



State of New Mexico

*New Mexico Fellows
Program*

2009 Application Packet

New Mexico Fellows Program
2009 Application

Instructions for Completion

- 1) Fill out and sign this application.
- 2) Choose your top three choices of agency projects based on the project outlines included in your packet.
- 3) Write a one and a half to two page essay on one of these topics:
 - A.) Explain why you are interested in the particular project you have chosen?
 - B.) Describe your career goals and how you see the New Mexico Fellows Program helping you to achieve those goals.
- 4) Include a current resume and brief cover letter.
- 5) Include two letters of reference, preferably either academic or professional.
- 6) Include a copy of your academic transcript.

*New Mexico Fellows Program
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Fellowship Application Requirements:

Required for Complete Application:

- * Application
- * Written Essay
- * Current Resume
- * Cover Letter
- * Reference Letter (2)

Please submit these materials to:

The Office of the Governor
Attn: Teresa Casados
N.M. Fellows Program
State Capitol Building Suite 400
Santa Fe, NM 87501

Only complete packets will be accepted and all materials must be postmarked no later than 5p.m. April 3, 2009.

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Expected Graduation date (month and year): _____

Academic major or concentration: _____

Academic minor or concentration: _____

Honors: _____

Relevant course work: _____

Is fellowship program for credit? No Yes

If so, complete the following:

Number of credits: _____

Name of School: _____

Name of faculty sponsor: _____

Phone: () _____ Email: _____

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Relevant Work Experience (Include additional experience in resume)

Organization: _____

Position: _____ **Beginning:** _____ **End:** _____

Duties: _____

Organization: _____

Position: _____ **Beginning:** _____ **End:** _____

Duties: _____

Volunteer/Community Activities (Include additional experience in resume)

Organization: _____

Position: _____ **Beginning:** _____ **End:** _____

Duties: _____

Organization: _____

Position: _____ **Beginning:** _____ **End:** _____

Duties: _____

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Relevant School Activities (Include additional experience in resume) _____

Organization: _____

Position: _____ **Beginning:** _____ **End:** _____

Duties: _____

Organization: _____

Position: _____ **Beginning:** _____ **End:** _____

Duties: _____

Computer application skills:

Languages or other skills:

***Applicant Signature:** _____

Date: _____

Chose the top three agencies you would like a fellowship in. Rank 1-3

Office of African American Affairs

Department of Information Technology

Aging & Long Term Services Dept

Public Defender Department

Children, Youth & Families Dept

Department of Public Safety

Department of Corrections

Regulation & Licensing Department

Department of Cultural Affairs

State Engineer

Economic Development Department

State Investment Council

Energy, Minerals & Natural Resources

State Personnel

Environment Department

Taxation & Revenue

Department of Finance & Administration

Department of Tourism

General Services Department

Department of Transportation

Department of Health

Veterans Service Commission

Higher Education Department

Worker's Compensation Administration

Human Services Department

Department of Workforce Solutions

Department of Indian Affairs

Project Proposals – 2009 NM Fellows Program

State Office of African American Affairs

The Fellow will assist the OAAA with voter registration in minority communities; be required to attend community meetings with Executive Director and Deputy Director and record notes; will assist the Executive Director and Deputy Director to screen and select guests for weekly radio interviews on the OAAA ‘Voices’ Radio Program that airs every Sunday morning at 10:00 AM; will set up and operate the OAAA informational tables and booths to display OAAA publications, materials, brochures and related information at community events and OAAA sponsored activities. The OAAA Fellow will also help organize the Annual African American Awards Program; Meet the Buyers Minority Business Workshop; the Annual New Mexico Black Exposition; work with the OAAA/UNM Center of Excellence on African American Health; and have assigned duties and responsibilities related to OAAA youth related projects.

Background: African American Studies (Education), Social Services, Health

Ageing & Long Term Services Department (ALTSD)

The Fellow will assist the department in planning the State’s Annual Conference on Aging, which is held in August. Duties will include gathering information on speakers and costs for the conference, putting together the conference manual, planning trainings, working with the Public Information Officer on publicity, working on the logistics of the conference site, and attending planning committee meetings.

