

Administrative Office of the Courts

Supreme Court of New Mexico

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DATE: March 9, 2022

TO: Mr. Arthur W. Pepin, AOC Director

FROM: Lynette Paulman-Rodriguez, AOC HR Director *APR*

RE: For Approval – Salary Survey and Alternative Pay Ranges

The 2020 AOC HRD Salary Survey, which was approved on July 13, 2020, provided supporting documentation to extend the existing alternative pay ranges on thirty-six (36) job classifications. These jobs fall into the categories of information technology, court clinician, court reporter and court interpreter job series. The New Mexico Judicial Branch Personnel Rules (NMJBPR) Section 3.08 provides a mechanism to increase competitiveness thorough market reviews. Alternative pay ranges may be approved every two (2) years if supported by updated market review and data.

The NMJBPR states: 3.08 MARKET ADJUSTMENT (Ref: Market Adjustment Policy)

- A. An *Administrative Authority* may request the *Director* to conduct a *market review* of the competitive pay rates for a *classification series* within a geographic location or specific market to address critical *recruitment* and retention problems.
- B. Based upon the *market review*, the *Director* may recommend to the Supreme Court assignment of *alternative pay ranges*.
- C. The *pay rate* for positions within the geographic location or specific market may be adjusted to an *alternative pay range* to meet competition and to remedy *recruitment* and retention problems.
- D. An *alternative pay range* assignment shall be for no more than a two (2) year duration. The adjustment may be extended thereafter in two (2) year increments with updated and supporting *market review* data.

This is a request for an extension to the Alternative Pay Range Assignments to remain the same until June 30, 2024 and/or until a full and complete audit of all job classifications can be completed.

Attached are the current Alternative Pay Range Assignments and End Dates.

AOC Director Approval of Recommendations

I approve of the alternative pay ranges, as recommended and outlined in the New Mexico Judicial Branch 2020 Salary Survey Report. Any specific directions or revisions to the recommendations are noted below.

[Signature]
Mr. Arthur W. Pepin, AOC Director

3-11-2022

Date



Classification & Compensation Plan Fiscal Year 2022
Data includes Fiscal Year 2021, 2022 & 2023
New Mexico Judicial Branch

Salary Surveys & Assigned Alternative Pay Ranges

Salary surveys help ensure the New Mexico Judicial Branch's salary structure and pay practices compare to the competitiveness of the labor market. Market reviews of competitive pay rates for classification series within a geographic location or a specific market are completed to address critical recruitment and retention difficulties. Based upon that review the AOC Director may recommend to the Supreme Court the assignment of an Alternative Pay Range to remedy the recruitment and retention problem. As economic conditions in New Mexico have improved, the job market has also improved. Approval to extend the alternative pay ranges assigned to the job classifications was given in March 2022 extending all through June 30, 2024. The following 36 jobs have an Alternative Pay Range.

CLASSIFICATION		JOB CONTENT PAY RANGE	ALT PAY RANGE	DATE LAST SURVEYED	ALT PAY RANGE END DATE
1	AOC Executive Staff Support Manager (U)	II	JJ	Surveyed 2012, 2018, 2022	06/30/2024
INFORMATION SYSTEMS					
2	AOC Information Technology Support Manager	MM	OO	Surveyed and/or extended 2006, 2009, 2011, 2014, 2016, 2018, 2020, 2022	Extended to 6/30/2024
3	AOC Software Development Manager	MM	OO		
4	AOC Systems Manager	MM	OO		
5	Database Administrator	JJ	LL		
6	Database Administrator Senior	KK	MM		
7	IT Business Analyst Senior	KK	MM		
8	Court IT Operations Manager	MM	OO		
9	IT Security Specialist	LL	NN		
10	IT Specialist	II	KK		
11	IT Specialist Manager	LL	NN		
12	IT Specialist Senior	KK	MM		
13	Network Systems Administrator	II	KK		
14	Network Systems Administrator Senior	KK	MM		
15	Software Applications Developer	II	KK		
16	Software Applications Developer Senior	KK	MM		
17	Software Development Manager	LL	NN		
18	IT Project Manager	KK	MM		
19	IT Project Manager Senior	LL	NN		
20	Telecommunications Specialist	HH	JJ		
21	Telecommunications Specialist Senior	JJ	LL		
COURT CLINICIAN SERIES					
22	Clinical Director 1	LL	MM	Surveyed and/or extended 2006, 2009, 2011, 2014, 2016, 2018, 2020, 2022	Extended to 6/30/2024
23	Clinical Director 2 (Classified & U)	NN	OO		
24	Court Clinician 1	JJ	KK		
25	Court Clinician 2	KK	LL		
26	Court Clinical Services Coordinator	KK	LL		
27	Court Counselor	II	JJ		
28	Court Psychologist	LL	MM		
29	Counseling Operations Manager	LL	MM		
COURT REPORTER SERIES					
30	Court Reporter (U)	HH	II	Surveyed and/or extended 2006, 2009, 2011, 2014, 2016, 2018, 2020, 2022	Extended to 6/30/2024
31	Certified Court Reporter (Classified & U)	HH	II		
32	Certified Court Reporter Supervisor	II	JJ		
33	Certified Real-Time Court Reporter (Classified & U)	II	JJ		
34	Managing Court Reporter	JJ	KK		
35	Court Interpreter Supervisor	JJ	KK		
36	Court Interpreter	II	JJ		

Pursuant to NMJBPR 3.08 D. and NMJBPAWE 17.09 D. an alternative pay range assignment shall be for no more than a two (2) year duration. The adjustment may be extended thereafter in two (2) year increments with updated and supporting market review data.