



State Personnel Office

Key Quarterly Performance Measures Report

Quarter 3, Fiscal Year 2026

Table of Contents

Table of Contents.....	2
Director’s Report.....	3
Average Number of Days to Fill a Position	4
Number of Candidate Hires External to State Government	5
Classified Service Vacancy Rate	6
Percentage of Classified Employees Leaving State Service.....	7
Percentage of Classified Employees Who Successfully Complete the Probationary Period.....	8
Number of In Pay Band Increases Awarded.....	9
Cost of Overtime Pay.....	10
Average Classified Service Employee Total Compensation.....	11
Number of SPO-Led Trainings Offered Annually.....	12
Percentage of Hire Actions Requiring State Personnel Office Approval	13
Appendix	14



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 resources issues and provides leadership, direction, and oversight to maximize the services the state provides to everyday New Mexicans, while simultaneously safeguarding the rights of 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 understand and address the major HR issues impacting state government.

Respectfully,

Dylan K. Lange, Director

Average Number of Days to Fill a Position

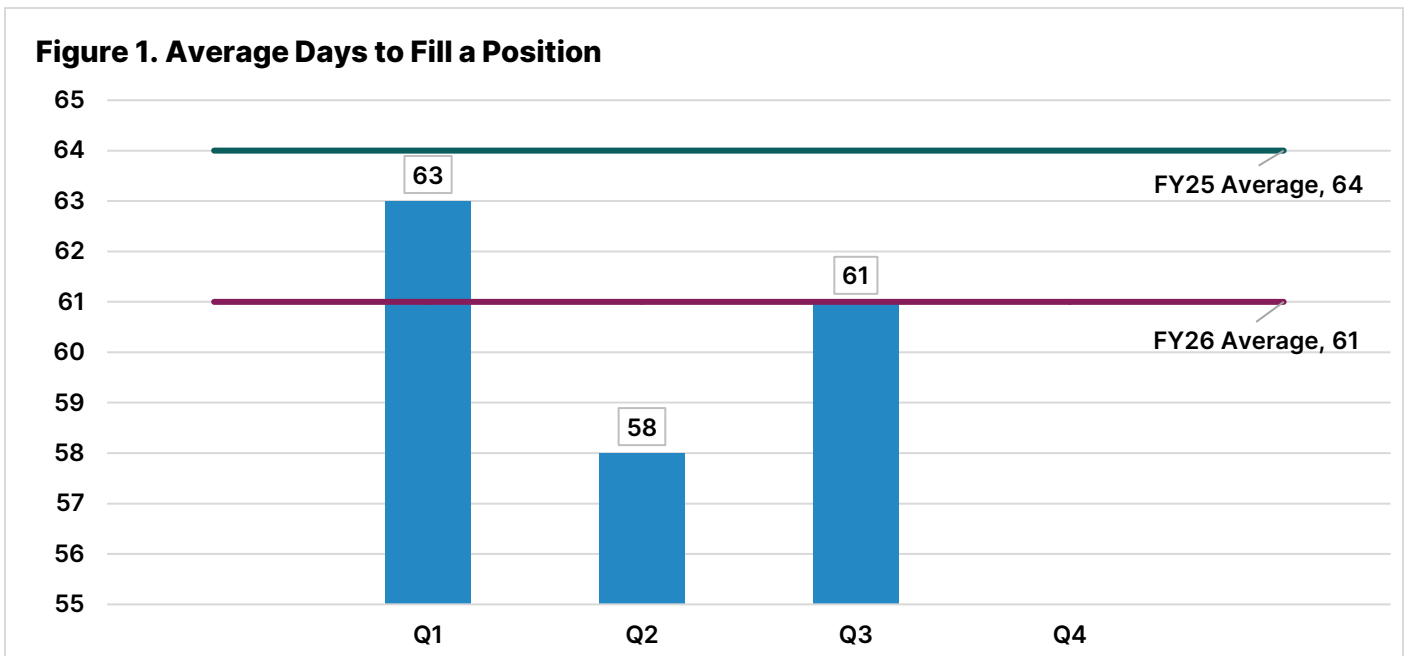
Background

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 strategy, guidance and support to agencies, as needed to help fill vacancies in a timely manner.

Data

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 offer¹. The average time to fill for FY26 Q3 was 61 days.

Days to fill data for FY26 Q2 for all agencies can be found in Appendix A.



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.

