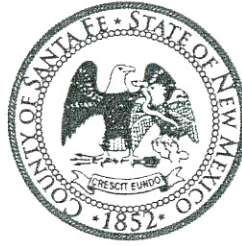


Henry P. Roybal
Commissioner, District 1

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Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

From: Sonya Quintana, Interim Human Resources Director

Via: Katherine Miller, County Manager

Date: October 9, 2018

Re: HR Monthly Report for September 2018

Topic:

The HR Division provides the Santa Fe County Board of County Commission with a monthly report regarding highlighted HR information and events. The purpose of this memo is to provide you with information for the month of September.

Training and Employee Development

Throughout the month of September, Human Resources conducted 35 training sessions and employees attended 122 online training sessions. 288 employees attended these training sessions. Human Resources added many Public Employee Retirement Association (PERA) classes to our curriculum to ensure employees understand their retirement benefits which have been well attended by County employees.

Employee Benefits and Wellness

Human Resources will be conducting Open/Switch Enrollment for medical, dental and vision beginning on October 1, 2018 and ending on October 31, 2018. Insurance coverage changes elected through Open/Switch Enrollment will become effective January 1, 2019. This year's enrollment is not mandatory; however, enrollment participation is necessary if employees wish to make changes to current coverage. Several open enrollment sessions have been scheduled at multiple County locations to answer employee benefits questions.

Promotions and Recruitment

During the month of September, testing was conducted for Emergency Communication Specialist Trainee, Emergency Communication Specialist III, Sheriff Deputy Cadet, Detention Officer, and Adult Detention Officer Sergeant. Four (4) applicants participated in Emergency Communication Specialist Trainee testing, three (3) applicants passed and two (2) were selected to move forward in

the hiring process. One (1) applicant participated in testing for Emergency Communication Specialist III, one (1) applicant passed and was selected to move forward in the hiring process. Twelve (12) applicants participated in Sheriff Deputy Cadet testing, four (4) applicants passed the written exam and moved forward to physical testing, and two (2) applicants passed physical testing and moved forward in the selection process. Seven (7) applicants participated in Detention Officer testing, six (6) passed and have moved forward in the selection process. Eleven (11) applicants participated in Sergeant testing, ten (10) passed, and two (2) have moved forward in the selection process.

The County had six (6) promotions during the month of September.

In the Growth Management Department, one (1) employee advanced to a higher position:

- Kenneth Quintana began working for Santa Fe County on November 30, 2015 and progressed from an Administrative Assistant to a Development Review Specialist.

In the Corrections Department, three (3) employees advanced to a higher position:

- Lupe Walters began working for Santa Fe County on May 27, 2017 and progressed from a Detention Officer to a Case Manager.
- Pauline Esquibel began working for Santa Fe County on February 25, 2013 and progressed from a Detention Officer to an Adult Detention Officer Sergeant.
- Ruben Blea began working for Santa Fe County on March 24, 2014 and progressed from a Security Threat Intelligence Officer to an Adult Detention Officer Sergeant.

In the Sheriff's Office, one (1) employee advanced to a higher position:

- Marcella Archuleta began working for Santa Fe County on June 30, 2014 and progressed from a Sheriff Deputy II to a Sheriff Deputy III.

In the Regional Emergency Communications Center, one (1) employee advanced to a higher position:

- Julie Campos began working for Santa Fe County on December 28, 2015 and progressed from an Emergency Communication Specialist III to a Communications Team Leader.

In Public Works, one (1) employee advanced to a higher position:

- Richard Chang began working for Santa Fe County on October 7, 1996 and progressed from a Road Maintenance Foreman to a Road Maintenance Superintendent.

We congratulate these employees and thank them for their hard work!

