State Personnel Office

Key Quarterly Performance Measures Report

Quarter 4, Fiscal Year 2026

Table of Contents

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 the recruitment process is often the first experience 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. 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].

Data

The average time to fill for FY26 Q4 was 51 days. The FY26 overall average for time to fill was 59 days. In Q4, we saw a significant decrease to Q3 (10 days). This is largely due to updated SPO Recruitment guidance beginning April 2026. Agencies now have 50 days from job advertisement to extend an offer to selected candidates. If after 50 days no offer is made, SPO will cancel the posting and the agency can readvertise. This directive aims to ensure a positive candidate application experience, ensuring candidates are not waiting extended periods of time to hear the status of their application.

Additionally, the SPO data team has been working closely with the SHARE team to update queries to ensure accuracy. During this review, we found a number of job postings were erroneously excluded. This has been remedied and this fiscal year's previous quarters' updated time to fill averages are included in the appendix. Days to fill data for FY26 by quarter 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.

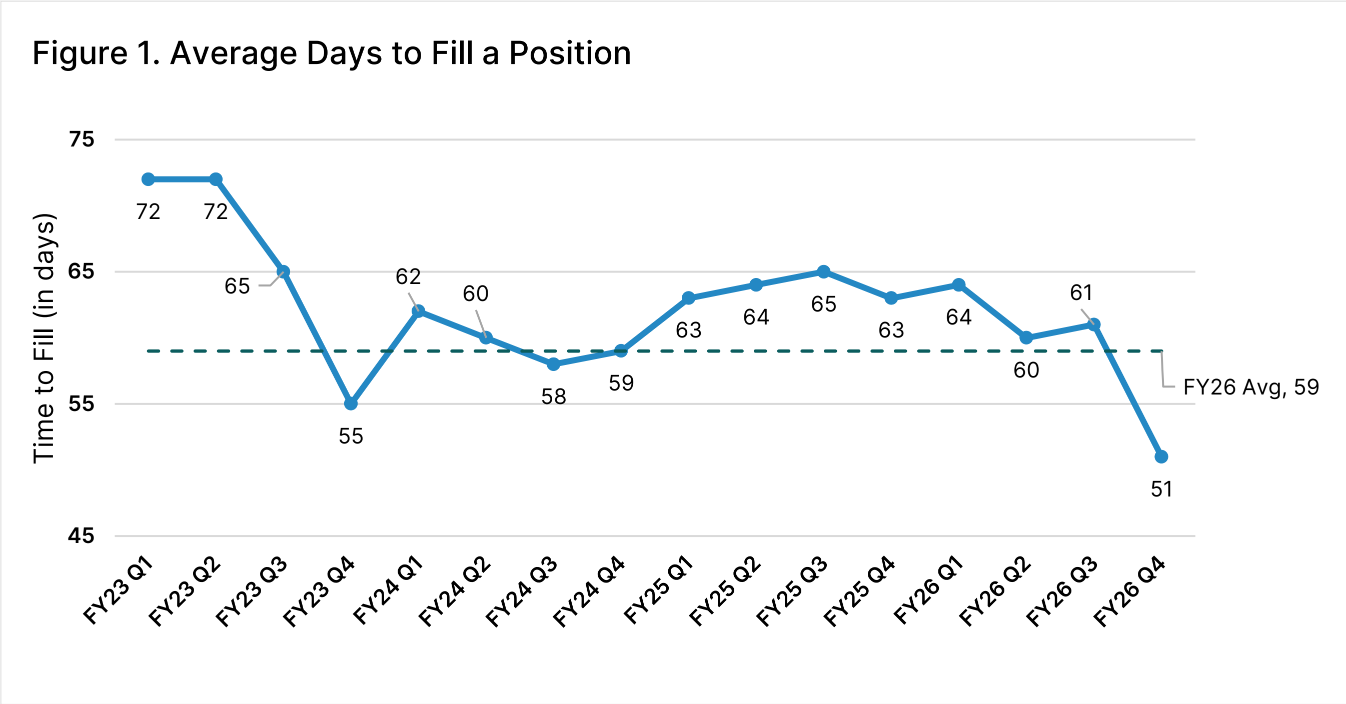


Figure 1. Average Days to Fill a Position
75
65
55
45
Time to Fill (in days)
72
72
65
55
62
60
58
59
63
64
65
63
64
60
61
51
FY26 Avg, 59
FY23 Q1
FY23 Q2
FY23 Q3
FY23 Q4
FY24 Q1
FY24 Q2
FY24 Q3
FY24 Q4
FY25 Q1
FY25 Q2
FY25 Q3
FY25 Q4
FY26 Q1
FY26 Q2
FY26 Q3
FY26 Q4

Number of Candidate Hires External to State Government

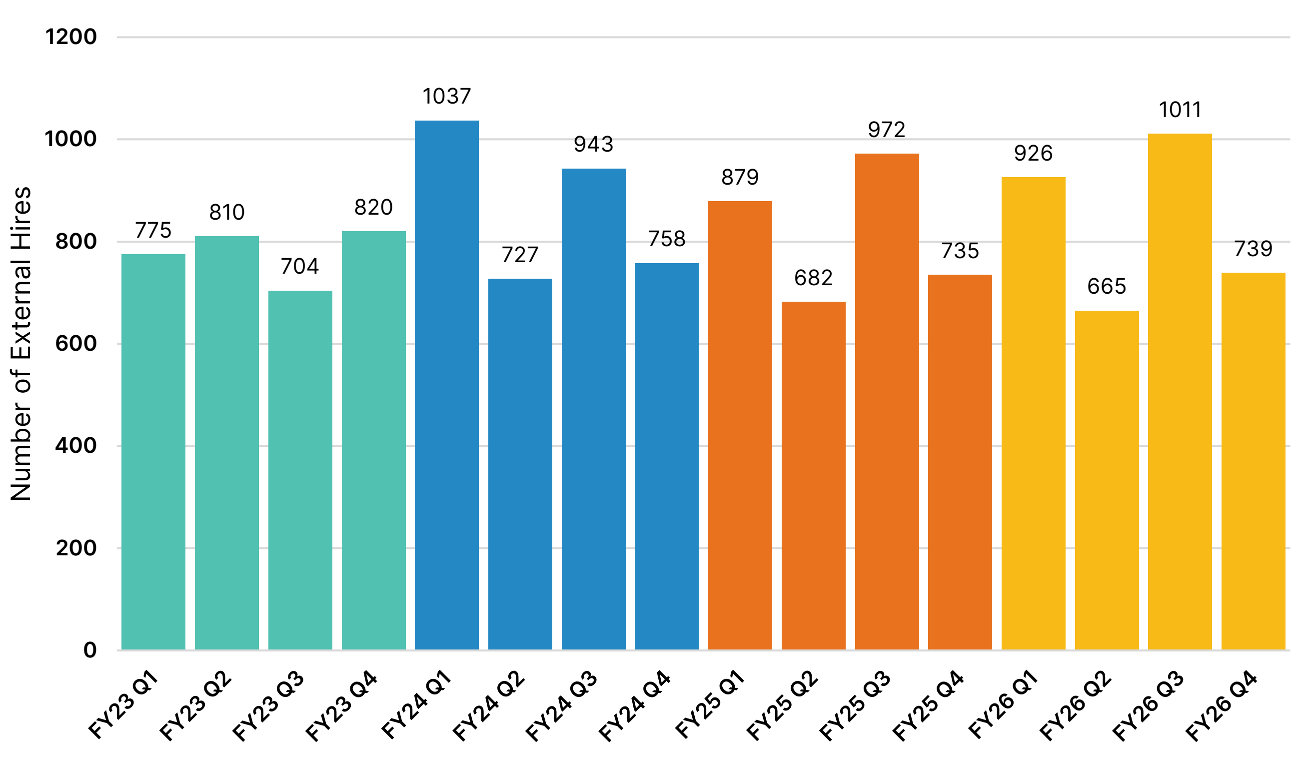
Background

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.