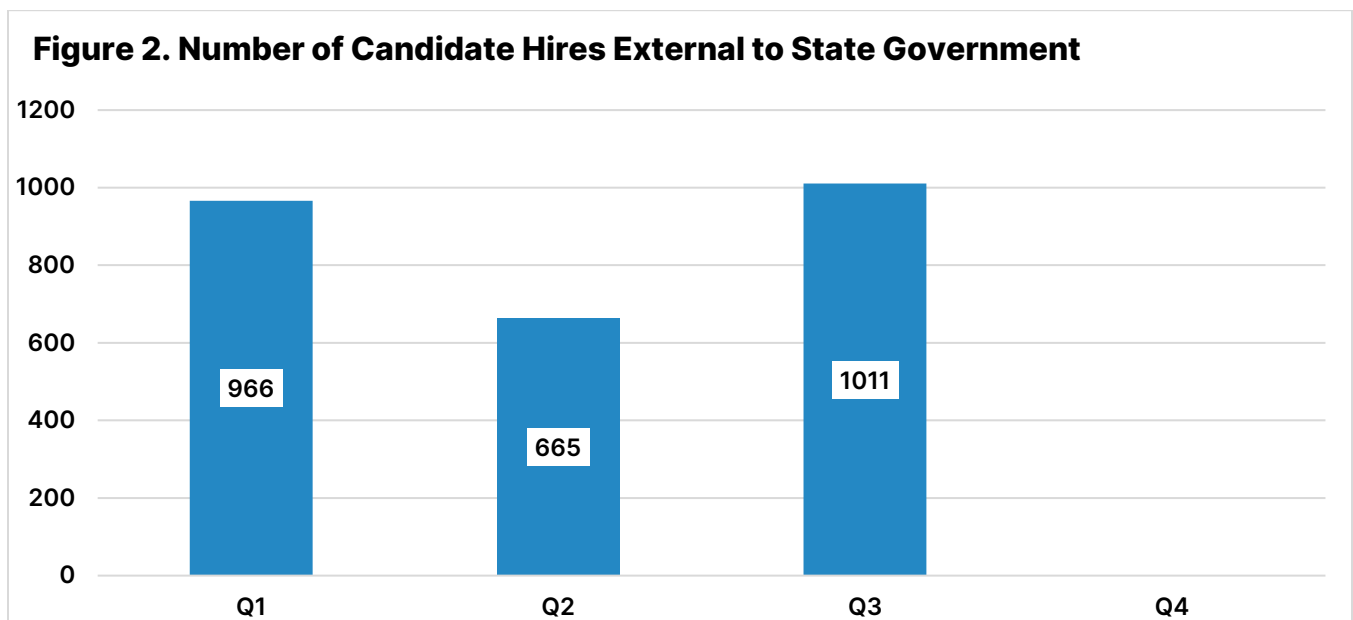
Number of Candidate Hires External to State Government

Background

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.

Data

Of the 1,837 hires in FY26 Q3, 1,011 (55%) were external to state government². External hire data for FY26 Q2 for all agencies can be found in Appendix B.



² **Data Source:** SHARE PeopleSoft-HCM. **Methodology:** Extract job data personnel records with action codes of Hire/Rehire in the quarter.

