

Michelle Lujan Grisham

Governor

Dylan K. Lange

Director

Cynthia Sandoval

Deputy 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 Rule Hearing and Board Meeting

Willie Ortiz Building

2600 Cerrillos Road, Santa Fe, NM

Friday, June 13, 2025 – 9:00 AM

MINUTES

Chair Cunningham called the meeting to order at 9:00 am.

Director Lange led the Pledge of Allegiance and called roll - a quorum was established with the following in attendance: David Cunningham, Carol Parker, Fred Radosevich, Sandra Lopez and Kari Fresquez.

Chair Cunningham asked Ms. Forlizzi if public comment had been received, she replied no online requests and yes to in person, the list was handed to Director Lange.

Vice Chair Parker moved to approve the agenda as presented, Member Radosevich seconded; roll call; agenda adopted.

Vice Chair Parker moved to approve the Minutes of May 21, 2025; Member Lopez seconded; roll call; minutes approved as written.

Public Comment

Chair Cunningham invited those who had signed up for public comment noting all requests were on agenda item III – Implementation of Job Architecture:

- HC Hawkins, HR Bureau Chief, DOH - spoke of his support and the reasons why.
- Belinda Garland, Executive Director of NM Livestock Board – spoke of her discontent that this is not addressing their compression issues in any way.
- Danielle Gilliam, NMED. Dep. Secretary Operations – spoke of strong support of JA initiative. Foundational investment in employees of state.
- Reina Owen DeMartino, Regional Manager, Attorney HCA – spoke to her concern about the attorneys and requested that attorneys be moved up one pay band.
- Blas Villanueva, Child Support Services HCA – requested correcting the pay band structure for attorneys.

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End of Public Comment.

Implementation of Job Architecture: Classified Single Salary Structure, Job Catalog, and New Title Descriptions.

Director Lange discussed the preliminary data presented to the board and celebrated the entire team that contributed to the project. Lange stated that, this Job Architecture (JA) redesign began this time last year. Improving the state job architecture was a high priority recommendation from the 2024 Classification and Compensation study. A full JA redesign to update job families, job sub-families and job titles, implement career tracks, and more standardized job levels to help promote career paths within the State. JA is a logical system for organizing like jobs together. New Mexico's current classification system was outdated and does not adequately meet the evolving needs of the workforce. Specific pain points in the State's current Job Architecture include the lack of job categorization, the absence of documented career tracks, inconsistent job descriptions to level alignment, and a lack of standardization in job titling.

Lange explained that the Job Architecture project includes several core focus areas including creating a job title glossary. The Job Title Glossary defines approximately 30 commonly used job titles and 7 common levels to create consistent job title conventions going forward.

Lange went on to say the SPO created job families and sub families. The go-forward job family and sub-family framework will include 14 Job Families and 69 Job Sub-Families that we did not have before. We have also created career tracks, and a job leveling guide. Going forward the State adopted four new career tracks with corresponding levels, including management, professional, technical, and support. The go-forward job levels will include four levels of management, five levels of professional, four levels of technical and four levels of support career tracks. We have standardized the levels to ensure consistency and uniformity in job size and pay.

Director Lange then said the last piece we have created is a Job Catalog, which has not existed. A job catalog outlines job roles, responsibilities, and structures and is a crucial reference for future HR processes such as retirement, performance management, and career development. A job catalog includes all standardized classifications, with clear descriptions of leveling and assignment of the pay band.

Lange mentioned that what was missing previously was the validation by the state done by a committee formed for that purpose of both naming and mapping to the salary structure. The validation committee included a wide variety of members including

representatives from the Governor's Office, DOH, DWS, DOT, HCA, OSE, EMNRD, ENV, CYFD, NMCD, DFA, DPS and the LFC along with Deloitte. Both unions (CWA and AFSCME) were involved in validating to ensure that the titles encompassed the work that is being done in New Mexico. After validation, agencies and the unions were given the job catalog and were able to provide feedback. They were then asked to map and crosswalk their current positions into the new catalog with the titles and into the new pay bands.

Director Lange said he is proud of the SPO team who reached out to every HR in each agency along with the union to answer any questions about the mapping.

FY26 Single Salary Structure

The last piece of the JA project was creating a single market-based salary structure. Currently, there are 11 salary structures, some constructed for specific professions, including 111 total pay grades. Today, you are looking at a single market-based salary structure with 20 unique pay grades, helping with operational efficiency, reducing time spent on pay administration, enabling quicker response time for salary offers and minimizing the market data points to be managed. This will also provide consistency and uniformity in application and will allow compensation to align with the market.