LABOR STATISTICS FOR SEPTEMBER 2018

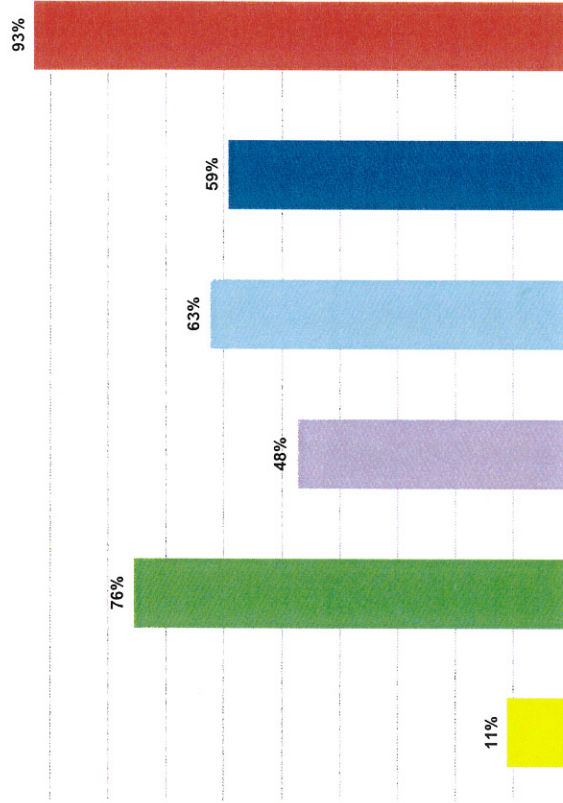
Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	271	AFSCME Employees	29.42%	AFSCME Employees	30	AFSCME Employees	11%
NMCPSC (Sheriff) Employees	70	NMCPSC (Sheriff) Employees	7.60%	NMCPSC (Sheriff) Employees	53	NMCPSC (Sheriff) Employees	76%
AFSCME (Corrections) Employees	101	AFSCME (Corrections) Employees	10.97%	AFSCME (Corrections) Employees	48	AFSCME (Corrections) Employees	48%
AFSCME (Medical) Employees	8	AFSCME (Medical) Employees	0.87%	AFSCME (Medical) Employees	5	AFSCME (Medical) Employees	63%
NMCPSC (RECC) Employees	27	NMCPSC (RECC) Employees	2.93%	NMCPSC (RECC) Employees	15	NMCPSC (RECC) Employees	59%
IAFF (Fire) Employees	71	IAFF (Fire) Employees	7.71%	IAFF (Fire) Employees	66	IAFF (Fire) Employees	93%
Total Number of Union Employees	548	Total Percentage of Union Employees	59.50%	Total Number of Employees Paying Dues	218		
Non-Union Employees	373	Non-Union Employees	40.50%				
Total Number of Employees	921						

Number of Employees



■ AFSCME Employees ■ NMCPSC (Sheriff) Employees ■ AFSCME (Corrections) Employees
■ AFSCME (Medical) Employees ■ NMCPSC (RECC) Employees ■ IAFF (Fire) Employees
■ Non-Union Employees

Number Paying Dues Members



■ AFSCME Employees ■ NMCPSC (Sheriff) Employees ■ AFSCME (Corrections) Employees
■ AFSCME (Medical) Employees ■ NMCPSC (RECC) Employees ■ IAFF (Fire) Employees

Human Resources Statistics Report

September 2018

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
County Manager's Office	01-COUNTY MANAGER ADMINIS.	7		7				7
	02-COMMISSION	4		4	5		1	5
	12-MAIL ROOM	1		1				1
	15-HUMAN RESOURCES	12	1	11			1	13
	21-FINANCE	24		24			2	26
	24-PURCHASING	8		8			1	9
	22-PUBLIC INFORMATION OFFICE	1		1				1
	23-SANTA FE FILM OFFICE	2		2				2
	25-INFORMATION TECHNOLOGY	18		18			3	21
CMO Total		77	1	76	5	0	8	85
Legal Office	01-LEGAL ADMINISTRATION	10		10				10
	02-RISK MANAGEMENT	5		5				5
Legal Office Total		15	0	15	0	0	0	15
Community Services Department	04-DWI LOCAL	6		6			2	8
	09-DWI TEEN COURT	2		2				2
	20-INDIGENT HOSPITAL FUND	3		3				3
	21-EMS-HEALTH CARE	3		3				3
	74-MOBILE HEALTH FAIR VAN	2	1	1			3	5
	89-SENIOR PROGRAMS - ADMIN.	14		14			2	16
	90-SR SVCS-CONGREGATE MEALS	6		6			1	7
	92-SR SVCS - HOME DELIVERED	7		7		1	1	8
	93-SR SVCS - TRANSPORTATION	2		2				2
	94-DWI COMPLIANCE EXPAN.-TSB	1		1				1
	95-BEHAVIORAL HEALTH	1		1				1
	01-ADMINISTRATION	4		4				4
	01-POJOAQUE SATELLITE OFFICE							
	02-EDGEWOOD SATELLITE OFFICE					1		
CSD Total		51	1	50	0	2	9	60
Growth Management Department	01-LAND USE ADMINISTRATION	4		4			1	5
	02-PLANNING	10		10				10
	14-GIS	9		9				9
	16-BUILDING & DEVELOPMENT	15		15				15
	17-ECONOMIC DEVELOPMENT	1		1				1
GMD Total		39	0	39	0	0	1	40
Housing Department	30-ADMINISTRATION	11		11			2	13
	49-HOUSING SECTION 8 VOUCHER	1		1			1	2
	51-FSS GRANT	1		1				1
	86-HOUSING CFP - 2016	1		1				1
Housing Department Total		14	0	14	0	0	3	17
Public Safety Department	01-FIRE ADMINISTRATION	34		34			1	35
	11-FIRE REGIONS	90		90			4	94
	15-WILDLAND PROGRAM	3		3		10	6	9
	01-CORRECTIONS ADMINISTRATION	6		6				6
	60-ADULT FACILITY	137		137			20	157
	62-MAINTENANCE DIVISION	6		6			1	7
	63-MEDICAL SERVICES	24		24			9	33
	65-ELECTRONIC MONITORING	4		4			3	7
	70-YOUTH DEVELOPMENT FAC.	24		24			5	29

