



**TENTH JUDICIAL DISTRICT ATTORNEY  
HEIDI ADAMS**

**FY 2027  
APPROPRIATION REQUEST  
AGENCY CODE: 26000  
FINANCIAL MANAGER/CFO  
JENNIFER EMILLIO  
PHONE: 575-461-2075**



**Office of the Tenth Judicial District Attorney  
Heidi Adams-District Attorney**

August 29, 2025

Mario Semiglia  
Senior Executive Budget & Policy Analyst  
Department of Finance and Administration  
State Budget Division  
Bataan Memorial Building #190  
407 Galisteo Street  
Santa Fe, New Mexico 87501

RE: FY27 Justification for Appropriation Request

Dear Mr. Semiglia,

First and foremost, thank you for taking the time to travel to Tucumcari to meet with me and my staff and visit our office last year. I know time is a valuable resource, so it is very appreciated.

Second, because time is so valuable, I'll get right to the point. Even with the looming threats of the withdrawal of federal funding, I am requesting additional funding to pursue our mission of seeking justice to ensure the safety of the citizens in Quay, De Baca, and Harding counties. In FY25, our office prosecuted an additional 85 cases over FY24, which brought our average attorney caseload to 350 cases, well above the goal of 175 cases. At the time I write this letter, we have had an additional 15 cases referred to our office for prosecution over where we were at this time last year. In order to fulfill our mission, I am requesting the following:

- 1) Personal Services and Employee Benefits-200: A budget increase of \$215,000.00 (a less than 10% increase in the current funding in this category) is the increase in funding that our agency needs for FY27 to attempt to fill our newly vacant position of District Office Manager and our vacant, due to underfunding, position of Information Technology Administrator. I am also asking for additional funding to provide raises for my attorneys in an attempt to retain them as employees in our very rural portion of the state. Currently, as included in our budget submission, district attorney prosecutors in New Mexico are not receiving pay equitable to their counterparts within the State Personnel Office.
- 2) Contractual Services-300: We will not be requesting any additional funds in the 300 category.

1110 East High Street, P.O. Box 1141, Tucumcari, New Mexico 88401  
Phone (575) 461-2075 Fax (575) 461-3966

3) Other-400: We will not be requesting any additional funds in the 400 category.

In my short time, I have seen the great work that you and LFC have put into our community. It truly has made a great impact on our District and is much appreciated. We thank you in advance for considering our request and would invite any questions or concerns you may have. I look forward to working with you and other members of DFA and LFC.

Sincerely,

A handwritten signature in black ink that reads "Heidi Adams". The signature is written in a cursive, flowing style.

Heidi Adams

## FY27 Appropriation Request Checklist

Agency Name: Tenth Judicial District Attorney

Business Unit: 26000

### Reports to Include in PDF Submission

Form #	Title	
<input checked="" type="checkbox"/>	<b>Cvr Ltr</b> Cover Letter	<i>Agency Level</i>
<input checked="" type="checkbox"/>	<b>S-1</b> Certification	<i>Agency Level</i>
<input checked="" type="checkbox"/>	<b>S-2</b> Organizational Chart	<i>Agency/Program Level</i>
<input checked="" type="checkbox"/>	<b>S-8</b> Financial Summary (BFM)	<i>Agency/Program Level</i>
<input checked="" type="checkbox"/>	<b>S-9</b> Account Code Revenue / Expenditure Report	<i>Agency/Program Level</i>
<input type="checkbox"/>	<b>S-10</b> Fund Balance Projection	<i>Fund Level</i>
<input checked="" type="checkbox"/>	<b>S-13</b> Detail of Rate Line Items (see instructions)	<i>Agency Level</i>
<input checked="" type="checkbox"/>	<b>P-1</b> Program Narrative	<i>Program Level</i>
<input type="checkbox"/>	<b>R-2</b> Transfer Report	<i>Agency Level</i>
<input checked="" type="checkbox"/>	<b>REV/EXP</b> Revenue-Expenditure Comparison Report	<i>Agency/Program Level</i>
<input type="checkbox"/>	<b>FFRW</b> Detail of Federal Funds Revenue Worksheet	<i>Agency/Program Level</i>
<input type="checkbox"/>	<b>EB-1</b> Expansion Justifications	<i>Program Level</i>
<input type="checkbox"/>	<b>EB-2</b> Expansion Fiscal Summary	<i>Program Level</i>
<input type="checkbox"/>	<b>EB-3</b> Expansion Line Item Detail	<i>Program Level</i>
<input type="checkbox"/>	<b>LFR</b> Legislating for Results Expansion Tool	<i>Program Level</i>
<input checked="" type="checkbox"/>	<b>E4</b> Pcode Detail	<i>Program Level</i>
<input checked="" type="checkbox"/>	<b>E5</b> Contract by Pcode	<i>Program Level</i>
<input type="checkbox"/>	<b>SAR</b> Special Appropriation Request Report	<i>Agency Level</i>
<input checked="" type="checkbox"/>	<b>APR</b> Annual Performance Report	<i>Program Level</i>
<input checked="" type="checkbox"/>	<b>Table 2</b> Table 2 Performance Measure Summary	<i>Program Level</i>
<input checked="" type="checkbox"/>	<b>SP</b> Strategic Plan	<i>Agency Level</i>
<input type="checkbox"/>	<b>ITP</b> Information Technology Plan	<i>Agency Level</i>
<input type="checkbox"/>	<b>C-1</b> Base Operating Budget	<i>Agency Level</i>
<input type="checkbox"/>	<b>C-2</b> IT Request Plan	<i>Agency Level</i>
<input type="checkbox"/>	<b>Perf Audit</b> Update to LFC Performance Audits (within last 2 years)	<i>Agency Level</i>

### Agency Attachments- Supporting Documentation

<input checked="" type="checkbox"/>	Percentage Change between FY26 & FY27
<input checked="" type="checkbox"/>	Memo Attorney Salary (Consultant)
<input checked="" type="checkbox"/>	Proposed NMDA Salary Schedule FY27- 20% & Range Change
<input checked="" type="checkbox"/>	Attorney-Classifications
<input checked="" type="checkbox"/>	Comparison with SPO and DA Salaries

### Documents to Attach in BFM (PDF Optional)

### Where to Attach

<input type="checkbox"/>	<b>Board Cert</b> Board or Commission Budget Certification	<i>Form 9900</i>
<input type="checkbox"/>	<b>E-6B</b> Leased Passenger-Related Vehicles	<i>Form 3300/4300</i>

**APPROPRIATION REQUEST  
CERTIFICATION  
FORM S-1**

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Agency Name: Tenth Judicial District Attorney

Business Unit: 26000

*I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the arithmetic accuracy of all numeric information has been verified.*