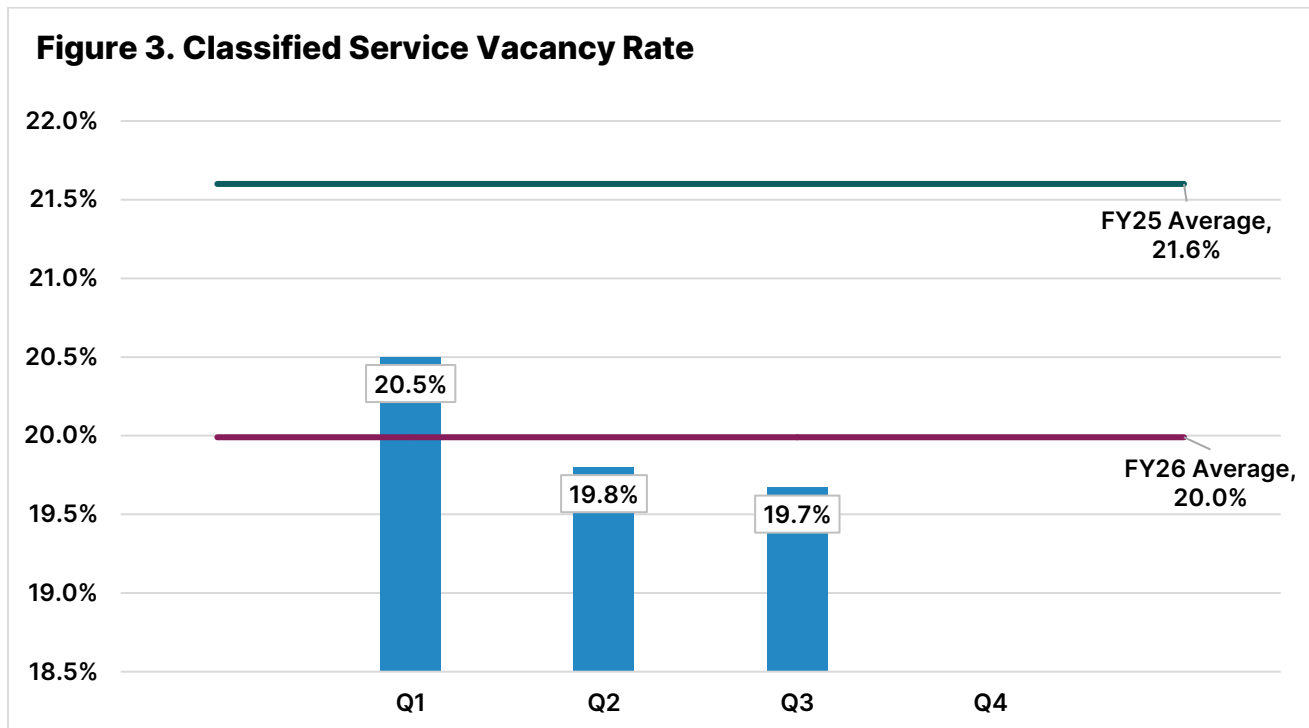
Classified Service Vacancy Rate

Background

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

Data

The vacancy rate includes all active permanent and sponsored term positions within the classified service. The vacancy rate for FY26 Q3 was 19.7%³. Vacancy rates for all agencies can be found in Appendix C.



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).

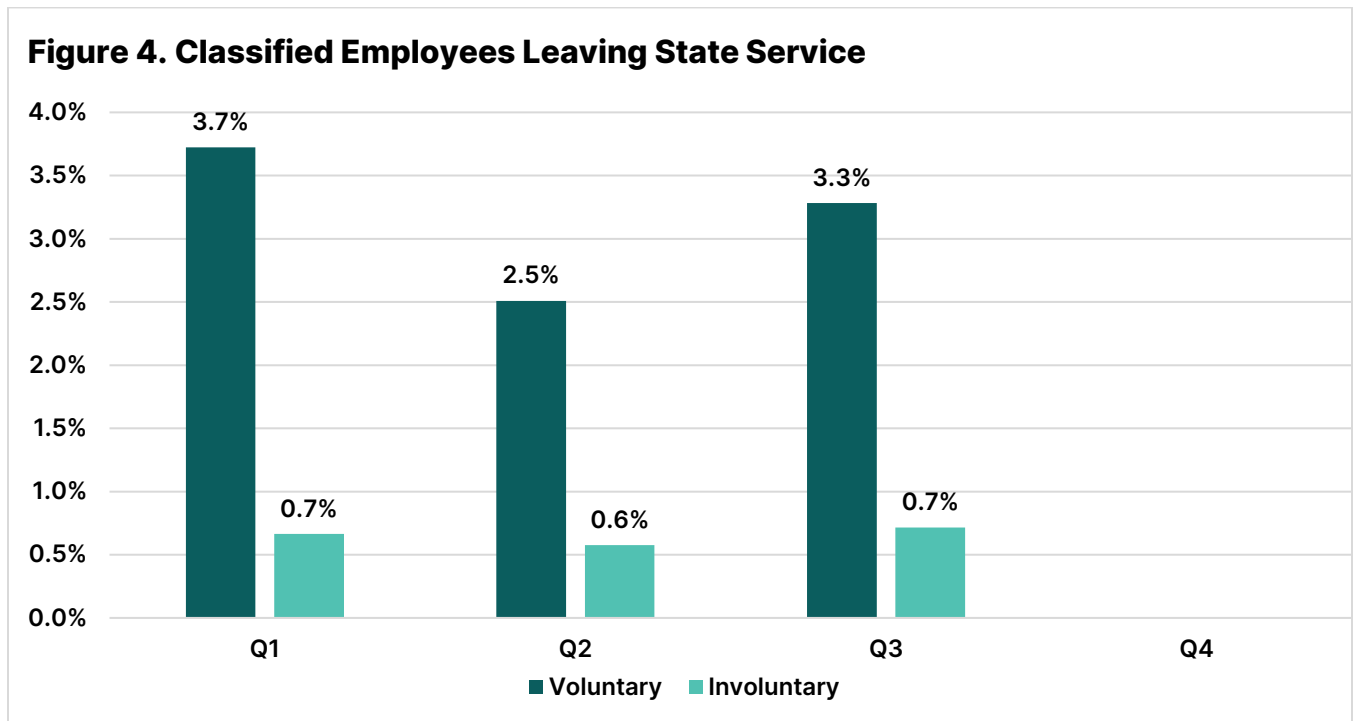
Percentage of Classified Employees Leaving State Service

