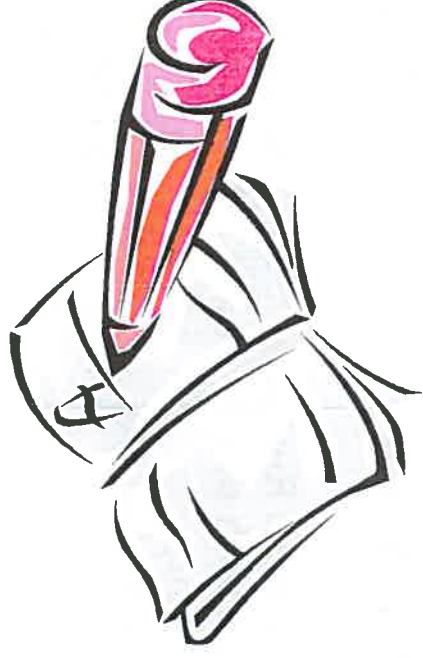


NO PACKET MATERIAL
FOR THIS ITEM

NO PACKET MATERIAL
FOR THIS ITEM

Santa Fe County Citizen Survey

Options for Assessing Santa Fe County's Performance and Prioritizing Funding



Options

National Citizen Survey

- Conducted by the National Research Center in conjunction with the International City/County Management Association (ICMA).
- Standardized survey.
- Survey is mailed.
- Focus is more on satisfaction rather than on priorities.
- Costs approximately \$23,000
- Provides an “a la carte” menu of survey options.

Polling Consultant

- Can use a firm that we have experience with if we so choose.
- Not a standardized survey.
- Survey is conducted via telephone interview.
- Can choose any offered services.
- Costs \$26,000 - \$29,000

Both options promise approximately the same number of respondents, a +/- 5% error rate or better, can perform demographic and geographic cross tabs, offer a Spanish language survey option, offer an on-line survey and will produce a draft report and a final report with all of the findings of the survey. Adequate budget exists for either option.

National Citizen Survey

Pros

- “Tried and True” survey used by more than 200 jurisdictions across more than 40 states (locally used by the City of Rio Rancho).
- Uses a “key driver analysis” to determine what elements of government contribute most to citizen satisfaction and can be used to prioritize funding.
- Results may be reported comparatively with other jurisdictions that have used the service.
- Results can be “fed” directly into the Center for Performance Management (CPM) 101 program in which SFC participates.
- Requires minimal project management time to complete.

Cons

- Not completely customizable (Utilizes a semi-customizable questionnaire with three jurisdiction specific questions, and the option to purchase an open-ended question.)
- Report would be completed in May (at the earliest) which is well into the budget process.

A sample of the National Citizen Survey questionnaire appears at the end of this presentation.

Use of a Polling Firm

Pros

- Fully customizable survey is developed.
- Can decide what focus to place on the survey (satisfaction vs. priorities).
- **Once survey questions are finalized***, the survey and draft report will be completed within 8-10 weeks, thus information can **possibly** be available in April.

Cons

- Cannot be used in conjunction with the CPM 101 program.
- Comparative data not available, thus matching SFC performance against other jurisdictions is not possible.
- Requires significant project management time.

* The 2010 survey questions took approximately one month to develop.

ABC County 2012 Citizen Survey

Please complete this questionnaire if you are the adult (age 18 or older) in the household who most recently had a birthday. The adult's year of birth does not matter. Please select the response (by circling the number or checking the box) that most closely represents your opinion for each question. Your responses are anonymous and will be reported in group form only.

1. Please rate each of the following aspects of quality of life in ABC County:

	Excellent	Good	Fair	Poor	Don't know
ABC County as a place to live.....	1	2	3	4	5
Your neighborhood as a place to live.....	1	2	3	4	5
ABC County as a place to raise children.....	1	2	3	4	5
ABC County as a place to work.....	1	2	3	4	5
ABC County as a place to retire.....	1	2	3	4	5
The overall quality of life in ABC County.....	1	2	3	4	5

2. Please rate each of the following characteristics as they relate to ABC County as a whole:

	Excellent	Good	Fair	Poor	Don't know
Sense of community.....	1	2	3	4	5
Openness and acceptance of the community toward people of diverse backgrounds.....	1	2	3	4	5
Overall appearance of ABC County.....	1	2	3	4	5
Cleanliness of ABC County.....	1	2	3	4	5
Overall quality of new development in ABC County.....	1	2	3	4	5
Variety of housing options.....	1	2	3	4	5
Overall quality of business and service establishments in ABC County.....	1	2	3	4	5
Shopping opportunities.....	1	2	3	4	5
Opportunities to attend cultural activities.....	1	2	3	4	5
Recreational opportunities.....	1	2	3	4	5
Employment opportunities.....	1	2	3	4	5
Educational opportunities.....	1	2	3	4	5
Opportunities to participate in social events and activities.....	1	2	3	4	5
Opportunities to participate in religious or spiritual events and activities.....	1	2	3	4	5
Opportunities to volunteer.....	1	2	3	4	5
Opportunities to participate in community matters.....	1	2	3	4	5
Ease of car travel in ABC County.....	1	2	3	4	5
Ease of bus travel in ABC County.....	1	2	3	4	5
Ease of rail or subway travel in ABC County.....	1	2	3	4	5
Ease of bicycle travel in ABC County.....	1	2	3	4	5
Ease of walking in ABC County.....	1	2	3	4	5
Availability of paths and walking trails.....	1	2	3	4	5
Traffic flow on major streets.....	1	2	3	4	5
Amount of public parking.....	1	2	3	4	5
Availability of affordable quality housing.....	1	2	3	4	5
Availability of affordable quality child care.....	1	2	3	4	5
Availability of affordable quality health care.....	1	2	3	4	5
Availability of affordable quality food.....	1	2	3	4	5
Availability of preventive health services.....	1	2	3	4	5
Air quality.....	1	2	3	4	5
Quality of overall natural environment in ABC County.....	1	2	3	4	5
Overall image or reputation of ABC County.....	1	2	3	4	5

3. Please rate the speed of growth in the following categories in ABC County over the past 2 years:

	Much too slow	Somewhat too slow	Right amount	Somewhat too fast	Much too fast	Don't know
Population growth.....	1	2	3	4	5	6
Retail growth (stores, restaurants, etc.).....	1	2	3	4	5	6
Jobs growth.....	1	2	3	4	5	6

4. To what degree, if at all, are run down buildings, weed lots or junk vehicles a problem in ABC County?
☐ Not a problem ☐ Minor problem ☐ Moderate problem ☐ Major problem ☐ Don't know

5. Please rate how safe or unsafe you feel from the following in ABC County:

	Very safe	Somewhat safe	Neither safe nor unsafe	Somewhat unsafe	Very unsafe	Don't know
Violent crime (e.g., rape, assault, robbery)	1	2	3	4	5	6
Property crimes (e.g., burglary, theft).....	1	2	3	4	5	6
Environmental hazards, including toxic waste.....	1	2	3	4	5	6

6. Please rate how safe or unsafe you feel:

	Very safe	Somewhat safe	Neither safe nor unsafe	Somewhat unsafe	Very unsafe	Don't know
In your neighborhood during the day.....	1	2	3	4	5	6
In your neighborhood after dark.....	1	2	3	4	5	6
In ABC County's downtown area(s) during the day	1	2	3	4	5	6
In ABC County's downtown area(s) after dark	1	2	3	4	5	6

7. During the past 12 months, were you or anyone in your household the victim of any crime?
☐ No → Go to Question 9 ☐ Yes → Go to Question 8 ☐ Don't know → Go to Question 9

8. If yes, was this crime (these crimes) reported to the police?

☐ No ☐ Yes ☐ Don't know

9. In the last 12 months, about how many times, if ever, have you or other household members participated in the following activities in ABC County?

	Never	Once or twice	3 to 12 times	13 to 26 times	More than 26 times
Used ABC County public libraries or their services	1	2	3	4	5
Used ABC County recreation centers	1	2	3	4	5
Participated in a recreation program or activity	1	2	3	4	5
Visited a neighborhood park or County park.....	1	2	3	4	5
Ridden a local bus within ABC County	1	2	3	4	5
Attended a meeting of local elected officials or other local public meeting	1	2	3	4	5
Watched a meeting of local elected officials or other County-sponsored public meeting on cable television, the Internet or other media	1	2	3	4	5
Read ABC County Newsletter	1	2	3	4	5
Visited the ABC County Web site (at abc.com)	1	2	3	4	5
Recycled used paper, cans or bottles from your home.....	1	2	3	4	5
Volunteered your time to some group or activity in ABC County	1	2	3	4	5
Participated in religious or spiritual activities in ABC County	1	2	3	4	5
Participated in a club or civic group in ABC County	1	2	3	4	5
Provided help to a friend or neighbor	1	2	3	4	5

10. About how often, if at all, do you talk to or visit with your immediate neighbors (people who live in the 10 or 20 households that are closest to you)?

☐ Just about every day
☐ Several times a week
☐ Several times a month
☐ Less than several times a month

ABC County 2012 Citizen Survey

11. Please rate the quality of each of the following services in ABC County:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Sheriff services	1	2	3	4	5
Fire services	1	2	3	4	5
Ambulance or emergency medical services.....	1	2	3	4	5
Crime prevention	1	2	3	4	5
Fire prevention and education	1	2	3	4	5
Municipal courts	1	2	3	4	5
Traffic enforcement on County roads and highways	1	2	3	4	5
Road repair	1	2	3	4	5
Snow removal on County roads and highways.....	1	2	3	4	5
Bus or transit services.....	1	2	3	4	5
Garbage collection.....	1	2	3	4	5
Recycling.....	1	2	3	4	5
Yard waste pick-up	1	2	3	4	5
Storm drainage.....	1	2	3	4	5
Drinking water.....	1	2	3	4	5
Sewer services	1	2	3	4	5
Power (electric and/or gas) utility	1	2	3	4	5
County parks.....	1	2	3	4	5
Recreation programs or classes	1	2	3	4	5
Recreation centers or facilities.....	1	2	3	4	5
ABC County Open Space	1	2	3	4	5
Nature programs or classes	1	2	3	4	5
Availability of historic sites	1	2	3	4	5
Land use, planning and zoning	1	2	3	4	5
Code enforcement (weeds, abandoned buildings, etc.)	1	2	3	4	5
Animal control.....	1	2	3	4	5
Economic development	1	2	3	4	5
Health services	1	2	3	4	5
Services to seniors.....	1	2	3	4	5
Services to youth.....	1	2	3	4	5
Services to low-income people	1	2	3	4	5
Public library services	1	2	3	4	5
Public information services	1	2	3	4	5
Public schools.....	1	2	3	4	5
Cable television	1	2	3	4	5
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations)	1	2	3	4	5
Preservation of natural areas such as open space, farmlands and greenbelts.....	1	2	3	4	5
Mental Health services.....	1	2	3	4	5
Drug and Alcohol services.....	1	2	3	4	5
Adult protective services	1	2	3	4	5
Agricultural/Farm advisor	1	2	3	4	5

12. Overall, how would you rate the quality of the services provided by each of the following?

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
ABC County.....	1	2	3	4	5
The Federal Government	1	2	3	4	5
The State Government	1	2	3	4	5

ABC County 2012 Citizen Survey

Our last questions are about you and your household. Again, all of your responses to this survey are completely anonymous and will be reported in group form only.

D1. Are you currently employed for pay?

- ☐ No → Go to Question D3
- ☐ Yes, full time → Go to Question D2
- ☐ Yes, part time → Go to Question D2

D2. During a typical week, how many days do you commute to work (for the longest distance of your commute) in each of the ways listed below? (Enter the total number of days, using whole numbers.)

- Motorized vehicle (e.g., car, truck, van, motorcycle, etc.) by myself days
- Motorized vehicle (e.g., car, truck, van, motorcycle, etc.) with other children or adults days
- Bus, rail, subway or other public transportation days
- Walk days
- Bicycle days
- Work at home days
- Other days

D3. How many years have you lived in ABC County?

- ☐ Less than 2 years
- ☐ 2-5 years
- ☐ 6-10 years
- ☐ 11-20 years
- ☐ More than 20 years

D4. Which best describes the building you live in?

- ☐ One family house detached from any other house
- ☐ House attached to one or more houses (e.g., duplex or townhome)
- ☐ Building with two or more apartments or condominiums
- ☐ Mobile home
- ☐ Other

D5. Is this house, apartment or mobile home...

- ☐ Rented for cash or occupied without cash payment?
- ☐ Owned by you or someone in this house with a mortgage or first mortgage

D6. About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance and homeowners' association (HOA) fees)?

- ☐ Less than \$300 per month
- ☐ \$300 to \$599 per month
- ☐ \$600 to \$999 per month
- ☐ \$1,000 to \$1,499 per month
- ☐ \$1,500 to \$2,499 per month
- ☐ \$2,500 or more per month

D7. Do any children 17 or under live in your household?

- ☐ No
- ☐ Yes

D8. Are you or any other members of your household aged 65 or older?

- ☐ No
- ☐ Yes

D9. How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)

- ☐ Less than \$24,999
- ☐ \$25,000 to \$49,999
- ☐ \$50,000 to \$99,999
- ☐ \$100,000 to \$149,999
- ☐ \$150,000 or more

Please respond to both question D10 and D11:

D10. Are you Spanish, Hispanic or Latino?