Human Resources Statistics Report

September 2018

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
	01-RECC	36		36			15	51
PSD Total		364	0	364	0	10	64	428
Public Works Department	01-PUBLIC WORKS ADMIN.	12		12			1	13
	02-FLEET SERVICE	10		10				10
	03-TRAFFIC ENGINEERING	7		7				7
	05-SOLID WASTE	21	1	20			1	22
	11-ROAD MAINTENANCE	34		34			6	40
	02-PROPERTY CONTROL	13		13			1	14
	03-BUILDING SERVICES	17	1	16			1	18
	18-PROJECT DEVELOPMENT DIV	11		11				11
	26-OPEN SPACE	9		9				9
	10-WATER	17		17			2	19
	15-AAMODT	1		1			1	2
	20-WASTEWATER	1		1				1
	51-OFFICE OF SUSTAINABILITY	3		3				3
PWD total		156	2	154	0	0	13	169
County Clerk's Office	01-REPORTING & RECORDING	15		15	1		6	21
	02-BUREAU OF ELECTIONS	11		11			3	14
County Clerk's Office Total		26	0	26	1	0	9	35
County Treasurer's Office	01-COUNTY TREASURER ADMIN.	14		14	1			14
County Treasurer's Office Total		14	0	14	1	0	0	14
County Assessor's Office	01-COUNTY ASSESSOR ADMIN.	27		27	1		2	29
	11-PROPERTY VALUATION	12		12		1	1	13
County Assessor's Office Total		39	0	39	1	1	3	42
Sheriff's Office	01-ADMIN/ANIMAL CNTRL/ENFORC	124		124	1		6	130
	08-REG III HIDTA GRANT PY	1		1				1
	06-REG III-HIDTA GRANT	1		1				1
Sheriff's Office Total		126	0	126	1	0	6	132
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
TOTAL		921	4	917	10	13	116	1037

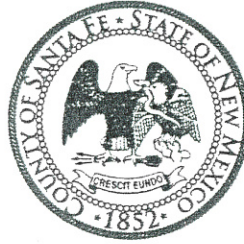
SANTA FE COUNTY NEW HIRES
September 1, 2018 - September 28, 2018

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	HIRE DATE
WORD	RICHARD	CMO - LEGAL DEPARTMENT	ASSISTANT COUNTY ATTORNEY	9/1/2018
SAIZ	MARCOS	COUNTY CLERK'S OFFICE	VOTER INFORMATION SPECIALIST	9/1/2018
CHAIRESZ	ALEXANDER	COUNTY SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	9/1/2018
DEETS	JOSHUA	COUNTY SHERIFF'S OFFICE	SHERIFF DEPUTY II	9/1/2018
JURGENS	MARK	GMD - LAND USE DEPARTMENT	G.P.S. TECHNICIAN	9/1/2018
BACA	MARIO	PSD - CORRECTIONS	MAINTENANCE TECHNICIAN	9/1/2018
MAHER	PATRICIA	PSD - CORRECTIONS	DETENTION OFFICER	9/1/2018
PEREA	ADRIAN	PSD - FIRE DEPARTMENT	FIRE PROTECTION SPEC. I	9/15/2018
HAMILTON	CRAIG	PSD - RECC	EMERGENCY COMM SPEC TRAINEE	9/1/2018
SALAZAR	ADRIAN	PWD - PROJECT & FACILITIES MGT	PROJECT MANAGER I	9/15/2018