Background: Political Science, Event Planning/Hospitality, Journalism

Children, Youth and Families Department

Intern One: Management Analyst. This position will serve as a management analyst in the Office of the Secretary and will assist in aggregating constituency services records from 2003 to the present. This position will also be involved in identifying trends from this data collection. This position may also be requested to assist in the development and implementation of a department wide employee and/or provider survey instrument.

Qualifications: A minimum of 60 post-secondary education credit hours with a minimum of six hours coursework in statistics or applied research methods. The candidate must be skilled in computer programs such as Microsoft Word, Excel, and PowerPoint.

Intern Two: Human Resources Assistant. This position, under the direct supervision of the Quality Assurance Manager, will provide assistance with policy review and rewrite. The areas include, but are not limited to: Media, Leave, Employee Evaluations and Whistleblower Protection. The position will also assist in the completion of CYFD employee background investigation regulations as well as assisting as office administrative support.

Qualifications: Undergraduate degree or coursework in the area of Human Resources, Business or Public Administration and/or direct experience in the field of Human Resources Management. The candidate must be skilled in computer programs such as Microsoft Word, Excel, and PowerPoint. The candidate must be able to interpret rules and policy as well as be familiar with state and federal employment law.

New Mexico Corrections Department

The New Mexico Corrections Department is seeking a Fellow to assist and provide program support to the victim services coordinator. This position will be supervised under the Deputy Secretary of Operations. Provide information, referrals and other assistance to victims who make telephone contact with the victim services program; assist with coordinating victims attendance at parole board hearings; assists in the coordination of probation/parole and prison victim awareness trainings; assist with S.T.O.P Violence Against Women federal grant reporting; participate in regional Crime Victim Rights Organization meetings and training opportunities as appropriate

Department of Cultural Affairs

The DCA New Mexico Fellow would be assigned to New Mexico Arts division to work on a special project organizing resources and archives relating to the history of the Governor's Awards for Excellence in the Arts. The Fellow would research 33 years of biographical material, nomination letters, photographs, and press releases and coverage in order to develop a written history of this award. All materials would be scanned for digital format and copied onto CDs. The Fellow would work with State Records and Archives, the Coordinator of the Governor's Arts Awards at New Mexico Arts and with the DCA Communications Director.

Background: Art History, Communications, Research Skills

Economic Development Department

"Office of the Secretary" -The scope of work for the use of a Governor's Fellow will:

- Contribute to research, writing, editing, creation of graphic elements and recruiting efforts for proposal development;
- Provide database maintenance;
- Participate in ongoing projects such as Annual Reports and division newsletters;
- Provide administrative support as needed;
- Support event organization and planning; and
- Support the Marketing Director in developing communication materials, including writing, editing and graphic design

"The Office of Science and Technology" -The scope of work for the use of a Governor's Fellow will:

- Work on issues related to the establishment of the Technology Development Authority;
- Assist in the coordination of the State's Ultra short pulse laser project with three State universities;
- Update and monitor the S&T website;
- Review and update the Department's Science and Technology company database; and
- Assist the Director in preparing the final version of the State's S&T Plan

"The Office of International Trade" -The scope of work for the use of a Governor's Fellow will:

- Identify export-ready Small Medium Enterprises (SME's)
- Research on European market and opportunities for NM
- Research other state programs for possible legislation in 09
- Other projects, as needed

"The Office of Mexican Affairs" -The scope of work for the use of a Governor's Fellow will:

- To be in charge of a research project consisting of creating an inventory of businesses on the New Mexico border counties of Luna and Hidalgo and the Mexican municipalities of Ascensión and Nuevo Casas Grandes;
- The purpose of the inventory is to find businesses in those underserved regions that could be developed as importers and exporters across the New Mexico-Mexico border by the Office of Mexican Affairs;
- Excellent research and investigative skills are necessary- excellent communication skills in English and Spanish are also a must-computer proficiency is desired

"The Economic Development Division" will need one to two interns. The scope of work for the use of a Governor's Fellow will be, but not limited to, the following:

- To develop and maintain a database comprised of every community development organization in New Mexico- This information would be used to ensure that EDD communications, program activities and events are reaching our clients and partners;
- To conduct economic research, develop and manage a database of economic based businesses in New Mexico, and implement the legislative requirements for the Minority Business Development program - a program that provides support to New Mexico's minority owned businesses;
- To update a document, and all requisite forms, relating to the numerous business incentives, community development programs, and lending programs available throughout New Mexico; and
- To work with the business and community development teams to create a model for providing economic development assistance to Frontier and Native American communities

Energy Minerals and Natural Resources Department

The New Mexico WIPP Transportation Safety Program of the Energy Minerals and Natural Resources Department (EMNRD WIPP Program) embarked on a science based radiation education program, Radiation Education and Awareness Program (REAP), in May of 2002. As an extension of that program, we would like to sponsor a New Mexico Fellow to provide training to teachers in Santa Fe and Albuquerque on presenting the REAP's curriculum.

The duties of this position could include:

- Working with Dr. Debra Thrall in Albuquerque 3-4 days per week on expanding/enhancing REAP's curriculum
- Presentations at Albuquerque and Santa Fe teacher forums
- Presentations at community centers
- Assisting the National Atomic Museum in the training of teachers/students/docents
- Helping the National Atomic Museum to create Up 'n' Atom learning stations
- Reviewing the contents of the NM WIPP Library for pertinence to this program and adding appropriate material to the curriculum developed by Dr. Debra Thrall

Energy Minerals and Natural Resources Department **Mining and Minerals Division**

The New Mexico Fellow will work with the Office of Director. Work will focus on research and analysis related to the impacts of past uranium mining. The Division has developed a database on past uranium operations. Duties would include:

- Assisting the Division in the refinement of the uranium production database, including the collection of creation of GIS coverages and layers.
- Assisting the Division in field work.
- Analysis of data.

Preferred educational background includes environmental and earth sciences, geology, geography, hydrology, physical science, and engineering. Familiarity with computer databases and GIS is helpful.

The Mining and Minerals Division is charged with promoting the public trust by ensuring the responsible utilization, conservation, reclamation and safeguarding of land and resources affected by mining.

New Mexico Environment Department

The New Mexico Fellow will work with the Office of Secretary through the Deputy Secretary, Communications Director, Environmental Planning and General Counsel. The Fellow will be

assigned to work on current environmental issues including strategic planning, communications, public outreach, workplace safety, environmental justice and tribal coordination to include site visits and conducting water samplings.

Work will focus on environmental protection through department initiated programs of permitting, compliance and enforcement, public education and outreach, and planning. Preferred educational background includes environmental and earth sciences, hydrology, geology, public administration, environmental law or communications.

Department of Finance & Administration (DFA)

The fellow would have duties in four areas:

- Public policy analysis as it relates to the Governor's core agenda;
- Economic analysis, especially revenue estimating work;
- Program performance review as a part of the Governor's Performance and Accountability project; and
- Budget analysis, especially preparing for agency budget submissions.

Background: Public Policy, Economics/Finance, Political Science

General Services Department

GSD's Risk Management Division, through its Loss Control Bureau (LCB), is charged with providing direction to state agencies and other insured entities in the prevention and control of insurable losses by conducting safety inspections, site visits, loss avoidance/prevention training, and loss investigation and analysis.

The student Fellow will:

- Learn the mechanics of risk management and insurance principles;
- Could perform specialized projects, including agency loss prevention audits, in-depth data analysis and report preparation, the development of loss control compliance and certification standards.

Department of Health (DOH)

1. *The State Government Fellow will work with the Physical Activity and Nutrition Program for Healthier Weight under the supervision of the Program Manager Lauri Wilson MS and her staff.*

Be a staff resource to the Healthier Weight Council, which is a statewide coalition of members whose interest is in promoting increased physical activity and proper nutrition. The council workgroups will be proposing work plan activities in the areas of community and regional planning, education systems, families and communities, healthcare systems, food systems, and worksites. Staffing would consist of coordinating efforts between the workgroup members (i.e., meetings, logistics, document preparation, compiling resources, providing research, and other needs of the workgroups).

