

Data Analytics Ad-Hoc Reporting

- Adhoc reports may be requested through the Call Center, HR Solutions or by emailing request to SPO-Data Analytics email address: QA.DataAnalytics@state.nm.us

- Upon receipt, request will be assigned to an analyst

- Analyst will contact requestor within 1 business day to acknowledge receipt of request and determine specifics of request, i.e., one-time request or will be on-going, data parameters, use of report, etc.
- If on-going, add report to list of agency specific reports

- Analyst will maintain contact with requestor with any questions that arise as report is being developed
- If it is determined that the report cannot be developed with current databases analyst will work with requestor to determine how information can be provided
- Reports will be sent to requestor for review