Background

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

Data

0.7% of classified employees were involuntarily separated from the state in FY26 Q1 and 3.3% were voluntarily separated⁴. Percentages of classified employees leaving state service by agency can be found in Appendix D.



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).

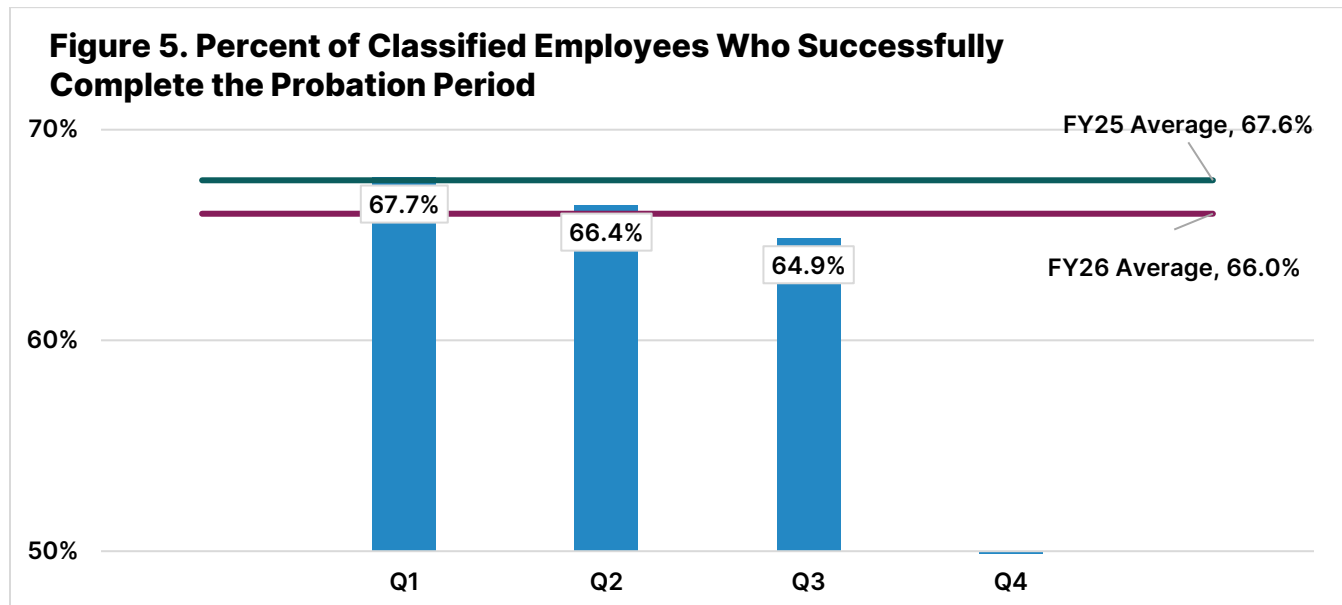
Percentage of Classified Employees Who Successfully Complete the Probationary Period

Background

Employees successfully completing their probationary period is a key indicator of an agency's need to assess and review work processes. Probationary employees can be separated from employment involuntarily, due to poor attendance, poor performance, and other factors. More often, probationary employees separate from employment voluntarily. Agencies are encouraged to identify opportunities within their teams to better attract and retain new employees. According to the Work Institute, 37.9% of new hires leave within the first year⁵.