Of the 1,474 hires in FY26 Q4, 739 (50.1%) were external to state government[2]. In FY26, 3,341 (53.5%) hires were external out of 6,242 total hires.

External hire data for FY26 by quarter for all agencies can be found in Appendix B.

Figure 2. External Hires



[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

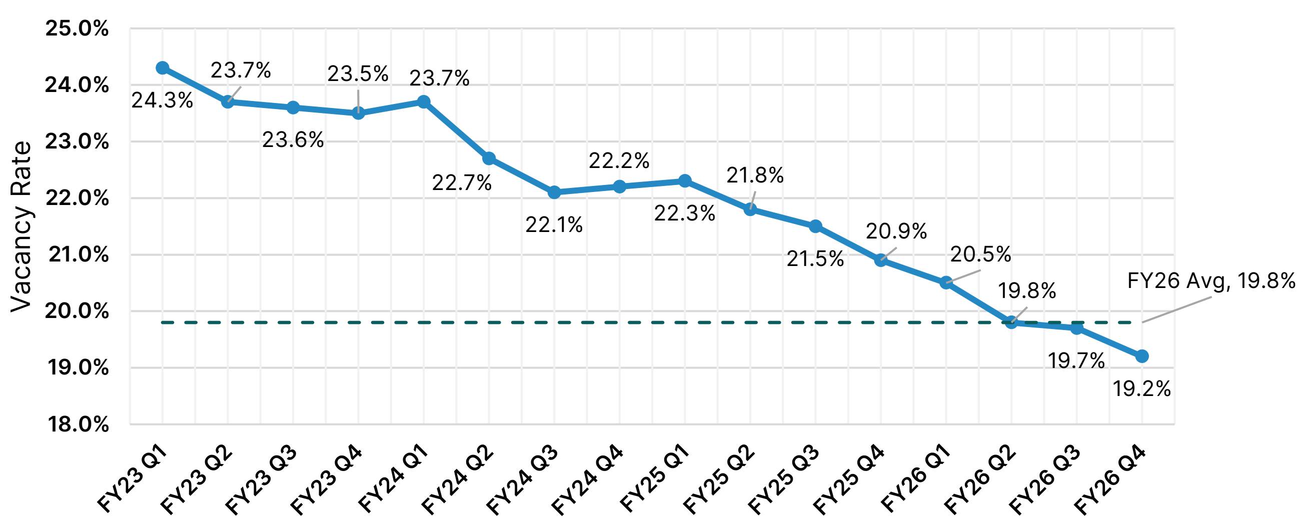
Background

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 Q4 was 19.2%[3], which continues the downward trend seen since FY25 Q2. The State Personnel Office continues to encourage agencies to repurpose long-term vacant positions, rather than create new positions to aid in decreasing the vacancy rate. Vacancy rates for all agencies can be found in Appendix C.

