

NEW MEXICO STATE PERSONNEL OFFICE



Legislative Finance Committee

October 28, 2021

STATE PERSONNEL OFFICE MISSION, VISION

With only 40 authorized FTE, the SPO team plays a critical role for the State. Below are figures that represent level of effort in FY21.

State Personnel Office Vision

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

State Personnel Office Mission

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

State Personnel Office Values

Diversity, Partnership, Consistency, Balance, Innovation, Resourceful, Credible, Engaged, Responsive, and Respectful.

- 66 state agencies, departments, boards/commissions
- 17,000 employees
- \$870 million in annual payroll
- 200 trainings offered
- 1,157 agency audits conducted
- 4,000 actions processed
- 2,000 external hires



NEW MEXICO
STATE PERSONNEL OFFICE

SPO – SUPPORT/OVERSIGHT HUB



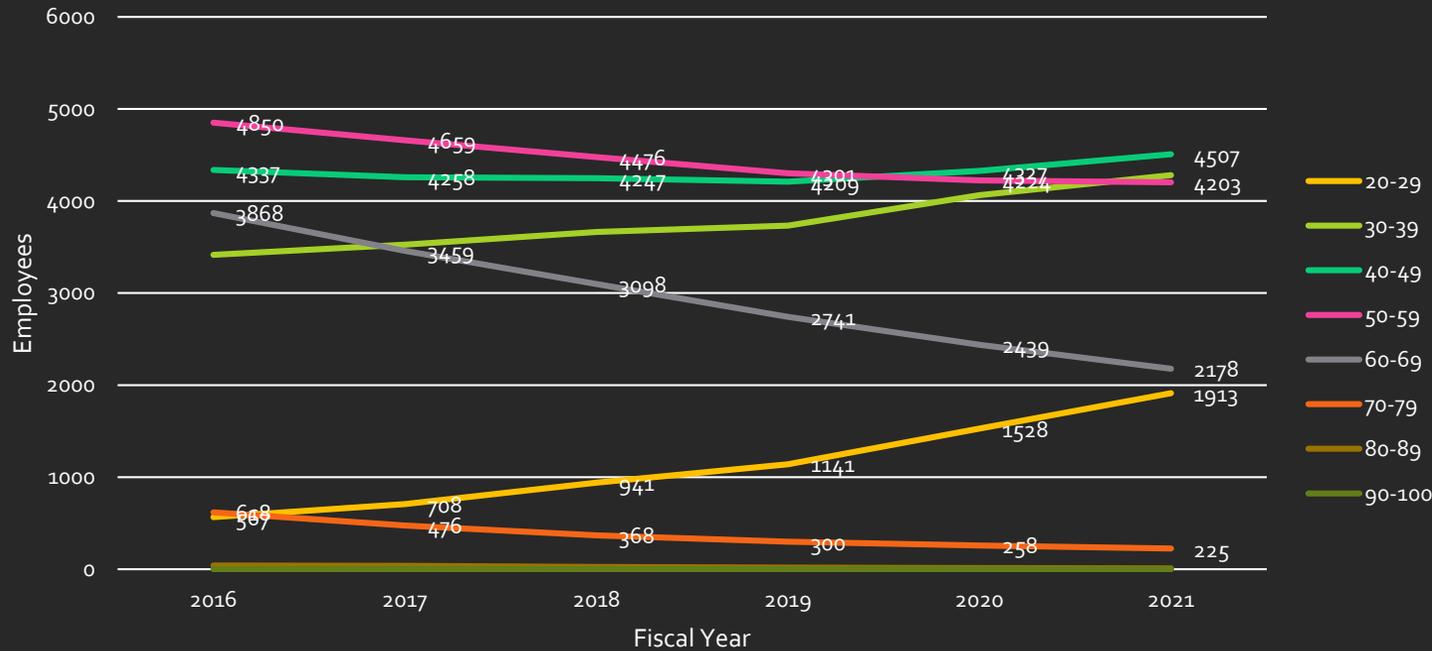
Additional Key Functions:

- Consultations on Personnel Matters
- Interim HR support
- Policy Development
- Executive Guidance
- Board Rule Interpretations



TOTAL CLASSIFIED EMPLOYEES BY AGE GROUP

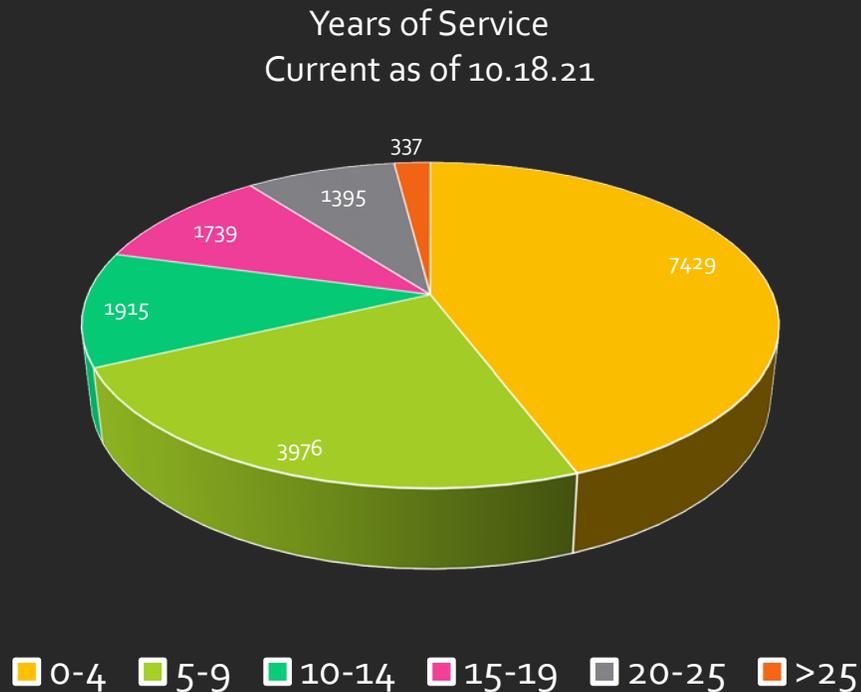
Employees by Age Group
2016-2021



Fiscal Year	Total Employees
2016	17,698
2017	17,124
2018	16,821
2019	16,443
2020	16,853
2021	17,317



