

NEW MEXICO

STATE PERSONNEL OFFICE

Michelle Lujan Grisham
Governor

Dylan K. Lange
Director

State Personnel Board

Laura A. Liswood

Chair

Cristin M. Heyns-Bousliman

Vice Chair

David F. Cunningham

Member

Carol A. Parker

Member

Fred Radosevich

Member

State Personnel Board Meeting

Willie Ortiz Building

2600 Cerrillos Road, Santa Fe, NM

Friday, June 21, 2024 – 9:00 AM

MINUTES

Chair Liswood called the meeting to order at 9:00 am on Friday, June 21, 2024.

Director Lange led the pledge of allegiance and conducted roll call. Present:

Chair Liswood, Member Cunningham, Member Radosevich. Absent: Vice

Chair Heyns-Bousliman, Member Parker. A quorum was established.

Call for Public Comment Ms. Forlizzi gave Chair Liswood the list for public comment.

Member Cunningham moved to approve the agenda; Member Radosevich seconded; Director Lange called roll; agenda adopted

Member Radosevich moved to approve the minutes from the April 29, 2024 meeting; Member Cunningham seconded; roll call. Minutes approved.

Member Cunningham had an amendment for the June 3, 2024 minutes on page 5 of 7 to his comment. Should say “The report does not show what is currently being done and what they should be doing and there’s a defect in the report as the information was not included.” Member Cunningham moved to approve the minutes from the June 3, 2024 meeting as amended; Member Radosevich seconded; roll call. Motion carried

Public Comment

Chair Liswood called the following forward to give public comment. Each had 2 minutes.

- Jerome Romero commented on appropriate placement.
- Linsey Hurst commented that agencies are not complying with the rules and submitted written public comment for the minutes. In addition, requested to be added to the agenda for the August meeting.

Approval of Dylan K. Lange as SPO Director

Address:

2600 Cerrillos Road
Santa Fe, NM 87505-3258

Phone:

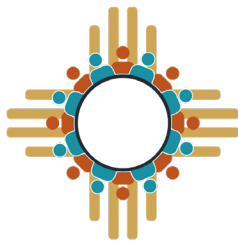
505-476-7759

Fax:

505-476-7949

Website:

www.spo.state.nm.us



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Chair Liswood asked if there were any questions. Member Cunningham moved to approve Dylan Lange as SPO Director; Member Radosevich seconded; roll call – motion carried. Liswood offered congratulations to Director Lange.

Lange thanked the board and stated that SPO is doing a wonderful job because of our staff and appreciates the former director helping to get us here. Chair Liswood very appreciative of Lange and the entire staff.

FY25 Classified Salary Structure Adjustment

Max Cordova, SPO Systems and Quality Director presented the FY25 salary adjustments. The Legislature approved a 3% increase for all classified employees. This gave us the opportunity to assess the salary schedules and incorporate the changes that have been made because of the board class study approvals. Stand for questions.

Member Cunningham asked about the Deloitte study – does it have any effect? Cordova replied that regardless of the outcome of the study, the market doesn't stop moving; this is standard maintenance.

Motion by Member Radosevich to approve the FY25 Salary Structure Adjustment; Member Cunningham seconded; roll call – motion carried.

Director Lange added that this is an example of the Comp and Class team being proactive and allowing agencies to continue to pay individual employees.

Data Analytics Series Class Study - Request for Approval – Melanie Morgan, SPO Compensation and Classification Analyst, requested approval for 6 new classifications – HCA from HSD and establishing the Office of Data Analytics (ODA.) New classifications are needed to adequately staff

Frances Peralta-Donio, HSD said the agency is excited about the opportunity to build a data analytics team. Bringing in data from multiple systems for a 360° view of clients (CYFD, ECECD, DOH) to break down specifics of how we are serving our clients (constituents).

Kyra Ochoa, HSD Deputy Secretary added they serve close to 1M constituents with various services; data is the key to success in this new ODA. Want to know what people need and have this data more centralized.



Dustin Acklin, HSD Human Resources, said they will utilize the approved classifications and have legislative approval, so they are ready to take immediate action.