Figure 3. Classified Service Vacancy Rate



[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

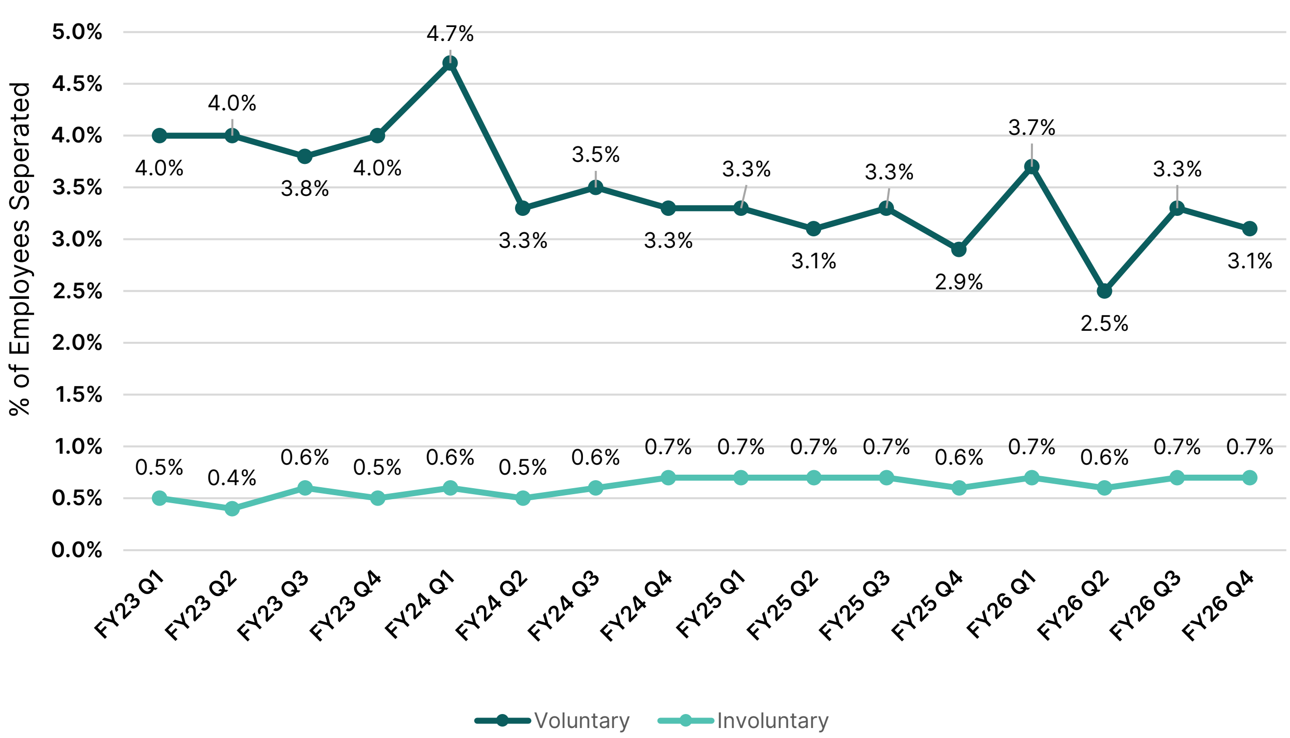
Background

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 Q4 and 3.1% were voluntarily separated[4]. In FY26, 0.7% of classified employees were involuntarily separated from the state and 3.1% were voluntarily separated. Percentages of classified employees leaving state service by agency can be found in Appendix D.

Figure 4. Classified Employees Leaving State Service



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

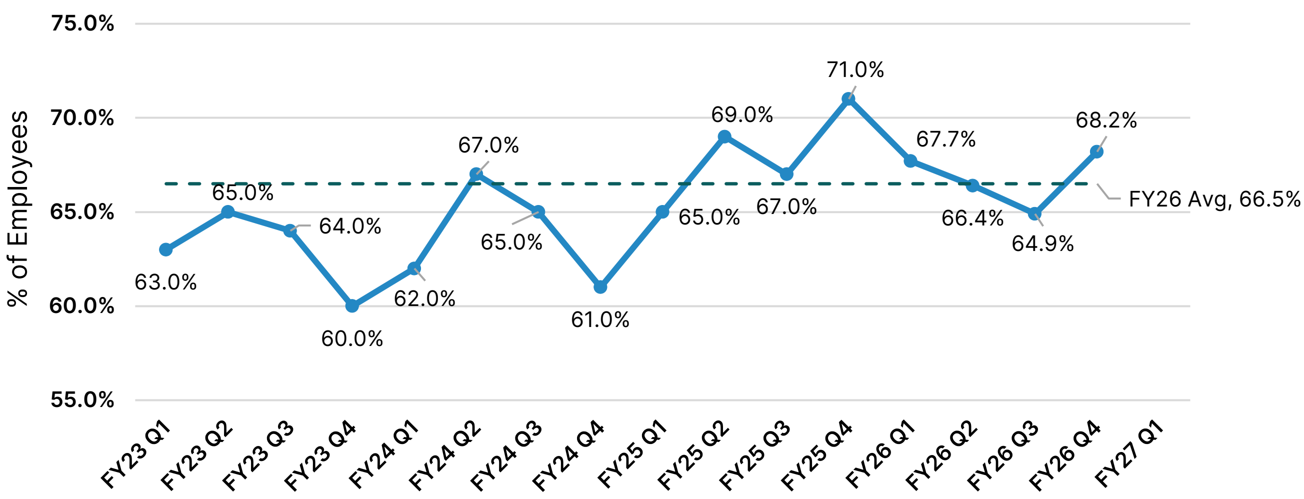
Employees successfully completing their probationary period is a key indicator of an agency's need to assess and review work processes. According to the Work Institute, 37.9% of new hires leave within the first year[5].