- ☐ No, not Spanish, Hispanic or Latino
- ☐ Yes, I consider myself to be Spanish, Hispanic or Latino

D11. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)

- ☐ American Indian or Alaskan Native
- ☐ Asian, Asian Indian or Pacific Islander
- ☐ Black or African American
- ☐ White
- ☐ Other

D12. In which category is your age?

- ☐ 18-24 years
- ☐ 25-34 years
- ☐ 35-44 years
- ☐ 45-54 years
- ☐ 55-64 years
- ☐ 65-74 years
- ☐ 75 years or older

D13. What is your sex?

- ☐ Female
- ☐ Male

D14. Are you registered to vote in your jurisdiction?

- ☐ No
- ☐ Yes
- ☐ Ineligible to vote
- ☐ Don't know

D15. Many people don't have time to vote in elections. Did you vote in the last general election?

- ☐ No
- ☐ Yes
- ☐ Ineligible to vote
- ☐ Don't know

D16. Do you have a cell phone?

- ☐ No
- ☐ Yes

D17. Do you have a land line at home?

- ☐ No
- ☐ Yes

D18. If you have both a cell phone and a land line, which do you consider your primary telephone number?

- ☐ Cell
- ☐ Land line
- ☐ Both

Thank you for completing this survey. Please return the completed survey in the postage paid envelope to:
National Research Center, Inc., PO Box 549, Belle Mead, NJ 08502

Memorandum

To: Santa Fe Board of County Commissioners

From: Teresa C. Martinez, Finance Director

Via: Katherine Miller, County Manager

Date: January 29, 2013

Re: *Financial report for the quarter ending 12/31/2012*

ISSUE:

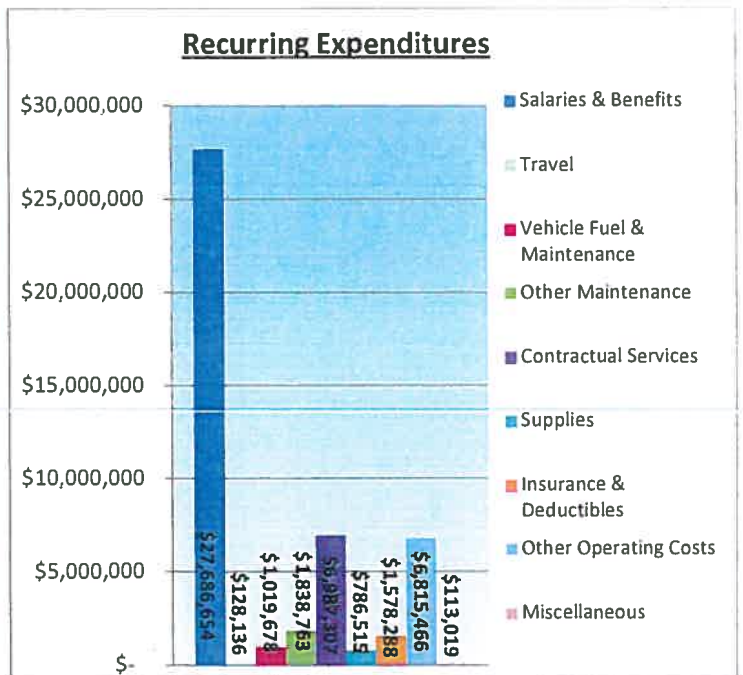
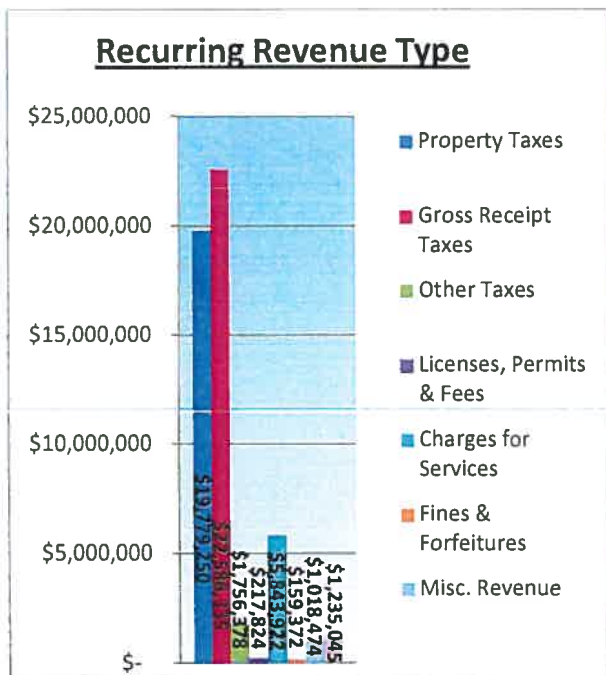
Enclosed is a report summarizing the financial activities of the County through the quarter ending December 31, 2012.

BACKGROUND:

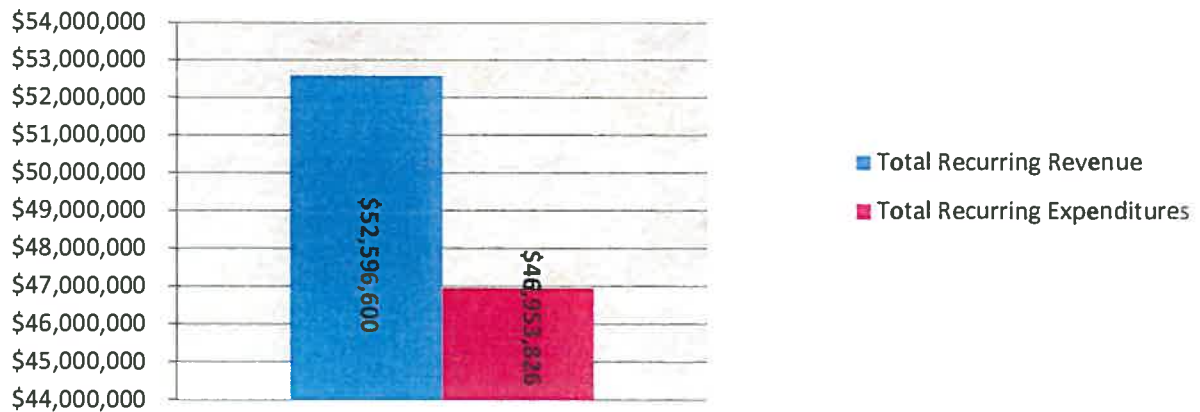
The following report will summarize total revenues and expenditures county-wide and by major fund. The numbers presented within this report are as of December 31, 2012.

ALL FUNDS:

At the end of the second quarter ending December 31, 2012, the county collected a total of \$57.7 million from all revenue sources. The largest share of revenue sources were generated by taxes; property taxes of \$19.8 million (includes debt service) and gross receipt taxes (GRT's) of \$22.6 million excluding \$2.1 million which is a pass-through to the regional transit district. On December 31st, expenditures across all funds totaled \$83.1 million. Capital expenditures totaled \$23.7 million, debt service payments totaled \$12.4 million and operational expenditures totaled \$46.9 million. The capital expenditures were mainly for the Judicial Complex \$15.3 million, Edgewood fire station \$422K, vehicles/heavy equipment for Open Space, Eldorado Fire, Senior Services, Corrections, Sheriff, Utilities and Road Maintenance of \$2.2 million and other projects funded by the capital outlay GRT.



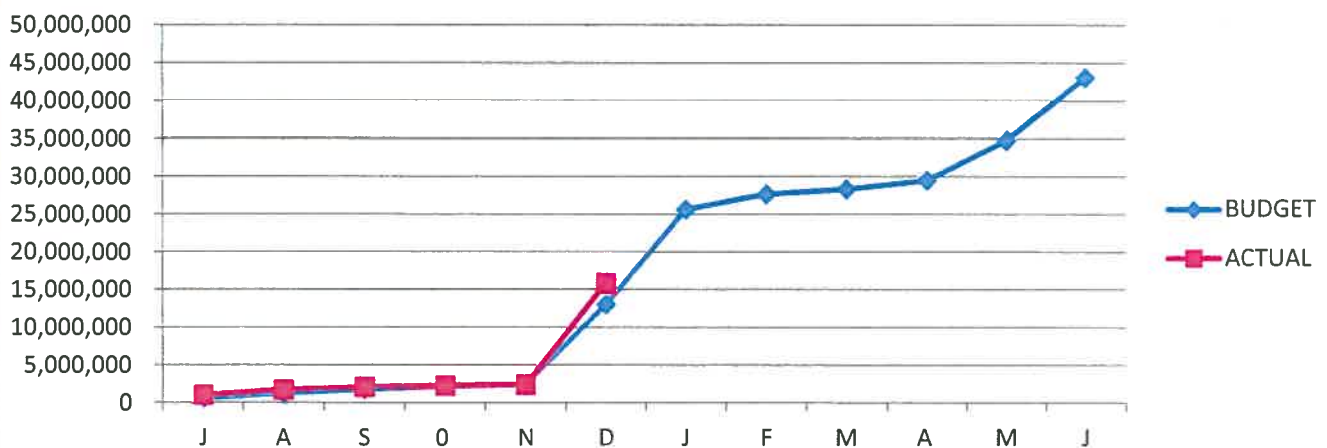
Recurring Revenues versus Recurring Expenditures



The following charts reflect how the two largest revenue sources fared when compared to the budgeted amounts. Actual general fund property tax collections of \$15.9 million through the end of December exceeded the projected budget of \$13.1 million by \$2.8 million.

The property tax collections of \$15.9 million through December 31st are \$1.3 million better than the previous year's collections of \$14.6 million. This equates to an 8% higher rate of collections over the previous year's collections. This may be attributed to the increased staffing provided by the BCC for delinquent tax collections.

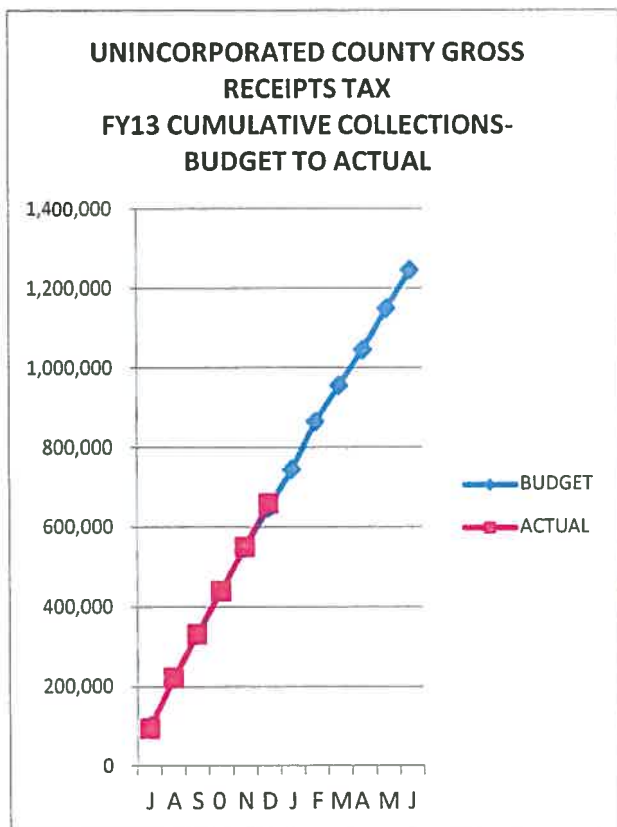
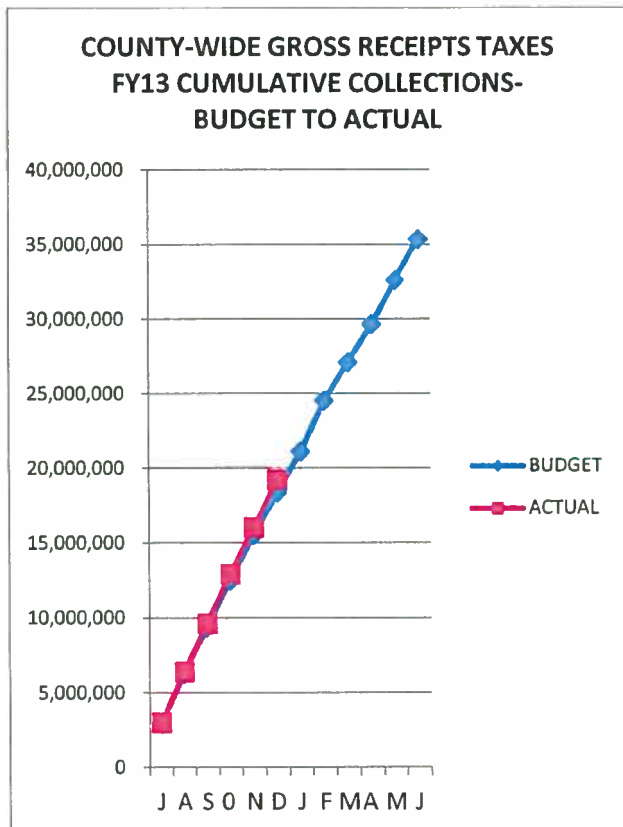
General Fund Property Tax FY13 Cumulative Collections-Budget to Actual



Cumulatively, both the county-wide and the unincorporated gross receipt taxes collected through December total \$19.8 million (excluding \$2.1 million which is passed through to the regional transit district). The GRT collections are \$868K greater than the cumulative budgeted amount of \$19 million. The collections are below the prior year collections by \$43K.