Data

Pursuant to 1.7.2.8 NMAC, the classified probationary period is one (1) year. In FY26 Q3, 64.9% of probationary employees completed their probation⁶. Probationary completion rates for all agencies can be found in Appendix E.



⁵ **Data Source:** Work Institute. (2020). *2020 Retention Report*.

⁶ **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).

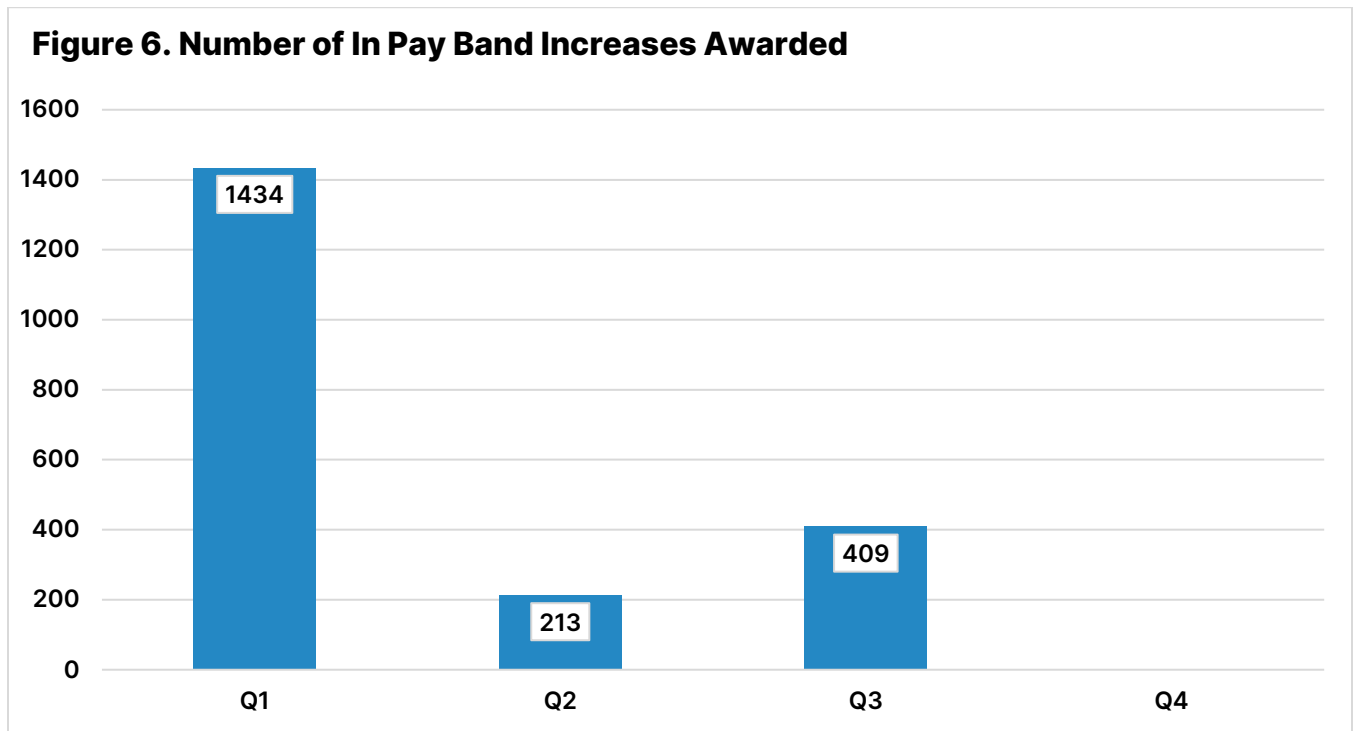
Number of In Pay Band Increases Awarded

Background

As defined by 1.7.4.7 NMAC, in band increases are “movement within a pay band for demonstrated performance, skill or competency development, or internal alignment, which allows agency management to provide base salary growth within a pay band”.