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.

Data

Pursuant to 1.7.2.8 NMAC, the classified probationary period is one (1) year. In FY26 Q4, 68.2% of probationary employees completed their probation[6]. In FY26 , 66.5% employees successfully completed the probationary period. Probationary completion rates for all agencies can be found in Appendix E.

Figure 5. Percentage of Classified Employees Who Successfully Completed Probation



[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).

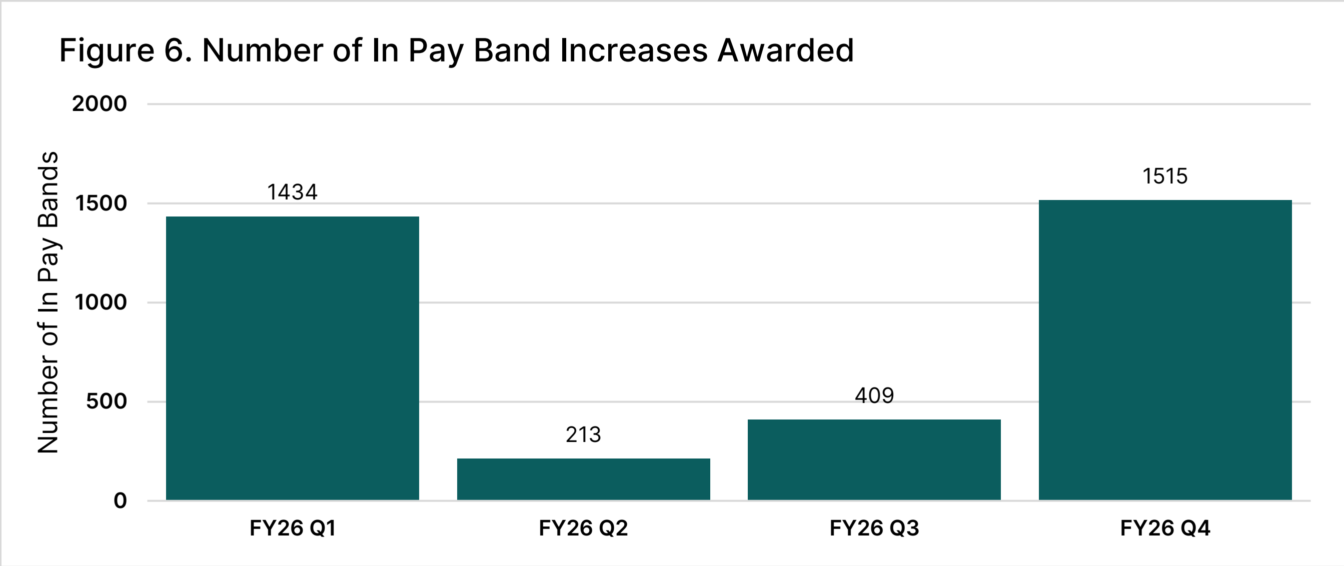
Number of In Pay Band Increases Awarded

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 Q4 was 1,515. The Healthcare Authority accounted for the majority of the Q4 in pay bands with 1,224 awarded for internal alignment. A total of 3,571 in pay band increases were awarded in FY26.[7]



[7] **Data Source:** SHARE PeopleSoft-Human Capital Management (HCM). **Methodology:** Count of in pay band increases.