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Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

From: Sonya Quintana, Interim Human Resource Director

Via: Katherine Miller, County Manager

Date: October 1, 2018

Re: Recognition of Santa Fe County Employee of the Quarter, 3rd Quarter of 2018 Awards

The purpose of the Employee of the Quarter Program is to recognize employees who make a significant contribution to Santa Fe County during the previous three (3) month period. The significant contribution may include providing excellent service to our constituents, developing and implementing new programs which will benefit our organization, for providing exemplary performance to Santa Fe County in their daily job performance, demonstrating a willingness to work above and beyond the call of duty or another contribution which the nominator believes to be important to recognize. The process for selecting the Countywide Employee of the Quarter begins with the designated Recognition Teams selecting one (1) Department/Elected Office Employee of the Quarter for their group. These six (6) Department/Elected Office Employees of the Quarter are then considered for the countywide Employee of the Quarter.

The five employees selected for the Department/Elected Office Employee of the Quarter for the third quarter of calendar year 2018 are as follows:

Group	Employee Name & Dept./Off.	Title	Hire Date	Comments
Community Services	Maria Lohmann, GMD/Planning	Senior Planner	9/25/2013	Maria has been with Santa Fe County for five years and took on a leadership role early in her career. She is always willing to help others complete projects and organize work while assisting the community, staff and other stakeholders. Some of Maria's accomplishments include the development of Best Management Practices and monitoring protocols and stewardship outreach practices for open space, trails and parks in the county.
Public Works	Colleen Baker, Open Space and Trails Program, Public Works	Project Manager III	10/6/2003	Colleen Baker has been a committed team member with Santa Fe County in the Open Space and Trails Program for 15 years and embodies the very heart of the program. Colleen is always looking towards the future and works to include the community vision ideas into her work.
Support Services	Adamina Pino, Manager's Office, Finance	Accounts Payable Supervisor	1/9/2006	During Adamina's tenure with the County, she has played an integral part in the development of a successful Accounts Payable section within the Finance Division. Adamina has improved policies and procedures in the accounting manual for accounts payable, implemented the County travel policy in compliance with state and federal rules and shown a successful pattern of management and supervision.

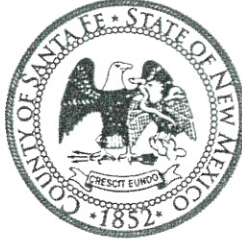
Public Safety	Matthew Duran	Case Manager, Youth Development	3/12/2012	In addition to his regular job responsibilities, Matthew readily offers to help with tasks in areas not assigned to him, such as conducting interviews for security staff positions, performing quality reports, and conducting staff training. He is a role model to staff and his work is greatly appreciated.
Elected Office	Randi Estrada	Appraiser, Assessor's Office	5/27/2017	In her short tenure with the County, Randi has developed a solid reputation by displaying a great work ethic and important values of fairness, equality, honesty and quality work and service. She has demonstrated the ability to be a strong team player while at the same time, showing her competence to take initiative and work independently.

The winner will be announced during the Board of County Commission Meeting.

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

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Commissioner, District 3



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Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: October 1, 2018

To: Board of County Commissioners

From: Sonya Quintana, Interim Human Resource Director

Via: Katherine Miller, County Manager

Re: Recognition of Years of Service for Santa Fe County Employees for October 2018

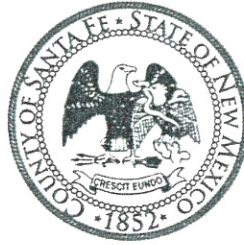
Santa Fe County initiated a years of service recognition program in July of 2014. This program recognizes employees on a monthly basis who have completed years of service in five year increments. Santa Fe County recognizes the value of employee retention. It is important that we express our appreciation to those employees who contribute to the County and choose to make their career with us. Employees receive a service pen with the years of service listed.

