



State Records Center and Archives
New Mexico Commission of Public Records

SERIES: Human Resources (SRCA 400)

NUMBER: SRCA-414

TITLE: Position Upgrade and Salary Increase

PURPOSE: To establish proper and equitable classifications that properly reflect duties, responsibilities, and capabilities as required by the position and to define the policy for salary increase requests.

SCOPE: This policy applies to all SRCA employees.

DEFINITIONS:

“Compa-ration” means pay expressed as a percentage of the midpoint of a pay band.

“In pay band adjustment” means movement within a pay band for demonstrated performance, skill or competency development, and/or internal alignment, which allows agency management to provide salary growth within a pay band.

“Internal alignment” means an adjustment that addresses pay issues involving the proximity of one employee’s salary to the salaries of others in the same agency and classification who have comparable levels of training, education and experience, duties and responsibilities, performance, knowledge, skills, abilities, and competencies, and who are appropriately placed.

“SRCA” means the New Mexico Commission of Public Records - State Records Center and Archives.

A. GENERAL PROVISIONS: The agency will make every attempt to see that every position is properly classified and employees are fairly compensated for the duties they perform.

B. REQUEST FOR POSITION RECLASSIFICATION OR SALARY INCREASE: A request for position reclassification or salary increase must be submitted in writing to the State Records Administrator by the appropriate Division Director.

Each request for reclassification must include the following:

- Summary of the functions of the position’s division and how this position fits into the agency structure;
- Justification for the request;
- A brief statement of why the position exists and what the position is paid to produce;
- Three or four major job tasks and describe how the tasks are accomplished;
- Does the position supervise or manage two or more positions;
- Describe the typical decisions that this position is responsible for;
- Describe the most challenging aspects and toughest problems facing this position;
- Minimum qualifications for an entry-level candidate upon hire;
- Necessary education, licensing/certification/registration or specialized training and/or experience for full performance; and

- The physical requirements related to the essential functions of this position.

Each request for salary increase must include the following:

- Provide specific examples of the employee's demonstrated performance and contribution that support the requested comp-ratio/placement in the pay band (Do not just list the job duties of the position; provide specific, measurable examples demonstrating how well the person performs their job duties);
- For non-managers provide examples of the demonstrated performance, what the end result was, and how did it benefit the division and agency;
- For managers provide examples illustrating success as manager, not as technicians and how well the manager met program/function/unit performance, how well they managed their staff, etc.;
- Use the STAR method in describing the employee's performance:
 - Situation: describe a specific event or situation
 - Task: describe the goal you were working toward
 - Action: describe the action taken to address the situation
 - Result: describe the outcome of the action taken
- Provide documentation that addresses pay issues involving the proximity of one employee's salary to the salaries of others in the agency/division and classification who have comparable levels of training, education and experience, duties and responsibilities, performance, knowledge, skills, abilities and competencies, and who are appropriately placed.

Once a position reclassification or salary increase is approved by the State Records Administrator the request will be forwarded to the Deputy for processing.

C. FINAL APPROVAL OR DENIAL AND IMPLEMENTATION: Reclassification and salary increase requests must be approved by the Director of the State Personnel Office and the Department of Finance Administration. The Human Resource Manager shall be responsible for communicating with the SPO and DFA and following rules and/or policy memos issued by either agency.

Once the Human Resource Manager receives final approval from SPO, the Human Resource Manager shall complete all required SHARE functions and notify the employee as to the start date of the reclassification or salary increase. In the event a request is denied, the State Records Administrator shall be notified for direction regarding how to proceed.

[2.3.20.008, 7/1/95; renumbered 3/31/02; renumbered and amended 3/7/2014]

APPROVED:



John Hyrum Martinez
State Records Administrator

EFFECTIVE DATE:

March 7, 2014