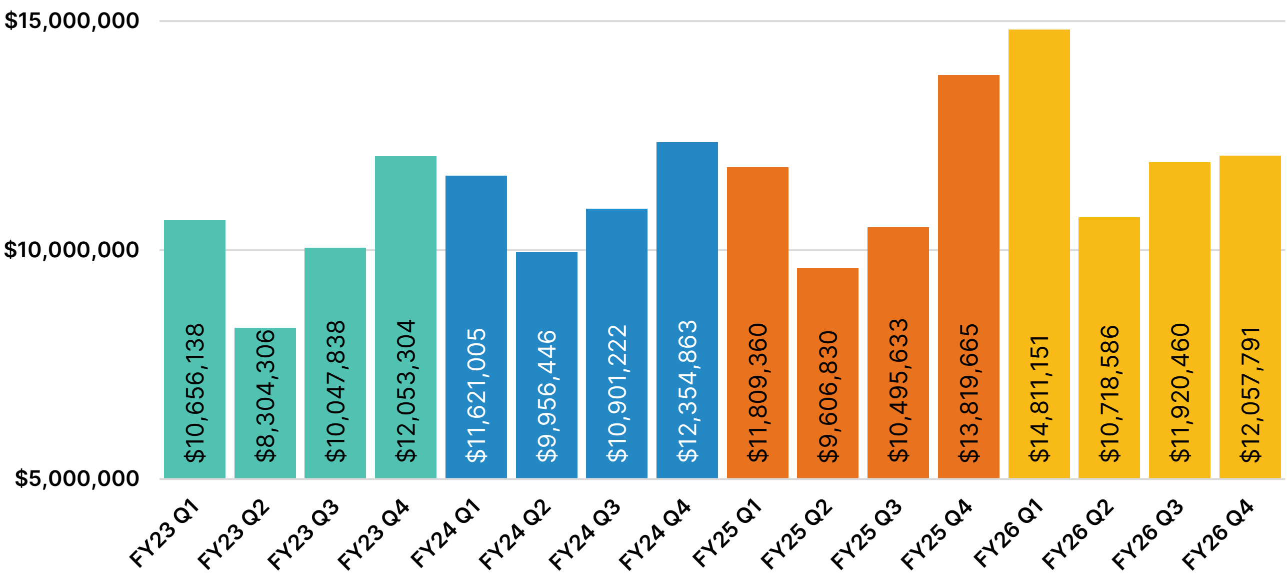
Background

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 for FY26 Q4 was $12,057,791. The total overtime cost for FY26 was $49,507,988. The cost of overtime pay by agency can be found in Appendix G[8].