Chair Liswood asked how often the security will be assessed.

Peralta-Donio said they are working with DoIT for appropriate access, roles and other tools.

Member Cunningham commented that data can be helpful; it can also be manipulated, so someone needs to know the system well enough so checks and balances are in place.

Ochoa agreed saying we need people with critical thinking skills and training to help manage data so checks and balances are established.

Chair Liswood asked how confident they are with the pay bands and are we competitive with the private sector.

Peralta-Donio said there is a huge demand for data scientists, and they are concerned about the rate of pay so are working with HR to see how they can modify the max pay.

Mr. Cordova added they had an issue with the Hay methodology and recognized that up front and communicated with HSD HR. We gave the agency tools to pay at max of pay band; including a recruitment differential to get them in the door. This may need to be reevaluated. There is a July 1 start date and may need to revisit in 2-3 months.

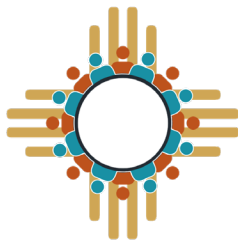
Director Lange said these are new positions and classifications we've not had before. This went through a job evaluation committee. We have a career ladder so want to be sure there's room to grow. If unable to pay enough to come to work for the state, we will address that in the future.

Chair Liswood asked for a follow-up report in 8 months to tell us how many applicants have applied, including a breakdown on the diversity of applicants and how many positions you have filled.

Member Cunningham moved to approve the Data Analytics Series Class Study; Member Radosevich seconded; roll call – motion carried.

Lange said he appreciated the agency representatives in attendance, particularly Deputy Secretary Ochoa.

Registered Nurse IV Class Study



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Melissa Gutierrez, SPO Compensation and Classification Analyst, requested approval for addition to RN class study to add a worker level to a job series to improve organizational structure at DOH.

Chair Liswood stated so the Nurse IV is not manager?

HC Hawkins, DOH HR Director confirmed saying this is a level IV, so an employee, not a supervisor. The position is misclassified right now. There is an immediate need to correct the issue so another level is needed that is not a supervisor.

Max Cordova added they are losing supervisors in title only; this request supports the organizational structure.

Chair Liswood asked what metric would be good for a follow up?

Hawkins answered vacancy rate would be the appropriate metric as we are seeing an increase in vacancy rates from a year ago. This will give us a better time with recruiting and retaining. Trying to adapt to the changing market. 85 registered nurse positions are currently at the supervisor level and approximately 75 need to be changed to level IV.

Member Radosevich moved to approve Registered Nurse IV class study; Member Cunningham seconded; roll call – motion carried.

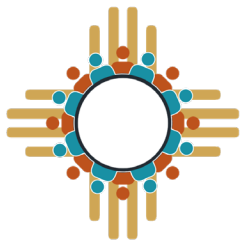
Out-of-Cycle Safety Sensitive

Max Cordova, SPO requested approval for additions to and deletions from the Safety Sensitive (SS) list. Standard movement found through auditing or reclassifications of positions. Deleting positions that have been reclassified or in process and the new position will no longer meet the definition. NM Corrections Department report these positions meet the Safety Sensitive (SS) definition assigned by the agency for security access. Strictly for drug/alcohol use and subject to random testing.

These positions are identified either in the auditing process or reclassification process. Positions are changed and move in or out of the SS classifications based on agency needs.

Chair Liswood asked who follows up or audits these changes to be sure they are made as indicated.

Cordova said we work with the agency, providing them with definitions and ultimately, the agency is responsible to identify those positions that are SS and those that are not.



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Lange added SPO asks agencies to assess their positions and rely on the agencies as SME then take their input and add it to the agenda for board consideration. We could try to find out more from an agency. Suggests we get someone from NMCD to explain the rationale of the request.

Chair Liswood said there is missing information, and the board wants to know what positions they are moving to.

Director Lange said SPO will communicate to agency that we need more information about the change in the position.

Member Cunningham moved to approve the additions to SS and to move approving the deletions to the next meeting with more information; Member Radosevich seconded; roll call; motion adopted.

