

SPO Use Only

Date logged _____

Date agency notified _____

New Mexico State Personnel Board Promotional Increase - FY09



Section 1: AGENCY INFORMATION (to be completed by Agency Personnel)

Business Unit Name and Code:		
HR contact:	HR tel number:	HR e-mail address:
Requested by supervisor/manager:		Tel number:

Current Information

EMPLOYEE: Scott Goad		Employee ID:	
Classification: Economist - O		Pay Band: 75	Bargaining Unit Covered Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position #: 00022019	OL#:	Hourly salary: \$21.875	Compa-ratio: 86%

Supervisory Information

Supervisory Hourly Salary: \$	Total Hourly Salary: \$	Compa-ratio:
-------------------------------	-------------------------	--------------

Proposed Information

Classification: Economist - A		Pay Band: 80	Bargaining Unit Covered Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position #: 00021671	OL#:	Hourly salary: \$25.156	Compa-ratio: 87.4%
Dollar amount of increase: \$3.28	Percent of increase: 15%	Effective date:	

Proficiency Zone

<input type="checkbox"/> Associate Zone (training/learning job): to 81.4%
<input checked="" type="checkbox"/> Independent Zone (fully competent in job): 81.5-115.0%
<input type="checkbox"/> Principal Zone (contribution significantly beyond the norm in job): 115.1% & above

NMAC 1.7.4.12 D Salary Upon Promotion

Upon promotion, an employee's salary, subject to budget availability, should reflect appropriate placement within the pay band. A salary increase of less than five percent (5%) or greater than fifteen percent (15%) shall require approval of the director. A salary increase greater than fifteen percent (15%) to bring an employee's salary to the minimum of the pay band or less than five percent (5%) to prevent an employee's salary from exceeding the maximum of the pay band does not require the approval of the director. The salary of a promoted employee shall be in accordance with **Subsection B of 1.7.4.11 NMAC**.

NMAC 1.7.4.11 B

No employee in the classified service shall be paid a salary less than the minimum nor greater than the maximum of their designated pay band unless otherwise authorized by the director, or provided for in these rules, or the employee has been transferred into the classified service by statute, executive order, or order of a court of competent jurisdiction.

NMAC 1.7.4.7 B "Appropriate placement" means those elements to be considered in determining pay upon hire, promotion, transfer or reduction including the employee's education, experience, training, certification, licensure, internal pay equity, budgetary availability and, when known and applicable, employee performance.

Compa-ratio means pay expressed as a percentage of the midpoint of a pay band.

(To calculate divide hourly salary by the midpoint of the pay band)

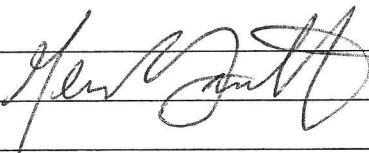
Section 2: RATIONALE FOR THE SALARY PROPOSED (to be completed by Agency Personnel)

JRQS:	Employee Qualifications:
Education: Graduate Degree in Public Policy, Public Admin, Business, Economics or Statistics	Education: Masters Degree in Public Admin; B.S. in Economics and Ph.D. candidate in Political Science program
Experience: 4 years experience in statistical and/or economic analysis research work and report writing. Experience using statistical software, Excel and other Database Software is req.	Experience: Years <u> 9 </u> Months <u> 6 </u> Supervision: Years _____ Months _____ Management: Years _____ Months _____
Licensure:	Licensure:

Please describe how the employee's education/experience is relative to the established Job Related Qualification Standards (at full competence/midpoint level - 100% compa-ratio) supports the compa-ratio and proficiency zone being proposed. Promotional Increase analysis targets pay based upon *anticipated* performance. The goal is to determine the appropriate pay, relative to midpoint, based upon the anticipated and/or known (if hiring management has first hand experience with employee) performance level of the employee (based upon education, experience, work performance at agency and other selection criteria).

Mr. Goold has a Masters degree in Public Administration and a B.S. degree in economics. He is also a candidate in Ph.D. Political Science program at the University of New Mexico. Mr. Goold has over 9 years experience in the data collection, statistical analysis arena. He also has extensive experience in report writing and is experience using SPSS software, Excel and other databases. His strongest skills are that his technical skills – ability to manipulate data, skills using databases and datasets and his understanding of web based programs. He exceeds the requirements of the position and has a thorough understanding of the WCA and what we do.

Section 3: REQUIRED SIGNATURES (to be signed by the requesting supervisor/manager)

Supervisor/Manager (Print Name):	Date:
Supervisor/Manager Signature:	
Other Agency Required Signature: 	Date: 9-3-08
Other Agency Required Signature:	Date:

Section 4: INTERNAL COMPARISON (to be completed by Agency Human Resources)

Internal Comparison: List the employees in the same Classification to whom this employee should be compared.