Department	Division	Last Name	First Name	Hire Date	Years of Service
PUBLIC SAFETY	RECC	DICKSON	ALVINA	10-05-2013	5
SHERIFF'S OFFICE	SHERIFF	VIGIL	JOE	10-28-2013	5
PUBLIC SAFETY	ADULT FACILITY	PLUMMER	MICHAEL	10-07-2008	10
PUBLIC SAFETY	FIRE	MOYA	STEVE	10-13-2008	10
PUBLIC WORKS	PROJECT DEVELOPMENT DIV	BAKER	COLLEEN	10-06-2003	15

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Katherine Miller
County Manager

MEMORANDUM

Date: October 1, 2018

To: Board of County Commissioners

From: Sonya Quintana, Interim Human Resource Director

Via: Katherine Miller, County Manager

Re: Recognition of Years of Service for Santa Fe County Employees for October 2018

Santa Fe County initiated a years of service recognition program in October of 2018. This program recognizes employees that have completed 20 or more years of service with the County. Santa Fe County recognizes the value of employee tenure. It is important that we express our appreciation to those employees who contribute to the County long term and choose to make their career with us. Employees receive a service plaque with the years of service listed and an appreciation letter from the County Manager.

Department	Division	Last Name	First Name	Hire Date	Years of Service
COUNTY MANAGER	FINANCE	MORRIS	DONNA	1998-08-10	20
FIRE	FIRE ADMINISTRATION	PATTY	DENNIS	1998-07-01	20
COMMUNITY SERVICES	EMS-HEALTH CARE	GARCIA	MARIE	1998-05-20	20
HOUSING DEPARTMENT	ADMINISTRATION	ORTIZ-ACOSTA	DIANA	1998-06-23	20
LAND USE DEPARTMENT	BUILDING & DEVELOPMENT	ARCHULETA	VICENTE	1998-05-18	20
LAND USE DEPARTMENT	BUILDING & DEVELOPMENT	LUCERO	VICTORIA	1997-12-30	20
PUBLIC WORKS	BUILDING SERVICES	ROMERO	SAMMY	1997-12-08	20
PUBLIC WORKS	OPEN SPACE	BACA	FRANKIE	1998-01-05	20
SHERIFF'S OFFICE	SHERIFF	MAEZ	ANTHONY	1998-08-31	20
SHERIFF'S OFFICE	SHERIFF	SUAZO	FREDRICK	1998-04-29	20
HOUSING DEPARTMENT		GONZALES	VICTOR	1996-12-09	21
PUBLIC WORKS	PROPERTY CONTROL	ROYBAL	JASPER	1997-06-30	21
PUBLIC WORKS	ROAD MAINTENANCE	GARCIA	STACY	1997-10-27	21
PUBLIC WORKS	ROAD MAINTENANCE	CHANG	RICHARD	1996-10-07	22
GROWTH MANAGEMENT	BUILDING & DEVELOPMENT	KAVANAUGH	PAUL	1996-02-29	22

LEGAL DEPARTMENT	LEGAL ADMINISTRATION	GURULE	ROBIN	1996-03-19	22
PUBLIC WORKS	ADMINISTRATION	GRIEGO	LISA	1996-07-22	22
COUNTY MANAGER	FINANCE	OLIVAS	DOLORES	1996-10-07	22
PUBLIC WORKS	ADMINISTRATION	MARTINEZ	ROBERT	1995-10-10	23
PUBLIC WORKS	ADMINISTRATION	RODRIGUEZ	MARK	1996-04-01	22
FIRE	FIRE ADMINISTRATION	RUSCETTI	ANTHONY	1995-03-20	23
LAND USE DEPARTMENT	GIS	OJEDA	SOCORRO	1995-07-24	23
LAND USE DEPARTMENT	GIS	WRIGHT	ERLE	1995-09-11	23
LAND USE DEPARTMENT	ADMINISTRATION	ELLIS-GREEN	PENNY	1995-06-01	23
LEGAL DEPARTMENT	RISK MANAGEMENT	LUJAN	MARK	1995-05-23	23
ASSESSOR'S OFFICE	ADMINISTRATION	TAPIA	ANGIE	1994-10-24	24
TREASURER'S OFFICE	ADMINISTRATION	MARTINEZ	MARIANNE	1994-10-11	24
PUBLIC WORKS	BUILDING SERVICES	GALLEGOS	ANTHONY	1993-11-03	24
CLERK'S OFFICE	REPORTING & RECORDING	ARTINO	ESTHER	1993-10-05	25
PUBLIC WORKS	PROPERTY CONTROL	ROMERO	MIKE	1993-06-14	25
PUBLIC WORKS	SOLID WASTE	MARTINEZ	JOSEPH	1992-12-03	25
PUBLIC WORKS	ROAD MAINTENANCE	VIGIL	ALAN	1985-08-30	33

