

NOMINATION

for the

NATIONAL ASSOCIATION OF STATE PERSONNEL EXECUTIVES'

COMMUNICATION AWARD

in the field of

PRINT CATEGORY

Submission Title: Annual Report
State: State of New Mexico
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- 1. Please provide a brief description of the submission.** The State of New Mexico State Personnel Office (SPO) produces an annual report in January of every year to inform the public and state government of its accomplishments during the previous year. This report contains information about the purpose, organization, and functions of SPO and each of its bureaus along with useful state employment demographic data.

Additionally, the annual report lays out SPO's goals and strategies for the upcoming year and how they align with the Governor's established statewide initiatives. This year, a more focused effort was made to tie together higher level concepts such as agency mission and the Governor's statewide initiatives with concrete strategies, action plans, and legislatively assigned performance measures. To accomplish this, the bureaus that were directly and peripherally assigned to these items were identified to promote accountability. This is all done by stressing SPO's philosophy of partnering with customer agencies as opposed to policing them in the delivery of human resource programs.

- 2. How long has the submission been in existence?** SPO has produced an annual report since 1961 when the agency was established.
- 3. Why was the submission created?** The annual report serves as a key marketing tool for SPO and a primary source of information for the Governor's office and the Legislature before the annual legislative session which starts in mid-January. This report provides crucial agency information necessary to form budget and policy decisions by capturing SPO's business as a whole. It is an opportunity for SPO to report on major accomplishments from the previous year and outline its value and contribution to the state by partnering with customer agencies.

Additionally, it allows SPO to showcase its tremendous staff as the entire report is designed and developed in-house. All the information contained in the report was gathered, written, and assembled by the bureaus themselves, which demonstrates the high level of competency and involvement SPO staff has at all levels of their business process. This allows SPO to produce a high quality report in both an efficient and cost effective manner as only an external contractor was used to print the annual report.

- 4. How does this submission support the goals and objectives of your agenda/department?** The annual report supports the agency's goals and objectives in several ways. A primary responsibility of SPO is to inform the public and state government of its accomplishments from the previous year and the goals for the coming year. This must be done in alignment with the Governor's statewide initiatives which are: A Healthy New Mexico; School, Kids, and Families; Promoting and Growing New Mexico; A Safer New Mexico; Protecting and Promoting New Mexico; and Efficient Services for New Mexico. It accomplishes this through reporting the agency's measurable

results and critical data regarding state employment and compensation demographics.

Additionally, the report aligns this information with strategies and actions SPO will take to accomplish its goals, objectives, and Governor established initiatives for the coming year. By outlining this alignment and specifically assigning the bureaus responsible for achieving the agency's established goals through customer agency partnerships, the annual report promotes accountability.

- 5. Have you been able to measure the effectiveness of this submission? If so, how?** SPO has been able to measure the effectiveness of the annual report primarily in two ways: 1) commentary from both the Executive and Legislative branch budget/policy analysts that SPO collaborates with in the development of the fiscal budget and 2) also its evident use by legislators during the legislative budget sessions.

In budgetary meetings with both the Executive and Legislative budget/policy analysts, both sides have stated the utility of the document in informing them about the agency, its mission and initiatives, its outputs and outcomes, and its planned direction for the coming year. These elements are crucial for legislative budgetary decision-making. Also, during budget/policy sessions, legislators have routinely referred to the annual report because it provides them with convenient and comprehensive agency information used to not only inform them when making SPO budget/policy decisions, but also for overall state employment and compensation trends. Their commentary has been that the annual report effectively captures the SPO business activities as a whole. From this perspective, the annual report does an exceptional job of fulfilling its primary function – disseminating valuable and comprehensive information about SPO and its functions within state government.