

## **FY2015 IT Plan Highlights**

### **378 SPO– State Personnel Office**

#### **Executive Summary:**

1. The New Mexico State Personnel Office provides state agencies with flexible and responsive system for Human Resource Management. The unique and customization IT requirements play a vital role in meeting the statutory duties of the New Mexico State Personnel Office
2. Although the New Mexico State Personnel Office does not have any IT staff positions in the agency, it has a strong working relationship with the Department of Information Technology and wishes to continue this strong relationship in maintaining a major portion of the agency's technical needs.
3. November 1, 2011, SPO implemented NEOGOV – an applicant tracking system that is used by over 800 public sector entities throughout the United States in an effort to make the application process easier and faster for applicants and making employment lists more meaningful and useful for agencies. NEOGOV is an internet based Software as a Service (SaaS) system that SPO subscribes to annually for recruitment services.

#### **Agency Vision:**

Maximize the State of New Mexico government's ability to provide the human resource leadership, direction, guidance and services for the State's classified employees in order to better serve the citizens of New Mexico.

#### **Agency Description:**

The State Personnel Office (SPO) is the State of New Mexico's central human resource office responsible for providing human capital oversight, including the supervision of all administrative and technical personnel activities of the State, to executive classified agencies. SPO receives its Statutory Authority from the Personnel Act (Sections 10-9-1 to 10-9-25 NMSA 1978.

#### **Major IT Accomplishments of FY13:**

- Converted historical employee records from a standalone AS/400 to be incorporated into the SHARE (ERP) system
- Implemented wireless network/access points
- Replaced all outdated computers and provided dual monitors for staff

#### **Agency IT Strategic Goal:**

Goal 1: SPO understands the importance of having IT Performance measures. However, the agency servers are housed at DOIT and SPO is reliant on them to maintain availability. SPO does not have any IT staff positions in the agency and contracts for desktop support, network and other services with the Department of Information Technology, thus SPO does not have any IT related performance measures.

#### **Joint Funding Opportunities:**

- Configure and activate the Employee Self Service (ESS), Employee Learning Module (ELM) and Labor Relations Module (LRM) in the SHARE system.
- Move all active employee personnel files to an electronic format to get rid of paper personnel files
- Potential partners with
  - Department of Information Technology,
  - Department of Finance and Administration,
  - General Services Department