Heidi Adams, District Attorney

,



Jennifer Emillio, CFO

1110 East High Street  
Tucumcari, NM 88401

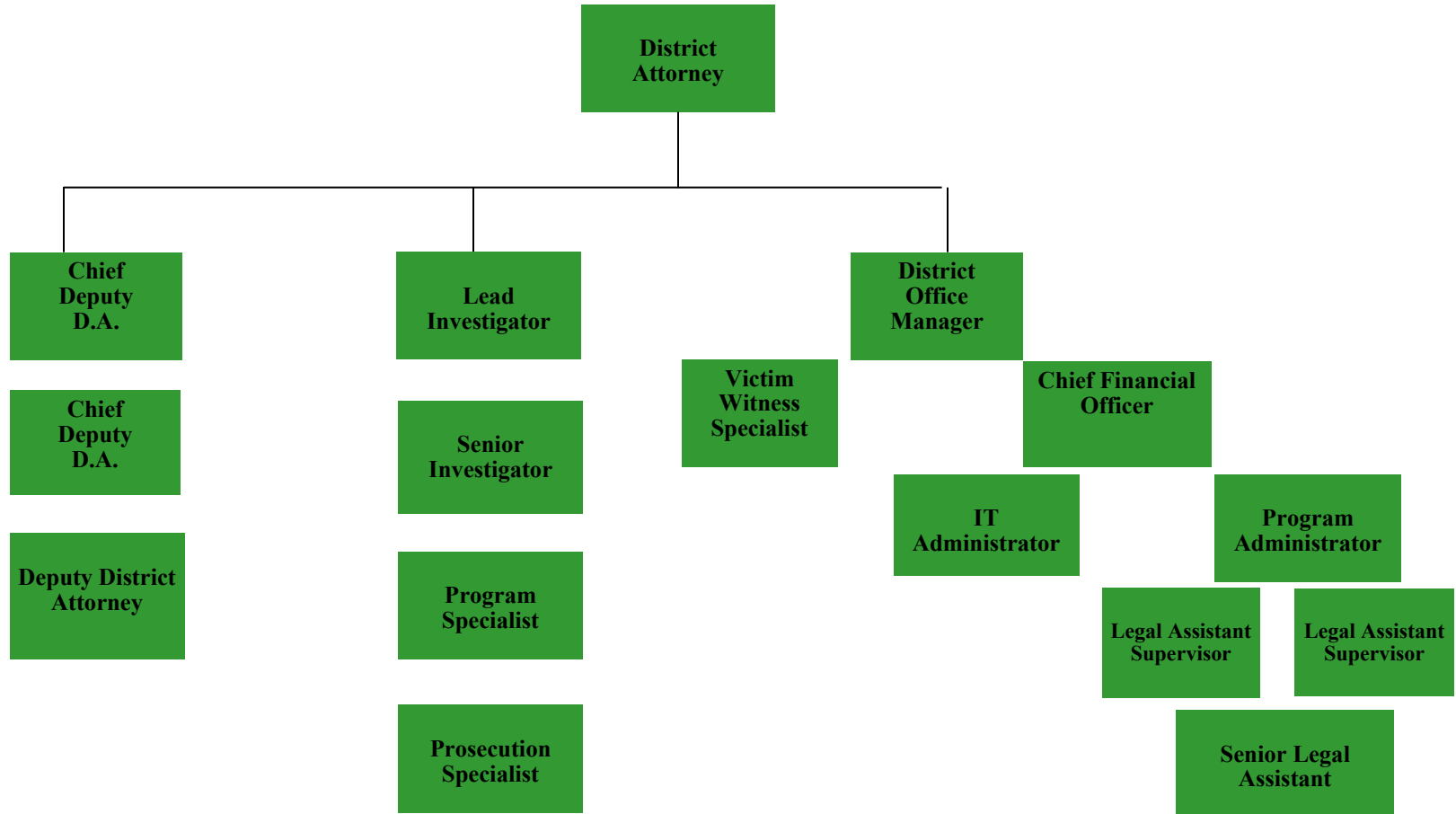
575-461-2075

jsena@da.state.nm.us

*Note: Appropriation Requests for agencies headed by a board or commission must be approved by the board or commission by official action and signed by the chairperson. Operating Budgets of other agencies must be signed by the director or secretary. Appropriation Requests not properly signed will be returned.*

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### FY27 APPROPRIATION REQUEST ORGANIZATION CHART FORM S-2



Check Box if this form is a revision

Revision no:

Revision Date:

**S-8 Financial Summary**

(Dollars in Thousands)

**BU**    **PCode**    **Department**  
 26000    0000    0000000000

	2024-25 Opbud	2024-25 Actuals	2025-26 Opbud	2026-27 PCF Proj	Base	----- FY 2027 Agency Request -----		Total
						Expansion		
<b>REVENUE</b>								
111 General Fund Transfers	2,173.3	2,123.9	2,307.3	0.0	2,589.5	0.0		2,589.5
112 Other Transfers	0.0	49.4	0.0	0.0	0.0	0.0		0.0
REVENUE, TRANSFERS	<b>2,173.3</b>	<b>2,173.3</b>	<b>2,307.3</b>	<b>0</b>	<b>2,589.5</b>	<b>0.0</b>		<b>2,589.5</b>
<b>REVENUE</b>	<b>2,173.3</b>	<b>2,173.3</b>	<b>2,307.3</b>	<b>0</b>	<b>2,589.5</b>	<b>0.0</b>		<b>2,589.5</b>
<b>EXPENSE</b>								
200 Personal services and employee benefits	1,960.8	1,908.7	2,094.8	2,173.8	2,377.0	0.0		2,377.0
300 Contractual services	40.0	41.9	40.0	0.0	40.0	0.0		40.0
400 Other	172.5	220.7	172.5	0.0	172.5	0.0		172.5
EXPENDITURES	<b>2,173.3</b>	<b>2,171.3</b>	<b>2,307.3</b>	<b>2,173.8</b>	<b>2,589.5</b>	<b>0.0</b>		<b>2,589.5</b>
<b>EXPENSE</b>	<b>2,173.3</b>	<b>2,171.3</b>	<b>2,307.3</b>	<b>2,173.8</b>	<b>2,589.5</b>	<b>0.0</b>		<b>2,589.5</b>
<b>FTE POSITIONS</b>								
810 Permanent	15.00	0.00	16.00	16.00	<b>16.00</b>	<b>0.00</b>		<b>16.00</b>
FTEs	<b>15.00</b>	<b>0.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>0.00</b>		<b>16.00</b>
<b>FTE POSITIONS</b>	<b>15.00</b>	<b>0.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>0.00</b>		<b>16.00</b>

BU PCode Department  
26000 0000 0000000000

**S-9 Account Code Revenue/Expenditure Summary**  
(Dollars in Thousands)

		2024-25	2024-25	2025-26	2026-27	----- FY 2027 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
499105	General Fd. Appropriation	2,173.3	2,123.9	2,307.3	0.0	2,589.5	0.0	2,589.5
<b>111</b>	<b>General Fund Transfers</b>	<b>2,173.3</b>	<b>2,123.9</b>	<b>2,307.3</b>	<b>0.0</b>	<b>2,589.5</b>	<b>0.0</b>	<b>2,589.5</b>
499905	Other Financing Sources	0.0	49.4	0.0	0.0	0.0	0.0	0.0
<b>112</b>	<b>Other Transfers</b>	<b>0.0</b>	<b>49.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>TOTAL REVENUE</b>		<b>2,173.3</b>	<b>2,173.3</b>	<b>2,307.3</b>	<b>0</b>	<b>2,589.5</b>	<b>0.0</b>	<b>2,589.5</b>
520100	Exempt Perm Positions P/T&F/T	1,396.2	1,372.2	1,531.1	1,500.1	1,632.1	0.0	1,632.1
520600	Paid Unused Sick Leave	0.0	1.1	0.0	0.0	0.0	0.0	0.0
521100	Group Insurance Premium	168.1	149.2	140.9	263.3	240.0	0.0	240.0
521200	Retirement Contributions	259.6	256.1	281.2	287.5	314.0	0.0	314.0
521300	F I C A	103.2	98.0	92.8	92.7	124.9	0.0	124.9
521400	Workers' Comp Assessment Fee	0.1	0.1	0.0	0.0	0.0	0.0	0.0
521410	GSD Work Comp Insur Premium	3.5	0.9	1.3	0.0	0.7	0.0	0.7
521600	Employee Liability Ins Premium	1.9	4.4	15.7	0.0	32.7	0.0	32.7
521700	RHC Act Contributions	28.2	26.6	31.6	30.2	32.6	0.0	32.6
521900	Other Employee Benefits	0.0	0.0	0.2	0.0	0.0	0.0	0.0
<b>200</b>	<b>Personal services and employee benef</b>	<b>1,960.8</b>	<b>1,908.7</b>	<b>2,094.8</b>	<b>2,173.8</b>	<b>2,377.0</b>	<b>0.0</b>	<b>2,377.0</b>
535200	Professional Services	3.0	0.0	0.0	0.0	0.0	0.0	0.0
535300	Other Services	2.0	19.8	4.1	0.0	6.7	0.0	6.7
535400	Audit Services	15.0	14.8	15.9	0.0	18.3	0.0	18.3
535500	Attorney Services	20.0	7.4	20.0	0.0	15.0	0.0	15.0
<b>300</b>	<b>Contractual services</b>	<b>40.0</b>	<b>41.9</b>	<b>40.0</b>	<b>0.0</b>	<b>40.0</b>	<b>0.0</b>	<b>40.0</b>
542100	Employee I/S Mileage & Fares	0.5	0.0	0.5	0.0	0.0	0.0	0.0
542200	Employee I/S Meals & Lodging	2.0	11.8	3.0	0.0	20.0	0.0	20.0
542500	Transp - Fuel & Oil	15.0	8.1	15.0	0.0	13.0	0.0	13.0
542600	Transp - Parts & Supplies	13.0	13.9	13.0	0.0	3.5	0.0	3.5
542700	Transp - Transp Insurance	1.5	1.4	1.5	0.0	1.3	0.0	1.3
543300	Maint - Buildings & Structures	0.4	0.3	0.4	0.0	0.5	0.0	0.5
543500	Maint - Supplies	0.5	6.9	1.0	0.0	1.5	0.0	1.5
543830	IT HW/SW Agreements	32.5	18.8	32.6	0.0	33.0	0.0	33.0
544000	Supply Inventory IT	21.5	22.6	20.0	0.0	20.0	0.0	20.0
544100	Supplies-Office Supplies	2.0	2.0	2.0	0.0	2.0	0.0	2.0
544200	Supplies-Medical,Lab,Personal	2.0	1.2	2.0	0.0	2.0	0.0	2.0
544400	Supplies-Field Supplies	15.0	1.6	15.0	0.0	1.5	0.0	1.5