Lastly, the unincorporated GRT collections only fell under budget for the month of July, and have been greater than budget during the months of August through December for an overall net excess of \$12,552. In FY 2012 and FY 2013, the unincorporated GRT's were forecasted with a 13% and 10% downturn, respectively. Thus far the collections exceed the budgeted amount by 1.9%. Again, small amounts of money have been collected, mainly penalty and interest, relative to delinquent collections for the sunsetted Fire Excise Tax totaling \$22,536 year-to-date. With the recent voter approval of the Fire Excise Tax, the tax will begin in July and collections should begin in September 2013.

The total GRT collections of \$19.9 million are \$43K below the prior year's collections for the same time period. The total county-wide GRTs collections of \$19.2 million are \$9,644 below the prior year's collections. The unincorporated GRTs are down a total of \$52,839 or 7% from the previous year's collections of \$713,332.

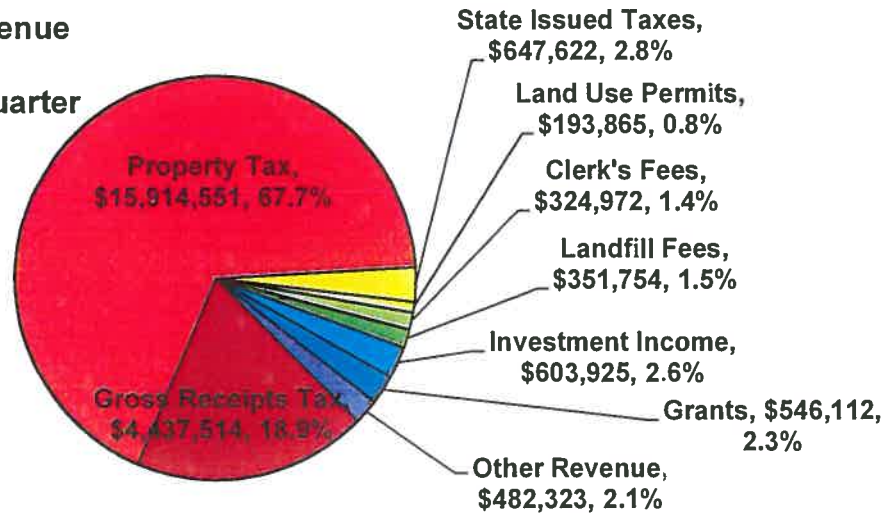


GENERAL FUND

The chart below summarizes all revenue for the general fund; all revenue sources total \$23.5 million. Recurring revenue totaled \$22.3 million; recurring revenue includes property taxes, gross receipt taxes, state issued taxes, construction permits, clerk's fees, landfill fees and other revenue. In recent years, with the recessed economy, investment income has been calculated in the total revenue picture and has supported recurring expenditures and for the quarter ending 12/31/2012 totaled \$604K, down by \$8,268 from the previous year.

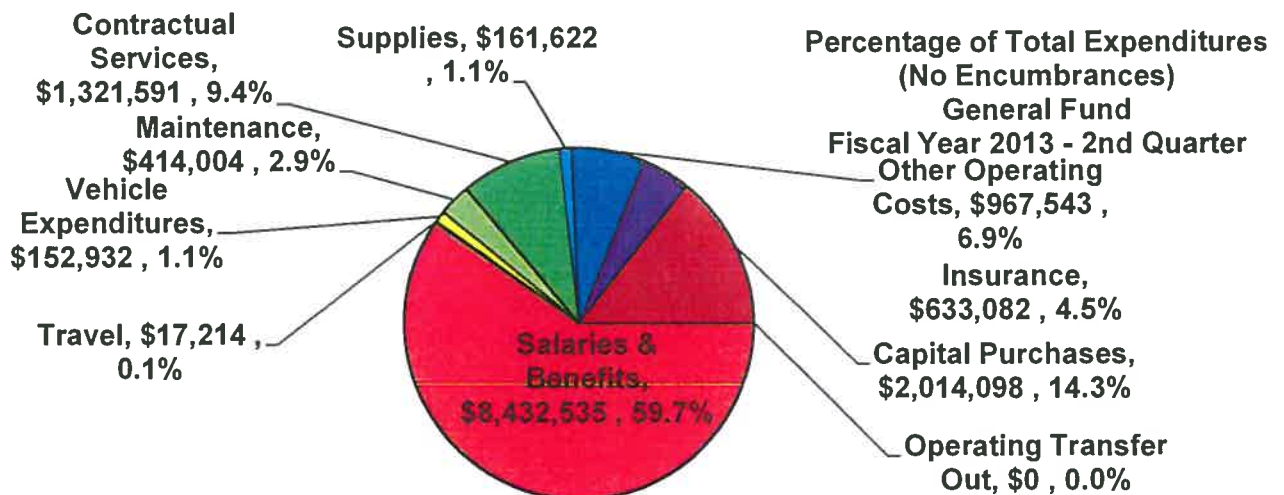
Overall, total general fund y-t-d revenues in FY 2013 of \$2.5 million are above the previous fiscal year's revenues by \$1.5 million or 7%.

**Percentage of Total Revenue
General Fund
Fiscal Year 2013 - 2nd Quarter**



General fund expenditures totaled \$14.1 million. Recurring expenditures totaled \$12.1 million. Strictly based on actual expenditures incurred through December 31st, the general fund revenues plus budgeted cash supported operational expenditures. On December 31st, the Fund still had outstanding encumbrances of \$5.6 million of which \$1.6 million are related to capital items.

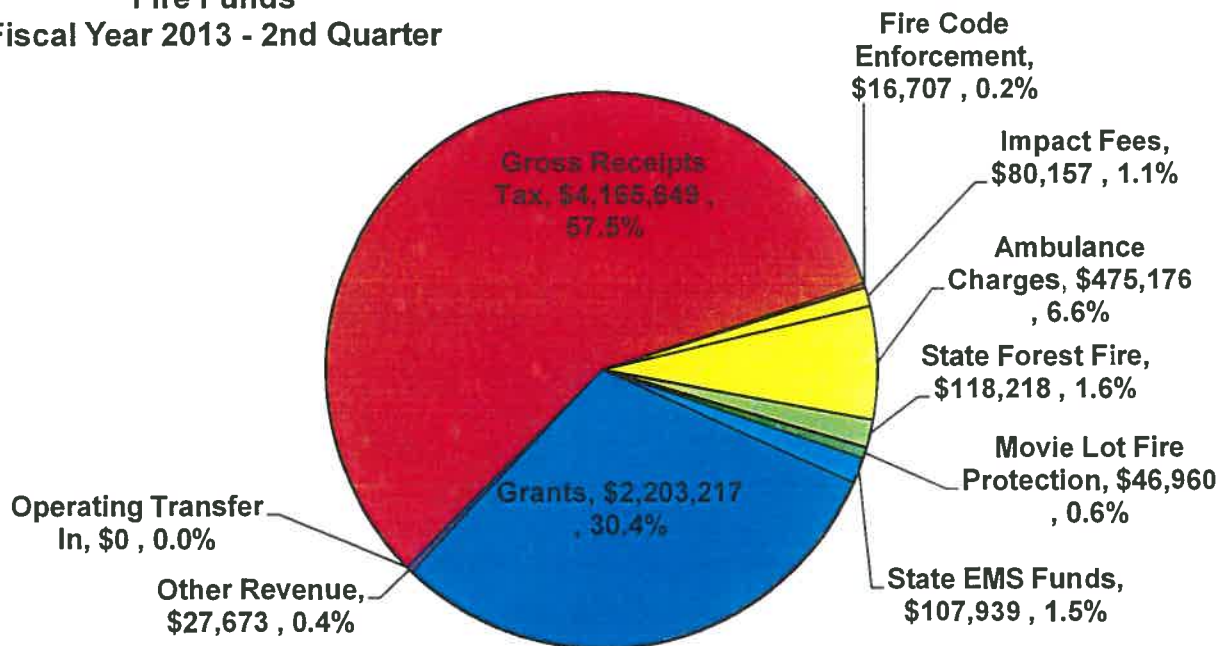
Total General Fund expenditures were \$1.8 million or 14% greater than the expenditures incurred in the prior fiscal year for the same time period. The increase is mainly related to increased expenditures of \$577K in the salaries and benefits category related to both new FTE's and unfrozen FTE's and slight increases in the maintenance, supplies and other operating costs categories. These increases were additionally offset by decreased expenditures in contractual services.



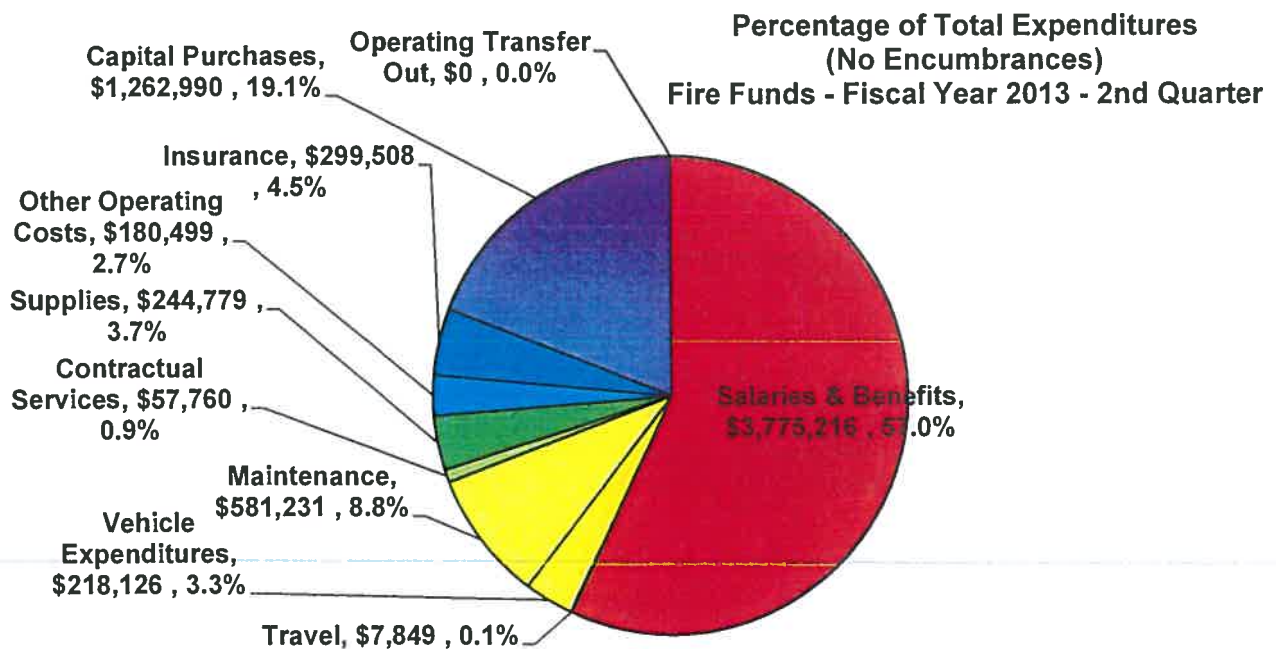
FIRE FUNDS:

The chart below identifies the major revenue sources for all Fire Funds. Total recurring revenues of \$7.1 million were collected and consist of gross receipt taxes, ambulance charges and some of the grants. Through December 31st, the ambulance charges totaled \$475,176 exceeded budget by \$200K and are \$157K more than the prior year's collections, which may be attributed to increased staffing approved by the BCC. The remaining revenue sources for the fire operations are considered non-recurring and are highly impacted by the economic activity.

**Percentage of Total Revenue
Fire Funds
Fiscal Year 2013 - 2nd Quarter**



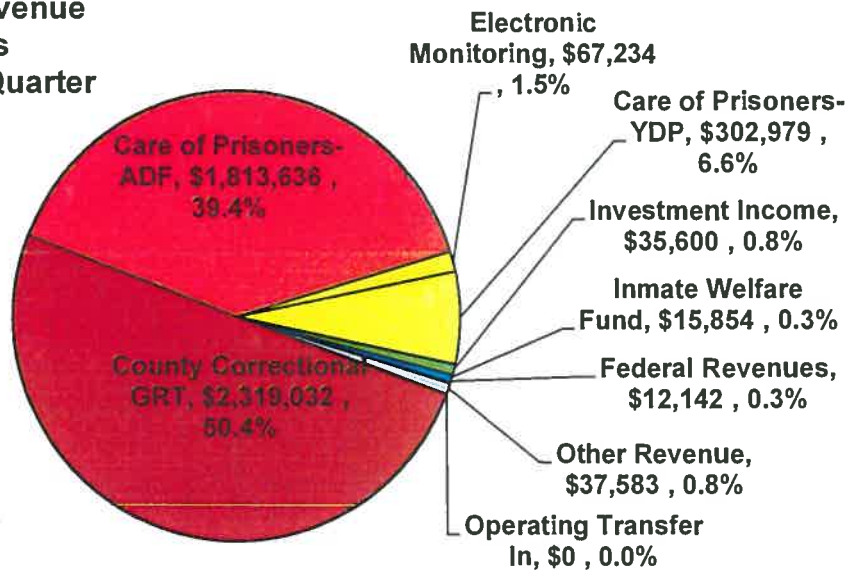
Expenditures for fire operations totaled \$6.6 million and included operational expenditures of \$5.3 million. The FY 2013 total expenditures are \$630K more than the previous fiscal year. Capital expenditures of \$1.3 million were incurred.



