



HUMAN SERVICES  
DEPARTMENT

Income Support Division

PO Box 2348

Santa Fe, NM 87504-2348

Phone: (505) 827-7250; Fax: (505) 827-7203

Susana Martinez, Governor  
Sidonie Squier, Secretary

INCOME SUPPORT DIVISION  
INTRADEPARTMENTAL MORANDUM

ISD - 11-12-63

DATE: September 14, 2012

**TO:** ISD STAFF

**FROM:**  Ted Roth, Director  
Income Support Division

**SUBJECT:** Selection of New Staff Manager for Quality Assessment Bureau

This memorandum is to announce the selection of Carolyn Craven to fill the Staff Manager position at the Quality Assessment Bureau, Quality Improvement Section.

Carolyn has been employed with the Human Services Department for ten years. She began her career as a Family Assistance Analyst in 2002, at the Otero County ISD, and promoted to Family Assistance II in 2006 for Santa Fe County ISD. In 2007, she accepted the position as Management Analyst for the Quality Improvement Section. She has a Bachelors Degree in English from the University of Colorado at Colorado Springs. We are pleased to have Carolyn fill this position, as she brings with her a wealth of ISD knowledge, dedication and professionalism. Carolyn will begin her new duties effective September 15, 2012.

Please join me in congratulating and welcoming Carolyn to her new position as Staff manager.