BU PCode Department  
26000 0000 0000000000

**S-9 Account Code Revenue/Expenditure Summary**  
(Dollars in Thousands)

		2024-25	2024-25	2025-26	2026-27	----- FY 2027 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
544700	Supplies-Clothing,Uniforms,Linen	0.5	1.5	0.0	0.0	0.0	0.0	0.0
544900	Supplies-Inventory Exempt	11.0	20.9	11.0	0.0	10.0	0.0	10.0
545600	Reporting & Recording	9.0	4.2	9.0	0.0	5.0	0.0	5.0
545710	DOIT HCM Assessment Fees	5.4	4.9	5.3	0.0	6.0	0.0	6.0
545900	Printing & Photo Services	2.5	0.6	2.5	0.0	2.5	0.0	2.5
546100	Postage & Mail Services	1.0	1.1	1.0	0.0	1.7	0.0	1.7
546500	Rent Of Equipment	6.7	5.8	6.7	0.0	7.0	0.0	7.0
546600	Communications	17.0	20.0	17.0	0.0	20.0	0.0	20.0
546700	Subscriptions/Dues/License Fee	12.5	14.3	12.5	0.0	15.0	0.0	15.0
546800	Employee Training & Education	0.5	4.6	0.5	0.0	5.0	0.0	5.0
546900	Advertising	0.0	0.0	0.5	0.0	0.0	0.0	0.0
547360	Insurance Premiums-non_payroll	0.5	0.5	0.5	0.0	0.5	0.0	0.5
547900	Miscellaneous Expense	0.0	1.6	0.0	0.0	1.5	0.0	1.5
548800	Automotive & Aircraft	0.0	50.8	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	0.0	0.8	0.0	0.0	0.0	0.0	0.0
549700	Employee O/S Meals & Lodging	0.0	0.7	0.0	0.0	0.0	0.0	0.0
<b>400</b>	<b>Other</b>	<b>172.5</b>	<b>220.7</b>	<b>172.5</b>	<b>0.0</b>	<b>172.5</b>	<b>0.0</b>	<b>172.5</b>
<b>TOTAL EXPENSE</b>		<b>2,173.3</b>	<b>2,171.3</b>	<b>2,307.3</b>	<b>2,173.8</b>	<b>2,589.5</b>	<b>0.0</b>	<b>2,589.5</b>
810	Permanent	15.00	0.00	16.00	16.00	0.00	0.00	0.00
810	Permanent	15.00	0.00	16.00	16.00	0.00	0.00	0.00
<b>TOTAL FTE POSITIONS</b>		<b>15.00</b>	<b>0.00</b>	<b>16.00</b>	<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

State of New Mexico

**S-13 Line Items by Business Unit Expenditures**

(Dollars in Thousands)

BusUnit	Line Item	2024-25	2025-26	Request		Recommendation		Opbud
		Actuals	Opbud	Base	Expansion	Base	Expansion	
<b>26000</b>	<b>P260-R Tenth Judicial District Attorney</b>							
	520100 Exempt Perm Positions P/T&F/T	1,372.18	1,531.1	1,632.1	0	0	0	0.0
	520600 Paid Unused Sick Leave	1.07	0	0	0	0	0	0.0
	521100 Group Insurance Premium	149.2	140.9	240	0	0	0	0.0
	521200 Retirement Contributions	256.06	281.2	314	0	0	0	0.0
	521300 F I C A	98	92.8	124.9	0	0	0	0.0
	521400 Workers' Comp Assessment Fee	0.14	0	0	0	0	0	0.0
	521410 GSD Work Comp Insur Premium	0.95	1.3	0.7	0	0	0	0.0
	521600 Employee Liability Ins Premium	4.44	15.7	32.7	0	0	0	0.0
	521700 RHC Act Contributions	26.62	31.6	32.6	0	0	0	0.0
	521900 Other Employee Benefits	0	0.2	0	0	0	0	0.0
	535300 Other Services	19.77	4.1	6.7	0	0	0	0.0
	535400 Audit Services	14.82	15.9	18.3	0	0	0	0.0
	535500 Attorney Services	7.36	20	15	0	0	0	0.0
	542100 Employee I/S Mileage & Fares	0	0.5	0	0	0	0	0.0
	542200 Employee I/S Meals & Lodging	11.76	3	20	0	0	0	0.0
	542500 Transp - Fuel & Oil	8.08	15	13	0	0	0	0.0
	542600 Transp - Parts & Supplies	13.86	13	3.5	0	0	0	0.0
	542700 Transp - Transp Insurance	1.42	1.5	1.3	0	0	0	0.0
	543300 Maint - Buildings & Structures	0.3	0.4	0.5	0	0	0	0.0
	543500 Maint - Supplies	6.89	1	1.5	0	0	0	0.0
	543830 IT HW/SW Agreements	18.76	32.6	33	0	0	0	0.0
	544000 Supply Inventory IT	22.62	20	20	0	0	0	0.0
	544100 Supplies-Office Supplies	1.97	2	2	0	0	0	0.0
	544200 Supplies-Medical,Lab,Personal	1.19	2	2	0	0	0	0.0
	544400 Supplies-Field Supplies	1.64	15	1.5	0	0	0	0.0
	544700 Supplies-Clothng,Unifrms,Linen	1.46	0	0	0	0	0	0.0
	544900 Supplies-Inventory Exempt	20.86	11	10	0	0	0	0.0
	545600 Reporting & Recording	4.24	9	5	0	0	0	0.0
	545710 DOIT HCM Assessment Fees	4.92	5.3	6	0	0	0	0.0
	545900 Printing & Photo Services	0.62	2.5	2.5	0	0	0	0.0
	546100 Postage & Mail Services	1.12	1	1.7	0	0	0	0.0
	546500 Rent Of Equipment	5.76	6.7	7	0	0	0	0.0

State of New Mexico

**S-13 Line Items by Business Unit Expenditures**

(Dollars in Thousands)

	546600	Communications	20	17	20	0	0	0	0.0
	546700	Subscriptions/Dues/License Fee	14.3	12.5	15	0	0	0	0.0
	546800	Employee Training & Education	4.58	0.5	5	0	0	0	0.0
	546900	Advertising	0	0.5	0	0	0	0	0.0
	547360	Insurance Premiums-non_payroll	0.51	0.5	0.5	0	0	0	0.0
	547900	Miscellaneous Expense	1.55	0	1.5	0	0	0	0.0
	548800	Automotive & Aircraft	50.8	0	0	0	0	0	0.0
	549600	Employee O/S Mileage & Fares	0.83	0	0	0	0	0	0.0
	549700	Employee O/S Meals & Lodging	0.67	0	0	0	0	0	0.0
<b>Subtotal for:</b>	<b>26000</b>	<b>P260-R Tenth Judicial District Attorney</b>	<b>2,171.32</b>	<b>2,307.3</b>	<b>2,589.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>26000</b>			<b>2,171.32</b>	<b>2,307.3</b>	<b>2,589.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

**Totals by Line Item**

BusUnit	Line Item	2024-25	2025-26	Request		Recommendation		Opbud
		Actuals	Opbud	Base	Expansion	Base	Expansion	
<b>26000</b>	<b>520100 Exempt Perm Positions P/T&amp;F/T</b>	1,372.18	1,531.1	1,632.1	0	0	0	0.0
	<b>520600 Paid Unused Sick Leave</b>	1.07	0	0	0	0	0	0.0
	<b>521100 Group Insurance Premium</b>	149.2	140.9	240	0	0	0	0.0
	<b>521200 Retirement Contributions</b>	256.06	281.2	314	0	0	0	0.0
	<b>521300 F I C A</b>	98	92.8	124.9	0	0	0	0.0
	<b>521400 Workers' Comp Assessment Fee</b>	0.14	0	0	0	0	0	0.0
	<b>521410 GSD Work Comp Insur Premium</b>	0.95	1.3	0.7	0	0	0	0.0
	<b>521600 Employee Liability Ins Premium</b>	4.44	15.7	32.7	0	0	0	0.0
	<b>521700 RHC Act Contributions</b>	26.62	31.6	32.6	0	0	0	0.0
	<b>521900 Other Employee Benefits</b>	0	0.2	0	0	0	0	0.0
	<b>535300 Other Services</b>	19.77	4.1	6.7	0	0	0	0.0
	<b>535400 Audit Services</b>	14.82	15.9	18.3	0	0	0	0.0
	<b>535500 Attorney Services</b>	7.36	20	15	0	0	0	0.0
	<b>542100 Employee I/S Mileage &amp; Fares</b>	0	0.5	0	0	0	0	0.0
	<b>542200 Employee I/S Meals &amp; Lodging</b>	11.76	3	20	0	0	0	0.0

State of New Mexico

**S-13 Line Items by Business Unit Expenditures**

(Dollars in Thousands)

542500	Transp - Fuel & Oil	8.08	15	13	0	0	0	0.0
542600	Transp - Parts & Supplies	13.86	13	3.5	0	0	0	0.0
542700	Transp - Transp Insurance	1.42	1.5	1.3	0	0	0	0.0
543300	Maint - Buildings & Structures	0.3	0.4	0.5	0	0	0	0.0
543500	Maint - Supplies	6.89	1	1.5	0	0	0	0.0
543830	IT HW/SW Agreements	18.76	32.6	33	0	0	0	0.0
544000	Supply Inventory IT	22.62	20	20	0	0	0	0.0
544100	Supplies-Office Supplies	1.97	2	2	0	0	0	0.0
544200	Supplies-Medical,Lab,Personal	1.19	2	2	0	0	0	0.0
544400	Supplies-Field Supplies	1.64	15	1.5	0	0	0	0.0
544700	Supplies-Clothng,Unifrms,Linen	1.46	0	0	0	0	0	0.0
544900	Supplies-Inventory Exempt	20.86	11	10	0	0	0	0.0
545600	Reporting & Recording	4.24	9	5	0	0	0	0.0
545710	DOIT HCM Assessment Fees	4.92	5.3	6	0	0	0	0.0
545900	Printing & Photo Services	0.62	2.5	2.5	0	0	0	0.0
546100	Postage & Mail Services	1.12	1	1.7	0	0	0	0.0
546500	Rent Of Equipment	5.76	6.7	7	0	0	0	0.0
546600	Communications	20	17	20	0	0	0	0.0
546700	Subscriptions/Dues/License Fee	14.3	12.5	15	0	0	0	0.0
546800	Employee Training & Education	4.58	0.5	5	0	0	0	0.0
546900	Advertising	0	0.5	0	0	0	0	0.0
547360	Insurance Premiums-non_payroll	0.51	0.5	0.5	0	0	0	0.0
547900	Miscellaneous Expense	1.55	0	1.5	0	0	0	0.0
548800	Automotive & Aircraft	50.8	0	0	0	0	0	0.0
549600	Employee O/S Mileage & Fares	0.83	0	0	0	0	0	0.0
549700	Employee O/S Meals & Lodging	0.67	0	0	0	0	0	0.0
<b>Grand Total</b>		<b>2,171.32</b>	<b>2,307.3</b>	<b>2,589.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