Lange spoke about the key points of the project. Saying now, the structure is position specific, not employee specific. He said it is important to note that no employee was demoted/promoted in the process, all employees are aligned to a level consistent with the current scope of the position's responsibilities; no employee will receive a pay reduction, no positions were cut and no reporting relationships were redefined as part of the project. Agencies may still use working titles to differentiate the work of employees.

Lange emphasized that this is a data driven determination; previously, we had 899 classifications and what you have before you is 839 classifications. Lange said about 359 employees will be brought to the minimum of the new pay band, which shows the commitment of the legislature, our governor, and executive branch in increasing compensation for employees over the last 2 years, and with the validating measure, it ended up saving the state some money.

Chair Cunningham asked Deputy Director Sandoval if she had anything to add, Sandoval said not at this time.

Stand for questions from the board.

Member Fresquez commented that she presumes this needs to be a living document, how will that work? Deputy Director Sandoval agreed, saying we will establish a review cadence

for all classifications on a rolling 3-year basis to benchmark. We will have a review period for agencies to come to SPO for concern after implementation.

Director Lange added that we have rules in place that establish a process for SPO to review, and the board will continue to review any adjustments and be able to approve quickly. We are creating a standardized process for evaluation.

Fresquez replied that SPO did a good job, this is well done, and she appreciates the uniformity and simplicity.

Member Lopez said she appreciates the time and work that went into the project and thinks we're starting off on the right foot. Commends the cooperation between SPO and the agencies, LFC and the executive.

Member Radosevich added that this was a monumental task to put 18,000 employees into this structure. As time goes on, we are likely to have minor changes. He thanked all for the work put in, this was a complicated system and a phenomenal approach.

Vice Chair Parker agreed and thanked all for the work put in, especially the input given from the agencies and SPO staff. It is important to have as much input, so we are all starting on the same page. Can you explain the midpoint differential changes?

Deputy Director Sandoval stated these are industry standards, so this is a way to put them into a single salary structure.

Chair Cunningham commented that Deloitte looked at national standard, what is that? Is there any other entity or state who is using this?

Lange replied that we are going to be an anomaly as we are on the leading edge of this. Mathematical formulas were used based on what we are paying for width and midpoint in the pay bands.

Melanie Morgan, SPO Compensation and Testing Manager, answered that the national standard is to build the structure.

Chair Cunningham brought up the written public comment received from members of the legislature.

Director Lange recapped the support received from Sen. Munoz, LFC Finance Committee Chair, Sen. Sharer, Minority Floor Leader, and Charles Sallee, Director of the LFC. Lange

reiterated the cooperative nature of the project, saying he was very humbled to receive these comments and their commitment to continue to work with SPO in being a leader in classification and compensation in state employment.

Member Parker addressed the comments made by the Livestock Board and CYFD Attorney comments and asked if we talked with the legislature to better pay their staff, particularly the inspectors.

Lange explained that JA assigns a structure of what an agency can pay, but ultimately this goes back to the agency budget. This information will aid the Livestock Board in giving evidence-based information in their budget request funding from the legislature based on this structure and have success going forward. This project and the work SPO has been doing does not specify pay – we assign the pay structure, and the agency pays what they can pay based on budget. Our team has worked with the Livestock board, created new classifications and we helped them through the process. That is not what this project is about or what SPO can do.

Lange then addressed the public comment from HCA, saying we have had conversations about their concerns and about attorneys in general. Moving forward we have a lead attorney in the pay band above 11 which was discussed in public comment. Lange said he sees this as a communication issue, and Melanie Morgan will connect with HCA to work with them directly.

Member Fresquez moved to approve FY26 Classified Single Salary Structure; Member Radosevich seconded; roll call; motion carried unanimously.

Job Catalog

Director Lange then moved to the second item for board approval, the new Job Catalog and asked if there were questions.

Deputy Director Sandoval asked for approval of the update to classification titles to be consistent with the new naming conventions and being mapped to the new salary structure just approved by the board.

Chair Cunningham asked about the different job titles and pay grades assigned, asking how they were picked, and how were they assigned. He asked how was it done and how was it approved at the agency level.

