

Olivia Padilla-Jackson

Professional Experience

State of New Mexico Department of Finance and Administration

Santa Fe, NM

Cabinet Secretary 01/2019 to present.

Serve as the agency head for the New Mexico Department of Finance and Administration (DFA), the primary fiscal, policy, and oversight agency in the State of New Mexico; DFA is responsible for compiling the Executive Budget Recommendation, implementing the operating budgets for all state agencies, public school and higher education institutions, and providing monitoring and oversight of the operating budget throughout the year; DFA is responsible for implementing New Mexico's Accountability in Government Act, which sets out the strategic planning and performance metric system for all state agencies; DFA houses the Financial Control Division, which provides oversight of payments to vendors, vendor management, payroll, and annual financial reporting including the Comprehensive Annual Financial Report Bureau; DFA staffs the State Board of Finance, which manages the State's core bonding programs, approves bond financing for other public entities, provides oversight over deposit and investments of state funds, approves capital expenditures for higher education institutions, approves real estate transactions, tax increment financing, manages an emergency loan program, allocates private activity bond cap across the state, and manages the Fiscal Agent and Custody Bank services for the State of New Mexico; DFA Economic Analysis Unit participates in the Consensus Revenue Estimate Group responsible for forecasting the State's General Fund revenues and tracking General Fund revenues throughout the year; DFA houses the Local Government Division which is the primary entry point to local governments including approving budgets, property tax mills, and disbursing capital outlay; DFA provides the Governor's Office analysis and solutions on fiscal and policy issues and makes recommendation to the Governor on legislation. The DFA Cabinet Secretary sits on various board including the State Investment Council, serves as the Executive Officer on the State Board of Finance, the New Mexico Finance Authority, and the Public School Capital Outlay Council.

City of Albuquerque

Albuquerque, NM

Deputy Director of Finance/Budget & Performance 11/2013 to present.

Managed the City's \$1 billion operating budget; Coordinated City's strategic planning process; Oversaw revenue forecasts and economic analysis; Conducted 5-year financial planning; Worked alongside the Director to help manage and oversee all aspects of the City's financial and administrative services including accounting, budget, strategic planning, economic analysis, purchasing, risk management, cash management, debt management and investments as well as the City's fleet and warehouse enterprises; Assisted Mayor's Office with economic, financial, and policy analysis, dashboard reporting, and major initiatives such as contract negotiations and program reviews; Assisted divisions and departments with various management issues and technical projects, such as cash flow forecasting, bond project balance analysis, and cost control projects; Managed personnel relations, including providing guidance to managers on performance evaluation and the discipline process; Coordinated training opportunities to employees to develop employees; Staffed the Indicators Progress Commission; and Served as Ex Officio member on Investment Oversight and Debt Committees.

City of Rio Rancho

Rio Rancho, NM

Financial Services Director, 03/2010 to 11/2013.

Managed all aspects of the City of Rio Rancho's financial activities; Oversaw the City's \$116 million budget, including governmental, enterprise, agency, and internal service funds; Managed the City's cash and investments; Oversaw the issuance of municipal bonds for capital funding needs; Oversaw the Accounting functions, including the City payroll, accounts payable, and accounts receivable; Oversaw City procurement and contracts; Assisted in financing and implementing economic development

programs, such as Industrial Revenue Bonds, Gross Receipts Investment Policy (GRIP) projects, and Tax Increment Development Districts; Assisted City Manager in analyzing financial and economic impacts of various policy initiatives; Presented to Governing Body on various issues, including budget, investments, and bonds; Served as Treasurer on boards of special districts within the City; and Oversaw the City's municipal motor vehicle office.

New Mexico State Board of Finance

Santa Fe, NM

Director/Deputy Director, 05/2005 to 02/2010.

Managed the State's core bonding programs; Provided the Board analysis on various complex financial matters requiring Board approval, including but not limited to bond financing for certain other public entities, deposit and investment of state funds, capital expenditures, real estate transactions, tax increment financing, emergency loan requests, and private activity bond requests; Managed the Fiscal Agent and Custody Bank services for the State of New Mexico; Assisted in the oversight and implementation of reforms of the State Treasurer's Office by sitting on the State Treasurer's Investment Committee; Served on Governor's Finance Council; Testified in front of the Legislature regarding bonding programs and capacity; Served on Pensions and Investments Oversight Committee as an advisory member; Managed an office of professional staff, managed the budget and procurement, conducted strategic planning and implemented performance measures; and Conducted policy analysis on proposed legislation relating to bonds, the State Treasurer's Office, State investments, the Severance Tax Bonding Fund, and the Permanent Funds.

New Mexico Legislative Finance Committee

Santa Fe, NM

Economist/Budget Analyst, 06/2004 to 05/2005.

Provided economic and fiscal analysis of public policy issues; Provided oversight and analysis of state investment agencies; Assisted in forecasting state revenues; and Acted as budget analyst for the State Investment Council and the State Treasurer's Office.

Federal Reserve Bank of New York, The Markets Group

New York, NY

Trader/Analyst, 07/2000 to 09/2003.

Monitored and analyzed global financial markets and reported developments to senior management and U.S. monetary and fiscal policy makers; Participated in the implementation of monetary policy through open market operations; Conducted securities lending operations; Maintained financial agent role with the U.S. Treasury Department, including providing debt management advice; and Managed various business lines, including contingency planning and training/mentoring for junior analysts.

Education

Harvard University, John F. Kennedy School of Government

Boston, MA

Executive Program, Senior Executives in State and Local Government: Summer, 2014.

Three-week program blending traditional and hands-on learning to help seasoned public officials better address the concerns of their constituents and communities. Topics covered include advanced concepts in leadership, negotiations, public/private partnerships, and behavioral decision-making.

University of Michigan, School of Public Policy

Ann Arbor, MI

Master of Public Policy: International Economic/Finance Policy Track, graduation: May, 2000.

Interdisciplinary curriculum emphasizing economic, quantitative, financial and policy analysis.

University of New Mexico, Anderson School of Management

Albuquerque, NM

Bachelor of Business Administration: May, 1998. Concentration: Management of Information Systems.

Skills

Advanced knowledge of public finance, policy analysis, organizational management, human resource management and development, union negotiations, strategic planning, long-term financial planning, budgeting, performance management, economic and data analysis, investment management, enterprise resource planning systems; Strong written and oral communication skills, and problem-solving skills; Highly proficient in all Microsoft applications and data visualization tools, including Tableau.

Boards and Community Service

Sandia Foundation. Previously served as President of Manzano Day School Board of Trustees, City Alive Leadership Table, United Way's Hispano Philanthropic Society Council, University of New Mexico Alumni Association Board, New Mexico Retiree Health Care Board, Adelante Board, and the United Way Campaign Manager Council.