CORRECTIONS FUNDS:

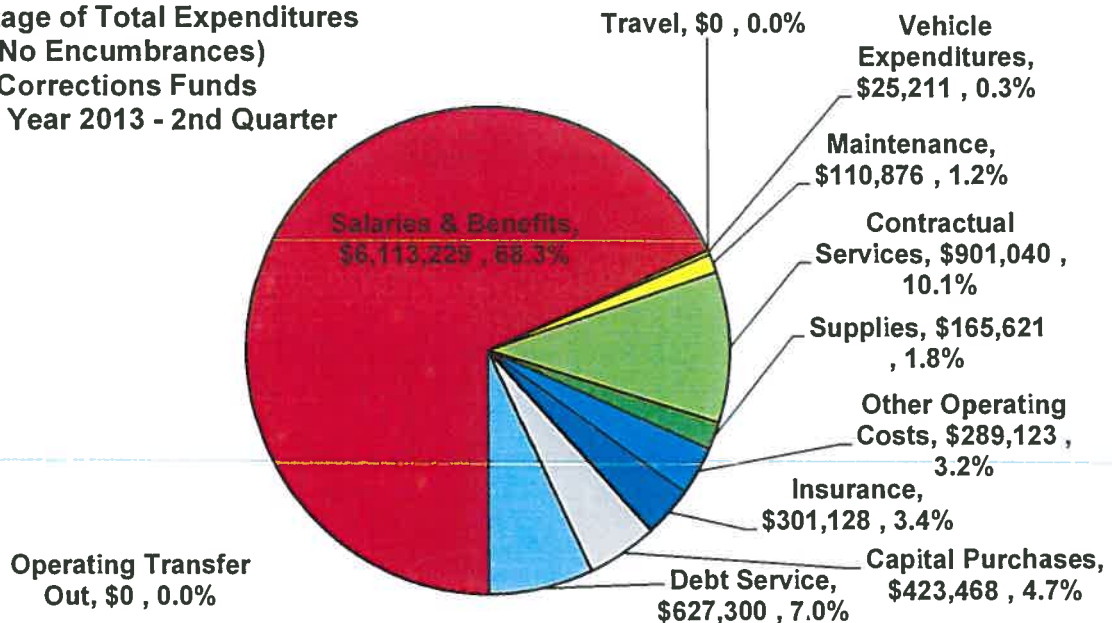
The chart below identifies the major revenue sources for the Corrections Funds. Recurring revenue, which includes Correctional GRT collections, totaled \$4.6 million. The Care of Prisoner revenues of \$2.2 million in FY 2013 are \$283,312 greater than the previous year's collections of \$1.9 million. The majority of the increase is related to the Adult care of prisoner (COP) revenue collections totaling \$1,806,121. The increase is due to the addition of the U.S. Marshal's inmates at the facility. The U.S. Marshal's began transitioning inmates to the County facility in November 2010. The U.S. Marshal's count currently ranges anywhere from 119 to 130.

**Percentage of Total Revenue
Corrections Funds
Fiscal Year 2013 - 2nd Quarter**



Total expenditures for the Corrections fund are \$8.9 million and the operational expenditures totaled \$7.9 million. Capital expenditures totaled \$424K. The remaining \$627K is related to debt service.

**Percentage of Total Expenditures
(No Encumbrances)
Corrections Funds
Fiscal Year 2013 - 2nd Quarter**



CLOSING:

The numbers reflected within this report reflect activity as of close of business on December 31st. Capital expenditures, one-time expenditures and debt service payments are not considered recurring expenditures.

In summary, the 2nd quarter revenues and expenditures were as follows:

- Property Taxes of \$15.9 million – collections exceeded budget by \$2.7 million and the prior year's collections by \$1.3 million.
- Gross Receipt Taxes of \$19.8 million – cumulatively, collections are have exceeded budget by \$868K and are below the prior year's collections by \$43K.
- Capital expenditures totaled \$23.7 million and debt service payments totaled \$12.4 million.

The finance division and department staff will be conducting the 2nd quarterly performance based budget reviews beginning next week. The purpose of these reviews is to ensure that staff is tracking established performance measures as initially established. Performance measures shall be reviewed quarterly. After the mid-year budget hearings, the 3rd and 4th quarter reviews will be conducted with the Directors only. Finance will provide a mid-year report to the BCC in February relative to performance measures.

Additionally, the FY2014 Budget Kick-Off will be held on February 21st in the Chambers. The budget submissions from departments will be due on March 29th and budget hearings will begin on April 15th.

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Pablo Sedillo, III
Public Safety Director

To: Santa Fe County Board of County Commissioners

From: Pablo Sedillo, III
Public Safety Department Director

Date: 1/29/13

Re: SFC Corrections Department Monthly Report for November & December 2012

The purpose of this memo is to provide you information relative to the SFC Corrections Department for the months of November and December 2012. During the month of November, the Detention Officer vacancy rate was 16.67% with 15 vacant positions, there were 9 new hires; during the month of December, the Detention Officer vacancy rate was 20% with 18 vacant positions and 2 new hires. There were 754 bookings and 726 releases with an average population of 506 for November and 819 bookings and 769 releases with an average population of 530 for December at the Adult Facility.

Adult Detention Facility

- A purchasing process request form was initiated and sent to purchasing requesting an RFI for Medical Services for SFC Corrections on December 13, 2012.
- A 240 hour Academy began on January 14, 2013 with 14 cadets attending along with 6 nursing and maintenance staff attending for their 40 hours of in service training.
- Emergency Department Referrals are down with 5 inmates transported to the emergency room in November and 1 in December.
- 28 inmate confinement contracts have been fully executed with other governmental entities.
- An estimated total of \$512,010.84 was billed for the month of November and \$578,969.00 for December.

Youth Development Program

- An estimated total of \$38,546.70 was billed for the month of November and \$46,288.80 for the month of December.

Electronic Monitoring

- The average population in Electronic Monitoring was 341 for the month of November and 329 for December. Revenue received for November was \$9,119.00 and \$11,137.29 for December.

If you have any questions, I can be contacted at 992-3092. Thank you.

Santa Fe County Public Safety Department Corrections Division Overview



- * Adult Detention Facility
- * Youth Development Program
- * Electronic Monitoring Program



Corrections Division

Vacancy Rates / Number of Applicants and New Hires

Public Safety/Corrections Division									
FTE Status Report as of 1/8/2013									
Facility/Program	Authorized FTE	Authorized Positions	Filled Positions	Vacant Positions	Frozen Positions	Fillable Vacancies	Positions Available	Vacancy Rate	
Administration	13.5	14.0	10.0	4.0	2.0	2.0	12.0	16.67	
Adult Facility	164.0	164.0	140.0	24.0	2.0	22.0	162.0	13.58	
Day Reporting	4.0	4.0	0.0	4.0	4.0	0.0	0.0	0.00	
Electronic Monitoring	9.0	9.0	8.0	1.0	1.0	0.0	8.0	0.00	
Maintenance	8.0	8.0	6.0	2.0	0.0	2.0	8.0	25.00	
Medical	34.2	38.0	22.0	16.0	11.0	5.0	27.0	18.52	
Substance Abuse/ARC	17.0	17.0	0.0	17.0	17.0	0.0	0.0	0.00	
Youth Development Facility	55.0	56.0	24.0	32.0	24.0	8.0	32.0	25.00	
Totals	304.7	310.0	210.0	100.0	61.0	39.0	249.0	15.66	
Adult Detention Facility									

Specific Vacancy Rates by Classification as of 10/31/12

Position Classification	Authorized FTE	Authorized Positions	Filled Positions	Vacant Positions	Frozen Positions	Fillable Vacancies	Positions Available	Vacancy Rate
Detention Officer	90.0	90.0	73.0	17.0	0.0	17.0	90.0	18.89
Corporal	15.0	15.0	13.0	2.0	0.0	2.0	15.0	13.33
Sergeant	14.0	14.0	14.0	1.0	0.0	1.0	14.0	7.14
Lieutenant	8.0	8.0	7.0	1.0	0.0	1.0	8.0	12.50

As of 1/08/2013

POSITION	FTE's	Frozen	Filled	Vacant	Vacancy Rate
RN's	6	1	4	1	17
LPN's	8	2	6	0	0
TOTAL	14	3	10	1	17

