State Personnel Office

Key Quarterly Performance Measures Report

Quarter 1, Fiscal Year 2025

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NEW MEXICO
STATE PERSONNEL OFFICE

Vision
To create an inclusive workforce supporting innovation and achievement while serving the state of New Mexico.

Mission
A trusted partner expertly leading the way in human resources practices and services that enhance the employee experience.

Values
Balanced • Respectful • Innovative • Resourceful • Responsive • Credible • Engaged

Director's Report

The New Mexico State Personnel Office (SPO) provides strategic consultation on systemwide human resource issues and provides leadership, direction, and oversight to maximize the services the state provides to everyday New Mexicans, while simultaneously safeguarding the rights of our state employees. A quarterly report is issued by SPO, as required by the Accountability in Government Act, to address the human resources (HR) metrics established within the General Appropriations Act. This report is updated quarterly with real-time data to enhance the state's ability to address and understand the major HR issues impacting state government.

Respectfully,

Dylan K. Lange
Director

Average Number of Days to Fill a Position

Time to fill is a key metric for SPO, as it is often the first interaction a potential new employee has with the state. Hiring agencies are empowered to create, post, and fill their vacant positions via the Statewide Human Resources Accounting Reporting (SHARE) system. This allows the hiring agency to be proactive and strategic in how and when they recruit to ensure all resources are available including budget, hiring managers, and interview panels. SPO provides guidance and support, as needed.

Average number of days to fill a position are calculated as the time between the date of posting the position and the date the candidate accepts the offer[1]. In previous years, we excluded continuous postings from this data due to this posting type only being used for hard to fill positions. Because continuous postings now make up 60% of all recruitment postings, SPO will no longer be excluding them from the data. The average number of days to fill a position for FY25 Q1 is 63 days, a one (1) day decrease to the FY24 average. Days to fill data for all agencies can be found in Appendix I.

Figure 1. Average Number of Days to Fill a Position
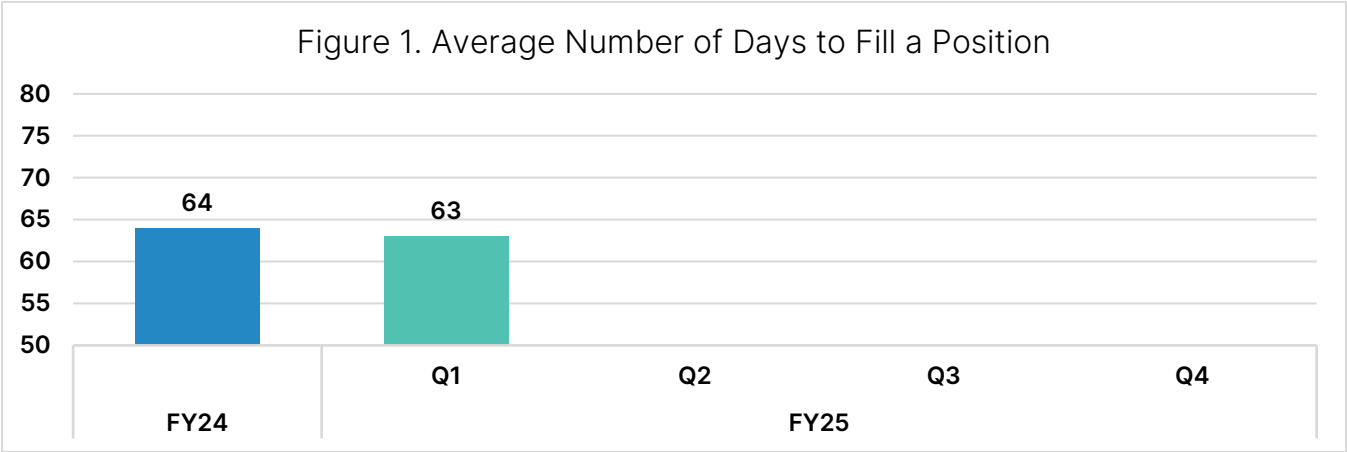
Action Plan

SPO is sending quarterly metrics to all agencies to ensure all agencies are aware of their time to fill data.

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[1] **Data Source:** SHARE PeopleSoft- Human Capital Management (HCM)-Recruitment Module. **Methodology:** Extract job postings' posting date and offer accepted date, as indicated by the hiring agency. Calculate the days to fill.

Number of Candidate Hires External to State Government

Being able to attract and recruit qualified and experienced individuals from outside state government helps to ensure the strong and established workforce of the state is infused with new ideas and innovations.

Of the 1,631 hires made in FY25 Q1, 758, or 46.5%, were external to state government[2]. External hire data for all agencies can be found in Appendix II.
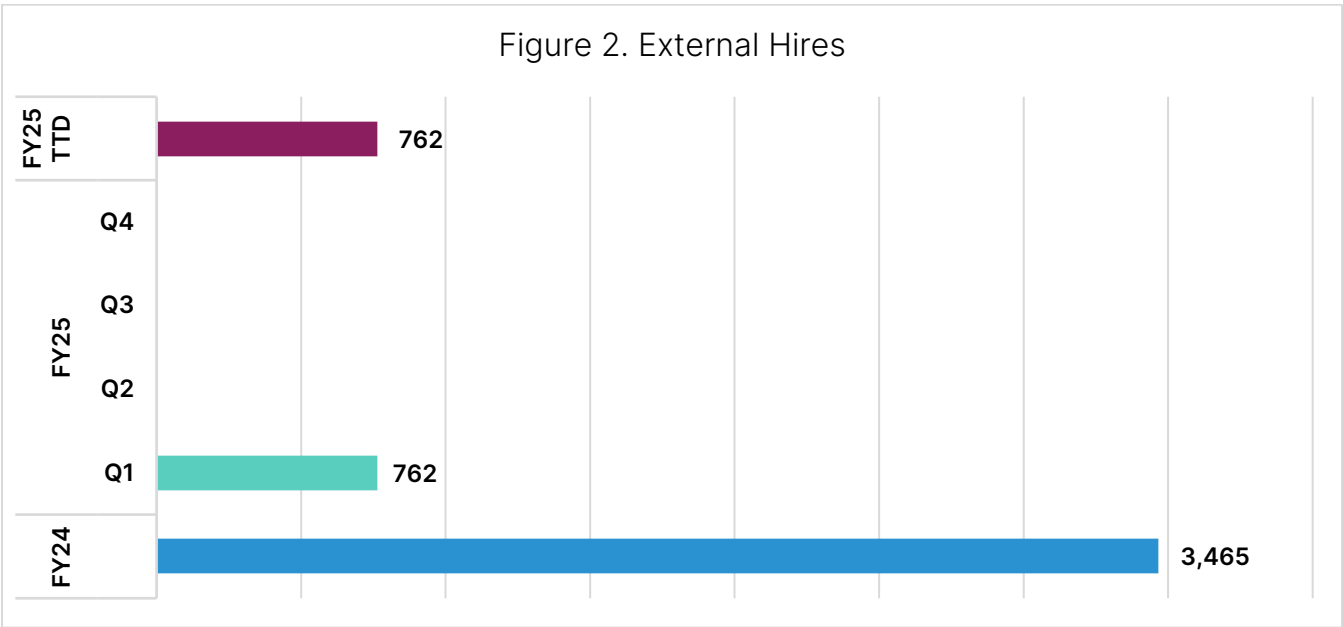
Figure 2. External Hires

Category		Value
FY25 TTD		762
FY25	Q4	
	Q3	
	Q2	
	Q1	762
FY24		3,465

Classified Service Vacancy Rate

It is critical to recruit and fill vacancies timely to avoid excessive vacancy rates. Failing to recruit can cause an unnecessary strain on teams and individual employees, which, unchecked, can lead to further vacancies and hinder agency programs and mission. SPO continues to work with agencies to fill vacant positions.

The vacancy rate for FY25 Q1 is 22.3%[3]. This is a 0.4% decrease to the FY24 average vacancy rate. Vacancy rates for all agencies can be found in Appendix III.

Figure 3. Classified Service Vacancy Rate

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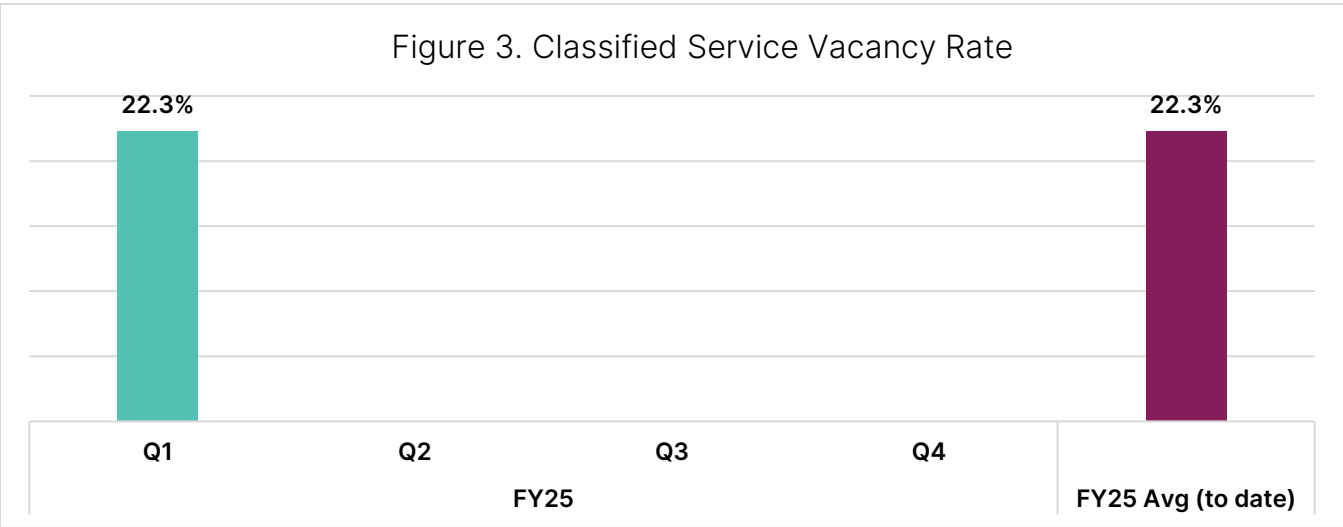
[3] **Data Source:** SHARE PeopleSoft-HCM. **Methodology:** Compare position and filled data (Numerator: Count of Filled FTE Denominator: Count of Active/Reg or Term/ FTE Positions).