Deputy Director Sandoval explained the first stage was done by Deloitte market benchmarking for classifications. After that we purchased a new software system with real-time market data for pay to markets. Validation was needed to be sure they

were consistent with market medians.

Director Lange mentioned the other pieces in JA used to classification and compensation. Standardization of job titles, working job titles to benchmark so we needed the job glossary and the leveling guide to standardize, then put in job family, sub-family and a career track and levels. With a working title we can then compare it with the market then map to the salary structure because that's what the market pays.

Chair Cunningham asked about the difference between the job sub-family and levels? Sandoval said the sub-families are new and are housed under the job family. The difference between sub-families and levels are within a classification series.

Chair Cunningham then asked to illustrate the sub-family using the attorney category. Melanie Morgan, SPO Classification & Testing Manager, using the Attorneys example saying Legal and Compliance is job family, Legal Services is the sub-family; level is within legal services is Attorney (professional level 1), Lead Attorney (professional level 2), Attorney Supervisor (manager level 1), executive manager (level 4).

Director Lange said this is how we can make sure compensation is the same, levels distinguish the classifications which distinguish placement on the pay band all within a job family, and a job sub-family with a career track. Right now, there are no career tracks, so with this I will be able to see how I move up, a standardized definition of how to go from one level to another. This will be published and uniform in application.

Chair Cunningham then asked how do we remedy if something is not right? What is the process an employee has to address this? Sandoval replied that SPO will offer guidance to agency HR; HR will investigate if they were mis-categorized, which can usually be resolved at the agency level and if not, the agency can approach SPO to do an analysis for determination.

Lange added we have a communication plan that will be on our website. SPO sets the classifications and pay, if an employee believes that they are misclassified, they work with their agency. There is a review process, and the appeal process is already in board rules. Reiterating JA is position based, not individual based. There are already avenues in place for individuals to find out more info, ask questions or appeal.

Member Fresquez said she appreciates the beauty of the catalog and the quantitative way this was developed – this will put good tools in the agency hands.

It's pretty formulaic, bringing the structure to the whole process so that it is fair and transparent. Lange added that the LFC, DFA, and SPO want the process to be transparent and with a pro-employee approach to compensation, it sets a clear standard we can address.

Member Radosevich moved to approve the Job Catalog as presented; Member Lopez seconded; roll call; motion adopted.

Classification Title Descriptions

Deputy Director Sandoval requested approval for the new classification title descriptions in addition to the salary schedule and job catalog which were just approved, there are 59 new title descriptions to be added as part of the process. First there is a series of classifications recommended by Deloitte, as we were missing some key classification titles. Second, we received some requests from agencies as proposed titles were not accurate to capture the work being performed by employees. Nothing in the naming is changing the scope of work currently being done, it is just to be sure that when mapped, it reflects the work being done.

Lange added the new titles were requested by agencies and proposed by unions, but do not change duties and responsibility of jobs, instead articulating the duties currently being done based on feedback from SMEs doing the work and benchmarking done by the Compensation and Classification team.

Chair Cunningham asked about materials highlighted page 80 – 246 and what is the distinction with the highlight and not highlight. Yellow are the new titles being created, the others are already in the catalog and have been previously approved. The new job title is what is before the board to approve.

Motion to approve all new classifications in the accompanying document; 59 new titles highlighted in the material; Vice Chair Parker moved to approve; Member Fresquez seconded; roll call; motion adopted.

SPO Update

Director Lange began his report saying he appreciates all the work from the team, it was a lot of work and emphasized it was a team effort. It has been all hands-on deck for JA for 2 years. Every division has had to pick it up and we are doing exciting things.

SPO received GRO fund from the legislature with performance measures over the next three years.

Staff Updates

- Cynthia Sandoval was brought into the Deputy Director position, which has been vacant for over 2 years
- Alyssa Ashbacher was hired on to the Compensation and Classification team.
- Janine Mahkee shifted from the Labor Relations team to Workforce Planning team
- We are actively recruiting for all the positions we have money for in the next fiscal year.

Member Radosevich commended Dylan and the team for the great work and all that was done in a short period of time. Member Cunningham praised Director Lange, saying he didn't think previous directors could have done what he did in the time it was done, so congratulations. You've accomplished a lot, what comes next? What will we see at the next meeting?