Figure 7. Cost of Overtime



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

Average Classified Service Employee Total Compensation

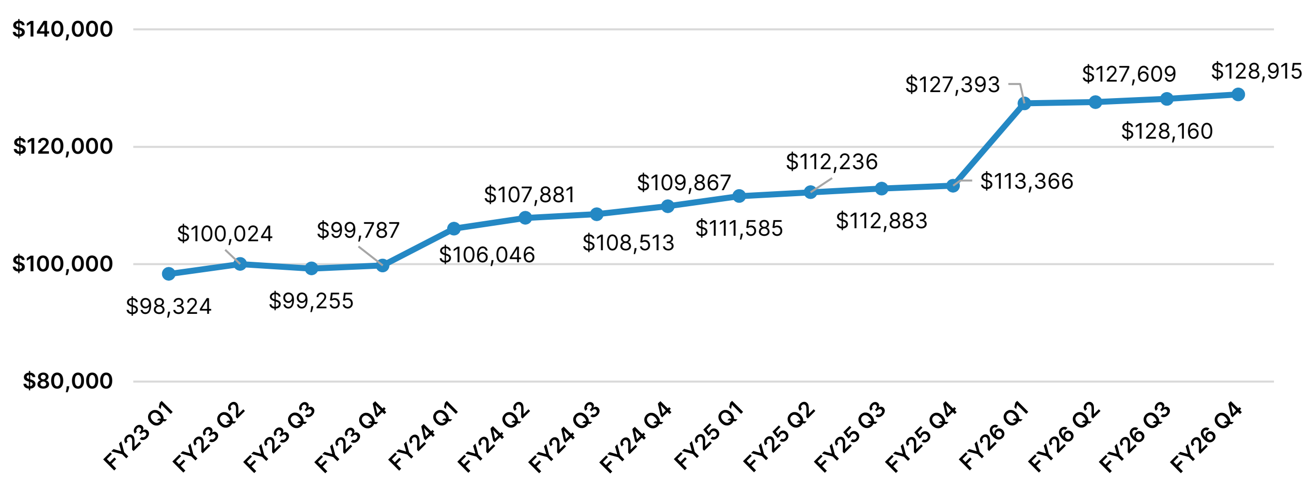
Background

Total compensation reflects the salary and 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 added value they receive in the form of benefits.

Table 1. Total Compensation Distribution

Salary/Benefit	Average Value	% of Total Compensation
Average Base Salary	$73,923	57.3%
FICA/Medicare	$5,655	4.4%
PERA	$14,223	11.0%
Vacation	$2,843	2.2%
Sick	$3,696	2.9%
Retiree Health Care	$1,478	1.1%
Holiday	$3,128	2.4%
Insurance	$23,400	18.2%
Personal Days	$569	0.4%
Total Compensation (Salary + Benefits)	**$128,915**	**100.0%**

Figure 8. Average Classified Service Employee Total Compensation

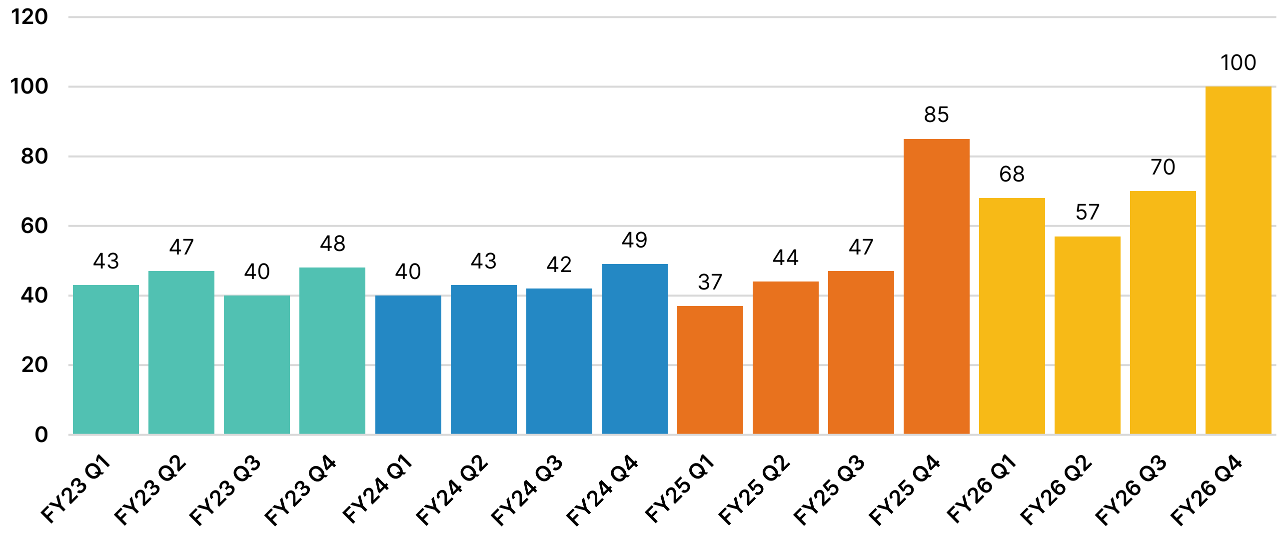


[9] **Data Source:** SHARE PeopleSoft-Human Capital Management (HCM). **Methodology:** Determine average salaries, calculate average inputs for benefits.