Name(s)	Hourly Salary	TRD (if applicable)	Total Salary	Education	# years related experience
Employee See Attached					
Employee					
Employee					

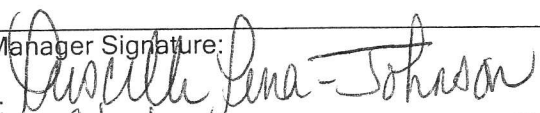
Section 5: REQUIRED DOCUMENTATION/VERIFICATION (to be completed by Agency Human Resources)

Yes	No	Required Documentation
		Is a copy of the Job Related Qualification Standards/Job Order Form attached?
		Is a copy of the applicant's application/resume attached?

Section 6: HUMAN RESOURCE RECOMMENDATION (to be completed by Agency Human Resources)

Provide details as to why you recommend approval of this action. If you have an alternate recommendation, please indicate below:

This position is critical to the bureau and the agency in that it will advise management on various workers' compensation policy issues concerning data collection, analysis, obtaining information and providing information for legislative topics. It will provide assistance and advice on bill analysis and will provide guidance to the Director or GC on legislative responses. This position will be involved with the legislative pricing of the farm-workers' bill, medical fee schedule impacts, changes to PPD and TTD benefit along with analysis of Attorney fee changes. This position will also act as the policy advisor to the director when the economist bureau chief is unavailable. The policy analyses affect the agency through relationships the WCA has with insurers, employers, workers, attorneys and physicians. This policy analysis also affects the outcomes of legislation determined by policy-makers like the worker's compensation advisory council. This is a critical policy position to the agency. Because of these responsibilities and the qualifications of the candidate, I recommend a 15% increase to place the candidate appropriately in the pay band. This has also been a difficult recruitment; this was the 3rd posting of this position.

HR Manager (Print Name):	<input type="checkbox"/> Approval
HR Manager Signature: 	<input type="checkbox"/> Approval of alternate salary of \$ _____ Compa/ratio _____
Date: 9/2/08	<input type="checkbox"/> Disapproval

FOR HR USE ONLY

Salaries of employees in this TOG Role or MC.			Economist - A			
Bureau			Agency			
27.416			N/A			
	AVG:	27.416		AVG		
Salaries of employees in this pay band.			80			
Bureau/Division			Agency			
35.159			36.427	31.052		
27.416			38.435	28.392		
31.935			46.531			
31.052			31.935			
28.392	AVG	30.791	27.416	AVG:	34.313	
Avg. Sal of Employees in this TOG Role or MC: \$27.416			Avg. Compa-Ratio: 95.3%			
Currently employed: Yes						
Current salary: \$21.875 per hour or \$45,500						
NOTES: Budgeted at \$20.70 or \$43,056 annually. The requirements of the position included a Graduate degree in Public Policy, Public Admin, Business, Economics or Statistics and 4 years experience in statistical and/or economic analysis research work and report writing. It also required experience using statistical software, Excel and other database software. Mr. Goold has a Masters degree in Public Administration and a B.S. degree in economics. He is also a candidate in Ph.D. Political Science program at the University of New Mexico. Mr. Goold has over 9 years experience in the data collection, statistical analysis arena. He also has extensive experience in report writing and is experience using SPSS software, Excel and other databases. His strongest skills are that his technical skills – ability to manipulate data, skills using databases and datasets and his understanding of web based programs. He exceeds the requirements of the position and has a thorough understanding of the WCA and what we do. This position is critical to the bureau and the agency in that it will advise management on various workers' compensation policy issues concerning data collection, analysis, obtaining information and providing information for legislative topics. It will provide assistance and advice on bill analysis and will provide guidance to the Director or GC on legislative responses. This position will be involved with the legislative pricing of the farm-workers' bill, medical fee schedule impacts, changes to PPD and TTD benefit along with analysis of Attorney fee changes. This position will also act as the policy advisor to the director when the economist bureau chief is unavailable. The policy analyses affect the agency through relationships the WCA has with insurers, employers, workers, attorneys and physicians. This policy analysis also affects the outcomes of legislation determined by policy-makers like the worker's compensation advisory council. This is a critical policy position to the agency. Because of these responsibilities and the qualifications of the candidate, I recommend a 15% increase to place the candidate appropriately in the pay band. This has also been a difficult recruitment; this was the 3 rd posting of this position.						



Human Resources Manager

9/2/08

Date

\$25.156

Rate

Bureau Chief (If applicable)

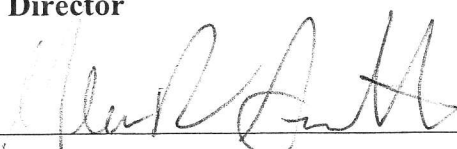
Date

Rate

Assistant Director

Date

Rate



Director

9/3/08

Date

\$25.156

Rate