Percentage of Classified Employees Leaving State Service

Separations, whether voluntary or involuntary, create losses for agencies and the state, ranging from loss of institutional knowledge to recruitment challenges and increased training costs.

0.7% of classified employees were involuntarily separated from the state in FY25 Q1 and 3.3% were voluntarily separated[4]. Percentages of classified employees leaving state service by agency can be found in Appendix IV.

Figure 4. Voluntarily/ Involuntarily Separation from State

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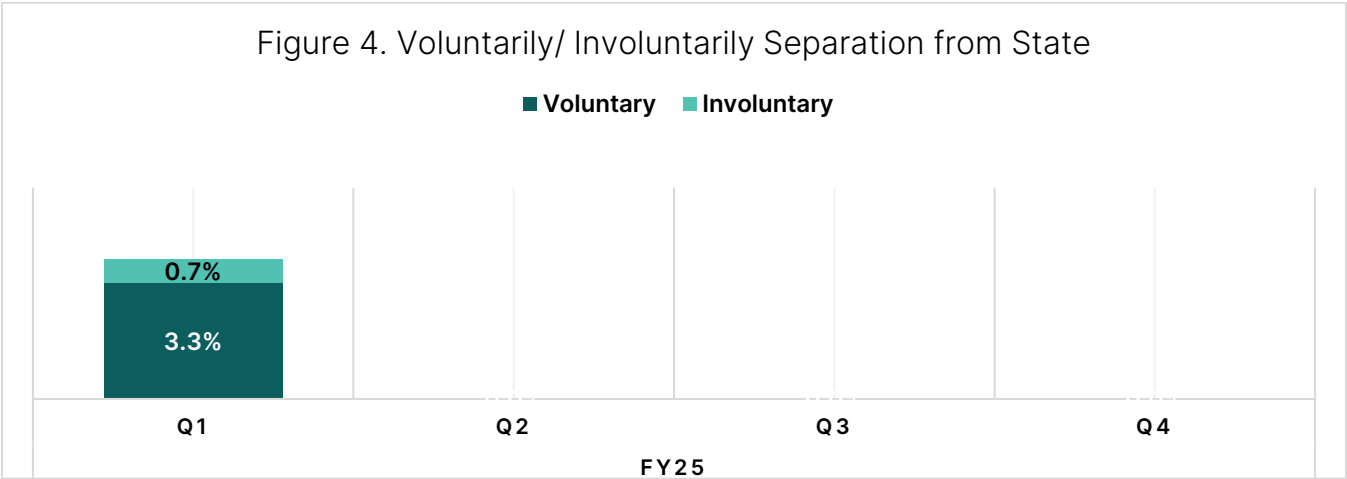
[4] **Data Source:** SHARE PeopleSoft-HCM. **Methodology**: Compare position and filled data (Numerator: Count of Reg or Term voluntary/ involuntary terminations. Denominator: Count of Reg or Term/ Filled Positions).

Percentage of Classified Employees Who Successfully Complete the Probationary Period

Whether employees successfully complete their probationary period is a key indicator of an agency's success or, alternatively, an agency's need to assess and review work processes and procedures with its managers and supervisors.

Probationary employees can be separated from employment involuntarily, on account of poor attendance, poor performance, and other factors. More often, probationary employees separate from employment voluntarily, to take a position with a competitor or for personal reasons. Agencies are encouraged to identify opportunities within their programs and teams to attract new employees. Successful communication is critical to reinforce procedures that work and highlight areas that need improvement.

Per 1.7.2.8 NMAC, the classified probationary period is one (1) year. In FY25 Q1, 65% of probationary employees completed probation[5]. This is an increase of 1% over FY24's completion rate of 64%. Probationary completion rates for all agencies can be found in Appendix V.

Figure 5. Employees Who Successfully Complete the Probation Period

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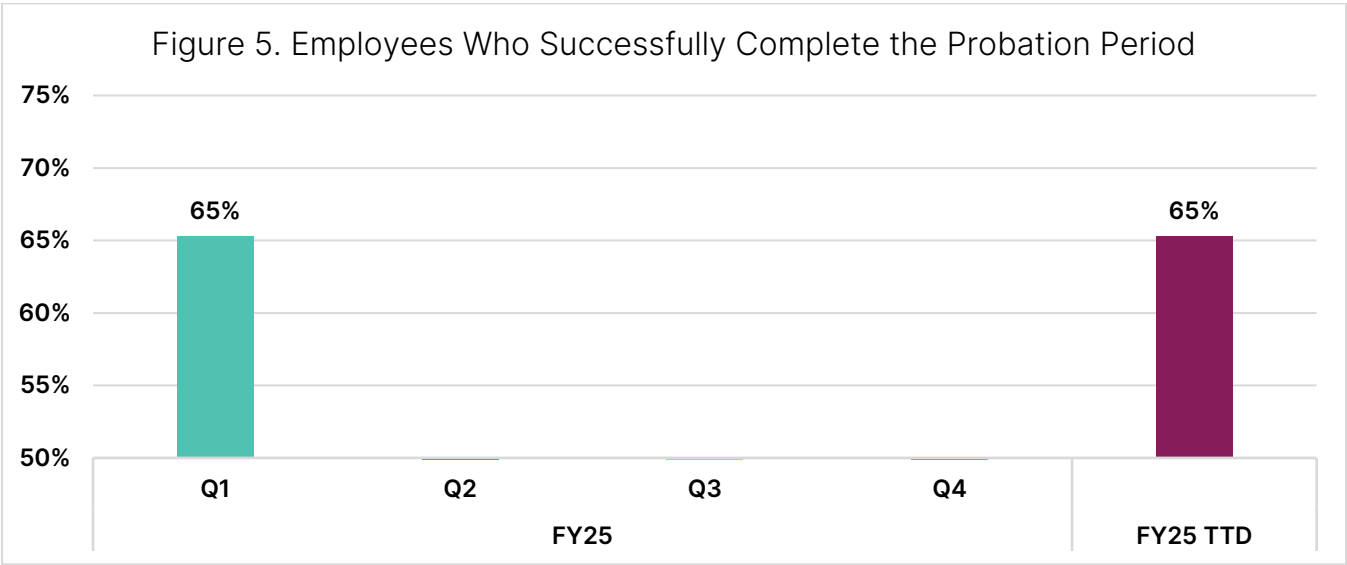
[5] **Data Source:** SHARE PeopleSoft-HCM. **Methodology:** Extract and compare job data personnel records hire and separation action codes (Numerator: Number of employees who meet 1 year of classified service. Denominator: Number of employees with action codes of Hire/Rehire)

Average Classified Employee New Hire Compa-Ratio

Compa-ratio is pay expressed as a percentage of the midpoint of a pay band or salary divided by the midpoint of the salary range. Average compa-ratio is one possible indicator of salary competitiveness.

The FY25 Q1 average new hire compa-ratio is 97.7%. This indicates that new employees are accepting employment offers below the position midpoint, suggesting the salary is competitive with the external job market. Average classified employees new hire compa-ratio data by agency can be found in Appendix VI.

Figure 6. New Hire Compa-ratio

Category		Value
FY25	Avg.	97.7%
FY25	Q4	
FY25	Q3	
FY25	Q2	
FY25	Q1	97.7%
FY24		96.9%
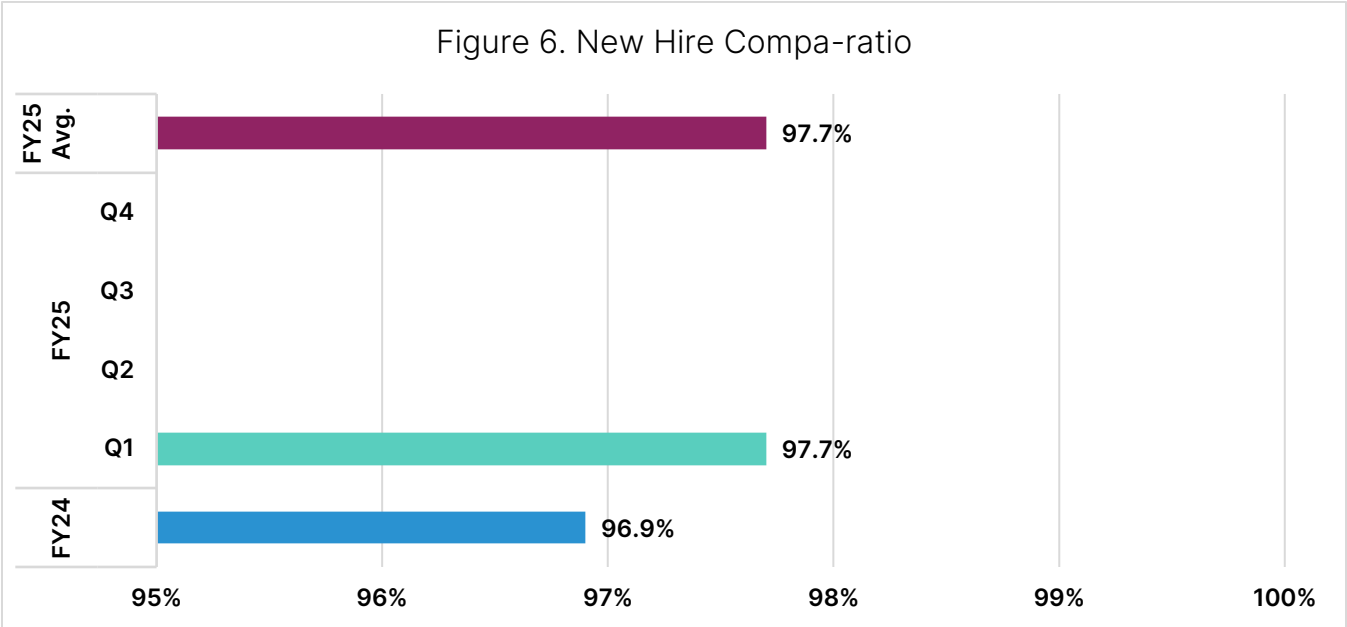
Average Classified Employee Compa-Ratio

The average compa-ratio for classified employees in this quarter continues to be in an acceptable range, slightly above 100%, in line with the prior quarter.[6] Classified employee compa-ratio is dependent on SPO's paylines, salary schedules, and classification system which all work in concert to allow agencies to be competitive in the market. Average classified employee compa-ratio data by agency can be found in Appendix VII.

