



# State Personnel Office

## Quality Assurance & Data Analytics Division

### Email requests to:

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### State Personnel Office info link:

<http://www.spo.state.nm.us/infolink/>

### Contact us:

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The Quality Assurance (QA) and Data Analytics Division consists of three (3) sections, QA Reviews, Reporting and Analytics, and Process Improvement. This division ensures compliance with State Personnel Board (SPB) rules and agency policies, gathers and analyzes data for required Human Resource (HR) reporting, metrics and performance standards, assesses new HR program needs and workflow analysis.



Our mission is to improve the management performance level, accountability, and data reporting of state government consolidated agencies. We strive to maximize HR data effectiveness, consistency and efficiency of HR programs within the State Personnel Office.

### **The QA and Data Analytics Division offers the following:**

- Conduct analytical reviews of HR actions to identify programmatic errors, ensure adherence to SPB Rules as well as identify management errors and data integrity issues;
- Provide agency specific Ad-Hoc reporting requests for Governor staff, Legislative Finance Committee and Executive management as well as agency staff;
- Implement activities related to improving the quality of operations of the HR procedures; and
- Support all Centers of Excellence (COEs) regarding data, SHARE entry, corrections and processes.