Lange said we will update the website and include a toolkit for managers to be at their fingertips, an FAQ's. Lange will be leading cabinet secretaries and directors in training; we will have HR manager training for the roll out. And a communication plan for the project to all. Agencies have until the end of the month to get employees mapped, DFA has a major lift behind the scenes during July. Rollout is August 6, so at the next board meeting, the board will likely see things that need to be fixed. A job evaluation will be done, and you will have the study and have a presentation by Comp &Class. Every year the Board will approve a salary plan, and we are revamping that, so you will see that for the next approval cycle.

Chair Cunningham brought up appeal issues – cases that fail because witnesses don't show up. How can SPO convey to the agencies that they shouldn't take up the time of judges if they don't have a case. Lange agreed, saying we've talked to the GC group about it, and that we have trainings as well.

Adjudication Update

SPO ALJ Janelle Haught presented the following adjudication update.

Office Operations

- Fully staffed as of October 15, 2024
- In-Person hearings began in January 2025
- Created a pleading form Index
- Created a case synopsis index – appeals that are presented to the Board are distilled to capture holdings and applicable laws to assist the Board in making consistent Final

Decisions

FY 2025 Docket

- 51 Appeals filed
 - 35% increase in filings from FY 2024
 - 42% increase in filings from FY 2023
- 7 Recommended Decisions were presented to the Board
 - Board upheld all Recommended Decisions
 - 2 appeals will be presented at the June Board meeting
- No Recommended Decisions were appealed to the District Court
- Recommended Decisions were submitted to the parties within three calendar days from the submission of proposed findings and conclusions.

Chair Cunningham asked if there were pre-trial meetings with the judge. Haught replied that two weeks before the hearing, they remind the parties of what is required.

Currently there are 4 cases in District Ct. AAG Alsup said he is happy to keep track of cases in District Ct. and advise the board.

Executive Session: Administrative Adjudicatory Deliberations

See NMSA 1978, Section 10-15-1(H)(3)

Chair Cunningham moved to enter closed session; Vice Chair Parker seconded; roll call. Off the record at 10:31.

Motions on Administrative Adjudicatory Deliberations

The board was back in open session and on record at 10:55 am.

Member Radosevich moved to adopt the ALJ recommended decision for *LaNae Nelson v. New Mexico Children, Youth & Families*; Docket No. 23-020; Vice Chair Parker seconded; roll call; motion adopted.

Member Lopez moved adopt ALJ recommended decision for *Cheryl Hobbs v. New Mexico Corrections*; Docket No. 24-022; Member Fresquez seconded; roll call; motion adopted.

Chair Cunningham was provided with a list of 59 new classifications just presented to the board and asked for an amended motion. Member Parker moved to adopt the new classification descriptions as set forth on the supplemental document "New Titles for Approval" to be included in the record; Member Radosevich seconded; roll call; amended motion adopted.

Rule Hearing - Proposed Rule Changes

Chair Cunningham moved to appoint Dylan Lange as the Hearing Officer; Member Parker seconded; roll call; motion carried.

Lange called the hearing to order at 10:59 am, June 13, 2025 to hear public comments from interested persons to the proposed rule changes on 1.7.4 NMAC – Pay.

Public Notice has been published in the NM Register, Sunshine Portal, and the SPO website. All board members are present today.

- Closure of hearing

Hearing Officer Lange asked Leigh Messerer, SPO General Counsel to present the exhibits. Messerer submitted exhibits 1-7 including the signup sheet for public comment.

1. Notice of Proposed Rulemaking published in the NM Register
2. Notice of Rule Hearing on Sunshine Portal
3. Notice of Rulemaking posted on SPO website and front door of the Willie Ortiz building
4. Notice of Proposed Rulemaking sent to New Mexico Legislature and LFC analyst Joey Simon via email
5. Meeting and Rule Hearing Agenda
6. Proposed amendments to 1.7.4 NMAC – Pay
7. Request for Public Comment sign in sheet
8. Rule Hearing attendance sign in sheet

Ms. Forlizzi, SPO Board Administrator, stated there were no public comment requests received either in person or via email. Lange acknowledged that even though we have not received requests for public comment, he will poll the audience during each section in the event someone would like to make public comment on that section.

Messerer highlighted the non-substantive changes and then summarized the substantive changes by section. Lange opened public comment to the audience. None requested. The attendance sheet will be submitted as exhibit 8. Hearing adjourned at 11:09.

Public meeting resumed at 11:09

Discussion and Adoption of Potential Rule Changes 1.7.4 NMAC – Pay

Chair Cunningham asked General Counsel Messerer and Deputy Sandoval to present the changes to the board.