Number of Applicants and New Hires

Applicants
New Hires

31
6

Adult Detention Facility Contracts Update

Confinement Contracts

As of 12/31/12
Contracts

Contracts Mailed Out

47

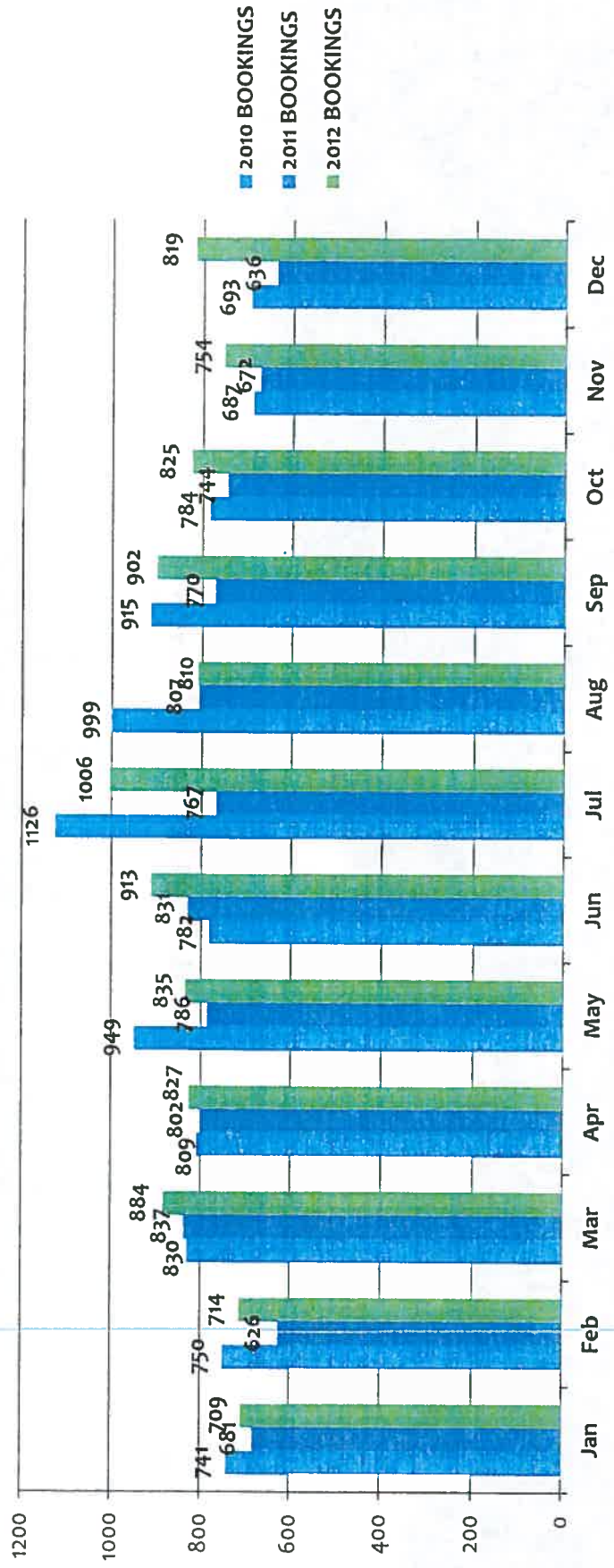
Contracts signed

28

Adult Facility

June 2012 Thru December 2012 - Bookings TOTAL POPULATION

2010 THRU 2012 BOOKINGS - TOTAL POPULATION

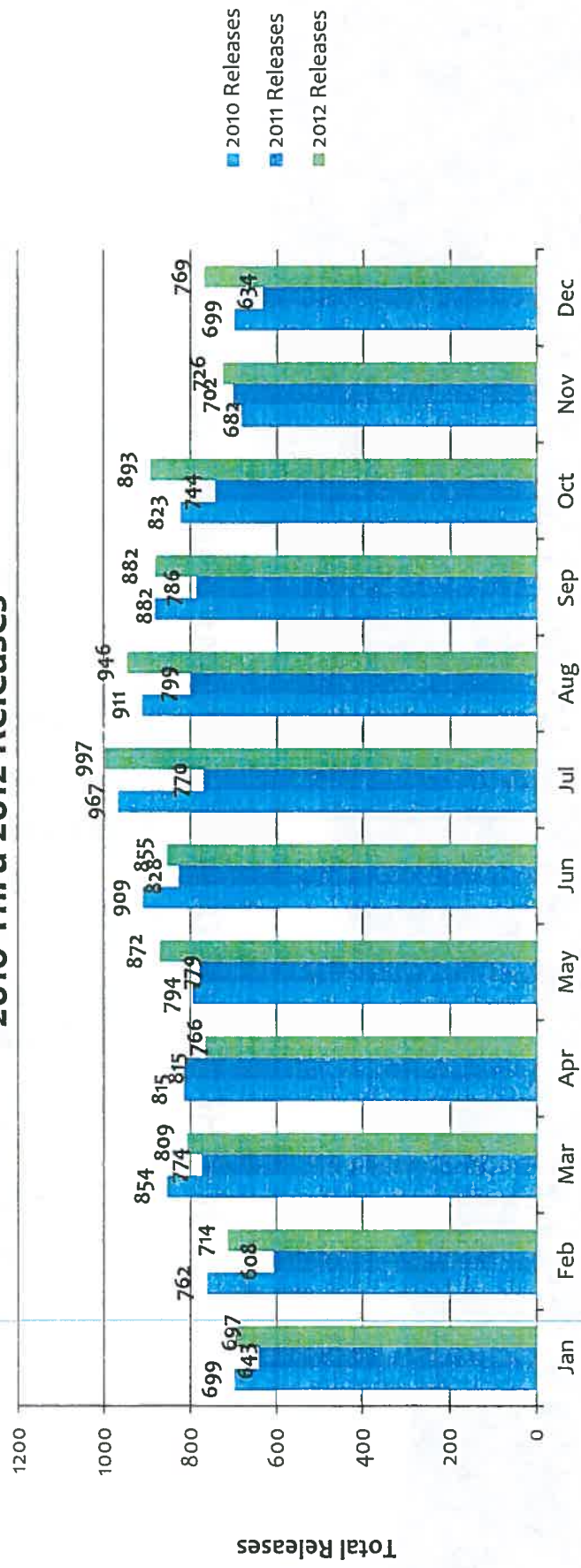


Adult Facility

June 2012 Thru December 2012 Releases

TOTAL POPULATION

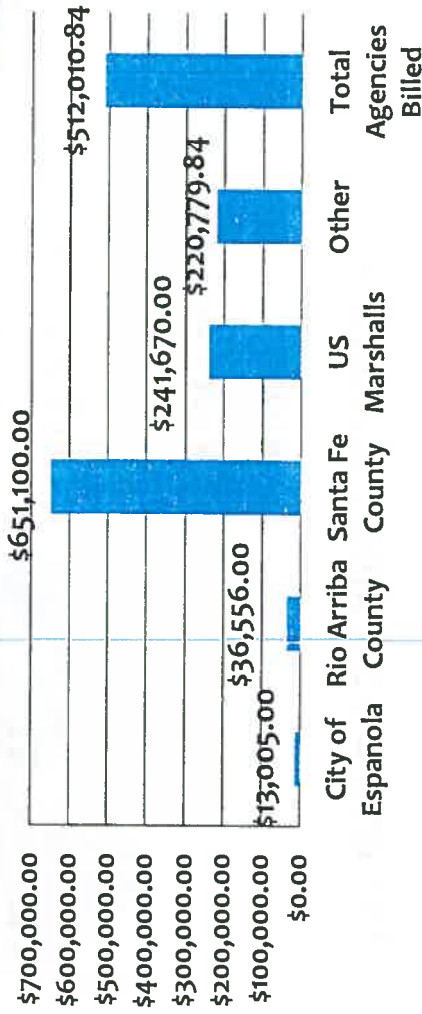
2010 Thru 2012 Releases



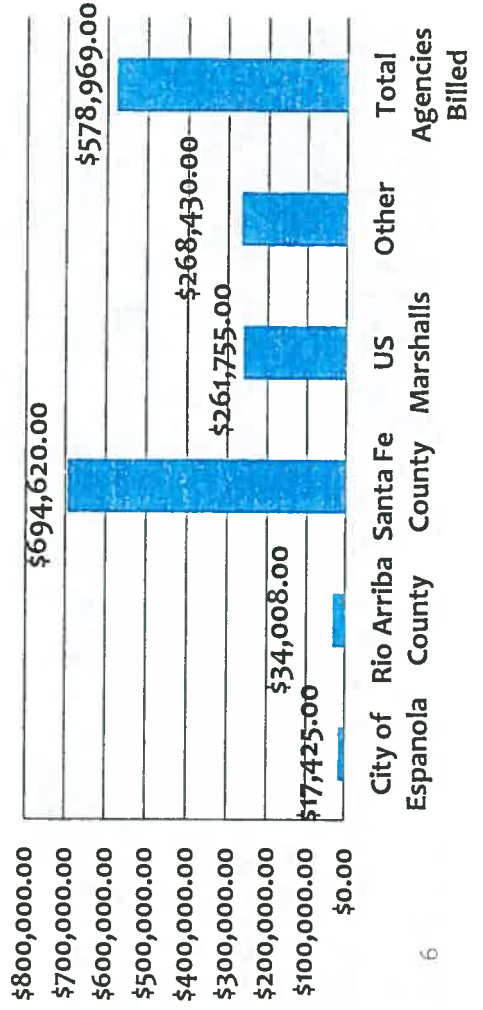
Adult Facility Agencies Billed

November 2012 thru December 2012

Agencies Billed - November 2012



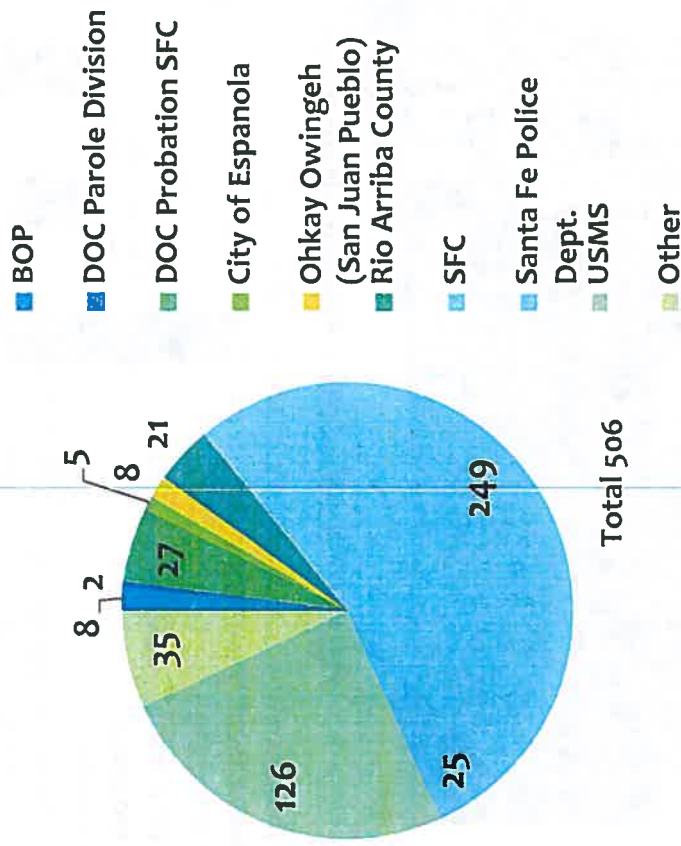
Agencies Billed - December 2012



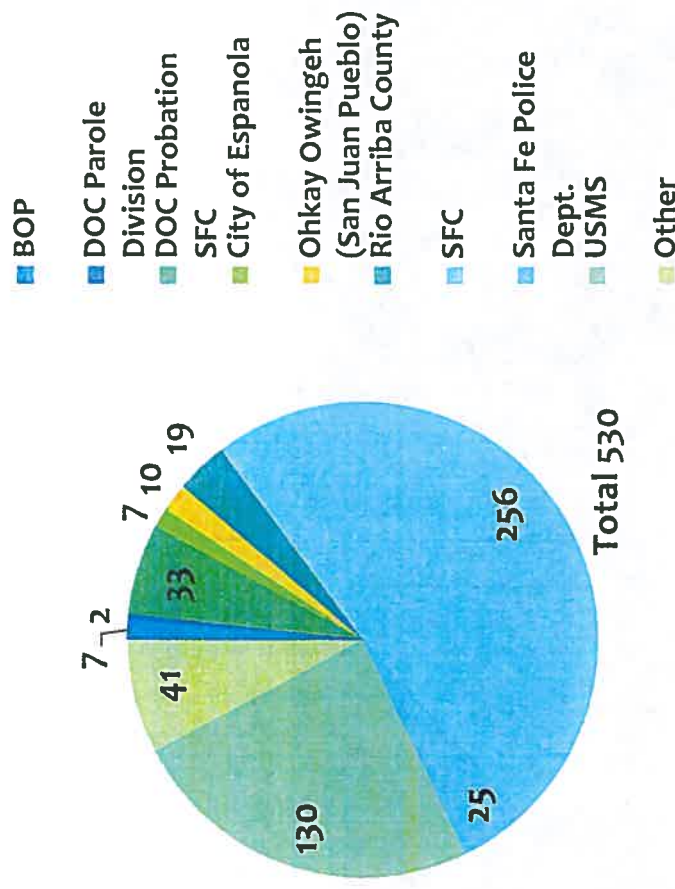
Adult Facility

November 2012 & December 2012 Billing Agency Head Count- Daily Averages

November 2012 Monthly Average



December 2012 Monthly Average

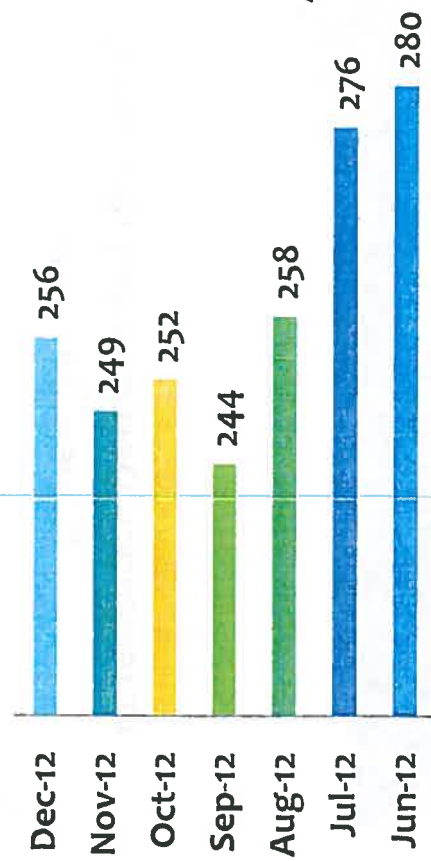


Total Inmate Population