Figure 7. Average Classified Employee Compa-Ratio
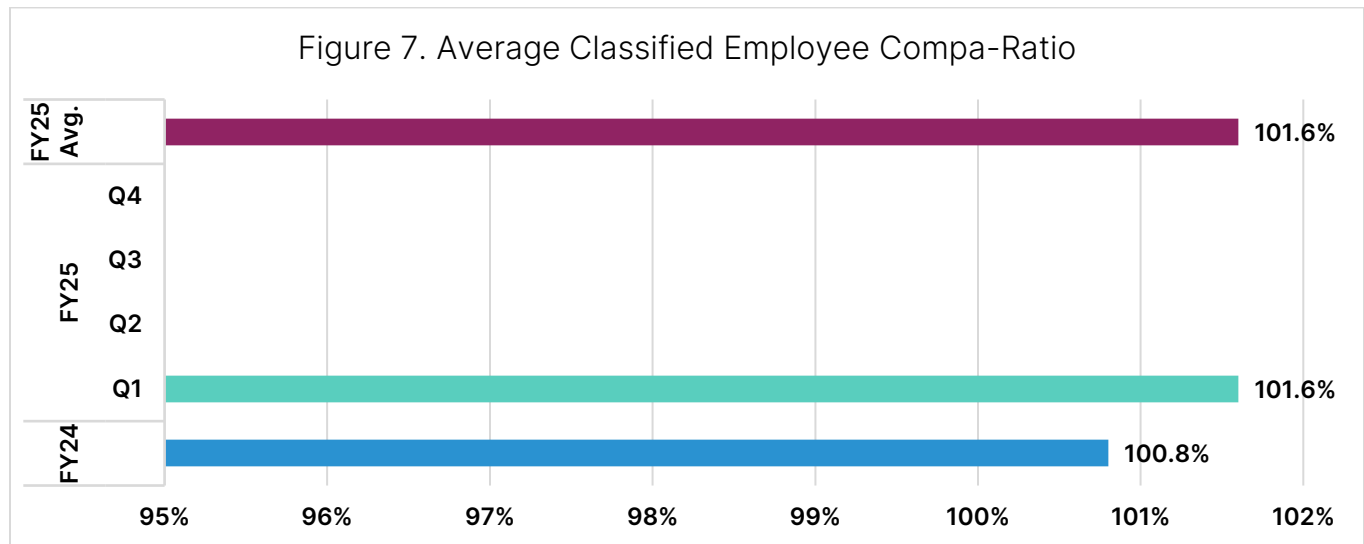
Table 1. Average Compa-Ratio by Payline

Payline	Average Compa-Ratio
Architecture	100.2%
Attorneys	103.1%
Business	102.3%
Corrections	101.9%
Engineer, Surveyor, Water Resources, Engineering Tech	98.5%
General	102.2%
Healthcare General	97.1%
Healthcare Professional	101.0%
Information Technology	101.0%
Peace Officer	97.2%
Scientist	96.4%
Social Services	104.6%

[6] **Data Source:** SHARE PeopleSoft-HCM. **Methodology:** Extract job data personnel records, Average compa-ratio.

Number of Salary Increases Awarded

Various pay mechanisms permitted by SPB Rules were developed to facilitate recruitment and retention efforts. The following provisions within the SPB Rules are currently authorized:

- Temporary Recruitment Differentials (TRECs) are permitted for positions determined to be critical to meeting the business needs of an agency and documented as a severe recruitment problem for the agency.
- Temporary Retention Differentials (TRETs) are permitted to help retain an employee critical to meeting the business needs of an agency that would otherwise be disrupted if the employee left the position.
- Temporary Salary Increases (TSIs) are permitted when an employee temporarily accepts, and consistently performs, additional duties characteristic of a job requiring greater responsibility and accountability, making it a higher valued job. A TSI is a short-term salary measure that may be used until the conditions of the additional duties and responsibilities cease to exist and may not be extended beyond a one-year period.

SPO reviews and approves TRECs, TRETs, and TSIs to ensure compliance with SPB Rules[7].

Table 2. Salary Increases by Type

TREC	TRET	TSI	Total Increases
957	421	198	1576

Figure 8. Salary Increases

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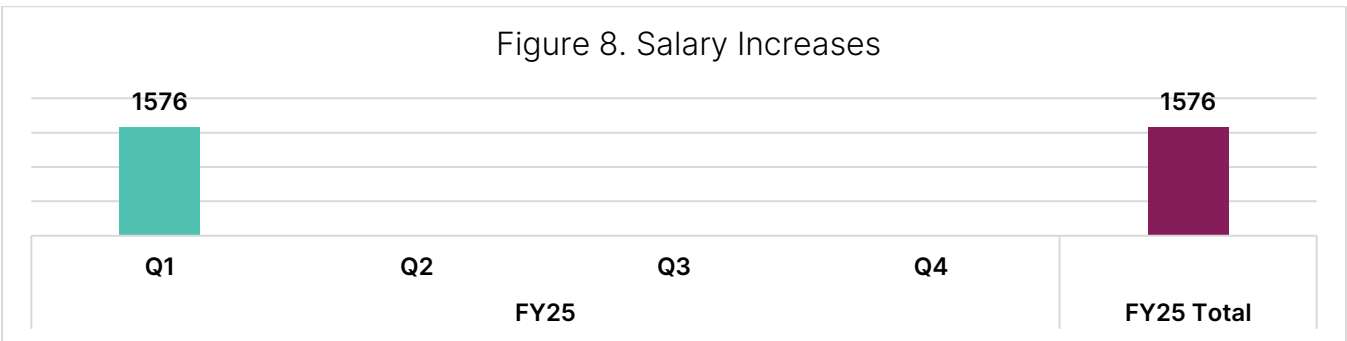
[7] **Data Source:** SHARE PeopleSoft-HCM. **Methodology:** Count number of SPO approved MCOPs

Cost of Overtime Pay

The Fair Labor Standards Act (FLSA) established requirements for overtime pay, affecting employees in the private sector and in the Federal, State, and local governments. FLSA nonexempt workers are entitled to overtime pay at a rate of not less than one and one-half times their regular rate of pay for hours worked more than 40 hours during a work week. Monitoring overtime is integral to identifying needs and potential areas of concern[8]. These can include staffing issues, specialty profession shortages, and other workload or absentee issues. The cost of overtime pay by agency can be found in Appendix VII.

Figure 9. Overtime Cost
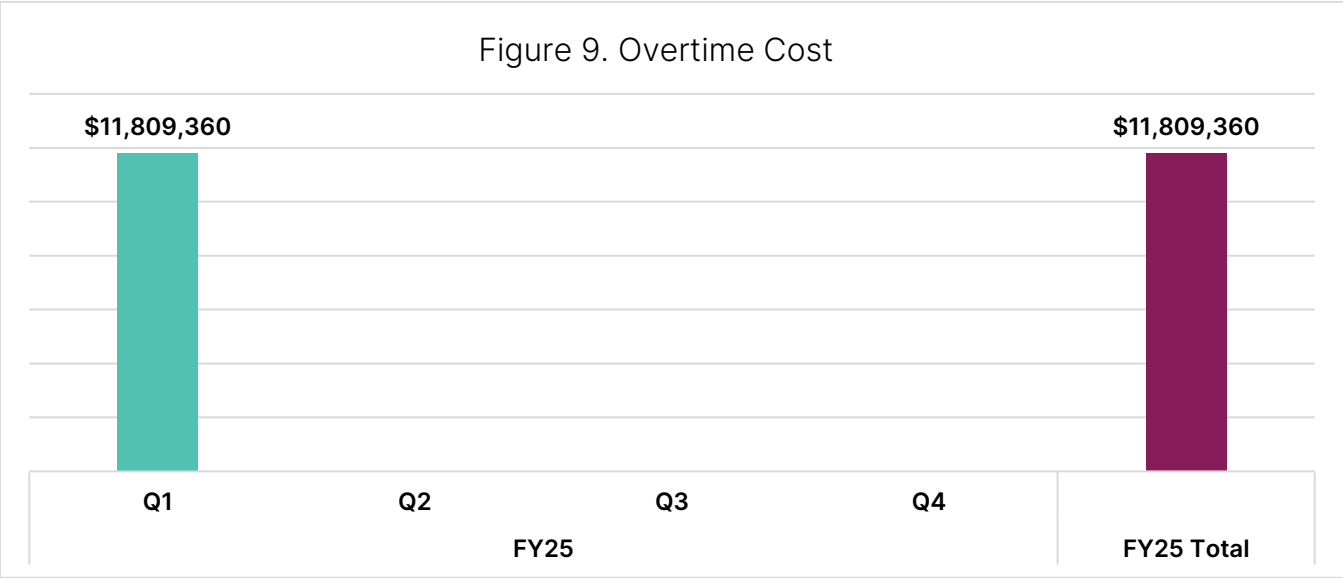
Table 3. Agencies With the Highest Cost of Overtime Pay

Agency	Cost of Overtime Pay
77000 New Mexico Corrections Dept	$3,533,249
69000 Children, Youth & Families Dept	$2,218,144
66500 Department of Health	$1,891,683
80500 Department of Transportation	$1,615,878
52100 Energy, Minerals, & Natural Resources Dept	$967,718

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[8] **Data Source:** SHARE PeopleSoft- Human Capital Management (HCM). **Methodology:** Sum of overtime paid

Average Classified Service Employee Total Compensation

Total compensation reflects the salary, and the benefits provided to employees of the state[9]. As a tool, total compensation can be beneficial in both attracting and retaining employees, as it demonstrates the value they receive in the form of benefits. The state provides a competitive employee benefit package that includes employer paid medical contributions, pension (PERA retirement) contributions, paid leave allowances for vacation days and sick days, and paid holidays.