Messerer addressed 1.7.4 D and other changes to citation as result of subsequent changes to the rules. Sandoval reviewed the substantive changes for the board and explained these are a result of the JA project the board approved making it easier for agencies to continue to process actions without additional SPO approval.

1.7.4.7 F substantive changes; result of implementation of JA. Proposed removing the definitions because they are longer necessary. As a result, the letters were adjusted appropriately. Assignment of pay bands removing director shall review the results in the job evaluation. Moving away from Hay methodology, removed legacy language as it referenced the old methodology.

Member Parker asked about 1.7.4.10 and wondered if we still need the flexibility of alternate pay bands, given the new JA or is that a practice that is no longer needed. Director Lange explained we decided to leave it in for now because he believes that with the new approach we can quickly and timely move salary adjustments if needed. Sandoval concurred, saying leaving it in for now allows for flexibility if needed. Outside factors may impact down the road. Will continue to look at to see if this is still needed and may be deleted in the future.

Changes to 1.7.4.12 administering salary schedules are because we are removing reference of contributor proficiency zone. Consistency in wording for when an action requires SPO approval for in grade hire. IPB adjustments removed cap and realized we needed to put 10% cap back in cases of for internal alignment or appropriate placement.

Removing section 1.7.12 subsection F as with new JA, there will no longer be a need for supervisory pay. Section H – removing language referencing supervisor pay to align with F. Section K – employee base pay clarified

Member Lopez asked a question about the supervisory duties and pay. With new architecture and those who are now receiving supervisory pay will those people get that differential rolled into new base pay. Sandoval replied that those who were performing duties of a supervisor will now be moved into the supervisor schedule, so the compensation should cover the supervisor addition of the current MCOP.

Lange asked if there is a TRC code so we can track those situations and audit?
Sandoval said we do have a TRC code now and we can continue to track and audit.

Member Fresquez questioned 1.7.4.12 A – the word “appointed” was in the first sentence and she asked if the word “hired” should be there for consistency. Messerer agreed and we will make the change.

Member Fresquez moved to approve the changes as amended to 1.7.4 NMAC, Sections 7,

8, 9, 10, 11, 12, 13 and 14; Member Radosevich seconded; roll call; motion adopted as amended.

Member Parker moved to adjourn; Member Lopez seconded; roll call; meeting adjourned at 11:29.


Approved:
State Personnel Board

Attest:

Dylan K. Lange, Director
State Personnel Office

Michelle Lujan Grisham*Governor***Dylan K. Lange***Director***Cynthia Sandoval***Deputy 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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New Titles for Approval
Associate Air Protection Professional
Air Protection Professional
Senior Air Protection Professional
Lead Air Protection Professional
Lead Attorney
Behavioral Health Coordinator
Brand Inspector
Case Work Aide
Commercial Real Estate Coordinator
Associate Compliance and Safety Specialist
Compliance and Safety Specialist
Senior Compliance and Safety Specialist
Senior Construction Project Manager
Corrections Records Coordinator
Senior Corrections Records Coordinator
Lead Court Clerk
Employment Business Consultant
Fish Culturist
Senior Fish Culturist
Fleet Services Coordinator
Senior Fleet Services Coordinator
Lead Forensic Scientist
Grants Coordinator
Housing Stability Coordinator
IT Security Specialist
IT Technical Program Manager
Labor Relations Administrator
Legal Analyst
Senior Livestock Inspector
Medical Licensing Coordinator
Payroll Coordinator
Senior Payroll Coordinator
Payroll Specialist
Senior Planner
Senior Plumber



Lead Probation & Parole Officer
Procurement Coordinator
Senior Procurement Coordinator
Program Manager
Senior Program Manager
Project Manager
Associate Public Safety Audit & Compliance Investigator
Public Safety Audit & Compliance Investigator
Senior Public Safety Audit & Compliance Investigator
Associate Public Safety Compliance Specialist
Public Safety Compliance Specialist
Senior Public Safety Compliance Specialist
Public Works Inspector
Quality Assurance Analyst
Senior Retirement Coordinator
Associate Tax & Revenue Examiner
Tax & Revenue Examiner
Senior Tax & Revenue Examiner
Lead Tax & Revenue Examiner
Lead Training & Development Coordinator
Associate Waste Resources Professional
Waste Resources Professional
Senior Waste Resources Professional
Lead Waste Resources Professional