Number of SPO-Led Trainings Offered Annually

100 instructor-led trainings were conducted in FY26 Q4, with a total of 295 instructor-led trainings in FY26. Of those 100 trainings, five (5) on-site courses were provided to agencies. In Q4, 2,880 employees participated in instructor-led trainings. SPO increased the frequency of the existing instructor-led courses due to high demand and frequently filled sessions, allowing for greater access for employees. Additionally, the Learning and Development team revised and updated the instructor-led course for managers on "Guiding Your Team Through Workplace Change".

Figure 9. Number of SPO Instructor Led Trainings



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;

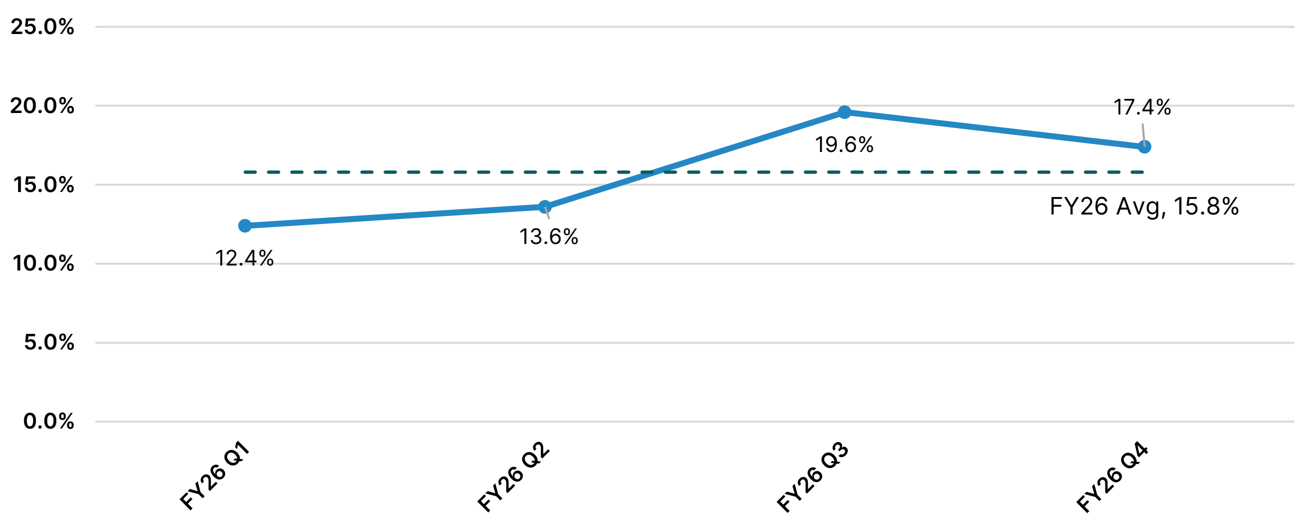
-Salary Upon Reduction: more than 15% decrease, 1.7.4.12(H) NMAC.

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

17.4% of hire actions required State Personnel Office approval this quarter[10]. Overall, 15.75% of hire actions in FY26 required SPO approval.

Figure 10. Percent of Hire Actions Requiring SPO's Approval



[10] **Data Source:** SHARE PeopleSoft-Human Capital Management (HCM), Workforce Planning SharePoint Log.
Methodology: Numerator: Count of hire actions requiring SPO Approval, Denominator: Total number of hire actions

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.