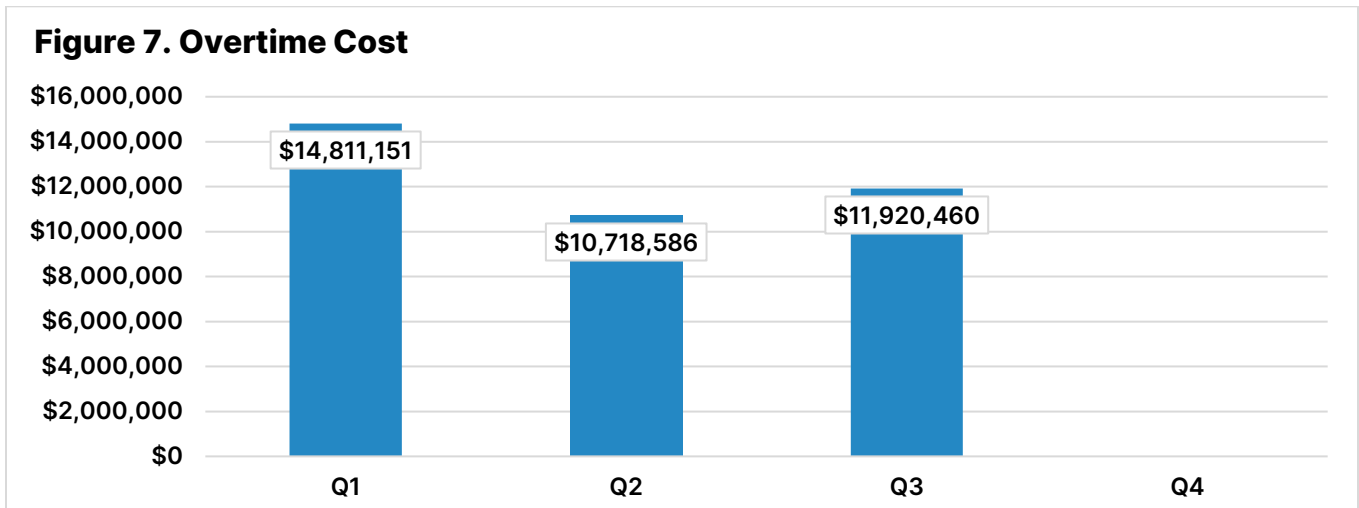
Data

The number of in pay band salary increases for FY26 Q3 was 409.



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.



Data

The cost of overtime pay by agency can be found in Appendix G⁷.

Table 1. Agencies With the Highest Cost of Overtime Pay

Agency	Cost of Overtime Pay
New Mexico Corrections Dept	\$4,934,447
Department of Health	\$2,389,257
Children, Youth & Families Dept	\$1,955,414
Department of Transportation	\$1,161,699
Department of Public Safety	\$455,027

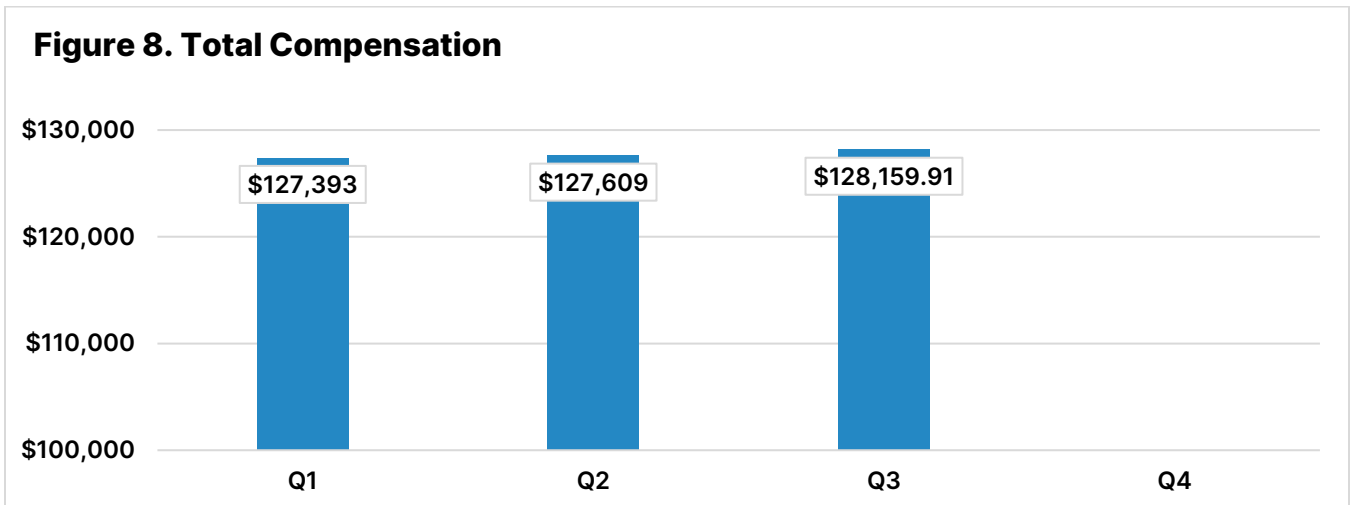
⁷ **Data Source:** SHARE PeopleSoft-Human Capital Management (HCM). **Methodology:** Sum of overtime paid.

