



New Mexico State Personnel Board State Personnel Office

**SUSANA MARTINEZ
GOVERNOR**

Eugene J. Moser
Director

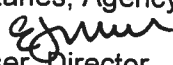
Nivia L. Thames
Deputy Director

State Personnel Board
Paul T. Yarbrough, Chairman
Christine Romero, Vice Chairman

Devon Day Rebecca Long

General Memorandum 2013- 005

TO: Cabinet Secretaries, Agency Heads and Elected Officials

FROM: Eugene J. Moser, Director 

DATE: June 18, 2013

SUBJECT: Mandatory Online Training Courses

The State Personnel Office (SPO) has been working in collaboration with state agencies to ensure that all state employees have the tools, resources and support services they need to improve business operations. As a first step, the SPO has identified several key strategies that are in alignment with Governor Martinez's initiative to provide consistent knowledge management and leadership development programs throughout state government. These include the provision of statewide mandatory eLearning courses that strive to make public servants aware of the ethical standards and social responsibility necessary to act humanely and responsively in an intergovernmental system. Courses are mandatory for all exempt and classified state government employees.

In order for the SPO to continue to collaborate with state agencies in the development and deployment of eLearning courses, it is critical that agency HR bureaus maintain and update the data point that Blackboard utilizes for login information. This maintenance ensures that employees' Blackboard accounts function effectively. HR bureaus are also responsible for maintaining interagency transfer of employee email addresses within SHARE. In addition, all new hires are required to complete these trainings within sixty (60) days of hire.

cc: HR Managers

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