Figure 10. Total Compensation

$111,585

| Q1 | Q2 | Q3 | Q4 |

FY25
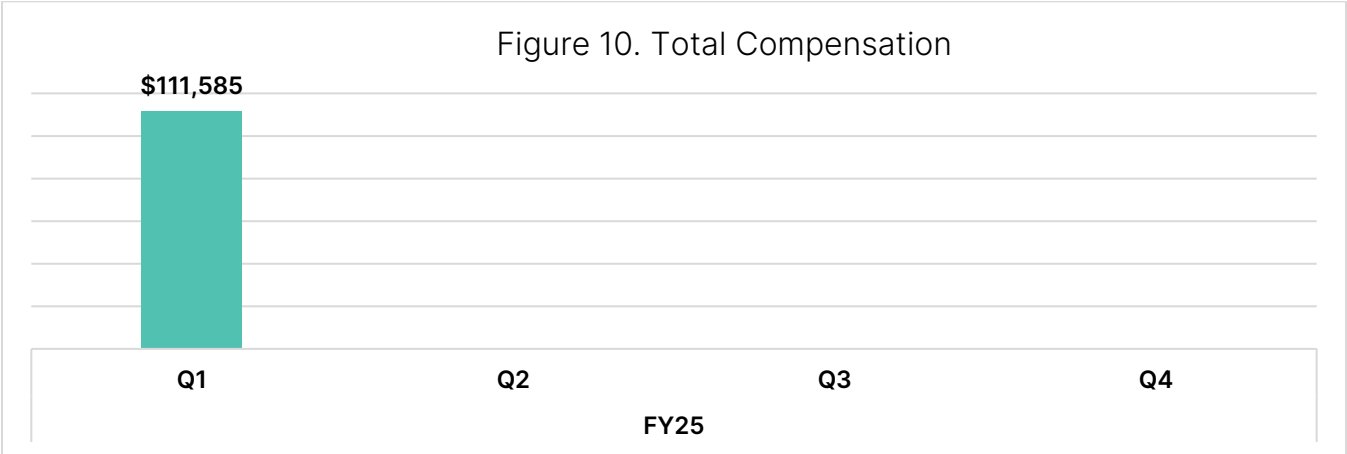
Table 4. Total Compensation Distribution

Salary/Benefit	Average Value	% of Total Compensation
Average Base Salary	$68,702	61.6%
FICA/Medicare	$5,256	4.7%
PERA	$13,218	11.8%
Vacation	$2,642	2.4%
Sick	$3,435	3.1%
Retiree Health Care	$1,374	1.2%
Holiday	$2,907	2.6%
Insurance	$13,522	12.1%
Personal Days	$528	0.5%
Total Compensation (Salary + Benefits)	$111,585	100%

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[9] **Data Source:** SHARE PeopleSoft- Human Capital Management (HCM). **Methodology:** Determine average salaries, calculate average inputs for benefits.

Number of SPO-Led Trainings Offered Annually

In FY25 Q1, SPO Learning and Development held 37 instructor-led courses to 1,339 participants[10].

Additionally, in September 2024, the State Personnel Office Learning and Development Bureau re-initiated regular meetings of the State of New Mexico Learning and Development Community of Practice (also known as Trainers Unite), a group comprised of learning and development practitioners in state government. Coordinating and facilitating meetings of this group leverages the collective expertise of learning and development professionals across agencies by encouraging knowledge-sharing, benefitting all employees at the State of New Mexico.

A full listing of SPO Instructor-Led courses is available in Appendix IX.

Figure 11. Number of SPO Instructor Led Trainings

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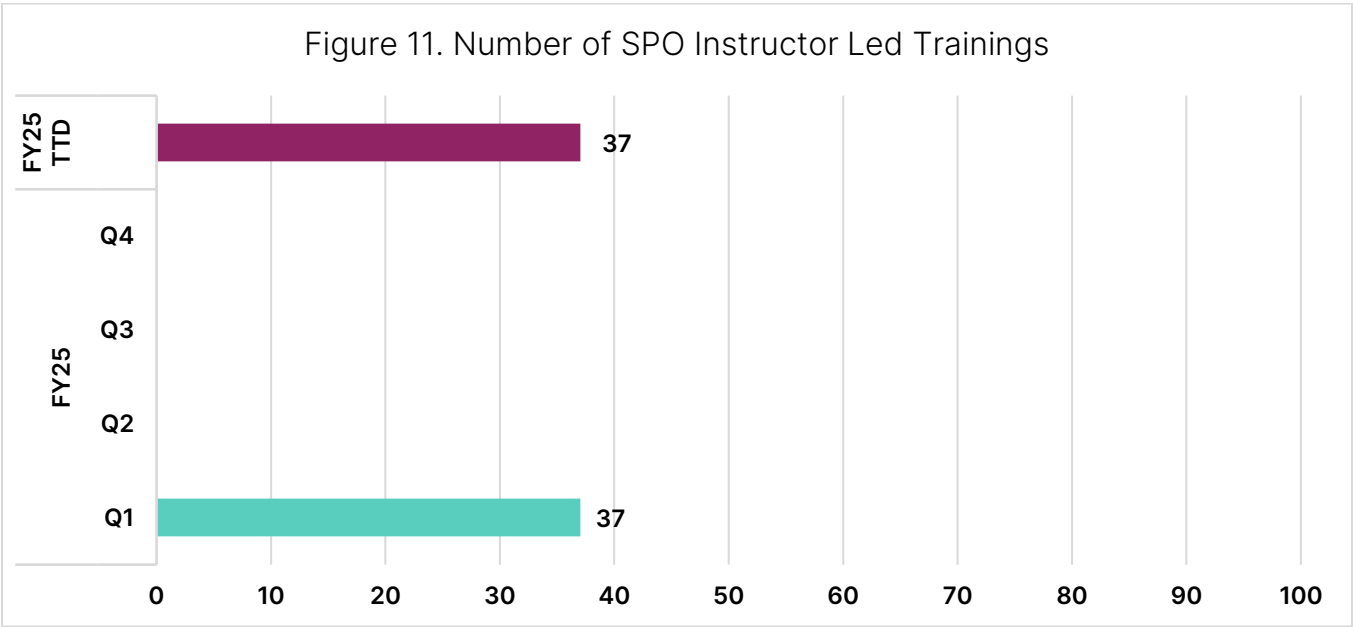
[10] **Data Source**: SHARE PeopleSoft-Enterprise Learning Management (ELM), Internal Database. **Methodology:** Count number of SPO led training offered in quarter

Number of Human Resources Trainings Conducted in Partnership with Other Agencies

SPO conducts and participates in various training courses on human resources topics for the benefit of our state agency HR business partners. Collaborations this quarter include the Indian Affairs Department, for their new State Tribal Collaboration Act Cultural Competency Training, and the General Services Department for Disability Pride Month and American Disabilities Act trainings. Facilitating such learning opportunities, and the internal and external collaborations they entail, are of vital importance to SPO's mission to be "a trusted partner expertly leading the way in human resources practices and services that enhance the employee experience."

In this quarter, SPO conducted 4 human resources trainings in partnership with other agencies[11].

Figure 12. Human Resources Trainings Conducted in Partnership with Other Agencies

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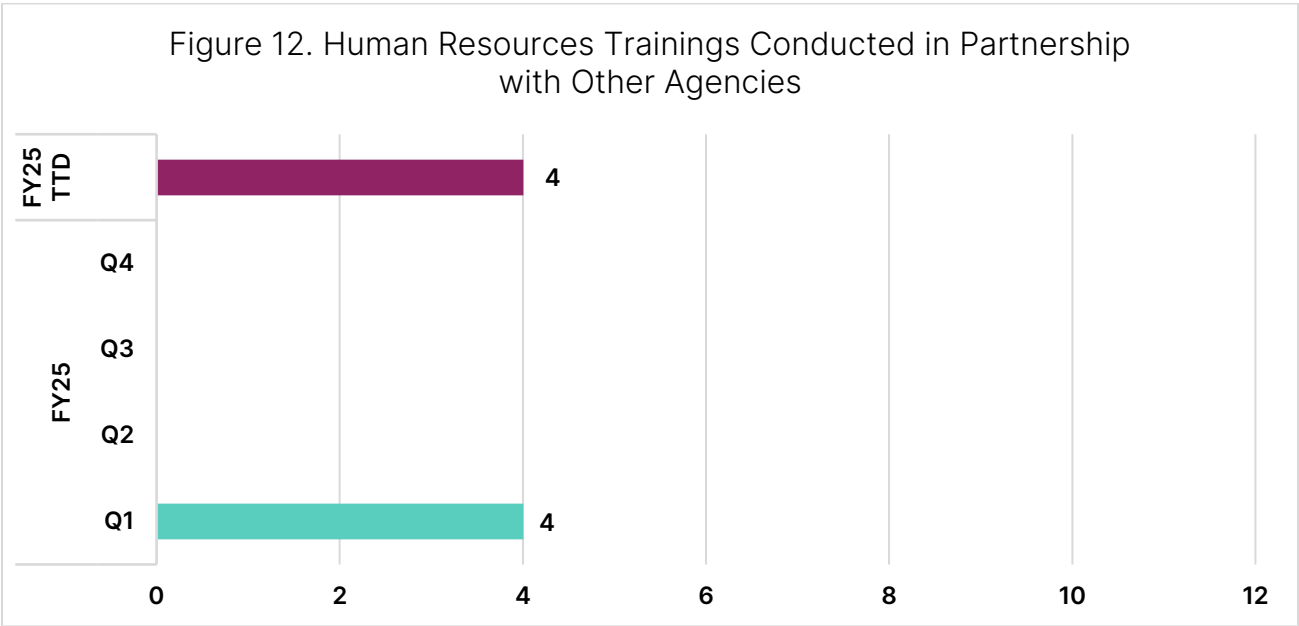
[11] **Data Source:** SHARE PeopleSoft- Enterprise Learning Management (ELM), Internal Database. **Methodology:** Count number of trainings conducted in partnership with other agencies

Number of Human Resources Rule Compliance Audits Conducted Annually

Ensuring rule compliance is a critical function of SPO. It reviews compliance with the Personnel Act and the SPB Rules across a wide spectrum of actions and users. In the event of a finding, SPO works with agencies to ensure similar findings are prevented in the future.