CLASSIFIED EMPLOYEES BY TENURE



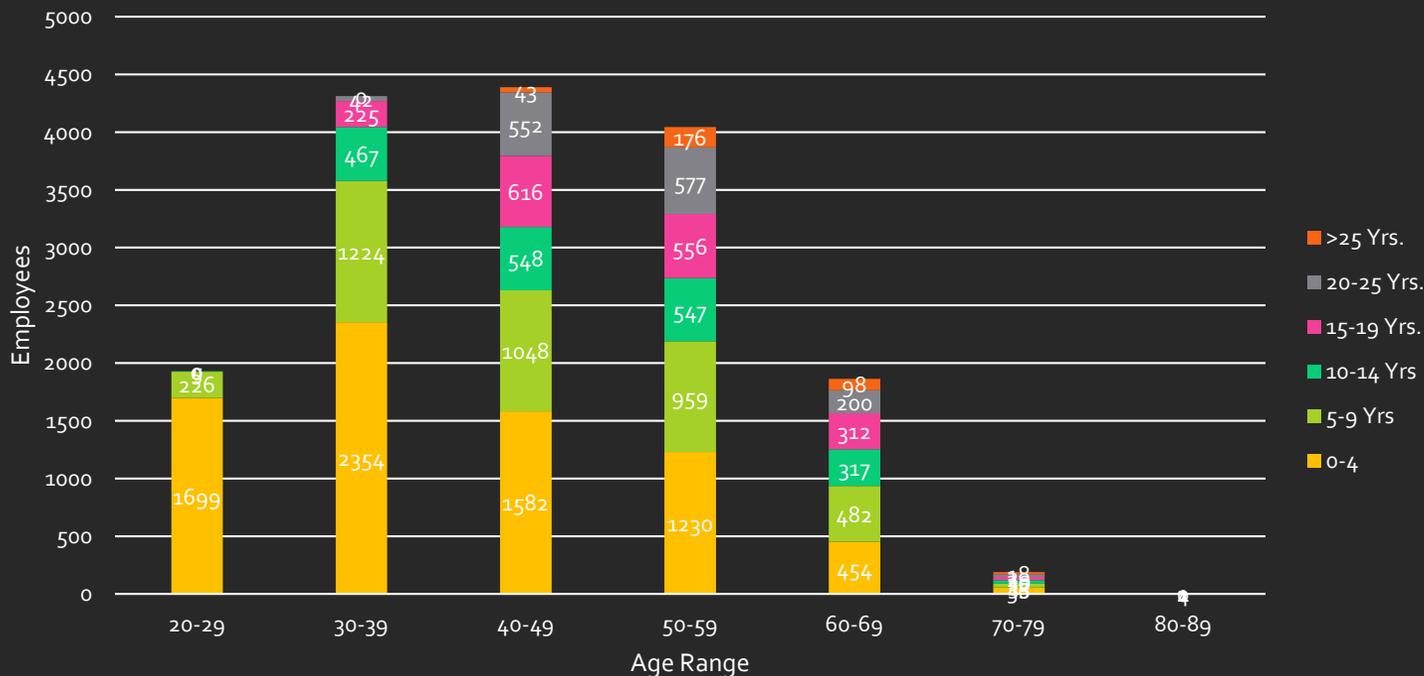
As of 10.18.21, 68% of classified employees have been with the State of New Mexico for less than 10 years.

A total of 1,732 employees, or 10%, have been with the State for more than 20 years.



YEARS OF SERVICE BY AGE GROUP

Years of Service by Age Group
Current as of 10.18.21



Currently, 9,362 have been with the State of New Mexico for 5 years or more.

More than 4,300 (72%) of employees over the age of 50 have been with the State for at least 5 years.



VOLUNTARY SEPARATIONS AND RETIREMENTS

Since 2016, an average of 2,300 State of New Mexico (SoNM) employees have left their role annually due to retirement or voluntary separations.

Fiscal Year	Separations*	Retirements	Total	Percent of Total Employees
2016	1822	753	2575	15%
2017	1924	468	2392	14%
2018	1847	562	2409	14%
2019	1711	556	2267	14%
2020	1569	574	2143	13%
2021	1518	603	2121	12%
Six-year Average			2300	

Over the same period, an average of 2,530 employees were hired per Fiscal Year.