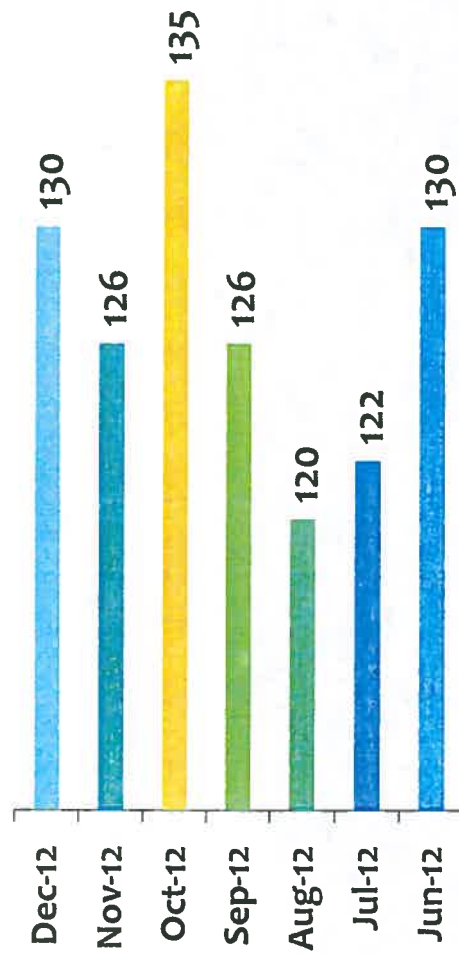
Santa Fe County and US Marshall

June 2012 thru December 2012

Santa Fe County Inmate Population
June 2012 thru December 2012



US Marshall Inmate Population
June 2012 thru December 2012

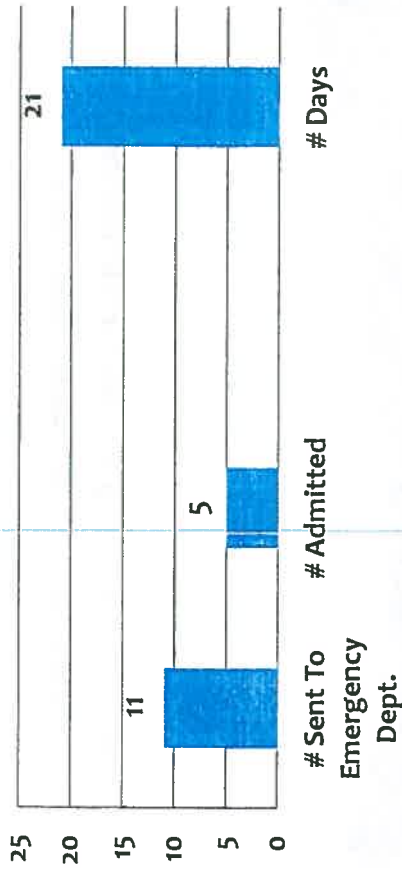


Adult Facility – Health Services

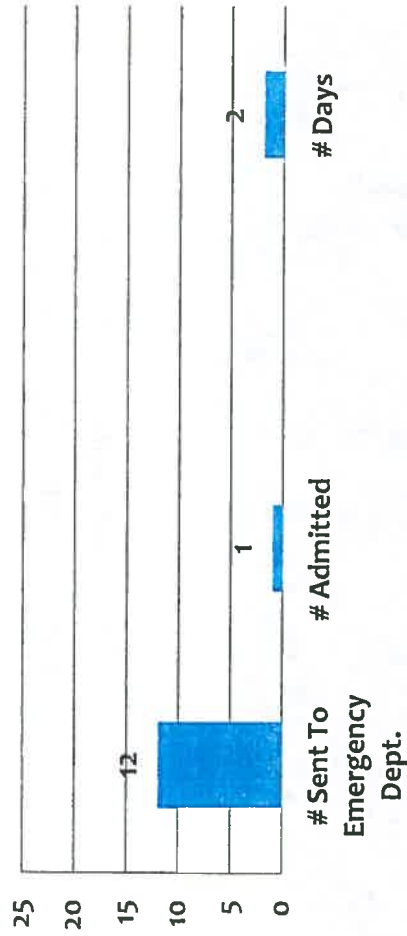
Emergency Department Referrals

November 2012 and December 2012

Emergency Department Referrals
November 2012



Emergency Department Referrals
December 2012

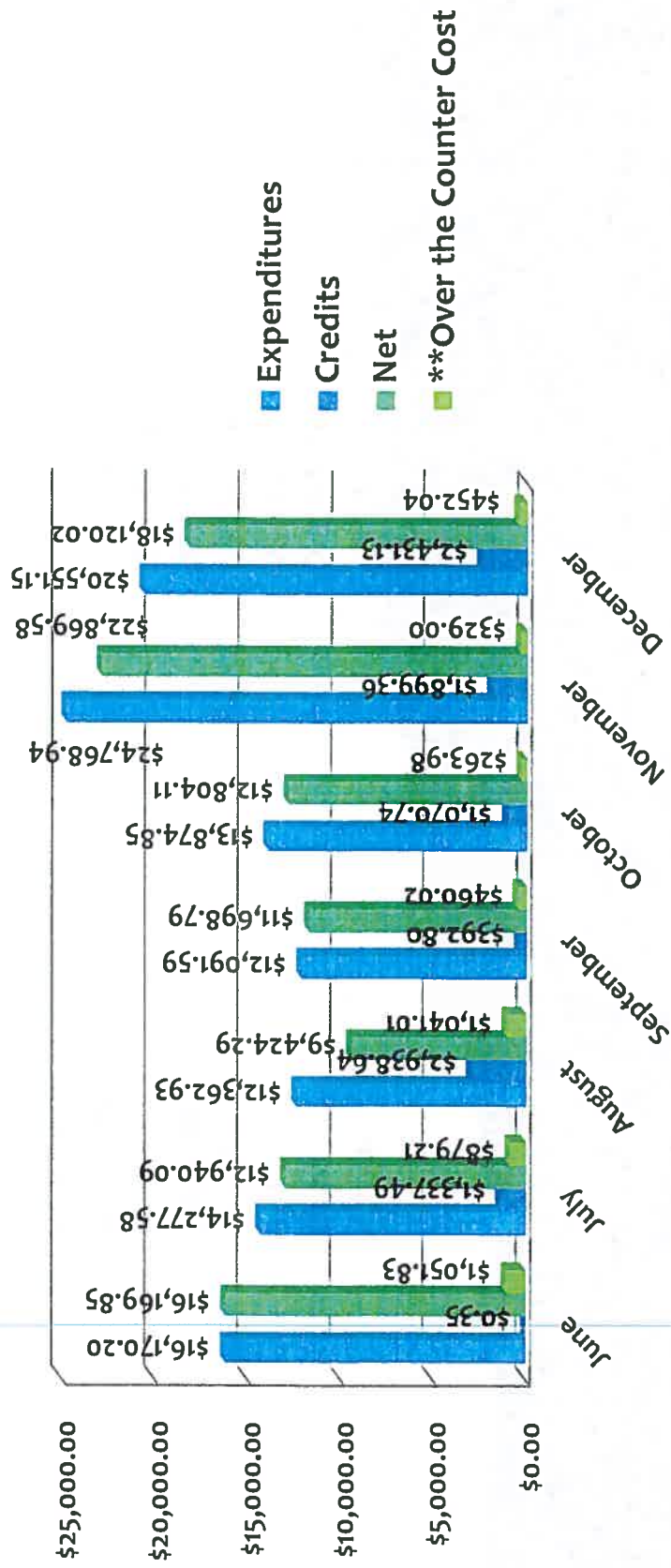


Adult Facility

Diamond Pharmacy

Cost Analysis (June 2012 thru December 2012)

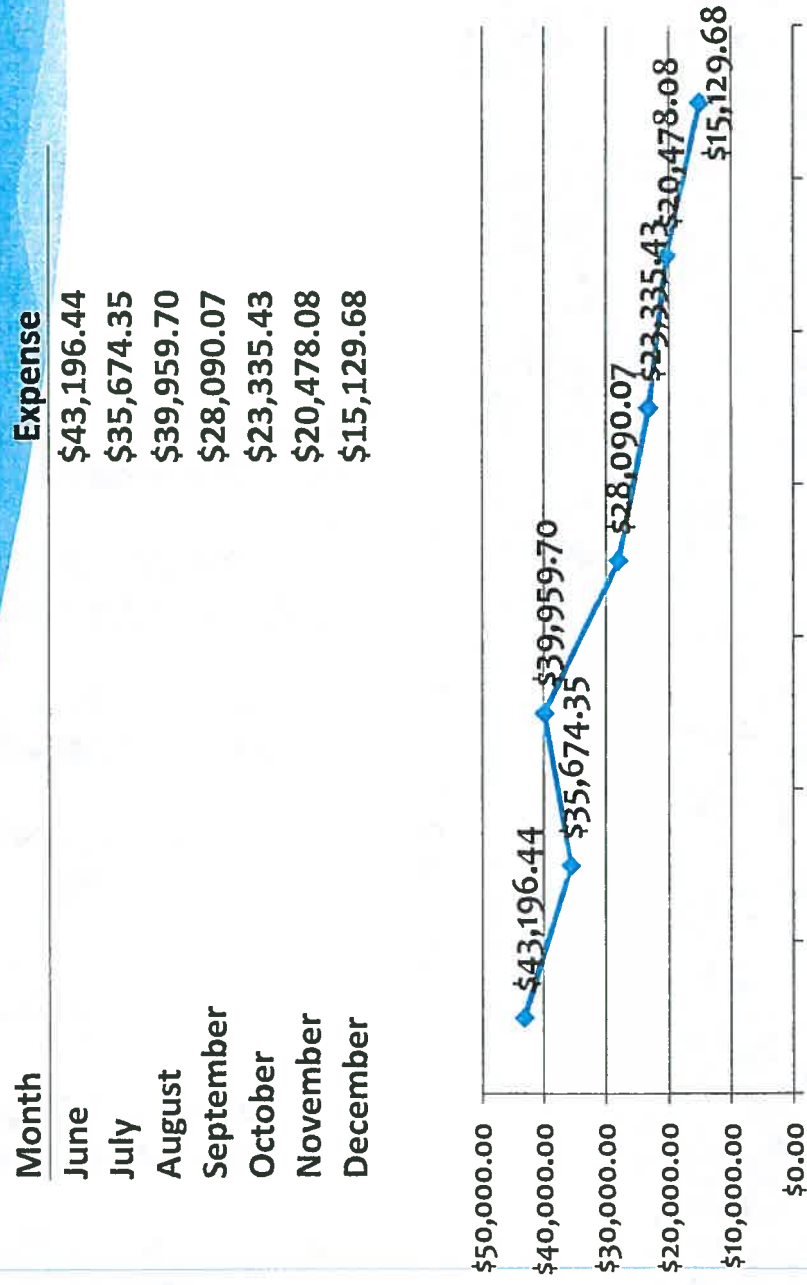
Diamond Pharmacy Cost Analysis June 2012 Thru December 2012



* Less outstanding invoices

Agency Nurses

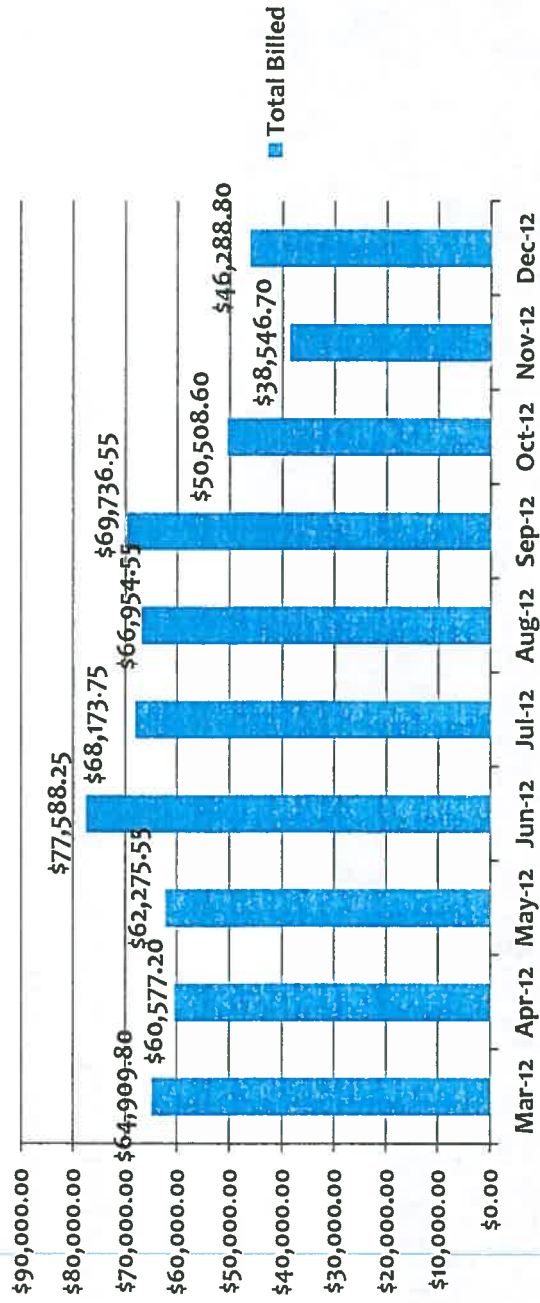
Cost Analysis (June 2012 thru December 2012)



*Less Outstanding Invoices

Youth Development Program Total Billed March 2012 thru December 2012

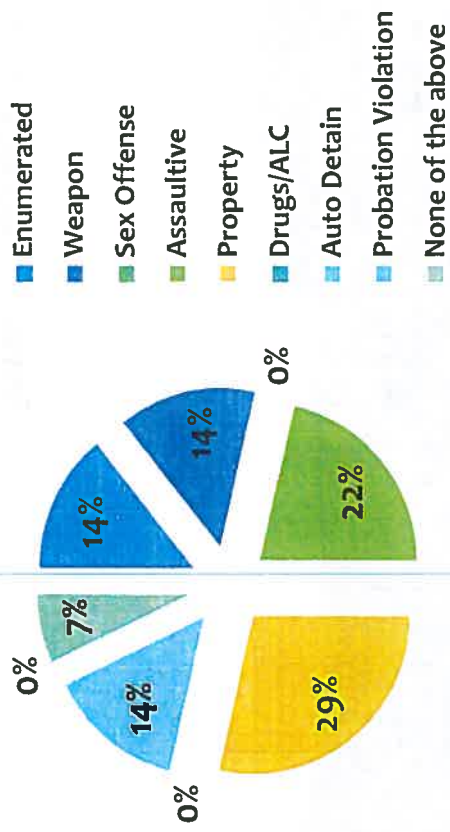
Total Billed March 2012 thru December 2012