SPO continuously redefines and refines how reviews of personnel and position data are done. It aims to leverage the SHARE system to automate the review process based on SPB Rule-derived criteria. By reviewing in this way, SPO can identify findings in real time and work with agencies to circumvent potential issues, including those concerning payroll.

In this quarter, SPO conducted 1,976 human resources rule compliance audits[12].

Figure 13. Human Resources Rule Compliance Audits

FY25 TTD: 1,976
FY25
Q4:
Q3:
Q2:
Q1: 1,976

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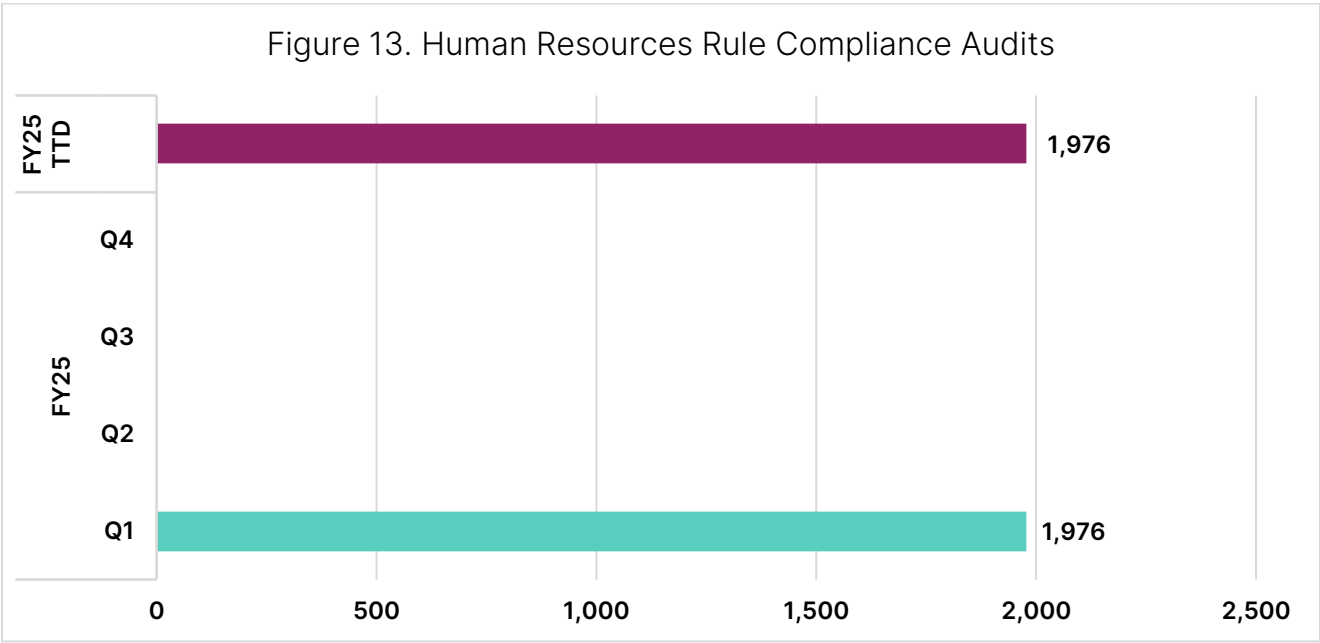
[12] **Data Source:** SHARE PeopleSoft- Human Capital Management (HCM), State Personnel Log. **Methodology:** Review and Audit position and compensation actions for rule compliance

Quarterly Performance Measures Summary

FY25 Approved Quarterly Performance Measures	FY25 Targets	Q1	Q2	Q3	Q4	FY25 Total
Number of human resource rule compliance audits conducted annually	1,000	1,976				
Number of SPO-led trainings offered annually	100	37				
Number of Human Resources Trainings Conducted in Partnership with Other Agencies	12	4				
Average number of days to fill a position from the date of posting	-	63				
Percent of classified employees who successfully complete the probation period	-	65%				
Percent of classified employees voluntarily leaving state service	-	3.3%				
Percent of classified employees involuntarily leaving state service	-	0.7%				
Classified service vacancy rate	-	22.3%				

FY25 Approved Quarterly Performance Measures	FY25 Targets	Q1	Q2	Q3	Q4	FY25 Total
Average classified employee new hire compa-ratio	-	97.7%				
Average classified employee compa-ratio	100%	101.6%				
Number of salary increases awarded	-	1,576				
Cost of overtime pay	-	$11,809,360				
Average classified service employee total compensation	-	$111,585				
Number of candidates hired external to state government	-	762				

Appendix I: Days to Fill by Agency

Agency	Average of Days to Fill	# of Postings
30500 Department of Justice	66	13
33300 Taxation & Revenue Department	68	40
34100 Department of Finance & Administration	27	7
34200 Public School Insurance Authority	29	3
34300 Retiree Health Care Authority	36	4
35000 General Services Department	42	25
35200 Educational Retirement Board	25	8
36100 Department of Information Technology	50	8
37000 Secretary of State	49	5
37800 State Personnel Board	21	3
39400 State Treasurer	89	3
41800 Tourism Department	50	4
42000 Regulation & Licensing Dept	54	14
43000 Public Regulation Commission	36	8
44000 Superintendent of Insurance	39	5
44600 Medical Examiners Board	51	2
44900 Board of Nursing	24	1
50500 Department of Cultural Affairs	64	28
50800 Livestock Board	33	4
51600 Department of Game & Fish	47	14
52100 Energy, Minerals, & Natural Resources Dept	105	21
53900 State Land Office	61	6
55000 Office of the State Engineer	84	9
60300 Office of African American Affairs	24	1
60400 Commission for Deaf & Hard of Hearing	42	1

Agency	Average of Days to Fill	# of Postings
60600 Commission for the Blind	160	2
60900 Department of Indian Affairs	73	1
61100 Department of Early Childhood	88	25
62400 Aging & Long-Term Services Dept	62	17
63000 Health Care Authority	73	80
63100 Department of Workforce Solutions	63	20
63200 Workers Compensation Administration	52	10
64400 Division of Vocational Rehabilitation	65	16
64700 Developmental Disabilities Council	65	2
66200 Miners Colfax Medical Center	48	9
66500 Department of Health	49	166
66700 Department of Environment	114	23
67000 Department of Veteran Services	29	10
68000 Office of Family Representation and Advocacy	66	2
69000 Children, Youth & Families Dept	72	74
70500 Military Affairs	52	11
76000 Adult Parole Board	28	1
77000 New Mexico Corrections Dept	40	64
78000 Crime Victims Reparation Commission	109	1
79000 Department of Public Safety	88	21
79500 Homeland Security & Emergency Management	71	3
80500 Department of Transportation	79	113
92400 Public Education Department	65	17
95000 Higher Education Department	49	1
Statewide	**63**	**926**

Appendix II: External Hires by Agency

Agency	External	External %	Internal	Internal %	Transfers	Transfer %	Total Hires
30500 Department of Justice	13	54.2%	8	33.3%	3	12.5%	24
30800 State Auditor	0	0.0%	1	100.0%	0	0.0%	1
33300 Taxation & Revenue Department	17	31.5%	29	53.7%	8	14.8%	54
33700 State Investment Council	0	0.0%	2	100.0%	0	0.0%	2
34000 Administrative Hearings Office	0	0.0%	0	0.0%	1	100.0%	1
34100 Department of Finance & Administration	1	8.3%	8	66.7%	3	25.0%	12
34200 Public School Insurance Authority	1	33.3%	2	66.7%	0	0.0%	3
34300 Retiree Health Care Authority	1	20.0%	1	20.0%	3	60.0%	5
35000 General Services Department	17	48.6%	11	31.4%	7	20.0%	35
35200 Educational Retirement Board	4	44.4%	3	33.3%	2	22.2%	9
36100 Department of Information Technology	4	33.3%	3	25.0%	5	41.7%	12
36600 Public Employee Retirement Association	0	0.0%	0	0.0%	1	100.0%	1
36900 Commission of Public Records	0	0.0%	0	0.0%	0	0.0%	0
37000 Secretary of State	3	0.0%	0	0.0%	3	50.0%	6
37800 State Personnel Board	0	0.0%	2	66.7%	1	33.3%	3
39400 State Treasurer	1	0.0%	2	66.7%	0	0.0%	3
40400 Architect Examiners Board	0	0.0%	0	0.0%	0	0.0%	0

