



NEW MEXICO JUDICIAL BRANCH

Form No. 2023.NMJB

GENERAL PERSONNEL POLICY AND PROCEDURE:

Position Control: Authorized FTE Position Base Adjustment Request Form

POSITION CONTROL

Authorized FTE Position Base Adjustment Request Form

This form is required for a Judicial Entity to **increase** its authorized FTE position base outside of the budget cycle, or for reconciliation of FTE counts. Requests for an authorized FTE position base adjustment may be made during the fiscal year at the discretion of the Budget Committee Chair.

The following definitions are used for adjustments to a Judicial Entity's FTE position base.

The types of positions listed in this section require completion of this Form.

PERM FTE:

Positions authorized by the unified budget or separately by an approved Position Base Adjustment, and permanently funded by the legislature.

AUTHORIZED TERM FTE:

Positions created for a term or time period supported by an established funding source and expected to continue until the funding source ends. Typically TERM FTE are created for a fiscal year, but if the funding source is guaranteed for a longer duration, for the duration of the funding source, for example, a five-year federal grant funding personnel. An Authorized TERM FTE has been approved as part of the unified budget or through an approved position base adjustment request.

The types of positions listed in this section DO NOT require completion of this Form.

UNAUTHORIZED TERM FTE: Positions created for a term or time period supported by an established funding source (e.g. vacancy savings from General Fund or other state funds). An Unauthorized TERM FTE may be created in response to new funding, and a Position Base Adjustment form shall be submitted to the budget committee for consideration as an Authorized TERM FTE within 60 days of creation.

TEMPORARY FTE: Positions created at the discretion of the judicial entity and the AOC and funded by the judicial entity through an established funding source. Temporary positions should generally not be used with the same incumbent for longer than 180-days.

FTE or Full-time Equivalent

1.0 FTE = a position working full-time or 2080 hours per year

.75 FTE = a position working $\frac{3}{4}$ time or approximately 1560 hours per year

.50 FTE = a position working $\frac{1}{2}$ time or approximately 1040 hours per year

.25 FTE = a position working $\frac{1}{4}$ time or approximately 520 hours per year



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**JUDICIAL ENTITY'S REQUEST
To be completed by CEO or CFO**

Instructions: Complete the below request for each position or group of positions, and attached SDF forms with the proposed changes.

PURPOSE OF THE CHANGE:

Why is this position request/update necessary?

How has the work been accomplished to date?

[add additional sheets as necessary]

Date of Request:	Judicial Entity:
Division or Section position is requested for:	Job Classification(s) Requested: Job Code:
Budget Cost Estimate:	Pay Grade: Proposed Salary:

- Create New Position**
 - PERM FTE**
 - Authorized TERM FTE [end date: _____ (if not end of fiscal year)]**
- Change of Status/Change of Funding Source:
[e.g. term to perm conversion]**
- Change from part-time to full-time**

Full-time: <input type="checkbox"/> YES <input type="checkbox"/> NO	Existing Position # (if applicable): _____
Part-time: <input type="checkbox"/> YES <input type="checkbox"/> NO FTE %: _____	Requested Create Date: _____

Was the position previously requested through the Unified Budget Process? YES NO

Was the position previously approved by the Unified Budget Process? YES NO



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Explain:

FUNDING SOURCE:

How will the position be funded:

- Request funding through Legislature (PERM or TERM)
- County Funds (TERM)
- Federal Grant (TERM)
- OTHER (TERM) Explain:
- Use of existing General Fund – Explain:

MANDATES & NEED:

Describe the Supreme Court priority or initiative, statutory, workload, or caseload changes that create the need for this request.

Are there any federal, state, or local law mandates related to this request?

Why is this position needed in the current fiscal year?

Is this request supported by the staffing study?

EXISTING VACANCIES:

How many vacancies do you have: _____

How many are actively recruited for or in the process of being filled:

_____ , if any please explain:

CONSEQUENCES:

What would be the impact if this position is not approved?

Is there a quantitative impact on internal or external customer service levels? Is there an impact of discontinuing the work altogether?

ADDITIONAL INFORMATION, IF APPLICABLE:

Describe any staff reductions or expansions this division or section has sustained in the last five fiscal years.



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Describe the judicial entity’s efforts to accomplish this work via other positions.

What are the advantages and disadvantages of having other positions perform this work?

REQUESTED BY

TO BE COMPLETED BY JUDICIAL ENTITY ADMINISTRATIVE AUTHORITY, CEO, and CFO

I hereby certify that:

- 1. This request is accurate.**
- 2. The position shall be fully funded within the current operating budget without the need for any supplemental funding;**
- 3. If approved, this position will benefit or enhance judicial operations.**

If the judicial entity cannot certify the above, please explain:

Judicial Entity CEO or designee:

Date:

(Print & Sign)

Judicial Entity CFO or designee:

Date:

(Print & Sign)

Administrative Authority Requesting:

Date:

(Print & Sign)

AOC Signature/Comments:

AOC CFO or Designee Signature/Comments

Date



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AOC HRD Director or Designee Signature/Comments

Date

AOC Director or Designee Signature/Comments

Date

TO BE COMPLETED BY AOC HR DIRECTOR

NMJB INTERNAL APPROVALS & LEGISLATIVE APPROVALS

Date approved by the New Mexico Budget Committee (attach Budget Committee minutes reflecting approval):

Date approved by the Supreme Court:

Explain any revisions by Committee or Council:

Explain any feedback received from LFC or DFA:

Related Attachments:

Date position created/revised: _____

Position #: _____

AOC HRD Signature & Date Completed: _____

CC: AOC HRD Position File

Attachments: Supporting Documentation Form (SDF); New Mexico Budget Committee minutes reflecting approval of request as submitted or amended