YDP Average Percent of Offenses November and December 2012

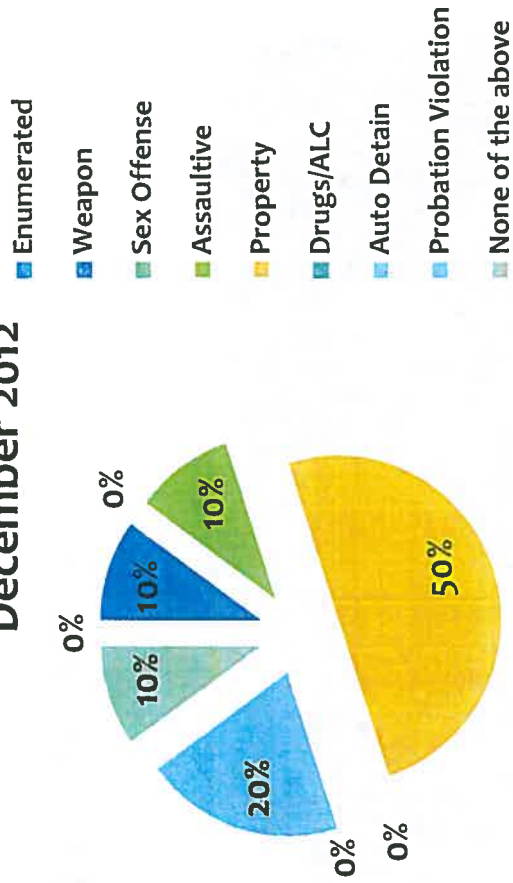
Average Percent of Offenses

November 2012



Average Percent of Offenses

December 2012

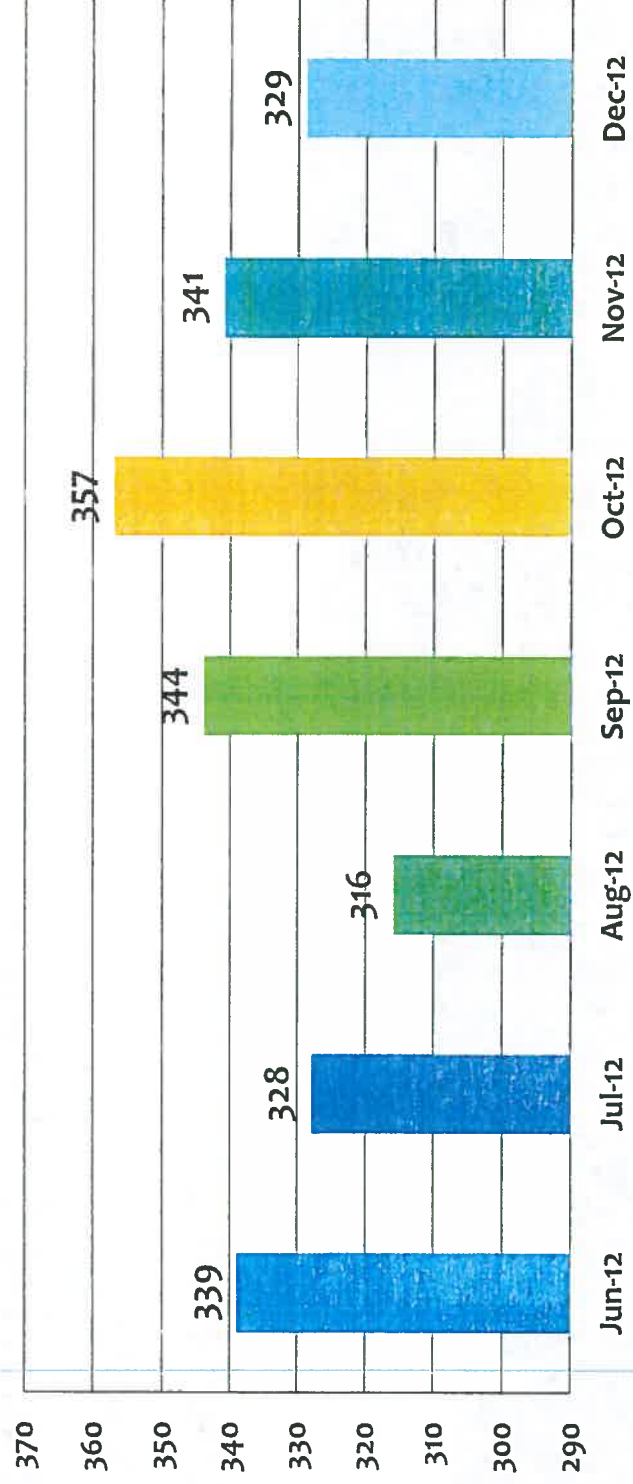


SFC- Electronic Monitoring/Bonds

- 1) Population
- 2) Deposits
- 3) Financial Obligations

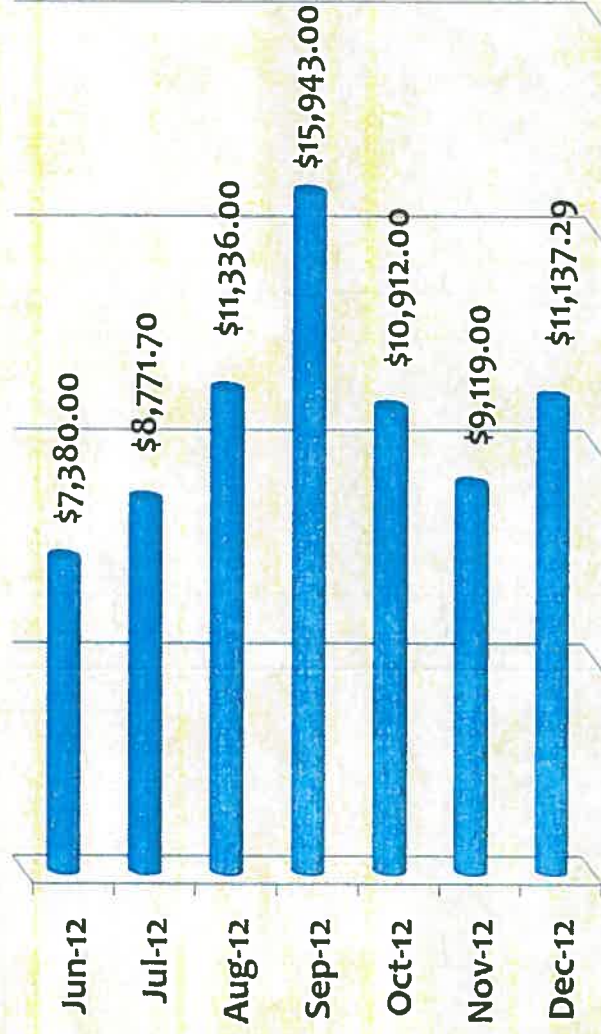
Electronic Monitoring POPULATION

(June 2012 Thru December 2012)



Electronic Monitoring REVENUE

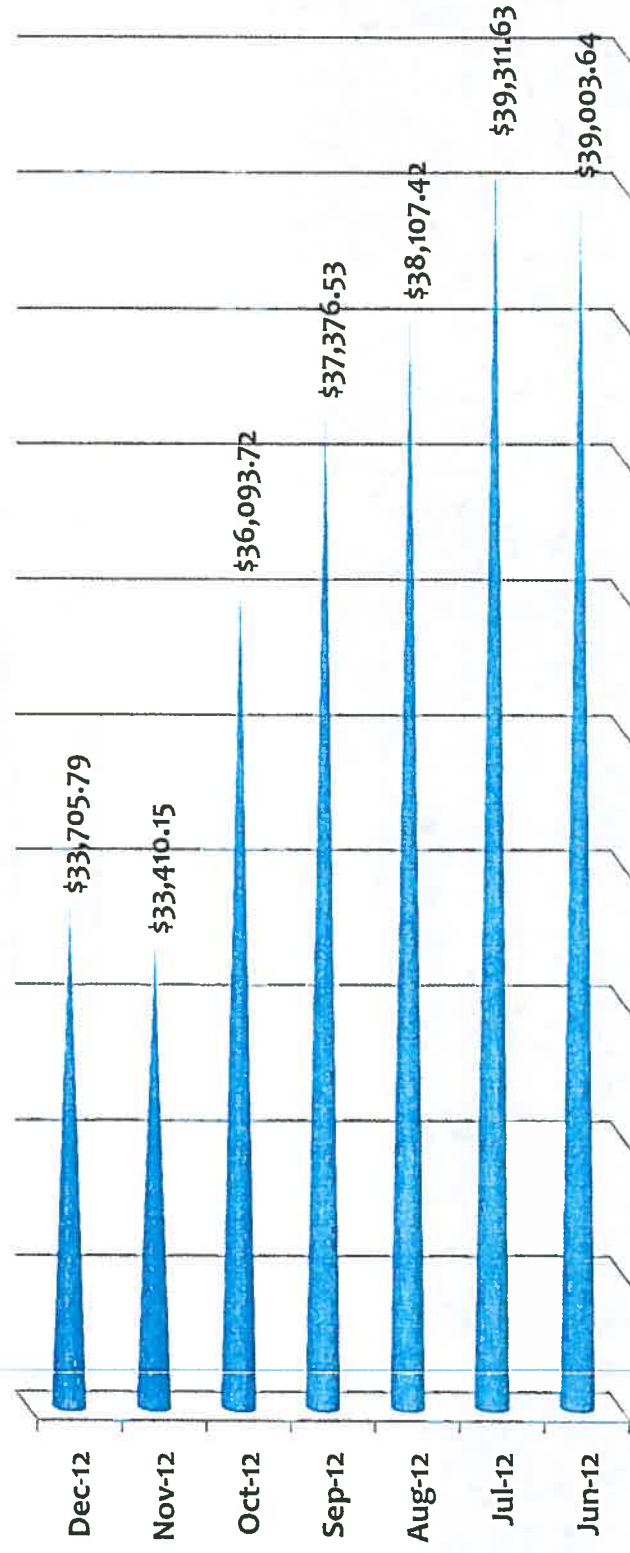
(JUNE 2012 Thru December 2012)



Electronic Monitoring

COST OF EQUIPMENT

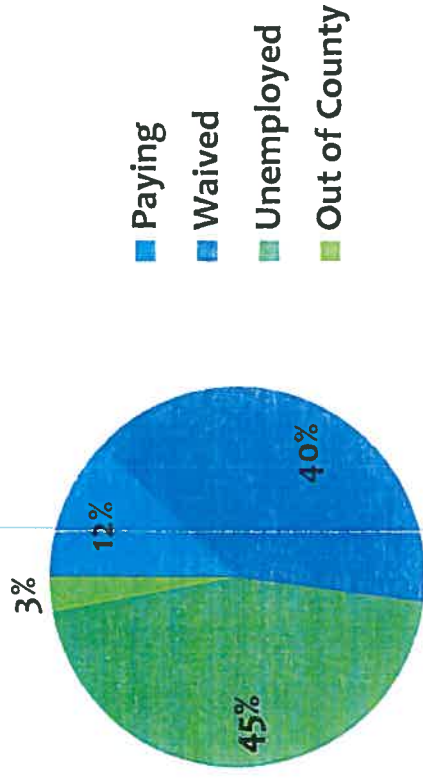
(June 2012 Thru December 2012)



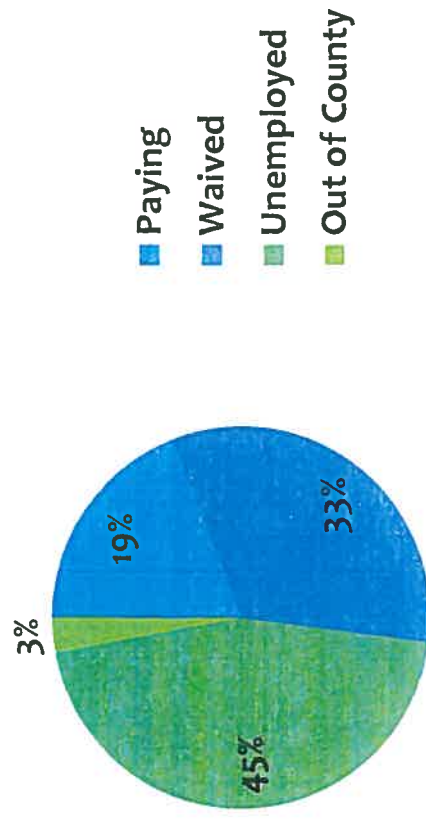
EM Clients Financial Obligation

November 2012 & December 2012

EM Clients Financial Obligation
November 2012



EM Clients Financial Obligation
December 2012



Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: *January 29, 2013*

TO: *Board of County Commissioners*

FROM: *Adam Leigland, Public Works Department Director*

VIA: *Katherine Miller, County Manager*

ITEM: *BCC Meeting January 29, 2013*

PUBLIC WORKS MONTHLY REPORT (ADAM LEIGLAND/PUBLIC WORKS)

BACKGROUND AND SUMMARY:

On a monthly basis the Public Works Department will provide the Commission a monthly report on the following four items:

1. Capital Project Status Report (attached)
2. Road maintenance work orders from 1/1/13 to 1/15/13: 8 received, 6 completed, 75% completion.
3. Building maintenance work orders from 1/1/13 to 1/15/13: 59 received, 50 completed, 85% completion.
4. Coming Attractions:

Location Study for the NE/SE Connector

- This project will involve contacting an Engineering Firm to provide a Corridor and Location Study for the NE/SE Connectors. An agreement was entered into between NMDOT and Santa Fe County for Federal Highway Administration Funds for preliminary engineering of NE and SE connectors in Santa Fe County, Phase A and B to provide additional access to County connectors and subdivisions in the Ranch Viejo area, thus removing traffic from Richards Avenue.
- Santa Fe County has entered into a contract with Occam Engineering for this work. Chuck Vigil / Paul Kavanaugh are the project team for the Projects Division.
- Work will begin upon notice to proceed and will take approximately 12 months to complete.

Cundiyo Community Center Parking

- This project requires civil engineering design of additional parking capacity for the Cundiyo Community Center and identifies additional property required to be acquired to accommodate the additional spaces.
- The Santo Domingo de Cundiyo Land Grant has agreed to provide the land adjacent to the County property. The civil design is required to provide the specific area required to be transferred from the Land Grant to the County.
- Santa Fe County has entered into a contract with Morris Engineering for this work. Chuck Vigil / Agnes Leyba-Cruz are the project team for the Projects Division.
- Work will begin upon notice to proceed and will take approximately 8 months to complete the acquisition and construction.