Agency	External	External %	Internal	Internal %	Transfers	Transfer %	Total Hires
41000 Department of Ethics	0	0.0%	0	0.0%	0	0.0%	0
41700 Border Development Authority	0	0.0%	0	0.0%	0	0.0%	0
41800 Tourism Department	2	0.0%	2	33.3%	2	33.3%	6
41900 Economic Development Department	2	0.0%	0	0.0%	0	0.0%	2
42000 Regulation & Licensing Dept	8	0.0%	7	30.4%	8	34.8%	23
43000 Public Regulation Commission	5	0.0%	0	0.0%	3	37.5%	8
44000 Superintendent of Insurance	0	0.0%	4	36.4%	7	63.6%	11
44600 Medical Examiners Board	1	0.0%	1	50.0%	0	0.0%	2
44900 Board of Nursing	1	50.0%	0	0.0%	1	50.0%	2
46000 EXPO New Mexico	0	0.0%	0	0.0%	0	0.0%	0
46400 Professional Engineers & Land Surveyors Board	0	0.0%	0	0.0%	0	0.0%	0
46500 Gaming Control Board	0	0.0%	0	0.0%	2	100.0%	2
46900 State Racing Commission	0	0.0%	0	0.0%	0	0.0%	0
47900 Veterinary Examiners Board	0	0.0%	0	0.0%	0	0.0%	0
49500 SpacePort Authority	0	0.0%	0	0.0%	0	0.0%	0
50500 Department of Cultural Affairs	23	59.0%	14	35.9%	2	5.1%	39
50800 Livestock Board	6	85.7%	1	14.3%	0	0.0%	7
51600 Department of Game & Fish	8	30.8%	15	57.7%	3	11.5%	26
52100 Energy, Minerals, & Natural Resources Dept	24	58.5%	9	22.0%	8	19.5%	41

Agency	External	External %	Internal	Internal %	Transfers	Transfer %	Total Hires
52200 Youth Conservation Corps	0	0.0%	0	0.0%	0	0.0%	0
53900 State Land Office	5	26.3%	8	42.1%	6	31.6%	19
55000 Office of the State Engineer	6	35.3%	8	47.1%	3	17.6%	17
60300 Office of African American Affairs	0	0.0%	0	0.0%	1	100.0%	1
60400 Commission for Deaf & Hard of Hearing	1	100.0%	0	0.0%	0	0.0%	1
60600 Commission for the Blind	2	66.7%	1	33.3%	0	0.0%	3
60900 Department of Indian Affairs	1	100.0%	0	0.0%	0	0.0%	1
61100 Department of Early Childhood	8	25.8%	11	35.5%	12	38.7%	31
62400 Aging & Long-Term Services Dept	12	46.2%	3	11.5%	11	42.3%	26
63000 Health Care Authority	52	30.8%	98	58.0%	19	11.2%	169
63100 Department of Workforce Solutions	29	50.9%	21	36.8%	7	12.3%	57
63200 Workers Compensation Administration	6	54.5%	3	27.3%	2	18.2%	11
64400 Division of Vocational Rehabilitation	15	57.7%	6	23.1%	5	19.2%	26
64500 Governor's Commission on Disability	0	0.0%	0	0.0%	0	0.0%	0
64700 Developmental Disabilities Council	1	50.0%	0	0.0%	1	50.0%	2
66200 Miners Colfax Medical Center	6	60.0%	4	40.0%	0	0.0%	10
66500 Department of Health	179	61.7%	98	33.8%	13	4.5%	290
66700 Department of Environment	13	28.9%	25	55.6%	7	15.6%	45
66800 Office of Natural Resources Trustee	0	0.0%	0	0.0%	0	0.0%	0

Agency	External	External %	Internal	Internal %	Transfers	Transfer %	Total Hires
67000 Department of Veteran Services	2	22.2%	6	66.7%	1	11.1%	9
68000 Office of Family Representation and Advocacy	4	66.7%	0	0.0%	2	33.3%	6
69000 Children, Youth & Families Dept	82	41.6%	88	44.7%	27	13.7%	197
70500 Military Affairs	8	44.4%	1	5.6%	9	50.0%	18
76000 Adult Parole Board	0	0.0%	0	0.0%	1	100.0%	1
77000 New Mexico Corrections Dept	106	49.8%	103	48.4%	4	1.9%	213
78000 Crime Victims Reparation Commission	0	0.0%	2	100.0%	0	0.0%	2
79000 Department of Public Safety	15	57.7%	4	15.4%	7	26.9%	26
79500 Homeland Security & Emergency Management	2	50.0%	1	25.0%	1	25.0%	4
80500 Department of Transportation	56	36.6%	82	53.6%	15	9.8%	153
92400 Public Education Department	9	45.0%	7	35.0%	4	20.0%	20
94900 NM Education Trust Board	0	0.0%	0	0.0%	0	0.0%	0
95000 Higher Education Department	0	0.0%	2	100.0%	0	0.0%	2
Statewide	**762**	**44.8%**	**707**	**41.6%**	**231**	**13.6%**	**1700**

Appendix III: Vacancy Rates by Agency

Agency	Filled	Vacant	Total Positions	Vacancy Rate
30500 Department of Justice	157	59	216	27.31%
30800 State Auditor	24	10	34	29.41%
33300 Taxation & Revenue Department	825	202	1,027	19.67%
33700 State Investment Council	11	10	21	47.62%
34000 Administrative Hearings Office	16	0	16	0.00%
34100 Department of Finance & Administration	152	43	195	22.05%
34200 Public School Insurance Authority	8	1	9	11.11%
34300 Retiree Health Care Authority	20	4	24	16.67%
35000 General Services Department	257	51	308	16.56%
35200 Educational Retirement Board	68	5	73	6.85%
36100 Department of Information Technology	153	37	190	19.47%
36600 Public Employee Retirement Association	71	1	72	1.39%
36900 Commission of Public Records	25	9	34	26.47%
37000 Secretary of State	52	7	59	11.86%
37800 State Personnel Board	31	9	40	22.50%
39400 State Treasurer	17	9	26	34.62%
40400 Architect Examiners Board	1	2	3	66.67%

Agency	Filled	Vacant	Total Positions	Vacancy Rate
41000 Department of Ethics	5	1	6	16.67%
41700 Border Development Authority	1	1	2	50.00%
41800 Tourism Department	45	3	48	6.25%
41900 Economic Development Department	51	9	60	15.00%
42000 Regulation & Licensing Dept	288	53	341	15.54%
43000 Public Regulation Commission	80	14	94	14.89%
44000 Superintendent of Insurance	100	8	108	7.41%
44600 Medical Examiners Board	13	4	17	23.53%
44900 Board of Nursing	20	6	26	23.08%
46000 EXPO New Mexico	5	0	5	0.00%
46400 Professional Engineers & Land Surveyors Board	6	1	7	14.29%
46500 Gaming Control Board	42	4	46	8.70%
46900 State Racing Commission	8	3	11	27.27%
47900 Veterinary Examiners Board	2	0	2	0.00%
49500 SpacePort Authority	22	2	24	8.33%
50500 Department of Cultural Affairs	430	89	519	17.15%
50800 Livestock Board	71	9	80	11.25%
51600 Department of Game & Fish	263	44	307	14.33%
52100 Energy, Minerals, & Natural Resources Dept	418	135	553	24.41%

Agency	Filled	Vacant	Total Positions	Vacancy Rate
52200 Youth Conservation Corps	2	0	2	0.00%
53900 State Land Office	159	16	175	9.14%
55000 Office of the State Engineer	285	80	365	21.92%
60300 Office of African American Affairs	5	6	11	54.55%
60400 Commission for Deaf & Hard of Hearing	14	1	15	6.67%
60600 Commission for the Blind	59	7	66	10.61%
60900 Department of Indian Affairs	11	7	18	38.89%
61100 Department of Early Childhood	279	68	347	19.60%
62400 Aging & Long-Term Services Dept	196	55	251	21.91%
63000 Health Care Authority	1,885	538	2,423	22.20%
63100 Department of Workforce Solutions	539	174	713	24.40%
63200 Workers Compensation Administration	100	13	113	11.50%
64400 Division of Vocational Rehabilitation	282	71	353	20.11%
64500 Governor's Commission on Disability	11	3	14	21.43%
64700 Developmental Disabilities Council	19	4	23	17.39%
66200 Miners Colfax Medical Center	183	79	262	30.15%
66500 Department of Health	2,481	929	3,410	27.24%
66700 Department of Environment	553	228	781	29.19%
66800 Office of Natural Resources Trustee	3	1	4	25.00%

Agency	Filled	Vacant	Total Positions	Vacancy Rate
67000 Department of Veteran Services	57	17	74	22.97%
68000 Office of Family Representation and Advocacy	15	11	26	42.31%
69000 Children, Youth & Families Dept	1,579	599	2,178	27.50%
70500 Military Affairs	140	46	186	24.73%
76000 Adult Parole Board	4	1	5	20.00%
77000 New Mexico Corrections Dept	1,752	568	2,320	24.48%
78000 Crime Victims Reparation Commission	22	5	27	18.52%
79000 Department of Public Safety	428	143	571	25.04%
79500 Homeland Security & Emergency Management	88	40	128	31.25%
80500 Department of Transportation	2,212	401	2,613	15.35%
92400 Public Education Department	291	48	339	14.16%
94900 NM Education Trust Board	1	0	1	0.00%
95000 Higher Education Department	42	6	48	12.50%
Statewide	17,455	5,010	22,465	22.30%

Appendix IV: Classified Employees Leaving State Service by Agency

Agency	Involuntary	% Involuntary	Voluntary	% Voluntary	Total Classified Employees
30500 Department of Justice	0	0.0%	6	3.8%	157
30800 State Auditor	0	0.0%	0	0.0%	25
33300 Taxation & Revenue Department	6	0.7%	20	2.4%	824
33700 State Investment Council	0	0.0%	1	9.1%	11
34000 Administrative Hearings Office	0	0.0%	0	0.0%	16
34100 Department of Finance & Administration	1	0.7%	3	2.0%	152
34200 Public School Insurance Authority	0	0.0%	0	0.0%	8
34300 Retiree Health Care Authority	0	0.0%	2	10.0%	20
35000 General Services Department	1	0.4%	8	3.1%	259
35200 Educational Retirement Board	3	4.4%	3	4.4%	68
36100 Department of Information Technology	1	0.7%	2	1.3%	153
36600 Public Employee Retirement Association	0	0.0%	0	0.0%	71
36900 Commission of Public Records	0	0.0%	2	8.0%	25
37000 Secretary of State	0	0.0%	0	0.0%	52
37800 State Personnel Board	0	0.0%	1	3.1%	32
39400 State Treasurer	0	0.0%	1	5.9%	17
40400 Architect Examiners Board	0	0.0%	0	0.0%	1