Be a staff resource to the Action Communities for Health, Innovation, and EnVironmental Change (ACHIEVE) project. This a joint project between the Chronic Disease Bureau, Region 3 Health Office, and the Albuquerque YMCA. Staffing would consist of coordinating efforts between the partners (i.e., meetings, logistics, document preparation, compiling resources, providing research, and other needs of the partners).

2. *The State Government Fellow will work with appropriate staff in PHD that are working on Task Forces and Committees addressing specific health issues.*

The Public Health Division is assigned to work on Memorials by the legislature each year. Depending on the fellow's interest, we would identify a Memorial that is in an area of interest. The fellow would work with the PHD staff person(s) assigned to that committee and assist in gathering data and developing the report.

Department of Transportation (NMDOT)

The Department of Transportation has a number of Fellowships available in its Infrastructure, Traffic, Highway Operations, Aviation, Construction, and Legal divisions.

Background: Engineering, Architecture/Landscape Architecture, Computer Graphics, Planning, Law/Pre-law

Higher Education Department

The Department of Higher Education (HED) has two Fellowship positions available. The first position is working on a project concerning the status and working conditions of part-time faculty in the state. HED has already conducted a survey of part-time faculty in the state, but we expect to continue this survey so there will be work preparing a new survey which would address some of the issues discovered the first time around. HED is also constituting a state-wide working group on the status of part-time faculty, as well as asking each institution of higher education in the state to address some of the issues revealed in the first survey. The Fellow would work with staff and administrators from the colleges and universities on these follow-up activities.

Background: Economics, Sociology, Communications

The second Fellowship is to work on the Task Force on Cultural Competence in Health Care Education. The 2007 Legislature directed the Higher Education Department to survey practices at

institutions of higher education around the state concerning how they integrated issues involving different cultures into education for health care professionals. This was directed by the Deputy Secretary, and there is follow-up work from this Task Force which the Fellow would be expected to carry forward.

Background: Education, Sociology, Anthropology

Human Service Department

The public assistance programs administered by the Human Services Department provide critical services to 1 out of 3 New Mexicans. Food stamps, cash assistance, healthcare coverage through Medicaid and assistance paying utility bills are just a few of the programs offered. A customer satisfaction survey in the summer of 2007 revealed that many citizens seeking services from the HSD's Income Support Division (ISD) felt that the reception area of the offices needed improvements. Suggestions were made about having volunteers in the offices to assist the clients while they waited, improvements in the reception area for activities and toys to entertain children, and ongoing customer satisfaction surveys.

HSD is seeking a Governor's Fellow to develop a volunteer program for improving customer services in the ISD offices. This person would be responsible for recruiting volunteers to work in one ISD office in Albuquerque and one in Santa Fe. The Fellow would work with HSD staff to develop the job description for volunteers, contact organizations with volunteer networks to identify volunteers, work with HSD to develop the training for volunteers and implement the program. If time permits, the Fellow would also assist HSD in developing a plan for on-going customer satisfaction surveys to be administered by the volunteers, as well as developing a toy drive to set up a play area in the reception room

New Mexico Department of Indian Affairs

The Indian Affairs Department will employ a summer Fellow to assist with research on a variety of policy issues. The Department is one of few agencies in the State that is unique in the fact that our responsibilities do not focus on one issue, but instead mesh many topics, such as education, healthcare, law, and economic development. The Department provides an opportunity to research these policy issues as well as assist in the coordination for the Tribal Leadership and policy meetings. This environment provides the candidate with a wide range of research and policy work opportunities.

The intern may have a diverse background but must possess strong research skills and demonstrated writing ability. The fellow will be assigned to work with the Department's Senior Policy Analyst and the Administrative Services Division Director, for specific project research tasks and assignments. The research and written documents produced will be used to assist with either policy formulation or as background for topical conferences conducted by the Department. In addition to strong research and writing ability, the Department would prefer a fellow interested in a field that will deal with Tribal issues, governments and people.

