



NEW MEXICO DEPARTMENT OF TRANSPORTATION

REFERENCES CHECK FORM
RELEASE FROM LIABILITY

The undersigned applicant for employment with the Highway and Transportation Department hereby authorize investigation of all information contained in my application, all statements made during my interview and any references I provided regarding my previous employment, in connection with my application for the position of **Highway Maintenance Worker - Basic**. A copy of this release shall be as valid as the original.

This authorization to release information specifically allows both verbal and written communication with all previous employers and representatives of such employers regarding my performance at such previous positions. Non-job related references may be contacted to give an opinion regarding my ability to be successfully employed at this Department. I understand that these entities and individuals may be asked about my character or other qualities that are not susceptible of measurement.

I hereby expressly waive any claims that I may have against the State or any of its public employees (except as permitted by the Tort Claims Act) under the common law or any constitution or statute of the United States or State thereof. I hereby waive the operation of any law, regulation or rule of ethics, privacy, or confidentiality, which might prevent any employer or other person who has knowledge of my employment history and/or character from releasing same. This Release is intended to benefit the Department as well as any person or entity obtaining or releasing information pursuant to this Release.


Applicant's Signature

Stoney Jaramillo
Print Name

3/31/22
Date

Physical Demands:

While performing the duties of this position, the employee is regularly subject to falls and bruises, wear protective garments and equipment as required by the State and Federal regulations and Department policy ; considerable physical expenditure; squatting, climbing, reaching, kneeling, and crawling; walk, stand, stoop, sit and bend for extended periods of time; operate and ride in heavy vehicles for extended periods of time; use of hands and fingers; numerous specific vision abilities to include: close, distance, color, and peripheral vision; depth perception, and ability to adjust focus; lifting up to 50 lbs.; ability to work extended or flexible hours during snow conditions, traffic jams, emergencies, schedule changes, or other adverse conditions and subject to call out on short notice; reach into and perform mechanical tasks in confined spaces; meet deadlines with critical constraints, clerical duties and operate a personal computer; ability to climb up to and down from large equipment, cabs and decks repeatedly on a daily basis.

Essential Functions:

Operate and ride heavy vehicles for extended periods of time, both on paved roads and in steep rough terrain; walk, stoop, squat, climb, reach, kneel, crawl, bend and stand for extended periods of time, lift up to 50 lbs of equipment/materials from ground level to four feet and vice versa, use hand tools, sledgehammer and lug wrenches, ability to perform minor maintenance repairs on vehicles and equipment, deal with co-workers in a professional and constructive manner, ability to follow rules, procedures and policies, possess a positive and constructive attitude, maintain a courteous attitude with customers, ability to read, write, perform basic math calculations to maintain records. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental Requirements:

While performing the duties of the job, it is necessary that the employee be able to: use effective verbal and /or written communication; concentrate on tasks; adjust to changes; handle stress and emotions; examine/observe details; make decisions; and problem solve.

Work Environment:

Work outside in varying weather conditions-hot or cold, wind, rain and snow, dust, pollen, chemicals, rough/rugged terrain, noxious plants and infected trash;

subject to falls and bruises, considerable physical expenditure; irregular hours-day or night; stand for extended time doing traffic control; subject to call out for weather or accidents and/or emergencies on short notice; work in an office sitting for extended time doing paper work and/or operating a computer; walking long distances for litter patrol; use of hands to finger, handle or feel while performing various assigned maintenance duties; numerous specific vision abilities to include: close, distance, color, and peripheral vision; depth perception, and ability to adjust focus; lifting up to 50 lbs; climbing, reaching, kneeling, crawling to perform equipment maintenance. Exposure to moving mechanical parts; high, precarious places, toxic fumes/chemicals, airborne particles and/or asphalt and petroleum products; exposure to temperatures up to 150 degrees around oil distributor operations; high speed/high volume traffic; loud noises.

If an applicant is in need of an accommodation with respect to the application process, physical demands, work environment and the essential functions or essential functions, one maybe provided.

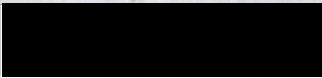
I Stoney Jaramillo have read and agree that I can meet the **Physical demands, work environment and the essential functions of the Highway Maintenance Worker-Basic position.**



New Mexico DEPARTMENT OF
TRANSPORTATION
MOBILITY FOR EVERYONE

April 26, 2022

Mr. Stoney Jaramillo



Dear Mr. Jaramillo:

The New Mexico Department of Transportation is pleased to offer you the Staff position with the Heavy Maintenance Crew.

The conditions of the offer are as follows: Promotion.

Title of Position: Staff
Salary: 25.70
Effective Date: April 30, 2022
Supervisor: Casey Encinas

If you should decide to accept this offer, please indicate your acceptance below. I would like to congratulate you on your new position.

Sincerely,

Adam Romero
ADE, Maintenance

/mt

Accept:

Signature

5/2/22
Date:

The applicant must sign this letter and a copy submitted to the Human Resource Office prior to effective date.