Average Classified Service Employee Total Compensation

Total compensation reflects the salary and benefits provided to employees of the state.⁸ As a tool, total compensation can be beneficial in both attracting and retaining employees, as it demonstrates the added value they receive in the form of benefits.

Table 2. Total Compensation Distribution

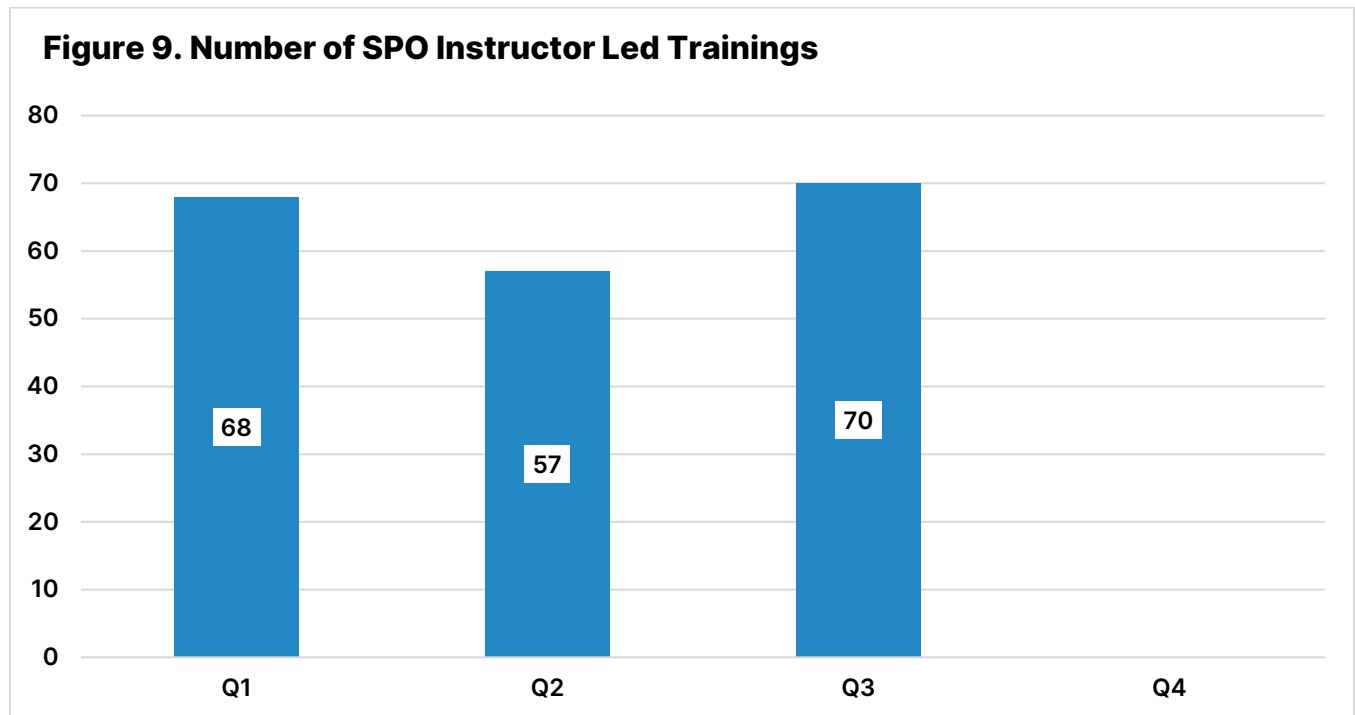
Salary/Benefit	Average Value	% of Total Compensation
Average Base Salary	\$73,394	57.3%
FICA/Medicare	\$5,615	4.4%
PERA	\$14,121	11.0%
Vacation	\$2,823	2.2%
Sick	\$3,670	2.9%
Retiree Health Care	\$1,468	1.1%
Holiday	\$3,105	2.4%
Insurance	\$23,400	18.3%
Personal Days	\$565	0.4%
Total Compensation (Salary + Benefits)	\$128,160	100%



⁸ **Data Source:** SHARE PeopleSoft-Human Capital Management (HCM). **Methodology:** Determine average salaries, calculate average inputs for benefits.