Background: Public Policy, Education, Economic Development, Native American Studies

Department of Workforce Solutions (DWS)

The Fellow would assist in the investigative and outreach process of the Human Rights Division. This includes interviewing of complainants and accepting Civil Rights complaints, and interviewing witnesses and preparing evidence summaries. The Fellow may also assist in outreach and technical assistance to employer and employee groups.

Background: Prelaw, Social Work, Political Science

Knowledge of Spanish Preferred. Some travel required.

Public Defender Department (OPD)

The Fellow will shadow attorneys with the Public Defender Department and perform duties similar to those performed by a law clerk.

Background: Law/Pre-law - a strong interest in the law is required.

Department of Public Safety (DPS)

Governor Richardson has directed the Crime Laboratory to reduce the Forensic Laboratory backlogs and to take a proactive approach in maintaining a manageable workload for the forensic scientists. The department's efforts for recruiting qualified forensic scientists have been extensive. As part of the effort to recognize young New Mexico scientists, the Department of Public Safety, Technical and Emergency Support Division desires to expose college level scientists to the field of forensic science.

The Fellow will report directly to a Forensic Laboratory Supervisor, and will be directed toward the following duties, responsibilities and training:

1. Update and organize forensic reference libraries and reference collections. Reference articles and collections are an essential part of the laboratory training, continuing education and comparative analysis processes. New employees as well as seasoned analysts should be able to refer to the published literature and need to be familiar with articles that pertain to their discipline. Reference collections are also used by scientists for comparative purposes. Organization of these collections is needed.
2. Create a directory of consumables for the disciplines within the laboratory, including all of the pertinent purchase information and quality information. The NM-DPS forensic laboratory is preparing for ISO 17025 accreditation. This quality program emphasizes and requires a very efficient and detailed record of all critical reagents used. This would greatly benefit the laboratory for document control in this area.

3. Job shadowing analysts through the processing of how forensic cases are worked in the various forensic disciplines. This is a training opportunity which is difficult to obtain anywhere else, and will benefit a Fellow by exposing them to what forensic science is like.
4. Assist in developing officer training program by physically making training samples and assisting with making power point presentations for a new training program on “probative evidence collection for forensic data bases.”

Background: The NM-DPS Forensic Laboratories are “hard science” laboratories. The Fellow must have successfully completed their junior year of college with a major of Chemistry, Biology, or Biochemistry.

Regulation and Licensing Department

The Regulation and Licensing Department (RLD) is a diverse state agency that regulates and licenses individuals and companies in the areas of Manufactured Housing, Construction Industries, Financial Institutions, Securities, Alcohol and Gaming and thirty-one (31) professional boards and commissions. The candidate selected for this program may be assigned to work in the Office of the General Counsel, or one of the other Divisions within RLD, and will receive a wide variety of experience.

The Fellow will be assigned several projects during the summer. For example, the successful candidate may be assigned to work on a plan to help the various Divisions within the Department with the enforcement of the Parental Responsibility Act. This Act helps ensure that residents of the state who hold professional licenses will make their child support payments. If assigned to this project, the Fellow will work closely with the Office of the Attorney General in arranging hearings for those individuals who are not in compliance with the Act.

The RLD Summer Fellow may also work with the Private Investigators and Polygraphers Board to help ensure that only trained and licensed individuals are working as security guards or private investigators. This assignment will entail working with the Compliance Division of RLD and assisting with some investigative work. The RLD Fellow may be asked to work closely with other professional licensing boards such as the Dental Board, the Board of Accountancy, the Athletic Commission or the newly formed Naprapathy Board to help resolve, research or investigate current issues affecting these boards.

The Fellow may be asked to develop programs, collect data, make analyses, and ultimately make presentations before the Superintendent of the Department, Division Directors, or the various Boards appointed by the Governor. The Fellow should anticipate that the various Divisions within RLD will use the information gathered, and the reports produced, in various aspects of their operations.

Background: Law/Prelaw, Business Administration, Political Science, Computer Science, Marketing, or Management.