Agency	Involuntary	% Involuntary	Voluntary	% Voluntary	Total Classified Employees
41000 Department of Ethics	0	0.0%	0	0.0%	5
41700 Border Development Authority	0	0.0%	1	100.0%	1
41800 Tourism Department	0	0.0%	1	2.2%	45
41900 Economic Development Department	0	0.0%	2	3.9%	51
42000 Regulation & Licensing Dept	2	0.7%	12	4.2%	288
43000 Public Regulation Commission	0	0.0%	1	1.3%	80
44000 Superintendent of Insurance	1	1.0%	1	1.0%	100
44600 Medical Examiners Board	0	0.0%	1	7.7%	13
44900 Board of Nursing	0	0.0%	3	15.0%	20
46000 EXPO New Mexico	0	0.0%	0	0.0%	12
46400 Professional Engineers & Land Surveyors Board	0	0.0%	0	0.0%	6
46500 Gaming Control Board	0	0.0%	0	0.0%	42
46900 State Racing Commission	0	0.0%	0	0.0%	8
47900 Veterinary Examiners Board	0	0.0%	0	0.0%	2
49500 SpacePort Authority	1	4.3%	1	4.3%	23
50500 Department of Cultural Affairs	3	0.7%	20	4.7%	430
50800 Livestock Board	2	2.8%	3	4.2%	72
51600 Department of Game & Fish	0	0.0%	8	3.0%	271
52100 Energy, Minerals, & Natural Resources Dept	2	0.5%	14	3.3%	421

Agency	Involuntary	% Involuntary	Voluntary	% Voluntary	Total Classified Employees
52200 Youth Conservation Corps	0	0.0%	0	0.0%	2
53900 State Land Office	1	0.6%	5	3.1%	159
55000 Office of the State Engineer	1	0.3%	7	2.4%	295
60300 Office of African American Affairs	0	0.0%	0	0.0%	5
60400 Commission for Deaf & Hard of Hearing	0	0.0%	0	0.0%	14
60600 Commission for the Blind	0	0.0%	2	3.4%	59
60900 Department of Indian Affairs	0	0.0%	1	9.1%	11
61100 Department of Early Childhood	1	0.4%	6	2.1%	281
62400 Aging & Long-Term Services Dept	1	0.5%	7	3.6%	196
63000 Health Care Authority	13	0.7%	47	2.5%	1890
63100 Department of Workforce Solutions	2	0.4%	19	3.4%	556
63200 Workers Compensation Administration	1	1.0%	1	1.0%	100
64400 Division of Vocational Rehabilitation	3	1.1%	9	3.2%	282
64500 Governor's Commission on Disability	0	0.0%	0	0.0%	11
64700 Developmental Disabilities Council	0	0.0%	2	10.5%	19
66200 Miners Colfax Medical Center	1	0.5%	6	3.0%	202
66500 Department of Health	29	1.1%	113	4.4%	2566
66700 Department of Environment	2	0.4%	10	1.8%	561
66800 Office of Natural Resources Trustee	0	0.0%	0	0.0%	3

Agency	Involuntary	% Involuntary	Voluntary	% Voluntary	Total Classified Employees
67000 Department of Veteran Services	2	3.3%	6	9.8%	61
68000 Office of Family Representation and Advocacy	0	0.0%	1	6.3%	16
69000 Children, Youth & Families Dept	15	0.9%	81	5.1%	1584
70500 Military Affairs	0	0.0%	11	7.9%	139
76000 Adult Parole Board	0	0.0%	1	25.0%	4
77000 New Mexico Corrections Dept	5	0.3%	58	3.3%	1751
78000 Crime Victims Reparation Commission	0	0.0%	1	4.5%	22
79000 Department of Public Safety	1	0.2%	6	1.4%	428
79500 Homeland Security & Emergency Management	1	1.1%	4	4.5%	88
80500 Department of Transportation	11	0.5%	50	2.2%	2225
92400 Public Education Department	2	0.7%	11	3.8%	291
94900 NM Education Trust Board	0	0.0%	0	0.0%	1
95000 Higher Education Department	0	0.0%	2	4.8%	42
Statewide	115	0.7%	584	3.3%	17645

Appendix V: Probationary Completion Rates by Agency

Agency	Completed Probation	Did Not Complete Probation
30500 Department of Justice	86.67%	13.33%
33300 Taxation & Revenue Department	80.00%	20.00%
33700 State Investment Council	0.00%	100.00%
34000 Administrative Hearings Office	100.00%	0.00%
34100 Department of Finance & Administration	87.50%	12.50%
34200 Public School Insurance Authority	100.00%	0.00%
34300 Retiree Health Care Authority	66.67%	33.33%
35000 General Services Department	71.43%	28.57%
35200 Educational Retirement Board	60.00%	40.00%
36100 Department of Information Technology	100.00%	0.00%
37000 Secretary of State	60.00%	40.00%
37800 State Personnel Board	100.00%	0.00%
41800 Tourism Department	33.33%	66.67%
41900 Economic Development Department	50.00%	50.00%
42000 Regulation & Licensing Dept	85.00%	15.00%
43000 Public Regulation Commission	100.00%	0.00%
44000 Superintendent of Insurance	100.00%	0.00%
44900 Board of Nursing	0.00%	100.00%
46500 Gaming Control Board	100.00%	0.00%
49500 SpacePort Authority	100.00%	0.00%
50500 Department of Cultural Affairs	80.00%	20.00%
50800 Livestock Board	75.00%	25.00%
51600 Department of Game & Fish	77.78%	22.22%
52100 Energy, Minerals, & Natural Resources Dept	69.57%	30.43%
53900 State Land Office	0.00%	100.00%

Agency	Completed Probation	Did Not Complete Probation
55000 Office of the State Engineer	100.00%	0.00%
60900 Department of Indian Affairs	100.00%	0.00%
61100 Department of Early Childhood	85.00%	15.00%
62400 Aging & Long-Term Services Dept	55.56%	44.44%
63000 Health Care Authority	72.34%	27.66%
63100 Department of Workforce Solutions	57.14%	42.86%
63200 Workers Compensation Administration	83.33%	16.67%
64400 Division of Vocational Rehabilitation	53.49%	46.51%
64500 Governor's Commission on Disability	100.00%	0.00%
64700 Developmental Disabilities Council	100.00%	0.00%
66200 Miners Colfax Medical Center	75.00%	25.00%
66500 Department of Health	48.16%	51.84%
66700 Department of Environment	78.57%	21.43%
67000 Department of Veteran Services	50.00%	50.00%
69000 Children, Youth & Families Dept	54.37%	45.63%
70500 Military Affairs	37.50%	62.50%
77000 New Mexico Corrections Dept	69.05%	30.95%
79000 Department of Public Safety	92.31%	7.69%
79500 Homeland Security & Emergency Mgmt	80.00%	20.00%
80500 Department of Transportation	74.44%	25.56%
92400 Public Education Department	62.96%	37.04%
95000 Higher Education Department	100.00%	0.00%
Statewide	**65.28%**	**34.72%**

Appendix VI: New Hires Compa-Ratio

Agency	Average of Compa-Ratio
30500 Department of Justice	99.5%
33300 Taxation & Revenue Department	101.2%
34100 Department of Finance & Administration	100.8%
34200 Public School Insurance Authority	105.0%
34300 Retiree Health Care Authority	89.3%
35000 General Services Department	109.3%
35200 Educational Retirement Board	94.6%
36100 Department of Information Technology	89.1%
37000 Secretary of State	90.6%
39400 State Treasurer	108.2%
41800 Tourism Department	98.5%
41900 Economic Development Department	99.6%
42000 Regulation & Licensing Dept	108.5%
43000 Public Regulation Commission	98.2%
44600 Medical Examiners Board	114.4%
44900 Board of Nursing	111.2%
50500 Department of Cultural Affairs	95.2%
50800 Livestock Board	86.0%
51600 Department of Game & Fish	102.1%
52100 Energy, Minerals, & Natural Resources Dept	96.4%
53900 State Land Office	102.8%
55000 Office of the State Engineer	87.6%
60400 Commission for Deaf & Hard of Hearing	87.3%
60600 Commission for the Blind	82.5%
60900 Department of Indian Affairs	113.2%

Agency	Average of Compa-Ratio
61100 Department of Early Childhood	106.0%
62400 Aging & Long-Term Services Dept	99.4%
63000 Health Care Authority	92.9%
63100 Department of Workforce Solutions	98.3%
63200 Workers Compensation Administration	94.9%
64400 Division of Vocational Rehabilitation	98.1%
64700 Developmental Disabilities Council	100.0%
66200 Miners Colfax Medical Center	91.8%
66500 Department of Health	94.7%
66700 Department of Environment	92.6%
67000 Department of Veteran Services	94.0%
68000 Office of Family Representation and Advocacy	93.0%
69000 Children, Youth & Families Dept	100.8%
70500 Military Affairs	102.6%
77000 New Mexico Corrections Dept	98.4%
79000 Department of Public Safety	98.7%
79500 Homeland Security & Emergency Management	100.5%
80500 Department of Transportation	101.6%
92400 Public Education Department	99.0%
Statewide	**97.7%**

Appendix VII: Average Classified Compa-Ratio by Agency

Agency	Average of Compa Ratio
30500 Department of Justice	102.9%
30800 State Auditor	105.1%
33300 Taxation & Revenue Department	104.9%
33700 State Investment Council	107.6%
34000 Administrative Hearings Office	111.2%
34100 Department of Finance & Administration	111.2%
34200 Public School Insurance Authority	105.5%
34300 Retiree Health Care Authority	100.9%
35000 General Services Department	107.7%
35200 Educational Retirement Board	100.4%
36100 Department of Information Technology	101.1%
36600 Public Employee Retirement Association	107.5%
36900 Commission of Public Records	92.9%
37000 Secretary of State	102.2%
37800 State Personnel Board	95.9%
39400 State Treasurer	107.3%
40400 Architect Examiners Board	109.9%
41000 Department of Ethics	105.6%
41700 Border Development Authority	90.9%
41800 Tourism Department	102.7%
41900 Economic Development Department	101.0%
42000 Regulation & Licensing Dept	103.3%
43000 Public Regulation Commission	100.5%
44000 Superintendent of Insurance	110.4%