Number of SPO-Led Trainings Offered Annually

The State Personnel Office offered 70 instructor-led trainings this quarter. One new instructor-led course was introduced in Q3, Hiring Your Team at the State of New Mexico. SPO awarded 2,404 instructor-led class certificates, with a total of 17,878 class completion certificates awarded through ELM this quarter.



Percentage of Hire Actions Requiring State Personnel Office Approval

Background

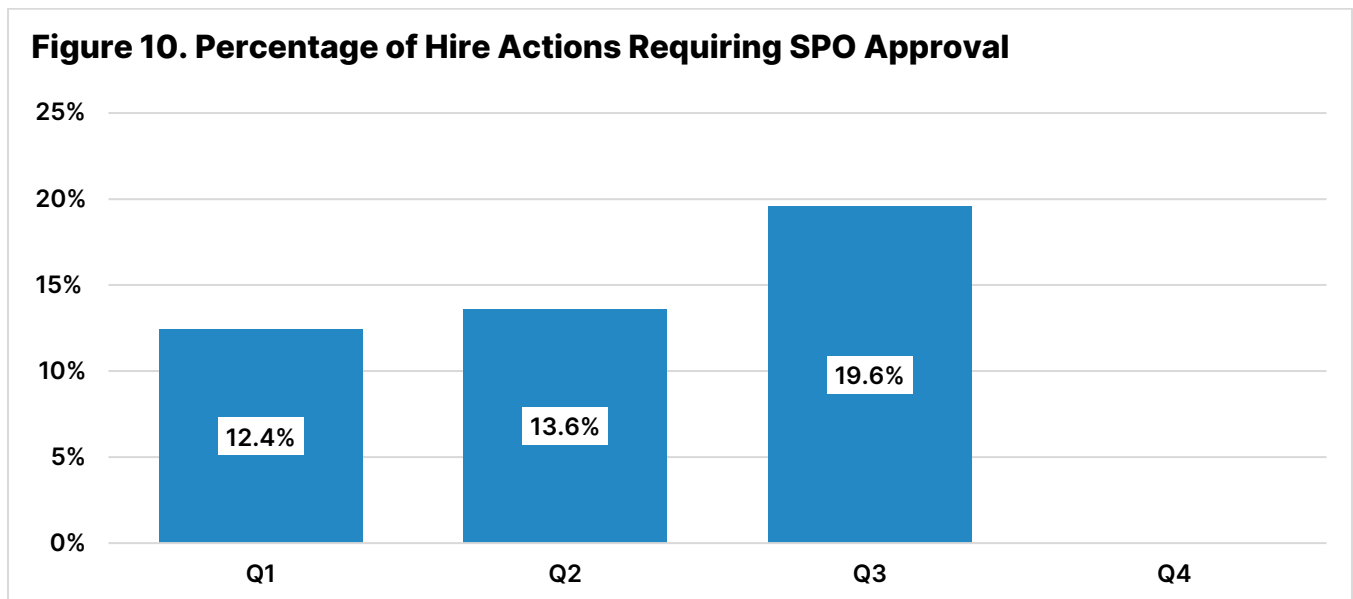
The following hire actions require State Personnel Office approval:

- In Grade Hires above 115% compa-ratio. 1.7.4.12(A) NMAC;
- Promotions (less than 5% or more than 10% per pay band increase). 1.7.4.12(D) NMAC;
- Transfers (increase or decrease of more than 10%). 1.7.4.12(F) NMAC;
- Salary Upon Reduction (more than 15%), 1.7.4.12(H) NMAC.

Agencies may also seek blanket approval for the fiscal year based on established pay matrices. This authorization allows agencies to execute specific pre-approved hiring actions without requiring subsequent approval from the State Personnel Office. Blanket approvals streamline the hiring process while helping to reduce time to fill.

Data

19.6% of hire actions required State Personnel Office approval this quarter.



Appendix

Appendix A: Days to Fill by Agency

Appendix B: External Hires by Agency

Appendix C: Vacancy Rates by Agency

Appendix D: Classified Employees Leaving State Service by Agency

Appendix E: Probationary Completion Rates by Agency

Appendix F: Number of In Pay Band Salary Increases Awarded by Agency

Appendix G: Cost of Overtime Pay by Agency

Appendix H: Quarterly Performance Measures Summary

Please view the appendix in the Excel Workbook linked [here](#).