State Investment Council (SIC)

The State Investment Council is seeking a Fellow with excellent quantitative skills to assist managers in the State Investment Office in their day-to-day activities including:

- Management of portfolios
- Research of financial holdings and market trends
- Trading of equities or fixed income portfolios

Background: Business, Economics, Finance

Department of Taxation & Revenue (TRD)

The Fellow will assist with several tax policy research projects by researching state tax policies, compiling and analyzing state tax and economic data, conducting internal and external interviews, and writing short reports.

Background: Economics, Business, Finance

Tourism Department

The mission of the New Mexico Tourism Department is to market New Mexico as an enchanting visitor destination to the world by raising the awareness of New Mexico as a visitor destination; encouraging New Mexicans to spend their recreation/vacation/business dollars in New Mexico; attracting domestic and international visitors to New Mexico; and encouraging all visitors to extend their stays in New Mexico.

The New Mexico Fellows selected would work alongside Tourism staff and have direct responsibilities in a project to accomplish New Mexico's Tourism mission and promote New Mexico as an enchanting tourist destination, locally, nationally and internationally.

Veterans Services Department (VSD)

The Department of Veterans' Services is currently in the process of establishing and working on several veterans' projects and programs, including:

1. Establishing the Fort Stanton state-funded cemetery;
2. Assisting with a quarterly veterans' newsletter;
3. Establishing a tribal veteran service officer program; and
4. Assisting with projects relative to the Transitional Center for Homeless Veterans in Albuquerque.

The Fellow would assist the department on these projects and would perform research, filing, document preparation, and other tasks. In addition, the Department will need assistance in the Record Room, providing assistance to the Constituent Services Director, providing assistance to other Divisions within the Department, and miscellaneous tasks.

Background: Social Services, Public Administration

Office of the State Engineer / Interstate Stream Commission

The Fellow(s) will:

1. Assist the Water Resource Allocation Program's Water Masters as they actively and equitably administer the distribution of water rights within the state's priority basins;
2. Hydrology Bureau's statewide well-level-monitoring program; groundwater data acquisition; and quantification of water availability and hydrologic impact statewide;
3. Water Use and Conservation Bureau's statewide water measuring analysis and conservation educational efforts.

The undergraduate or graduate students selected will investigate water usage, track enforcement actions, perform frequent field work, use GIS/GPS equipment, conduct data searches using the states WATERS database, water rights administration, review hydrographic survey maps, maintain metering records; develop and update statewide hydrologic models; groundwater data acquisition; monitor and measure water usage; and groundwater withdrawals and depletions.

The Office of the State Engineer is charged with administering the state's water resources. The State Engineer has power over the supervision, measurement, appropriation, and distribution of all surface and groundwater in New Mexico, including streams and rivers that cross state boundaries.

The Agency is seeking students for each district office: in Albuquerque, Aztec, Deming, Las Cruces, Roswell and Santa Fe.

Background: Engineering; Water Resources; Hydrology; Geohydrology; Physical Science; Biology; and/or a related field.

State Personnel

The State Personnel Office is seeking a Fellow to aid and assist the SPO Deputy Director of Constituent Services in the design and delivery of the State Government Internship program and the Governor's Career Development Conference. Attend meetings with and/or on behalf of the Deputy Director to include steering committees, sponsorships, facility management, program material layouts, trade show events, etc. Prepare materials, arrange calendars, perform research, and/or communications for both programs under the direction of the Deputy Director.

Workers Compensation Agency

The WCA is seeking a Fellow for a project to gather information regarding work-related accidents, accident severity, and return-to-work for New Mexico and adjoining states. This will allow the agency to make statistical comparisons with other states and give the agency information to identify and enhance training needs for the New Mexico workforce. The Fellow's duties will include:

1. Gathering statistics from surrounding states and NM;
2. Comparing established programs between different states;
3. Preparing and presenting data reports;
4. Working directly with safety and research staff;
5. Researching and analyzing current safety programs, statutes, and handbooks.

Background: Statistics, Economics, Business/Public Administration. A statistics background, strong computer skills (using spreadsheet software to create charts and tables), strong analytical skills, and good organizational skills are required.