

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
Contact Person: Dominic Garcia
Title: State Personnel Chief of Staff
Agency: State Personnel Office (SPO)
Mailing Address: 2600 Cerrillos Road
PO Box 26127
Santa Fe, NM 87505-0127
Telephone: (505) 490-2409
(505) 476-7805
Fax: (505) 476-7806
E-mail: dominic.a.garcia@state.nm.us



- 1. Please provide a brief description of the submission.** The State of New Mexico State Personnel Office (SPO) produces an annual report each year in January 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 outlines SPO's goals and strategies for the upcoming year and how they align with the Governor's established statewide initiatives. The report ties together higher level concepts such as the agency's mission and the Governor's statewide initiatives with concrete strategies, action plans, and outcomes. To accomplish this, each bureau presented several tangible accomplishments from the past year and direct commentary from SPO service beneficiaries to demonstrate actual outcomes and value-added efforts.

Lastly, the 2009 annual report was written, edited, designed, and published in-house. No additional resources were needed or used. This provides a direct connection between SPO employees and the annual report. A strong bond is seen between SPO and the outcomes as well as the employees invested approach and results. This allows SPO to "tell its story" well.

- 2. How long has the submission been in existence?** SPO has produced an annual report since 1961 when the agency was established. Over the years the report has evolved to the point now where a concerted effort is made to tie SPO efforts to outcomes, and these outcomes to value-added services for New Mexicans.
- 3. Why was the submission created?** The annual report serves as a key marketing tool for SPO and as a primary resource 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 in its entirety. It is an opportunity for SPO to report on major accomplishments from the previous year and to outline its value and contributions to the state by partnering with customer agencies.

The annual report also allows SPO to showcase its tremendous staff as the entire report is written, edited, designed, and published in-house. All of the information contained in the report is gathered, written, and assembled by the bureaus themselves, which demonstrates the high level of competency and involvement SPO staff has at all levels of the business process. This allows SPO to produce a high quality report in both an efficient and cost effective manner. It also demonstrates an outcome of SPO's focused and invested efforts.

- 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 the agency's accomplishments from the previous year and the goals for the upcoming year. This must be done in alignment with the Governor's statewide initiatives which are: A Healthy New Mexico; Making Schools Work; Promoting and Growing New Mexico; A Safer New Mexico; Promoting and Growing New Mexico; and Efficient Services for New Mexico. The annual report 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. Outlining this alignment, and presenting measurable outcomes and testimonials of SPO service recipients provides a comprehensive picture of the agency's work.

- 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) evidence of its consistent 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 and accomplishments within state government.