**Program Description:**

The Tenth Judicial District Attorney Prosecution Program is responsible for the prosecution of felony, juvenile cases, many misdemeanor crimes and legal work for the counties of Quay, Harding and De Baca. The mission of the Tenth Judicial District is to seek justice. To improve the quality of life for all citizens in the Tenth Judicial District, by fairly and expeditiously prosecute those who violate the laws of the State of New Mexico and administering the office of the District Attorney with the utmost professionalism, and courtesy. The Tenth Judicial District Attorney Prosecution Program provides litigation, special programs (Pre-The Tenth Judicial District Attorney Prosecution Program is responsible for the prosecution of felony, juvenile, and misdemeanor cases. We are also responsible for providing legal work for the counties of Quay, Harding, and De Baca upon request. The mission of the Tenth Judicial District is to seek justice. We strive to improve the quality of life for all citizens in the Tenth Judicial District, by fairly and expeditiously prosecuting those who violate the laws of the State of New Mexico and administering the office of the District Attorney with the utmost professionalism and courtesy. The Tenth Judicial District Attorney Prosecution Program provides litigation, special programs (Pre-Prosecution Diversion Program, Worthless Check Program and Victims of Crime Program), and administrative support for the Tenth Judicial District Attorney to enforce criminal laws and to improve and ensure the protection, safety, welfare and health of the citizens in our district. Without our base budget, the employees who perform services in the above programs will not be able to do their work adequately, and we will have to cut services to the citizens in our district, such as limiting the travel of our victim advocacy division and investigations division who strive to provide personal service to their clients. Other services that would be affected are the attorneys abilities to conduct interviews, depositions, and present prepared witnesses in court.

**Major Issues and Accomplishments:**

We successfully prosecuted 799 cases in FY25, an increase of 12% from the previous fiscal year. During this period, we welcomed two new attorneys and three new staff members due to turnover and vacancies carrying over from the previous administration. Currently, we are attempting to fill two FTEs. As mental health and drug abuse surges, there has been an increased number of filings for competency determinations and petitions for involuntary mental health commitments. To meet these potential threats to public safety, we need to be able to retain our current prosecutors and fill our two vacant FTEs.

**Overview of Request:**

The FY27 Appropriation request for Category 200- Personal Services & Benefits is based on the figures that were populated from SHARE for employee salaries and benefits and the proposed raises following the findings of the HR Classification & Compensation Survey conducted at the request of the New Mexico Administrative Office of the District Attorneys which determined current district attorney prosecutor salaries are below the salaries of comparable State Personnel Office attorneys by an average of 21%. (See Attachments-Supporting Documentation). In order to achieve the goals as outlined in our strategic plan, this less than 10% increase will help us retain our current employees and potentially help us fill our two FTEs. The Category 300- Contractual is flat as well as the Category 400-Other.

**Programmatic Changes:**

By filling our Information Technology (IT) Administrator position, we will free up the work that our Lead Investigator and Chief Financial Officer (CFO) spends on IT issues. Currently, our Lead Investigator is pulled away from his primary functions due to the never-ending supply of computer, internet, etc. issues and is not able to spend as much time on his assigned cases. That work either falls through the cracks or is placed on other employees who already have maxed caseloads. Filling our District Office Manager position would also allow our CFO to focus on financial needs, freeing her from human resources, IT issues, etc.

**P-1 Program Overview**

**BU**    **PCode**  
26000   P260

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**Base Budget Justification:** Without an increase to our base budget, our employees will be unable to provide quality and efficient services to our constituents. Being in such a rural area of the state, recruiting and retaining quality employees is difficult. We do not have the draws of big city living and for our staff to do any meaningful medical appointments, shopping or entertainment, it requires them to drive anywhere from 90 minutes to three hours-one way! Being able to provide competitive salaries enables us to keep positions filled and so we can carry on with our mission of seeking justice and public safety.

## REV EXP COMPARISON

(Dollars in Thousands)

### 26000 - Tenth Judicial District Attorney

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P260 - Tenth Judicial District Attorney					
	General Fund	Other Funds	Other Transfers	Federal Funds	Total
<b>SOURCES Totals</b>	<b>2,589.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2,589.5</b>
Personal services and employee benefits	2,377.0	0.0	0.0	0.0	2,377
Contractual services	40.0	0.0	0.0	0.0	40
Other	172.5	0.0	0.0	0.0	172.5
<b>USES Total:</b>	<b>2,589.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2,589.5</b>
<b>Net:</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

Fund	Account		2024-25	2025-26	2026-27	FY 2027 Agency Request				Justification	
			Actuals	Opbud	PCF Proj	GF	OSF	ISF/IAT	FF		Total
00000	520100	Exempt Perm Positions P/T&F/T	0.0	0.0	66.07	0.0	0.0	0.0	0.0	0.0	
00000	521100	Group Insurance Premium	0.0	0.0	5.62	0.0	0.0	0.0	0.0	0.0	
00000	521200	Retirement Contributions	0.0	0.0	12.66	0.0	0.0	0.0	0.0	0.0	
00000	521300	F I C A	0.0	0.0	4.08	0.0	0.0	0.0	0.0	0.0	
00000	521700	RHC Act Contributions	0.0	0.0	1.65	0.0	0.0	0.0	0.0	0.0	
16400	520100	Exempt Perm Positions P/T&F/T	1,372.2	1,531.1	1,434.07	1,632.1	0.0	0.0	0.0	1,632.1	
16400	520600	Paid Unused Sick Leave	1.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
16400	521100	Group Insurance Premium	149.2	140.9	257.65	240.0	0.0	0.0	0.0	240.0	
16400	521200	Retirement Contributions	256.1	281.2	274.86	314.0	0.0	0.0	0.0	314.0	
16400	521300	F I C A	98.0	92.8	88.57	124.9	0.0	0.0	0.0	124.9	
16400	521400	Workers' Comp Assessment Fee	0.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
16400	521410	GSD Work Comp Insur Premium	0.9	1.3	0	0.7	0.0	0.0	0.0	0.7	
16400	521600	Employee Liability Ins Premium	4.4	15.7	0	32.7	0.0	0.0	0.0	32.7	
16400	521700	RHC Act Contributions	26.6	31.6	28.57	32.6	0.0	0.0	0.0	32.6	
16400	521900	Other Employee Benefits	0.0	0.2	0	0.0	0.0	0.0	0.0	0.0	
	<b>200</b>	<b>Personal services and employee benef</b>	<b>1,908.7</b>	<b>2,094.8</b>	<b>2,173.8</b>	<b>2,377.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2,377.0</b>	
16400	542100	Employee I/S Mileage & Fares	0.0	0.5	0	0.0	0.0	0.0	0.0	0.0	
16400	542200	Employee I/S Meals & Lodging	11.8	3.0	0	20.0	0.0	0.0	0.0	20.0	
16400	542500	Transp - Fuel & Oil	8.1	15.0	0	13.0	0.0	0.0	0.0	13.0	
16400	542600	Transp - Parts & Supplies	13.9	13.0	0	3.5	0.0	0.0	0.0	3.5	
16400	542700	Transp - Transp Insurance	1.4	1.5	0	1.3	0.0	0.0	0.0	1.3	
16400	543300	Maint - Buildings & Structures	0.3	0.4	0	0.5	0.0	0.0	0.0	0.5	
16400	543500	Maint - Supplies	6.9	1.0	0	1.5	0.0	0.0	0.0	1.5	
16400	543830	IT HW/SW Agreements	18.8	32.6	0	33.0	0.0	0.0	0.0	33.0	
16400	544000	Supply Inventory IT	22.6	20.0	0	20.0	0.0	0.0	0.0	20.0	
16400	544100	Supplies-Office Supplies	2.0	2.0	0	2.0	0.0	0.0	0.0	2.0	
16400	544200	Supplies-Medical,Lab,Personal	1.2	2.0	0	2.0	0.0	0.0	0.0	2.0	
16400	544400	Supplies-Field Supplies	1.6	15.0	0	1.5	0.0	0.0	0.0	1.5	
16400	544700	Supplies-Clothng,Unifrms,Linen	1.5	0.0	0	0.0	0.0	0.0	0.0	0.0	
16400	544900	Supplies-Inventory Exempt	20.9	11.0	0	10.0	0.0	0.0	0.0	10.0	
16400	545600	Reporting & Recording	4.2	9.0	0	5.0	0.0	0.0	0.0	5.0	
16400	545710	DOIT HCM Assessment Fees	4.9	5.3	0	6.0	0.0	0.0	0.0	6.0	
16400	545900	Printing & Photo Services	0.6	2.5	0	2.5	0.0	0.0	0.0	2.5	