Agency	Average of Compa Ratio
44600 Medical Examiners Board	107.2%
44900 Board of Nursing	108.1%
46000 EXPO New Mexico	100.9%
46400 Professional Engineers & Land Surveyors Board	102.2%
46500 Gaming Control Board	107.9%
46900 State Racing Commission	104.4%
47900 Veterinary Examiners Board	94.4%
49500 SpacePort Authority	100.2%
50500 Department of Cultural Affairs	96.5%
50800 Livestock Board	92.0%
51600 Department of Game & Fish	104.7%
52100 Energy, Minerals, & Natural Resources Dept	98.6%
52200 Youth Conservation Corps	107.5%
53900 State Land Office	107.1%
55000 Office of the State Engineer	92.0%
60300 Office of African American Affairs	101.4%
60400 Commission for Deaf & Hard of Hearing	99.3%
60600 Commission for the Blind	94.9%
60900 Department of Indian Affairs	103.3%
61100 Department of Early Childhood	104.3%
62400 Aging & Long-Term Services Dept	105.8%
63000 Health Care Authority	96.0%
63100 Department of Workforce Solutions	94.3%
63200 Workers Compensation Administration	102.9%
64400 Division of Vocational Rehabilitation	107.9%
64500 Governor's Commission on Disability	94.9%
64700 Developmental Disabilities Council	108.4%

Agency	Average of Compa Ratio
66200 Miners Colfax Medical Center	97.0%
66500 Department of Health	97.4%
66700 Department of Environment	109.8%
66800 Office of Natural Resources Trustee	102.5%
67000 Department of Veteran Services	99.0%
68000 Office of Family Representation and Advocacy	99.3%
69000 Children, Youth & Families Dept	106.9%
70500 Military Affairs	106.2%
76000 Adult Parole Board	94.4%
77000 New Mexico Corrections Dept	100.1%
78000 Crime Victims Reparation Commission	98.7%
79000 Department of Public Safety	108.4%
79500 Homeland Security & Emergency Management	100.7%
80500 Department of Transportation	105.0%
92400 Public Education Department	99.5%
94900 NM Education Trust Board	92.8%
95000 Higher Education Department	104.2%
Statewide	**101.6%**

Appendix VIII: Cost of Overtime Pay by Agency

Agency	Cost of Overtime
30500 Department of Justice	$2,957
30800 State Auditor	$355
33300 Taxation & Revenue Department	$83,596
33700 State Investment Council	$73
35000 General Services Department	$7,978
36100 Department of Information Technology	$26,212
37000 Secretary of State	$2,286
41800 Tourism Department	$0
42000 Regulation & Licensing Dept	$3,295
44000 Superintendent of Insurance	$80,907
44600 Medical Examiners Board	$66
44900 Board of Nursing	$13
46000 EXPO New Mexico	$15,369
46500 Gaming Control Board	$4,741
50500 Department of Cultural Affairs	$43,547
50800 Livestock Board	$4,470
51600 Department of Game & Fish	$31,548
52100 Energy, Minerals, & Natural Resources Dept	$967,718
53900 State Land Office	$1,632
55000 Office of the State Engineer	$230
60600 Commission for the Blind	$7,267
61100 Department of Early Childhood	$32,486
62400 Aging & Long-Term Services Dept	$20,497
63000 Health Care Authority	$205,754
63100 Department of Workforce Solutions	$85,763

Agency	Cost of Overtime
64400 Division of Vocational Rehabilitation	$20,778
66200 Miners Colfax Medical Center	$207,345
66500 Department of Health	$1,891,683
66700 Department of Environment	$2,547
67000 Department of Veteran Services	$6,277
69000 Children, Youth & Families Dept	$2,218,144
70500 Military Affairs	$24,302
77000 New Mexico Corrections Dept	$3,533,249
78000 Crime Victims Reparation Commission	$1,736
79000 Department of Public Safety	$587,401
79500 Homeland Security & Emergency Management	$65,745
80500 Department of Transportation	$1,615,878
92400 Public Education Department	$5,516
Statewide	**$11,809,360**

Appendix IX: SPO-Led Course Descriptions

State Tribal Collaboration Act Cultural Competency Training (SoNM-2019)

Required for all State agency managers and employees who have ongoing communication with Indian nations, tribes, or pueblos.

Pursuant to the State-Tribal Collaboration Act: All state agency managers and employees who have ongoing communication with Nations, Pueblos, or Tribes shall complete a cultural competency training. In this training, participants will develop an understanding of the State Tribal Collaboration Act and how it applies to agencies and employee work, tribal sovereignty and the relations between state and tribes, the role of consultation, collaboration, and communication with tribes, and the history, systems, policies, and laws that impact American Indians. Length: 1.25 hrs.

Civil Rights Awareness of State of New Mexico Employees FY25 (SoNM-1983)

Required annually for all State employees.

Instructor-led version of online course that is an annual requirement for all state employees. This is a comprehensive course covering workplace civil rights, discrimination, and diversity, required annually by the State Personnel Office. Workplace civil rights include protection from discrimination, harassment, and retaliation on the basis of statuses protected by equal employment opportunity laws. It is the responsibility of every employee to uphold and respect these rights. Length: 2 hrs.

Conducting Performance Evaluations – Part 2 (SoNM-1915)

Part 1 and 2 are required for all managers and supervisors within 90 days of appointment to position.

The second half of a course that is mandatory upon appointment to supervision. Completion of Part 1 (eLearning) is required to enroll in Part 2 (instructor-led class). Practice setting goals, rating performance, and providing feedback. Length: 2 hrs.

Handling Conflict and Difficult Conversations (Leadership) (SoNM-1687)

This class will use scenarios and breakout groups to help managers and supervisors recognize early indicators of conflict and use strategies to soften or diminish negative responses in difficult conversations. Length: 3 hrs.

Hiring the Best Candidate for the Job (SoNM-1689)

This course will help hiring managers make the best use of the recruitment process, including preparing before posting the position for recruitment, using best practices for reviewing applicants, and writing good interview questions. Length: 3 hrs.

Interpersonal Leadership Skills (SoNM-1693)

In this three-hour, instructor-led workshop, you'll learn how to build interpersonal skills necessary to be an effective and successful leader by learning about the domains that make up emotional intelligence and how to apply them in your interactions. Length: 3 hrs.

Labor Relations for Management (SoNM-2021)

This training will promote positive working relationships among management, employees, and unions at the State of New Mexico by increasing familiarity with rights and responsibilities under the Collective Bargaining Agreements (CBAs). Facilitated by SPO Labor Relations. Length: 3 hrs.

Leading a Workplace Culture of Civility (SoNM-1688)

Supervisors and managers will learn to recognize workplace incivility, its causes and effects; identify characteristics and benefits of a culture of civility; and use strategies to create and maintain a culture of civility. Length: 3 hrs.

Ongoing Leadership Education (OLÉ) (SoNM-1827)

OLÉ is a monthly learning session providing continuing professional development and support for supervisors and managers (aspiring or current) through one-hour presentations and discussions with practical, applicable ideas and suggestions. Topic changes each month. Length: 1 hr.

State Personnel Tools for Employee Recruitment and Retention (SoNM-1792)

This course will help managers and supervisors better understand key components of compensation and classification in the SoNM classified personnel system, as well as personnel administration tools that can be used to help hire and retain employees. Length: 2 hrs.

Strategies for Positive Management (SoNM-1632)

This course addresses common issues in supervision from an approach of using positive strategies to guide your employees toward growth and success. The course is interactive, and discussion based. Length: 3 hrs.

Essentials of Supervision and Management Series Capstone Course (SoNM-1720)

This highly interactive course provides opportunities to apply and practice the skills and knowledge from the eLearning modules in the ESM series through discussion and activities. Completion of program prerequisites required. Length: 6 hrs.

Employment Records Training: Retention, Transfer, & Archiving of Personnel Files (SoNM-1794)

This training will assist agencies in compliance with Rules, guidelines, and procedures concerning Retention, Archiving, and Transfer of Personnel Files. For HR and agency Records Liaison Officers. Length: 1.5 hrs.

SPO HR Business Process Overview (SoNM-1707)

This course will assist agency Human Resources professionals (HR) in partnering with the State Personnel Office to accomplish their organizational and personnel goals and comply with State Personnel Board Rules. For agency HR personnel only. Length: 3 hrs.

Managing the Employee Discipline Process: Guidelines for HR (SoNM-1713)

This course will assist State Human Resources (HR) professionals with understanding employee discipline processes, the sources of authority that guide them, and how to assist managers with applying procedures and issuing discipline correctly. For agency HR personnel only. Length: 3 hrs.

What's Your Communication Style? (SoNM-1677)

This training helps learners identify their own preferred communication style, and to recognize styles preferred by others, strengthening communication skills. Length: 2 hrs.

Four Essential Customer Service Skills (SoNM-1794)

Learn the four essential customer service skills and how we can utilize them, so our customers feel valued, heard and understood. Length: 1 hr.

Effective Workplace Communication (SoNM-1897)

This course will explore the building blocks of workplace communication, with a view toward handling difficult conversations better. Length: 1.5 hrs.

Customer Service Excellence Program Workshop (SoNM-1799)

This highly interactive course provides an opportunity to practice and apply the knowledge and skills from the eLearning modules in the CSE series through discussion and activities. Completion of series prerequisites required. Length: 3 hrs.

Creating a Culture of Civility Together (SoNM-1791)

For all levels of employees. Participants will learn to recognize workplace incivility, its causes and effects; identify characteristics and benefits of a culture of civility; and use strategies to create and maintain a culture of civility together as a team. Length: 3 hrs.

Successful Communication Skills Series Workshop (SoNM-1760)

This highly interactive course provides an opportunity to practice and apply the knowledge and skills from the eLearning modules in the CCR series. Completion of series prerequisites required. Length: 3 hrs.