Retiree Health Care Authority Board Update

Raquel Alirez, HR Manager with DWS gave an overview and update as the SPB appointee as a board member to the Retiree Health Care Authority Committee. Update for June 2024 includes the Authority has over 300 entities, including all state agencies and offers comprehensive coverage for over 65,000 retired employees. In March 2024, the ending balance was \$1.435B.

Ms. Forlizzi explained the SPO Director appoints a member to this board and Ms. Alirez was appointed by then SPO Director, Ricky Serna.

Chair Liswood asked what is tenure for this appointment? Please give an update at the next meeting.

Director's Report

Director Lange began his report by appreciating the members making themselves available and participating in the special board meeting.

SPO is currently interviewing for a data analyst position as well as an administrative law judge. Hope to have these filled by the next board meeting.

Key takeaway from the Deloitte Study is the redesign of Job Architecture (JA); an RFP has been posted. Deloitte did the compensation study, and the hope is that we are getting



funding through DFA and LFC; will update the board in August on who was awarded the RFP for the Job Architecture redesign.

Member Cunningham asked if we are reviewing the RFP?

Lange said the RFP is done through the LFC and is for Job Architecture only and he appreciates the concerns of the board in general. This next phase is specifically addressing job architecture.

Member Cunningham stated we need good job descriptions as he doesn't think we (SPO) are getting a fair shake.

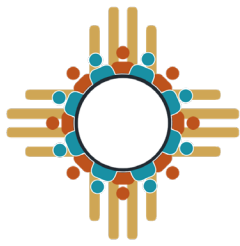
Lange replied that the JA will benefit the state. We want to make sure people are in the right job doing the right work. Creating clear job titles, categories and how an entry level position can progress and grow. This is a holistic approach to this work and will specialize the terminology including descriptions and then pay people accordingly. Lange will continue to update the board. Ultimately, it comes down to funding. He's encouraged that we have been able to participate. This RFP includes SPO in consultation, ultimately it will come to the board for approval in changes with classifications, job descriptions, salary structure, career tracks and really a full compensation philosophy.

Chair Liswood asked Lange to address the public comments received today.

Lange said he appreciates the representation of CWA at the last couple of meetings – they are concerned about internal alignment and appropriate placement. Certain divisions and departments in agencies are not doing as good of a job as other agencies. Pay ultimately is decided by an agency, not SPO. We set the salary structure which allows and enables agencies to pay in a uniform manner. The commenters have a concern about pay; what their recommendation is to use our pay report in a more data driven way to show which agencies are better at curing a deficiency and which are not. Agencies are given the power to create a compensation policy based on their budget. Ultimately, we need to get pay up, and budget is a reality and will continue to be.

Chair Liswood asked about comments that some agencies are not playing by the rules, what are they saying?

Lange said he wants to be aware of the Open Meetings Act and this item is something to be discussed in a board meeting as an agenda item. Board rule says we need to make sure



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employees are paid appropriately and internally aligned and it ultimately comes down to budget. We can allow a presentation at the next meeting.

Executive Session –

Chair Liswood moved to enter Administrative Adjudicatory Deliberation as authorized by NMSA 1978, Section 10-15-1(H)(3)(7); Member Cunningham seconded; roll call; motion carried. The board is off the record at 11:06 a.m.

Motion on Padilla Matter

Chair Liswood called the meeting back to open session at 11:17 a.m.

Member Radosevich moved to rescind the June 3, 2024, order of suspension by the State Personnel Board in the matter of M. Padilla v. New Mexico Department of Corrections due to the Supreme Court of New Mexico's decision to grant the Department of Corrections' appeal of the District Court's decision to reverse the Board's determination to terminate M. Padilla's employment and table any further determination by the Board pending the Court of Appeals decision on the matter; Member Cunningham seconded; roll call; motion carried.

Next meeting

Friday, August 30, 2024 at 9:00 am Chair Liswood thanked everyone for their participation.

Adjournment

Member Radosevich moved to adjourn; Member Cunningham seconded; roll call - meeting adjourned at 11:19 a.m.