BU PCode  
26000 P260

**E4 PCode Detail**  
(Dollars in Thousands)

Fund	Account	2024-25 Actuals	2025-26 Opbud	2026-27 PCF Proj	FY 2027 Agency Request				Total	Justification	
					GF	OSF	ISF/IAT	FF			
16400	546100	Postage & Mail Services	1.1	1.0	0	1.7	0.0	0.0	0.0	1.7	
16400	546500	Rent Of Equipment	5.8	6.7	0	7.0	0.0	0.0	0.0	7.0	
16400	546600	Communications	20.0	17.0	0	20.0	0.0	0.0	0.0	20.0	
16400	546700	Subscriptions/Dues/License Fee	14.3	12.5	0	15.0	0.0	0.0	0.0	15.0	
16400	546800	Employee Training & Education	4.6	0.5	0	5.0	0.0	0.0	0.0	5.0	
16400	546900	Advertising	0.0	0.5	0	0.0	0.0	0.0	0.0	0.0	
16400	547360	Insurance Premiums-non_payroll	0.5	0.5	0	0.5	0.0	0.0	0.0	0.5	
16400	547900	Miscellaneous Expense	1.6	0.0	0	1.5	0.0	0.0	0.0	1.5	
16400	548800	Automotive & Aircraft	50.8	0.0	0	0.0	0.0	0.0	0.0	0.0	
16400	549600	Employee O/S Mileage & Fares	0.8	0.0	0	0.0	0.0	0.0	0.0	0.0	
16400	549700	Employee O/S Meals & Lodging	0.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
	400	Other	220.7	172.5	0	172.5	0.0	0.0	0.0	172.5	
<b>TOTAL EXPENSE</b>			<b>2,129.4</b>	<b>2,267.3</b>		<b>2,549.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2,549.5</b>	

BU PCode  
26000 P260

**Contract by PCode Detail**  
(Dollars in Thousands)

Fund	Account	#	Contract Purpose	Actuals	----- FY 2027 Agency Request -----				Total	Justification
					GF	OSF	ISF/IAT	FF		
16400	535300	Other Services	1000	19.8	6.7	0.0	0.0	0.0	6.7	
16400	535400	Audit Services	1000	14.8	18.3	0.0	0.0	0.0	18.3	
16400	535500	Attorney Services	1000	7.4	15.0	0.0	0.0	0.0	15.0	
<b>TOTAL EXPENSE</b>				<b>41.9</b>	<b>40.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>40.0</b>	

# DFA Performance Based Budgeting Data System

## Annual Performance Report

**Agency: 26000 Tenth Judicial District Attorney**

**Program: P260 Tenth Judicial District Attorney**

The purpose of the tenth judicial district attorney program is to provide litigation, special programs and administrative support for the enforcement of state laws as they pertain to the district attorney and to improve and ensure the protection, safety, welfare and health of the citizens within Quay, Harding and De Baca counties.

Performance Measures:		2024-25 Target	2024-25 Result	Met Target	Year End Result Narrative
Explanatory	Average time from filing of charges to final disposition for adults, in months	N/A	5	N/A	Target met
Explanatory	Average time from filing of petition to final disposition for juveniles, in months	N/A	2	N/A	Target met
Explanatory	Number of pretrial detention motions made	N/A	19	N/A	Target met
Explanatory	Percent of pretrial detention motions granted	N/A	84%	N/A	Target not met
Outcome	Number of cases prosecuted	575	799	Yes	Target met
Output	Average attorney caseload	175	350	No	Target met
Output	Average number of cases added to attorney caseloads	250	425	No	Target not met
Output	Number of cases in which defendant was referred into a pre-prosecution diversion program	10	4	No	Target not met
Output	Number of cases referred for screening	600	850	Yes	Target met

Performance Measures Summary

P260 Tenth Judicial District Attorney		2023-24 Actual	2024-25 Actual	2025-26 Budget	2026-27 Request	2026-27 Recomm
<b>Purpose:</b> The purpose of the tenth judicial district attorney program is to provide litigation, special programs and administrative support for the enforcement of state laws as they pertain to the district attorney and to improve and ensure the protection, safety, welfare and health of the citizens within Quay, Harding and De Baca counties.						
<b>Performance Measures:</b>						
Output	Number of cases referred for screening	615	850	600	600	
Output	Number of cases in which defendant was referred into a pre-prosecution diversion program	3	4	10	10	
Output	Average number of cases added to attorney caseloads	615	425	175	250	
Output	Average attorney caseload	755	350	175	200	
Outcome	Number of cases prosecuted	714	799	600	600	
Explanatory	Average time from filing of petition to final disposition for juveniles, in months	4	2	N/A	N/A	
Explanatory	Average time from filing of charges to final disposition for adults, in months	6	5	N/A	N/A	
Explanatory	Number of pretrial detention motions made	9	19	N/A	N/A	
Explanatory	Percent of pretrial detention motions granted	5%	84%	N/A	N/A	



Office of the Tenth Judicial District Attorney  
Heidi Adams-District Attorney

The Strategic Plan of the  
TENTH JUDICIAL  
DISTRICT ATTORNEY'S OFFICE

FY 2027

1110 East High Street, P.O. Box 1141, Tucumcari, New Mexico 88401  
Phone (575) 461-2075 Fax (575) 461-3966

The Strategic Plan of the  
Tenth Judicial District Attorney-FY27

**VISION:**

The vision of the Tenth Judicial District Attorney's Office is to utilize authority granted by the State of New Mexico to its prosecutors to hold criminal offenders responsible for their criminal activity. By holding those who commit crime in our State responsible, we provide a deterrent to future criminal activity as well as eliminate existing exposure to criminal activity which negatively affects our quality of life and the safety of our citizens.

**MISSION:**

The mission of the Tenth Judicial District Attorney's Office is to prosecute criminals within our District in a fair and expeditious manner and administer the responsibilities of the office in a manner that seeks justice for victims of crime and the community as a whole.

**PHILOSOPHY:**

The philosophy of the Tenth Judicial District Attorney's Office is to recognize and utilize the various skill sets of its staff to maneuver within the judicial system to provide community-based prosecution in the most effective and efficient manner possible. Further, we believe that close interaction with local law enforcement as well as community-based education is essential in promoting a safer community.

**GOALS:**

It is the goal of the Tenth Judicial District Attorney's Office to address the needs of our community and improve the efficiency and effectiveness of its prosecutions by obtaining the necessary funding to perform our required duties. Such funding requests would directly affect training for staff, community education, competitiveness in salaries, quality of equipment, and operational expenditures that affect our ability to be responsive to the needs of our district constituents as well as local law enforcement and the courts.

1. GOAL-Training of Staff

A. Ensure each member of the staff has received essential training to accommodate a better understanding of their job functions and receive the necessary training to be able to perform their duties effectively and proficiently.

1.1 Strategy: To request a budgetary allocation increase that would allow attorneys to obtain more specialized professional training in areas of prosecution that our District is lacking.

1.2 Strategy: To request a budgetary allocation increase that would allow our Victim Advocacy employees to participate in specialized professional training.

1.3 Strategy: To request a budgetary allocation increase that would allow our support staff to attend in person and computer-based training as well as on the job training with other District Attorneys' offices that would improve their ability to perform their duties.

## 2. GOAL-Community Education

A. To better educate citizens in addressing criminal behavior in their communities in order to limit the negative effect of criminal activity within the District.

1.1 Strategy: To obtain funding to allow presentations within the various school districts to educate our youth in the effects of drug use, sexual abuse, bullying and physical abuse and to reinforce the importance of education.

1.2 Strategy: To obtain funding to allow presentations to the elderly community to assist them through education in protecting themselves from scam activity and abuse.

## 3. GOAL- Competitiveness in Salaries

A. To become more competitive in the compensation of District employees to address turnover rates within the District and encourage a more stable and rewarding work experience.

1.1 Strategy: To obtain the necessary funding to be able to fill our vacant positions (District Office Manager and Information Technology Administrator).

1.2 Strategy: To obtain the necessary funding to retain experienced attorneys in our remote locations in the state.

1.3 Strategy: To follow the findings from the HR Classification & Compensation Survey conducted at the request of the New Mexico Administrative Office of the District Attorneys which determined current district attorney prosecutor salaries are below the salaries of comparable State Personnel Office attorneys by an average of 21%. (See Attachments-Supporting Documentation).

## 4. GOAL-Quality of Equipment

A. To have equipment that meets today's technological standards and that is consistently operable and operational and reliable.

1.1 Strategy: To obtain funding to purchase at minimum, 5 computer systems to replace aged and unreliable systems currently being used due to a shortage of computer systems.

1.2 Strategy: To obtain funding to purchase investigative materials and equipment for the District Investigators to enhance their ability to supplement investigatory needs in criminal cases.

### **ACTION PLAN:**

1.1 To request adequate funding to address financial needs of the district in operational expenditures.

1.2 To request adequate funding to address the needs of technology in the District.

1.3 To request adequate funding to obtain specific needed training and certifications.

- 1.4 To request adequate funding to provide materials and education that is pertinent to our youth and constituency.