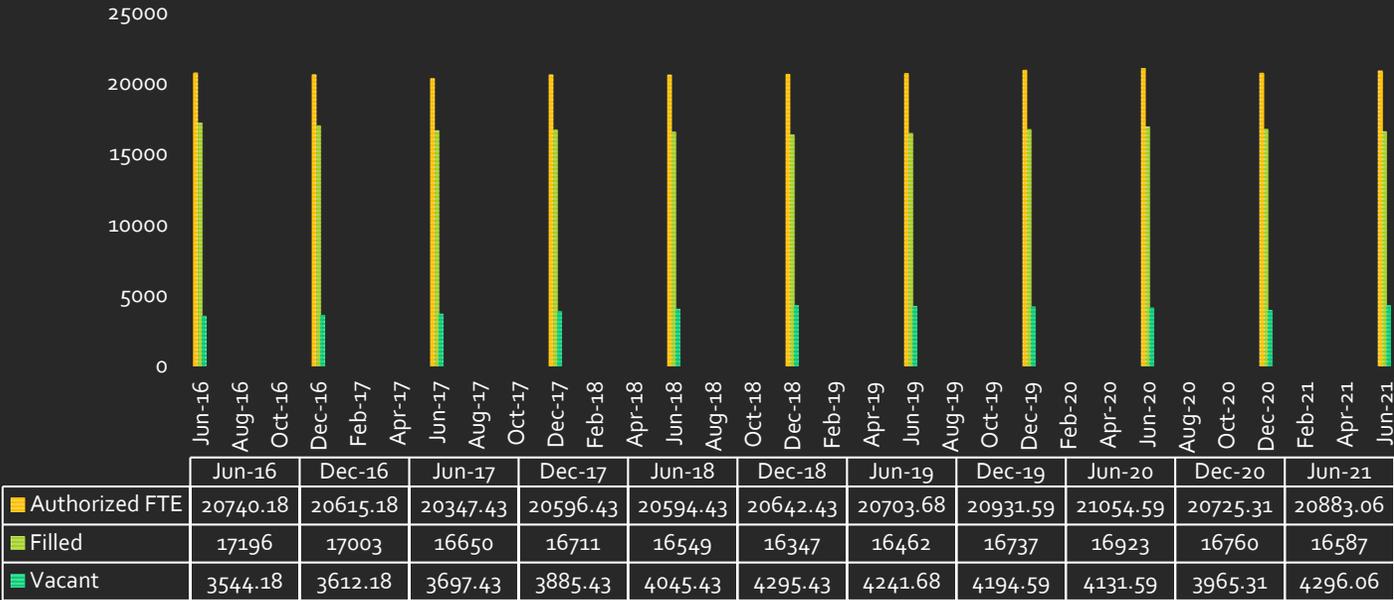
* Voluntary resignation from State Government



STAFFING AND VACANCY RATES

Over the past two years, State Personnel Office and Department of Finance and Administration have worked with agencies to eliminate budgeted positions that have been vacant for at least two years.

STAFFING LEVELS
2016 - 2021



Reporting Period	Vacancy Rate
Jun-16	17%
Dec-16	18%
Jun-17	18%
Dec-17	19%
Jun-18	20%
Dec-18	21%
Jun-19	20%
Dec-19	20%
Jun-20	20%
Dec-20	19%
Jun-21	21%



AVERAGE COMPENSATION AND SALARY SCHEDULES

SoNM employees are compensated through one of seven salary schedules. The State Personnel Office is in the process of implementing an eighth schedule for healthcare classifications.

Fiscal Year	Average Hourly Rate	Average Annual Salary
FY16	\$21.54	\$44,803.00
FY17	\$21.78	\$45,302.00
FY18	\$22.08	\$45,926.00
FY19	\$23.03	\$47,902.00
FY20	\$24.38	\$50,710.00
FY21	\$24.74	\$51,460.00

Salary Schedule	Implementation Date	Last Adjusted	Current FTE
General	July 2001	July 2021 – 1.5%	13,227
Corrections	July 2016	July 2019 – 4.0%	1,047
IT	August 2016	July 2019 – 4.0%	995
Engineering, Survey	July 2017	July 2019 – 4.0%	742
Architect	July 2017	July 2019 – 4.0%	10
Social Services	August 2018	July 2019 – 4.0%	681
Attorney	August 2018	July 2019 – 4.0%	227



MULTIPLE COMPONENTS OF PAY (MCOP)

The State Personnel Board Rules govern how classified employees are compensated, including components of pay outside a worker's base pay.

Entrance Salary: Upon entrance to a classified position, a newly appointed employee's salary, should reflect appropriate placement within the pay band, based on factors such as education, experience, and internal pay equity, among other things.

In pay band adjustment: 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.

