining this list.

Lange summarized the initial report from Deloitte.

Member Fresquez had an implementation question. Is SPO automatically walking the old into the new titles or having each agency look at and put them in the right place?

Lange said each agency is working on each of their positions; validating sessions included key members from Deloitte, LFC and agency HR to ensure those positions are properly mapped to the position and duties and are at the right level. Agencies are doing the mapping with the support of SPO.

Chair Cunningham noted that on page 7 it states the study was market based, so he asked what is the market?

Lange said it is the 8-state comparison we normally use – surrounding states. New Mexico is at the 50<sup>th</sup> percentile of market median. He also restated that during the validation sessions, all state agencies were present, including upper management.

Sandoval further explained that in the initial sessions, the group comprised agencies with a selection of classifications that encapsulated each job category, sharing spreadsheets with HR, meeting and communicating with as many of those groups as possible including upper management.

Cunningham asked if it was ongoing. Have you talked to everyone?

Director Lange said we have reached out or spoken with everyone to ensure feedback is received by the end of the month and to answer any questions.

Chair Cunningham then asked if the LFC has been involved in all the validating sessions.

Lange said yes, they have been in great support.

Chair asked about the unions.

Lange said yes, we have been in touch with the unions along the way.

Cunningham referred to Pg 28, job title glossary, asking who picked those categories?

Ms. Sandoval explained the job-centered titles appropriately reflect the work that needs to be accomplished. Duties and new naming conventions are intended to be consistent and adequately categorize and describe the job.

Lange said they are working on titles only and this is a job-centered/work centered approach to each title.

Sandoval said there are positions that have common titles which we can use. For state-specific jobs, we have to describe it more if the job is unique to the state.

Lange added that these were validated as well. Determining value in New Mexico, standardized titles, and job glossary validated for internal meaning.

When this is all done, every employee will have a title, belong to a family and have a track.

Employees can visualize a career track. This will help with retention and is something we do not have currently.

Cunningham clarified that SPO board is final approval.

Lange confirmed and reminded the board that the legislature appropriates the money for the administration of the classified service and 2025 House Bill 2 included the money for this implementation.

No other questions.

Lange referred to the SPO mapping presentation and the last page – the crosswalk document.

Ms. Sandoval explained this is a current agency listing, using SPO as the example. Some titles are not changing, but most of them are changing with the new naming conventions. This also shows the current pay band and the new one going forward.

Naming convention is part of the online toolkit on the SPO website.

The demand is on each agency to perform this review and crosswalk the employees.

Update on the process – approximately 40 new job descriptions will be to you as soon as possible. Cunningham asked for the documents and corresponding information as soon as available as the Board needs to be educated before approving.

No further comments or questions.

Lange said he appreciates the board being available and the board has what it needs to vote as 2 of the 3 items have already been provided.

Director Lange closed by saying the Deloitte study followed the industry's best practices and has recommended one salary structure enabling the State to be nimble. There has been benchmarking, results validated, and the board has been reviewing the data along the way.

LFC, DFA and SPO weighed in for structure, nimbleness, and all agencies have signed off.

Member Lopez moved to adjourn; Member Fresquez seconded; roll call.

Meeting adjourned at 10:01 am.

DRAFT