# TENTH JUDICIAL DISTRICT ATTORNEY

HEIDI ADAMS  
DISTRICT ATTORNEY  
QUAY, DE BACA, HARDING COUNTIES

CATEGORY	FY26 OPERATING BUDGET	FY27 GENERAL FUND REQUEST	% of change
200 PS&B	2,162,000	2,377,000	9.944 %
300 CONTRACTUAL	40,000	40,000	0%
400 OTHER	172,500	172,500	0%
TOTAL	2,374,500	2,589,500	9.054%

FY27 General Fund Request has an increase in the 200 PS&B category in the amount of \$215,000.00 to fill two vacant positions which include a District Office Manager and an IT Administrator.



**DATE:** August 14, 2025 (updated from 5/25)

**TO:** Mr. Rick Tedrow, Director  
NM Administrative Office of the District Attorneys'

**FROM:** Jeff A. Varela, HR Classification & Compensation Consultant

**RE:** **Attorney Salary Range Survey May 2025**

As directed, the attached May 1, 2025, salary survey (Attorney series) is an abbreviated survey that is a "snapshot" comparison of NM District Attorneys' salary range midpoints to the midpoints of similar attorney jobs in the Administrative Office of the Courts (AOC), State Personnel Office/NM Department of Justice, Law Offices of the Public Defender (LOPD) and the US Department of Justice (USDOJ). In addition, the survey includes comparisons with regional District Attorney offices; Dallas-Ft. Worth, TX, Denver CO, and Salt Lake City, UT; taken from the 2022 National District Attorneys' Association salary survey report.

The attached spread sheet analysis reflects internal comparisons (AOC, SPO/NMDOJ LOPD, USDOJ), and a brief external comparison with regional metropolitan areas.

#### **New Mexico District Attorney Personnel and Compensation Plan:**

The NMDA's Personnel and Compensation Plan provides for a schedule consisting of (job) classifications or class titles, salary ranges and the minimum, midpoint and maximum rates of pay for all classes. The **salary range midpoints** reflect the targeted pay for each job classification, thereby determining **the basis for comparison to other salary range midpoints to determine competitiveness with comparator government employers**. Salary range midpoints are the basis for determining minimums (80% of midpoint), and maximums (125% of midpoint) of each salary range.

#### **Summary:**

The attached spreadsheet analysis reflects the NMDA's salary structure (ranges) for the Attorney classifications (most incumbent populated), is at or above competitiveness with the internal and external comparators surveyed. While there is a lag of 7% (May 2025) overall, and 13% for the Senior Trial Attorney range midpoint, from the SPO/NMDOJ; the standard in market competitiveness is to avoid more than a 10% lag from the comparator market. Since May 2025, the SPO/NMDOJ salary range midpoints have



increased, and now shows an average 21% lag (NMDAA v. SPO/NMDOJ). With the upcoming fiscal year (FY2026) salary structure (midpoints) adjustment of 4% we should gauge the market during FY2026 to stay under 10% lag of this comparator (SPO/NMDOJ). The cost analysis (spreadsheets for each district) for a 20% Attorney salary structure adjustment for FY2027 is included. In addition, we may want to do some internal analysis of employee-in-range salary progression (via a salary matrix) as we have done in the past.

**Continued commitment to salary structure adjustments each fiscal year, and in-range salary movement for attorneys, provides attention to recruitment and retention concerns expressed by elected District Attorneys for their respective offices.** Additional pay mechanisms such as **Geographical Differential Pay, Out-of-Cycle (performance based) pay adjustments and In-range salary hiring** for newly hired attorneys, are available for use during the fiscal year. Obviously, these mechanisms are budget dependent and are reviewed by AODA, and DFA for Personnel Plan compliance and budget availability.

Feel free to contact me should you have questions or need assistance.

**NEW MEXICO DISTRICT ATTORNEY  
CLASSIFICATION HIERARCHY AND SALARY SCHEDULE  
FY2027**

CLASSIFICATION	PAY RANGE	Based on 2080 HOURS			Based on 2080 HOURS		
		ANNUAL SALARY RANGES			HOURLY SALARY RANGES		
		MINIMUM	MID-RANGE	MAXIMUM	MINIMUM	MID-RANGE	MAXIMUM
Chief Deputy District Attorney	NN	\$129,850	\$162,313	\$202,891	\$62.427959	\$78.034949	\$97.543686
Deputy District Attorney	MM	\$117,514	\$146,893	\$183,616	\$56.497248	\$70.621560	\$88.276950
Senior Trial Attorney	LL	\$106,357	\$132,946	\$166,182	\$51.132952	\$63.916190	\$79.895238
Trial Attorney	KK	\$96,261	\$120,327	\$150,409	\$46.279542	\$57.849427	\$72.311784
Assistant Trial Attorney	JJ	\$90,232	\$112,790	\$140,988	\$43.380824	\$54.226030	\$67.782537

**NEW MEXICO DISTRICT ATTORNEY  
CLASSIFICATION HIERARCHY AND SALARY SCHEDULE  
FY2027**

CLASSIFICATION	PAY RANGE	Based on 2080 HOURS			Based on 2080 HOURS		
		ANNUAL SALARY RANGES			HOURLY SALARY RANGES		
		MINIMUM	MID-RANGE	MAXIMUM	MINIMUM	MID-RANGE	MAXIMUM
AODA Director	P	\$125,780	\$157,225	\$196,531	\$60.471054	\$75.588817	\$94.486021
District Office Manager	O	\$113,827	\$142,284	\$177,855	\$54.724466	\$68.405583	\$85.506979
Special Program Director	M	\$93,212	\$116,515	\$145,644	\$44.813523	\$56.016904	\$70.021130
<del>Information Systems Manager</del>	<del>L</del>	<del>\$84,357</del>	<del>\$105,446</del>	<del>\$131,807</del>	<del>\$40.556146</del>	<del>\$50.695183</del>	<del>\$63.368978</del>
<del>IT Technology Project Manager</del>	<del>J</del>	<del>\$69,110</del>	<del>\$86,388</del>	<del>\$107,985</del>	<del>\$33.226053</del>	<del>\$41.532566</del>	<del>\$51.915708</del>
AODA Chief Technology Officer	O	\$113,827	\$142,284	\$177,855	\$54.724466	\$68.405583	\$85.506979
Chief Technical Officer	O	\$113,827	\$142,284	\$177,855	\$54.724466	\$68.405583	\$85.506979
Information Technology Operations Manager	M	\$93,212	\$116,515	\$145,644	\$44.813523	\$56.016904	\$70.021130
Information Technology Applications Developer Manager	M	\$93,212	\$116,515	\$145,644	\$44.813523	\$56.016904	\$70.021130
Information Technology Network Specialist	L	\$84,357	\$105,446	\$131,807	\$40.556146	\$50.695183	\$63.368978
Information Technology Business Analyst	L	\$84,357	\$105,446	\$131,807	\$40.556146	\$50.695183	\$63.368978
Information Technology Applications Developer	L	\$84,357	\$105,446	\$131,807	\$40.556146	\$50.695183	\$63.368978
Chief Security Officer	K	\$76,348	\$95,436	\$119,294	\$36.705996	\$45.882495	\$57.353119
Information Technology Systems Administrator	I	\$57,964	\$72,455	\$90,569	\$27.867311	\$34.834139	\$43.542673
Information Technology Assistant II	G	\$47,453	\$59,316	\$74,145	\$22.813989	\$28.517486	\$35.646858
IT Assistant	F	\$42,968	\$53,710	\$67,137	\$20.657535	\$25.821919	\$32.277398
Chief Financial Officer	N	\$103,011	\$128,763	\$160,954	\$49.524404	\$61.905505	\$77.381881
Financial Manager	M	\$93,212	\$116,515	\$145,644	\$44.813523	\$56.016904	\$70.021130
Financial Administrator	J	\$69,110	\$86,388	\$107,985	\$33.226053	\$41.532566	\$51.915708
Financial Specialist	H	\$52,458	\$65,573	\$81,966	\$25.220333	\$31.525416	\$39.406770
Financial Assistant	D	\$35,190	\$43,988	\$54,985	\$16.918447	\$21.148059	\$26.435074
Human Resources Director	N	\$103,011	\$128,763	\$160,954	\$49.524404	\$61.905505	\$77.381881
Human Resources Manager	M	\$93,212	\$116,515	\$145,644	\$44.813523	\$56.016904	\$70.021130
Human Resources Administrator	L	\$84,357	\$105,446	\$131,807	\$40.556146	\$50.695183	\$63.368978
Human Resources Specialist	J	\$69,110	\$86,388	\$107,985	\$33.226053	\$41.532566	\$51.915708
Human Resources Assistant	E	\$38,887	\$48,608	\$60,760	\$18.695439	\$23.369299	\$29.211624
Program Administrator	J	\$69,110	\$86,388	\$107,985	\$33.226053	\$41.532566	\$51.915708
Program Specialist	H	\$52,458	\$65,573	\$81,966	\$25.220333	\$31.525416	\$39.406770
Program Assistant	D	\$35,190	\$43,988	\$54,985	\$16.918447	\$21.148059	\$26.435074