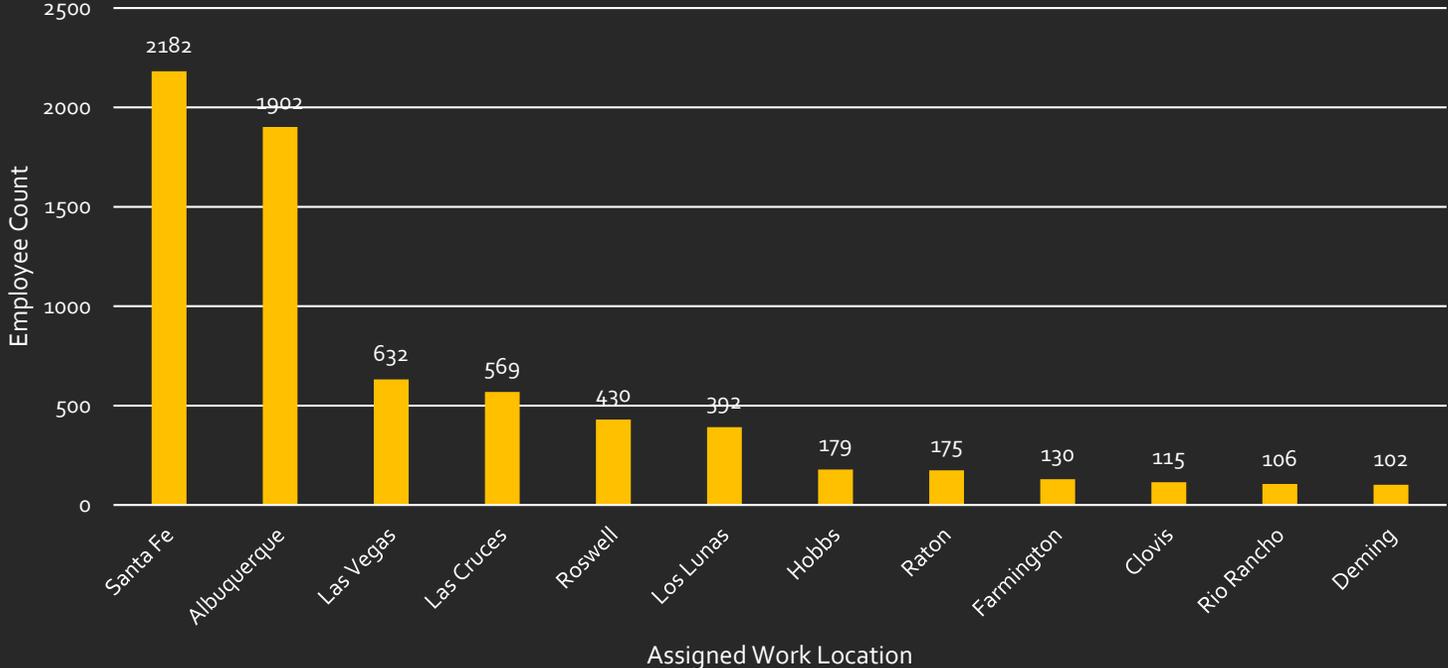
Temporary salary increase: A temporary salary increase salary increase, for temporarily accepting and consistently performing additional duties which are characteristic of a job requiring greater responsibility/accountability or a higher valued job.

Temporary recruitment differential: Up to 15% of an employee's base pay to an employee who fills a position which has been documented as critical to the effective operation of the agency and has been demonstrated and documented to be a severe recruitment problem for the agency.

Temporary retention differential: Up to 15% of an employee's base pay to an employee in a position which the agency has documented and has been designated as critical to the effective operation of the agency and the employee's departure would disrupt the agency's ability to fulfill its mission.

IN-PAY BAND DISTRIBUTION BY LOCATION

In Pay Bands by Location
Top 12 (FY16-FY21)



More than 8,450 In pay band adjustments have been issued between FY16 and FY21. More than 55% (4,764) were issued in FY19 and FY20.



MULTIPLE COMPONENTS OF PAY BY FISCAL YEAR

The tools below are temporary compensation measures that are either tied to a 12-month expiration or the position occupied by the worker. Therefore, they do not impact base pay for the employee.