Michelle Lujan
Grisham
Governor

Michael R. Sandoval
Cabinet Secretary

Commissioners

Jennifer Sandoval
Commissioner, Vice-Chairman
District 1

Bruce Ellis
Commissioner
District 2

Hilma E. Chynoweth
Commissioner
District 3

Walter G. Adams
Commissioner, Chairman
District 4

Thomas C. Taylor
Commissioner
District 5

Charles Lundstrom
Commissioner, Secretary
District 6



Intra-Departmental Correspondence

Date: April 5, 2022

TO: James Gallegos, District Engineer

Approved
 Not Approved

From: Mariainez Tenorio, Human Resource Specialist

Subject: **Recommended Salary**

James Gallegos, DE

(HR to complete this section)

Position Title Staff

Position # 20243

Position Location Las Vegas D-4

Pay Range 75

Applicant Selected Stoney Jaramillo

 New Hire \$ _____
 Promotion (standard 15%) \$ 24.95 88%
 Lateral (standard with no increase) \$ _____
 Transfer from other State Agency or LPB \$ _____
 Down Grade (standard 5% per Range) \$ _____

Approved
 Not Approved

Adam Romero, ADE

*If deviating from the information above please attach detailed Justification for salary requested and check off one of the following that applies:

- Higher than 114.6% Compa Ratio for New Hires Downgrade less than 5% per Range
 Promotion Greater than 15%
 Lateral with up to 10% increase

PAY BAND	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
25	\$7.89	\$11.41	\$14.94	\$16.419	\$23.742	\$31.065
30	\$8.42	\$12.09	\$15.75	\$17.517	\$25.142	\$32.767
35	\$9.13	\$12.91	\$16.88	\$18.992	\$26.845	\$34.698
40	\$9.98	\$13.89	\$17.80	\$20.794	\$28.884	\$37.015
45	\$10.99	\$15.05	\$19.12	\$22.854	\$31.310	\$39.746
50	\$12.19	\$16.70	\$21.21	\$25.355	\$34.735	\$44.216
55	\$13.58	\$18.61	\$23.63	\$28.249	\$38.702	\$49.155
60	\$14.89	\$20.40	\$25.91	\$30.976	\$42.436	\$53.897
65	\$16.45	\$22.54	\$28.63	\$34.226	\$46.890	\$59.553
70	\$18.32	\$25.10	\$31.87	\$38.101	\$52.198	\$66.296
75	\$20.54	\$28.14	\$35.74	\$42.719	\$58.525	\$74.231
80	\$23.18	\$31.76	\$40.34	\$48.223	\$66.005	\$83.908
85	\$26.34	\$36.08	\$45.83	\$54.788	\$75.056	\$95.326
90	\$30.10	\$41.23	\$52.37	\$62.994	\$85.759	\$108.921
95	\$34.58	\$47.38	\$60.17	\$71.932	\$98.546	\$125.160
96	\$39.03	\$54.70	\$69.47	\$83.050	\$113.770	\$144.507
97	\$44.30	\$63.43	\$80.56	\$96.306	\$131.940	\$167.574
98	\$53.80	\$73.83	\$93.77	\$112.093	\$153.567	\$195.042
99	\$101.38	\$138.90	\$176.41	\$210.877	\$288.902	\$386.926

New Mexico Department of Transportation
EMPLOYEES RELATED TO APPLICANT

For purposes of the following statement, a relative includes parent, step-parent, grandparent, spouse, child, stepchild, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, great-grandparent, or grandchild of the incumbent, and shall also include persons in the incumbent's household as provided in Administrative Directive No. 617.

I hereby state that I do have one or more relatives working for the New Mexico Department of Transportation (NMDOT). Relatives (if any) are listed below:
(do, do not)

NAME	RELATIONSHIP	LOCATION
<u>Ufrendo J. Jaramilla</u>	<u>Brother</u>	<u>Desiga</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Signature]
Signature of Applicant

3/31/22
Date

Pursuant to Administrative Directive No. 617 approval is requested to hire _____.
This selection will not result in either the candidate or his/her relative becoming supervisor of the other.

Date: _____
Bureau Chief or Supervisor

Approved
 Disapproved

[Signature]
Division Director

Date: 4-5-22



Intra-Departmental Correspondence

Subject: Selection of Candidate
Date: 3/31/2022
TO: James M. Gallegos, P.E., District 4 Engineer
From: Casey Encinias
Hiring Supervisor

Interviews were conducted on March 31, 2022 for the position of Staff Manager at the Special Crews Trailer. After careful consideration of all aspects of the interviewing process, the candidate who is best suited for the job was selected.

Panel's recommendation for hire is: Stoney Jaramillo

Panel Members:


Casey Encinias AMS Special Crew


Joe Gonzales Staff Manager

Concur:


Adam Romero ADE, Maintenance


James Gallegos, P.E., D-4 Engineer

Do not concur:

Adam Romero ADE, Maintenance

James Gallegos, P.E., D-4 Engineer