Law Clerk	H	\$52,458	\$65,573	\$81,966	\$25.220333	\$31.525416	\$39.406770
Prosecution Specialist	I	\$57,964	\$72,455	\$90,569	\$27.867311	\$34.834139	\$43.542673
<b>Special Operations Investigator</b>	M	\$93,212	\$116,515	\$145,644	\$44.813523	\$56.016904	\$70.021130
Lead Investigator	L	\$84,357	\$105,446	\$131,807	\$40.556146	\$50.695183	\$63.368978
Senior Investigator	J	\$69,110	\$86,388	\$107,985	\$33.226053	\$41.532566	\$51.915708
Investigator	G	\$47,453	\$59,316	\$74,145	\$22.813989	\$28.517486	\$35.646858
Victim-Witness Administrator	L	\$84,357	\$105,446	\$131,807	\$40.556146	\$50.695183	\$63.368978
Victim-Witness Coordinator	J	\$69,110	\$86,388	\$107,985	\$33.226053	\$41.532566	\$51.915708
Victim-Witness Specialist	I	\$57,964	\$72,455	\$90,569	\$27.867311	\$34.834139	\$43.542673
Victim-Witness Assistant	H	\$52,458	\$65,573	\$81,966	\$25.220333	\$31.525416	\$39.406770
<b>Prosecution Assistant Supervisor</b>	H	\$52,458	\$65,573	\$81,966	\$25.220333	\$31.525416	\$39.406770
<b>Prosecution Senior Assistant</b>	G	\$47,453	\$59,316	\$74,145	\$22.813989	\$28.517486	\$35.646858
<b>Prosecution Assistant II</b>	E	\$38,887	\$48,608	\$60,760	\$18.695439	\$23.369299	\$29.211624
<b>Prosecution Assistant I</b>	D	\$35,190	\$43,988	\$54,985	\$16.918447	\$21.148059	\$26.435074
<b>Secretary</b>	C	\$31,841	\$39,801	\$49,751	\$15.308048	\$19.135060	\$23.918825
Clerk Specialist	C	\$31,835	\$39,794	\$49,742	\$15.305306	\$19.131632	\$23.914540
<b>Intern Clerk</b>	B	\$28,818	\$36,023	\$45,029	\$13.854986	\$17.318733	\$21.648416
<b>Clerk Apprentice</b>	A	\$26,066	\$32,582	\$40,727	\$12.531497	\$15.664372	\$19.580465

# Attorney



<b>Job Code</b> LLLA45	<b>Job Family</b> Legal & Compliance	<b>Subfamily</b> Legal Services
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## Series Information

Job Code	Job Title	Level	Pay Band
LLLA45	Attorney	P3 – Senior	11
LCLA25	Lead Attorney	P4 – Lead / Specialist	12
LLLS45	Supervisor, Attorney	M1 – Supervisor	12
LCAX40	Manager, Attorney	M2 – Manager	13
LCAX45	Senior Manager, Attorney	M3 – Senior Manager	14
LLLX45	Executive Manager, Attorney	M4 – Executive Manager	15

## General Summary

Attorneys represent agencies in criminal and civil litigation and other legal proceedings, draw up legal documents, and manage or advise clients on legal transactions. They may specialize in a single area or may practice broadly in many areas of law.

## Job Information

Distinguishing Characteristics	
Classification	Distinguishing Characteristics
<b>Attorney</b>	The Attorney classification represents agencies and clients in matters of legal expertise. Applies a broad knowledge of the law and an understanding of agency programs to achieve specific objectives.
<b>Lead Attorney</b>	Applies a broad knowledge of the law and an understanding of agency programs to

achieve specific objectives. This level performs advanced level duties and responsibilities. Work requires the development and adoption of non-standard procedures and has significant impact. Work is performed with little or no supervision or under limited direction.

<b>Supervisor, Attorney</b>	The Attorney Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full-time equivalent employees and serves as both advocate and adviser. As advocates, they speak for their clients in court by presenting supportive evidence.
<b>Manager, Attorney</b>	Mid-level management position responsible for directing, coordinating, and managing services, provides oversight to supervisory personnel.
<b>Senior Manager, Attorney</b>	The Senior Level management position that is responsible for high-level duties including administration of managers overseeing multiple functions or programs.
<b>Executive Manager, Attorney</b>	The Executive Manager, Attorney is differentiated from the Attorney level by the complexity and sensitivity of legal matters within its sphere of influence. This level provides the senior level legal direction, advice, and guidance in the application and interpretation of statutes, rules, and regulations pertaining to state agency programs and legal procedures and proceedings. The Executive Manager, Attorney assumes a more strategic role, specializing in the more intricate and challenging work. The focus includes crafting complex legal strategies, advising on mergers and acquisitions, and overseeing high-stakes litigation.

### Recommended Qualifications for Full Performance

<b>Classification</b>	<b>Recommended Qualifications for Full Performance</b>
<b>Attorney</b>	Juris Doctorate degree from an accredited school of law and seven (7) years of experience in the practice of law.
<b>Lead Attorney</b>	Juris Doctorate degree from an accredited school of law and nine (9) years of experience in the practice of law.
<b>Supervisor, Attorney</b>	Juris Doctorate degree from an accredited school of law and nine (9) years of experience in the practice of law, to include two (2) years of supervisory experience.
<b>Manager, Attorney</b>	Juris Doctorate degree from an accredited school of law and nine (9) years of experience in the practice of law, to include three (3) years of supervisory experience.
<b>Senior Manager, Attorney</b>	Juris Doctorate degree from an accredited school of law and nine (9) years of experience in the practice of law, to include four (4) years of supervisory experience.
<b>Executive Manager, Attorney</b>	Juris Doctorate degree from an accredited school of law and ten (10) years of experience in the practice of law, to include five (5) years of supervisory experience.

### Minimum Qualifications

<b>Classification</b>	<b>Minimum Qualifications</b>
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<b>Attorney</b>	Juris Doctorate degree from an accredited school of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <a href="http://nmexam.org/limited-license/">http://nmexam.org/limited-license/</a> .
<b>Lead Attorney</b>	Juris Doctorate degree from an accredited school of law and two (2) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <a href="http://nmexam.org/limited-license/">http://nmexam.org/limited-license/</a> .
<b>Supervisor, Attorney</b>	Juris Doctorate degree from an accredited school of law and five (5) years of experience in the practice of law, to include one (1) year of supervisory experience. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <a href="http://nmexam.org/limited-license/">http://nmexam.org/limited-license/</a> .
<b>Manager, Attorney</b>	Juris Doctorate degree from an accredited school of law and five (5) years of experience in the practice of law, to include two (2) years of supervisory experience. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <a href="http://nmexam.org/limited-license/">http://nmexam.org/limited-license/</a> .
<b>Senior Manager, Attorney</b>	Juris Doctorate degree from an accredited school of law and five (5) years of experience in the practice of law, to include three (3) years of supervisory experience. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <a href="http://nmexam.org/limited-license/">http://nmexam.org/limited-license/</a> .
<b>Executive Manager, Attorney</b>	Juris Doctorate degree from an accredited school of law and six (6) years of experience in the practice of law, to include four (4) years of supervisory experience. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <a href="http://nmexam.org/limited-license/">http://nmexam.org/limited-license/</a> .

## Essential Duties and Responsibilities

<b>Classification</b>	<b>Essential Duties and Responsibilities</b>
<b>Attorney</b>	<ul style="list-style-type: none"> <li>• Drafts, reviews, and evaluates legal documents, pleadings, regulations, policies, legislation, and legal precedents to determine the impact on the agency or client.</li> <li>• Represents and/or advises the agency or client in administrative proceedings and trial courts and may assist in appellate proceedings and negotiate routine settlements.</li> <li>• Conducts discovery and interviews witnesses, researches, and analyzes a variety of issues, and proposes strategy on specific matters.</li> <li>• Integrates policies and legal positions across a broad range of issues and cases, represents agencies and clients, negotiates settlements, and negotiates contracts.</li> <li>• Determines strategy on specific matters, drafts, evaluates, and reviews pleadings and appellate briefs, opinions, correspondence, proposed legislation and</li> </ul>

regulations, coordinates and conducts discovery, and interviews witnesses and assists in developing broad legal strategies.

- Interacts extensively with private entities and all levels of government including legislators and assists in developing and implementing strategic plans in accordance with agency mission.
- Develops innovative strategies to deal with novel and developing legal issues affecting agency activities.
- Negotiates settlements and integrates agency policies and legal positions with those of other state agencies to accomplish the State's overall policies and goals.
- May conduct administrative hearings addressing constitutional, statutory, and regulatory requirements and writes recommendations or final decisions determining the relevant facts and applying relevant laws and regulations.
- Regularly advises senior management and executives on legal issues involving agency programs, budgets, and legislation and participates in management teams to develop and implement strategic plan to meet the agency mission.
- Directs a comprehensive single or dual-subject legal research program, reviews and approves contractual and other legal documents and instruments, and represents the agency in administrative hearings, district court, appellate court, and the Supreme Court.
- Provides direction on such matters as trial procedures, appellate procedures, Workers' Compensation claims, labor compliance matters, and document approval.
- Consults with agency staff on the interpretation of court opinions and statutes, the application of rules and regulations, and related matters where the most serious legal issues are involved.
- Determines further appeal of contested cases and makes recommendations.
- Independently conducts research and applies that research to advise internal clients.