MCOP	FY16	FY17	FY18	FY19	FY20	FY21	
Temporary Salary Increase	116	123	224	311	281	401	
Temporary Recruitment Differential	301	91	146	269	263	15	Total to date in Q1 of FY22 = 59
Temporary Retention Differential	1	17	12	155	232	99	
Totals	418	231	382	735	776	515	

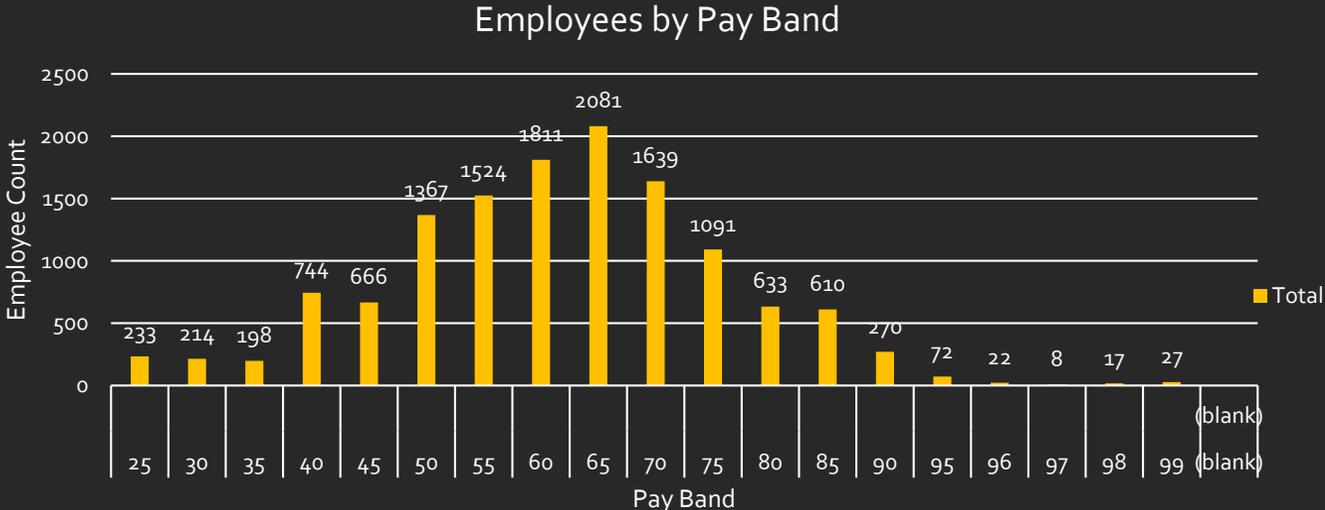


PAY BAND DISTRIBUTION: GEN. SALARY PLAN

Currently, there are about 16,752 classified employees.

- 3,515 classified employees compensated through 1 of 6 Occupational Salary Schedules.

- 13,227 workers within the General Salary Schedule



Of all workers in the General Salary Schedule, 67%, or 8,838 workers are in a Pay Band 65 or lower.

Within pay bands 25 through 60, 1,263 employees currently make less than \$15.



COMPENSATION RECOMMENDATION IN THE WORKS

The State Personnel Office is working on a compensation recommendation for FY23. The primary goals include:

- Work on a strategy in partnership with Unions to ensure transparency and collaboration
- Raise the minimum rate of pay for State of New Mexico classified employees to \$15/hr.
- Simultaneously address compaction issues that stem from raising minimum pay rates only
- Increase pay ranges in the General Salary Schedule prompted by notable adjustments to compensation in lower pay bands
- Propose a responsible increase to total payroll while strategically focusing on employees paid the least



CRITICAL METRICS TO CAPTURE AND IMPROVE

The following measures are critical to addressing performance gaps in employee retention and recruitment for the State of New Mexico.

- Exit Survey data collection
 - Centralize and analyze for trends in reasons for separation
- Time to fill vacancies
 - Assess the need to modify continuous posting process
 - Identify and address common barriers
- Time spent routing and completing actions
 - Implement automation for action submission
- Consumer feedback on the appeal of employment with the State of New Mexico
 - Engage in process improvement and targeted talent acquisition strategies
- Need for additional occupational salary schedules
 - Prioritize and implement clusters with high turnover rates