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**Lead Attorney**

- Writes, reviews, and advises on legal contracts and agreements.
- Represents the organization in legal matters.
- Researches and analyzes laws and regulations for clients.
- Represents clients in court when needed.
- Gathers evidence to formulate defense or to initiate legal actions.
- Advises senior management and executives on legal issues involving agency programs, budgets, and legislation.
- Participates in management teams to develop and implement strategic plan to meet the agency mission.
- Has direct personal contact with persons in agencies served by the office, advising them regarding interpretation and application of laws, rules, and regulations.
- Meets with and prepares topics for policy determining meetings.

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**Supervisor,  
Attorney**

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full-time employees. Acts upon leave requests, conducts annual performance evaluations, and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Directs a comprehensive single or dual-subject legal research program, reviews and approves the most complex contractual and other legal documents and instruments, and represents the agency in administrative hearings, district court, appellate court, and the Supreme Court.
- Provides direction to other attorneys on all matters relevant to their representation of the agency.
- Consults with agency staff on the interpretation of court opinions and statutes, the

application of rules and regulations and related matters where the most serious legal issues are involved.

- Determines further appeal of contested cases and makes recommendations to Senior Manager, Attorney or Executive Manager, Attorney concerning final clearance.

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**Manager,  
Attorney**

- Participates in the establishment and maintenance of procedures.
- Provides oversight to attorney supervisory personnel.
- Deals with challenges requiring the search for solutions that are typically found through experience or research into solutions to similar problems.
- Determines financial, employment, and related resources needed to carry out assigned objectives.

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**Senior Manager,  
Attorney**

- Provides support to the Executive Manager and top executives.
- Assists Executive Manager in development and implementation of policies, goals, and finances.
- Assumes the role and duties of the Executive Manager as needed.
- Provides administration to attorney management personnel.

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**Executive  
Manager,  
Attorney**

- Oversees the preparation of litigation on the most complex/sensitive cases; reviews case documentation, determines legal position and strategy; initiates legal documentation, conducts interviews, obtains and organizes evidence, and prepares witnesses to testify.
- Regularly advises senior management and executives on the most complex and difficult legal and management issues involving agency programs, budgets, and legislation and participates on management teams to develop and implement strategic plan to meet the agency mission.
- Conducts or leads negotiations and mediations, including alternative dispute resolutions, and/or arbitration of the most complex and sensitive cases and legal issues with judicial officials, federal/state agencies, opposing counsel, and other parties to reach agreements or settlements thereby resolving major civil cases or administrative proceedings.
- Directs or performs complex legal research and analysis of law, legal precedents, and issues for complex cases, appeals, lawsuits, interstate issues, water rights, or another specific area of law as an expert.
- Studies and analyzes changes in laws and court decisions in their area of expertise to determine, anticipate, evaluate, and assess agency/client impact. Provides subordinate staff with training related to their study and analysis.
- Directs the drafting, review, and preparation of the most critical proposed legislation, reports, legal documents, and correspondence for an agency or client in their assigned area of expertise.
- Represents, or directs the representation of, the state or client in federal and state court and administrative hearings in litigation of the most complex and sensitive cases requiring expert knowledge in a specific body of law.
- Responsible for succession planning over assigned programs to create consistency from current to new management. Ensures that the agency is prepared to effectively manage administrative functions prescribed in statute and corresponding rule.

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*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

**Supervisory Requirements**

Any position within the Management career track must supervise at least two (2), or any combination of full-time equivalent (FTE) status that equals at least two (2), regular or term status employees in non-temporary positions.

**Statutory Requirements**

Statutory requirements for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position. Licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA). For more information on limited practice licenses, please visit <http://nmexam.org/limited-license/>

**Conditions of Employment**

Conditions of employment for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All Attorney classifications must be and remain licensed as an attorney, in good standing, by the Supreme Court of New Mexico, or licensed as an attorney and in good standing by the highest court of another state and eligible pursuant to the limited license provisions (See Rules 15-301.1 and 15-301.2 NMRA).

**Working Conditions**

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**FLSA**

Agencies are responsible for the evaluation of each employee's position and duties in order to determine their overtime status as set forth under the Fair Labor Standards Act. As described FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**AODA Internal (NM) and External (NDAA) Attorney Salary Survey - I**  
(Salary Structure Competitiveness)

**Internal (NM- FY 2025)**

<u>AODA/NMDAA</u>		<u>AOC</u>			<u>SPO/NMDOJ</u>		
	<u>\$ Midpoint</u>		<u>\$ Midpoint</u>	<u>% Diff</u>		<u>\$ Midpoint</u>	<u>% Diff</u>
Senior Trial Attorney	\$ 106,527	Attorney Senior	\$ 97,712	9%	Attorney Supervisor	\$ 121,859	-13%
Trial Attorney	\$ 96,416	Attorney-Associate	\$ 90,449	7%	Attorney **	\$ 97,466	-1%
Assistant Trial Attorney	\$ 90,377	Attorney-Assistant	\$ 79,152	14%	Attorney**	\$ 97,466	-7%
		<b>Average % Difference:</b>		<b>10%</b>	<b>Average % Difference:</b>		<b>-7%</b>
<i>(NMDA Dist Atty Midpoint Salary exceed AOC and USDOJ, lags the SPO/NMDOJ salary midpoints)</i>							
<i>(**SPO/AG Midpoint\$ = 90% of actual Midpoints due to broader job classification and salary ranges, 0-7 years as practicing a</i>							

**External (NDAA-2022)\***

<u>AODA</u>		<u>Dallas-Ft Worth. TX</u>			<u>Denver, CO</u>		
	<u>\$ Midpoint</u>		<u>\$Salary Forecast</u>	<u>% Diff</u>		<u>\$Salary Forecast</u>	<u>% Diff</u>
Assistant Trial Attorney	\$ 90,377	Assistant Dist Atty	\$ 88,025	3%	Assistant Dist Attorney	\$ 88,019	3%
<i>(NMDA Dist Atty Midpoint Salary exceeds external, regional-metropolitan salary forecast medians)</i>							
<i>(* \$Salary Forecast includes 3% CPI increase 2023-2025)</i>							

May 1, 2025

<u>LAPD</u>			<u>US DOJ</u>		
	<u>\$ Midpoint</u>	<u>% Diff</u>		<u>\$ Midpoint</u>	<u>% Diff</u>
Public Defender 4	\$ 106,828	0%	Asst. US Attorney (AD-25)	\$ 98,438	8%
Public Defender 3	\$ 97,698	-1%	Asst. US Attorney (AD-23)	\$ 91,617	5%
Public Defender 2	\$ 87,235	4%	Asst. US Attorney (AD-21)	\$ 85,269	6%
<b>Average % Difference:</b>		1%	<b>Average % Difference:</b>		6%
<u>Attorney)</u>					

<u>Salt Lake City, UT</u>		
	<u>\$Salary Forecast</u>	<u>% Diff</u>
Assistant Dist Attorney	\$ 79,241	14%

**Pay Comparison based off 8/2/2025 Salary Schedule implem**

<b>District Attorneys</b>		
<b>Job Title</b>	<b>Pay Band</b>	<b>Mid-point</b>
<b>Chief Deputy District Attorney</b>	NN	\$135,261.00

<b>Deputy District Attorney</b>	MM	\$122,411.00
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<b>Senior Trial Attorney</b>	LL	\$110,788.00
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<b>Trial Attorney</b>	KK	\$100,272.00
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<b>Assistant Trial Attorney</b>	JJ	\$93,992.00
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nented by SPO

Minimum Requirements
J.D. degree and licensed attorney to practice law in New Mexico, plus a minimum of six (6) years as a practicing attorney in criminal law, plus a minimum of four (4) years supervision/administration experience.

Career Prosecutor: J.D. degree and licensed attorney to practice law in New Mexico plus a minimum of six (6) years of relevant prosecution experience. Managing Attorney: J.D. degree and licensed attorney to practice law in New Mexico plus a minimum of six (6) years of relevant prosecution experience, which should include two (2) years administrative/management experience.
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J.D. degree and licensed attorney to practice law in New Mexico plus a minimum of four (4) years as a practicing attorney in criminal law or three (3) years as a prosecuting attorney.
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J.D. degree and licensed attorney in New Mexico, plus a minimum of two (2) years as a practicing attorney or one (1) year as a prosecuting attorney.
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J. D. degree and current license to practice law in New Mexico.
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<b>SPO - Attorneys</b>			
	<b>Job Title</b>	<b>Pay Band</b>	<b>Mid-point</b>
	<b>Executive Manager, Attorney</b>	15	\$184,964.00

	<b>Senior Manager, Attorney</b>	14	\$160,838.00
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	<b>Attorney Supervisor</b>	12	\$121,617.00
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	<b>Lead Attorney</b>	12	\$121,617.00
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	<b>Attorney</b>	11	\$105,753.00
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Minimum Requirements	% Difference
Juris Doctorate degree from an accredited school of law and six (6) years of experience in the practice of law, to include four (4) years of supervisory experience. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301-1 and 15-301.2 NMRA).	36.75%
Juris Doctorate degree from an accredited school of law and five (5) years of experience in the practice of law, to include three (3) years of supervisory experience. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA).	31.39%
Juris Doctorate degree from an accredited school of law and five (5) years of experience in the practice of law, to include one (1) year of supervisory experience. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA).	9.77%
Juris Doctorate degree from an accredited school of law and two (2) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA).	21.29%
Juris Doctorate degree from an accredited school of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license (Rules 15-301.1 and 15-301.2 NMRA).	12.51%
Average % Difference:	22.34%