Vista Grande Library Expansion

- The Vista Grande Library serves the Eldorado, Glorieta, and surrounding areas. The library has outgrown its space and requires an expansion of its facility. The addition had been previously designed and now updated for current code requirements and user modifications.
- The pre-bid meeting was conducted at the Projects and Open Space office on January 16th . Bids are due to be opened on January 30 and after legal review, the contract will be presented to the BCC in early March. Construction is estimated to take 6 to 8 months to complete.
- Paul Olafson / Ron Sandoval compose the project team for this work.



SANTA FE COUNTY

Capital Project Status Update (As of 1/15/2013 4:00:08 PM)

PW ProjectNbr	Project Name	Nature of Procurement	% Complete	District	Project Budget	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Status RYG
1	Construct closet at Admin	Construction	95	12345			12/27/2012	1/16/2013	Green
2	Construct new office at Admin building		0			\$6,963.54	1/22/2013	2/8/2013	Green
3	0150 Public Safety Complex Upgrade Design	Design	0	1 2 3 4 5	\$200,000.00		3/29/2013	10/31/2013	Green
4	0516 MS4 permit	Plan			\$45,000.00		8/15/2012	3/29/2013	
5	0527 ARRA PW Retrocommissioning	Other	75	2		\$27,555.00	6/5/2012	2/28/2013	Green
6	0527 ARRA Solar Systems	Other	99	1 2 3 4 5		\$91,344.00	7/27/2012	12/31/2012	Green
7	0533 Espanola Basin Water Conservation Grant	Other	35	1 2 3 4 5		\$77,447.88	3/1/2012	9/30/2013	Green
8	0692 CR 67F La Barbara Road Paving/Drainage Design	Design	0	4	\$100,000.00		4/22/2013	5/31/2013	Green
9	0732 Perform Redesign of Romero Park	Plan	0	2	\$80,000.00		3/1/2013	8/31/2013	Green
10	0736 Pojoaque Sports Field - Design	Design	0	1	\$50,000.00		3/11/2013	5/13/2013	Green
11	0737 Edgewood Senior Center Fire Suppression System	Construction	30	3	\$61,005.79	\$61,005.49	11/16/2012	2/28/2013	Green
12	0739 Vista Grande Library Addition	Construction	0	5	\$1,470,000.00		4/30/2013	9/30/2013	Green
13	0739 Vista Grande Library Addition	Design	95	5	\$30,000.00	\$28,000.00	9/10/2012	9/30/2013	Green
14	0753 Ken & Patty Adams Senior/Community Center Design	Design	0	5	\$150,000.00	\$46,225.00	12/17/2012	4/30/2013	Green
15	0768 Esperanza Building Furnishings	Construction	60	2	\$55,855.90		7/31/2012	4/30/2013	Green
16	0789 Cundiyo Parking Lot	Design		1	\$103,000.00		12/21/2012	2/28/2013	Green
17	0790 Improvements to The Nambé Community Center, Park and Headstart Properties	Design	0	1	\$20,000.00		2/21/2013	4/25/2013	Yellow
18	0790 Improvements to The Nambé Community Center, Park and Headstart Properties	Construction	0	1	\$190,741.00		5/20/2013	8/16/2013	Green
19	0796 Judicial Complex	Construction	95	1 2 3 4 5	\$62,000,000.00	\$44,283,926.38	1/5/2009	1/19/2013	Green



SANTA FE COUNTY

Capital Project Status Update (As of 1/15/2013 4:00:08 PM)

PW ProjectNbr	Project Name	Nature of Procurement	% Complete	District	Project Budget	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Status RYG
20	Design Old Santa Fe Trail Multimodal and Water Transmission Line TL2N	Design	0	4	\$129,692.34	\$129,692.34	3/5/2013	5/31/2013	Green
21	Design CR62/Caja del Oro Waterline Extension	Design	15				2/15/2013	6/14/2013	Green
22	Design Water Transmission Line TL6S	Design	25	4 5		\$333,080.30	2/17/2012	10/30/2013	Green
23	La Bajada Water Well	Other	0	3	\$50,000.00				Yellow
24	Design La Cienega Water Line Improvements	Design	15	3	\$300,000.00		12/7/2012	9/30/2013	Green
25	Design Valle Vista Force Main	Design					12/28/2012	2/28/2013	Green
26	Construct Glorieta MDWCA Water System Improvements	Construction	0	4			11/15/2012	6/28/2013	Green
27	Rio Quemado Watershed Restoration	Design	0	1	\$50,000.00		1/30/2013	6/28/2013	Green
28	Design Quill Plant Improvements 1	Design	90	3	\$200,000.00	\$20,300.00	8/24/2012	12/14/2012	Green
29	Upgrade West Lagoon Liner at Quill Treatment Plant	Construction	2	3	\$89,000.00			5/30/2013	Green
30	Quill Plant South Field Effluent Distribution Valve Replacement Phase 2	Construction	20	3			4/12/2013	7/15/2013	Yellow
31	Design Lamy Junction Water Transmission Line	Design	15	4 5		\$411,368.96	5/4/2012	10/30/2013	Green
32	Chupadero MDWCA Well Assessment	Other		1	\$80,000.00		8/15/2012	12/30/2013	Green
33	Adult Detention Facility Construction Design	Design	0	1 2 3 4 5	\$30,000.00		2/28/2013	4/30/2013	Green
34	Upgrade ADF Perimeter Fence II	Construction	0	1 2 3 4 5	\$500,000.00		2/1/2013	4/1/2013	Green
35	Upgrade Adult Detention Facility Perimeter Lighting	Construction	0	1 2 3 4 5	\$400,000.00		1/30/2013	3/29/2013	Green
36	Upgrade Adult Detention Facility Perimeter Road	Construction	5	1 2 3 4 5	\$39,760.46		12/27/2012	2/6/2013	Green
37	Upgrade ADF Kitchen Floor	Construction	0	1 2 3 4 5		\$61,309.38	1/2/2013	1/5/2013	Green
38	Purchase Adult Detention Kitchen Equipment	Other	0	1 2 3 4 5	\$275,000.00		3/1/2013	5/1/2013	Green



SANTA FE COUNTY

Capital Project Status Update (As of 1/15/2013 4:00:08 PM)

PW ProjectNbr	Project Name	Nature of Procurement	% Complete	District	Project Budget	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Status RYG
39	1860 Upgrade ADF Security Cameras	Construction	0	1 2 3 4 5	\$170,000.00		2/15/2013	4/30/2013	Green
40	1860 Adult Detention Facility Plumbing Upgrades	Construction	0	1 2 3 4 5	\$161,400.00		12/15/2012	3/29/2013	Green
41	1860 Adult Detention Fire Upgrades	Construction	0	1 2 3 4 5	\$196,955.00		11/30/2012	2/28/2013	Green
42	1860 Adult Detention Facility Upgrade Door Ports	Construction	30	1 2 3 4 5		\$28,331.19	12/28/2012	1/31/2013	Green
43	1860 Upgrade Adult Detention Light Fixtures	Construction	0	1 2 3 4 5	\$85,000.00		2/15/2013	3/29/2013	Green
44	1870 Youth Development Slider Repair	Construction	85	1 2 3 4 5		\$205,519.69	9/3/2012	1/15/2013	Green
45	1870 Upgrade YDP HVAC	Construction	25	1 2 3 4 5		\$52,374.68	12/17/2012	1/25/2013	Green
46	Youth Development Center Shower Upgrade & Repair	Construction		1 2 3 4 5	\$70,000.00		11/12/2012	1/14/2013	Green
47	Upgrade Youth Development Program Control Panel	Construction	0	1 2 3 4 5	\$310,000.00		12/12/2012	4/30/2013	Green
48	Upgrade Youth Development Perimeter Fencing	Construction	60	1 2 3 4 5	\$94,480.35		10/29/2012	1/1/2013	Green
49	Youth Development Program Plumbing Upgrades	Construction	0	1 2 3 4 5	\$250,000.00		2/28/2013	5/31/2013	Green
50	Youth Development Center Perimeter Lighting	Construction		1 2 3 4 5	\$200,000.00		2/28/2013	3/29/2013	Green
51	Old Judicial Courthouse Archaeological Survey	Design	75	1 2 3 4 5	\$56,000.00		12/10/2012	3/29/2013	Green
52	Old Judicial Complex Soil Testing	Other	0	1 2 3 4 5	\$12,000.00		1/2/2013	2/1/2013	Green
53	Old Judicial Complex Environmental and Material Testing	Environmental	25	1 2 3 4 5	\$24,000.00	\$6,509.88	10/17/2012	1/31/2013	Green
54	Old Judicial Complex Redevelopment Study	Plan		1 2 3 4 5			11/13/2012	4/30/2012	Green
55	6104 Arroyo Alamo West	Design	0	1	\$15,000.00		4/29/2013	8/12/2013	Green
56	6166 Caja Del Rio Road - Construction	Construction	40	2	\$4,100,000.00	\$3,800,366.47	9/4/2012	9/27/2013	Green
57	6166 Caja Del Rio - Project Management, QA & Inspection Services	Construction	40	2	\$343,872.97	\$343,872.97	8/1/2012	10/25/2013	Green



SANTA FE COUNTY

Capital Project Status Update (As of 1/15/2013 4:00:08 PM)

PW ProjectNbr	Project Name	Nature of Procurement	% Complete	District	Project Budget	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Status RYG
58	CR 54 Los Pinos Road All Weather Structure Design	Design	0	3	\$95,000.00		3/18/2013	6/17/2013	Green
59	CR 98 Phase II Design for East Side Road Widening Improvements	Construction	0	1	\$1,500,000.00		4/29/2013		Green
60	CR98 Phase II Construction of East Side Road Widening Improvements	Design	0	1	\$150,000.00	\$54,838.31	1/14/2013	3/12/2013	Green
61	CR 113S River Crossing Improvements Design	Design	0	1	\$95,000.00		2/11/2013	5/13/2013	Green
62	6181 NE-SE Connectors Location Study	Plan	0	5	\$500,000.00	\$420,000.00	2/4/2013	5/30/2014	Green
63	6183 Torcido Loop Paving/Drainage Design	Design	0	3	\$95,000.00		4/1/2013	7/1/2013	Green
64	6184 Herrada Road Paving Design	Design	0	5	\$100,000.00		3/25/2013	6/24/2013	Green
65	6190 Jacona - Northern Santa Fe County Solid Waste Convenience Center	Design	0	1	\$50,000.00		4/29/2013	6/25/2013	Green
66	7006 La Bajada Ranch Roof Replacement	Construction		3	\$120,000.00		1/31/2013	3/29/2013	Green
67	7006 La Bajada Ranch Water Supply	Construction	50	3	\$15,000.00		12/24/2012	1/31/2013	Green
68	7006 La Bajada Ranch Planning & Programming	Plan	0	3	\$120,000.00		9/28/2012	3/29/2013	Green
69	7006 La Bajada Ranch Mold and Asbestos Remediation	Construction	0	3	\$70,000.00		1/31/2013	3/29/2013	Green
70	Santa Fe River Greenway: Wayside Exhibit Planning, Design, Fabrication	Other	41	2	\$60,131.50	\$60,131.50	7/1/2012	7/15/2013	Green
71	7121 Stanley Wellness Center	Design	0	3			11/6/2012	1/11/2013	Yellow
72	7121 Stanley Wellness Center	Construction	0	3	\$1,200,000.00		5/7/2013	11/15/2013	Green
73	7122 Highway 14 Senior/Community Center	Plan	10	3	\$350,000.00		11/5/2012	6/29/2013	Green
74	7123 District Attorney Complex Energy & Accessibility Improvements	Construction	0	1 2 3 4 5	\$800,000.00		6/14/2013	9/27/2013	Green
75	7123 District Attorney Complex Energy & Accessibility Improvements	Design	10	1 2 3 4 5		\$78,262.84	12/14/2012	3/29/2013	Green
76	7124 Admin Building Computer & Communications Room	Construction	0	1 2 3 4 5	\$275,000.00		5/31/2013	8/30/2013	Green



SANTA FE COUNTY

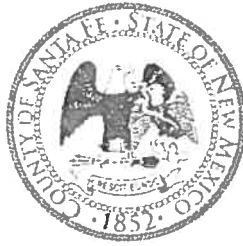
Capital Project Status Update (As of 1/15/2013 4:00:08 PM)

PW ProjectNbr	Project Name	Nature of Procurement	% Complete	District	Project Budget	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Status RYG
77	Admin Building Computer & Communications Room	Design	0	1 2 3 4 5	\$35,000.00		1/14/2013	3/29/2013	Green
78	Northern SFC Recreational Complex	Plan	10	1	\$180,000.00		12/28/2012	7/31/2013	Green
79	Arroyo Hondo Wetlands Restoration	Construction	95	4		\$149,976.39	7/9/2012	3/29/2013	Green
80	Arroyo Hondo Trail	Design	0	5	\$470,572.00	\$123,788.22	1/28/2013	9/30/2013	Green
81	Los Potreros Open Space	Other	0	1	\$260,000.00		11/5/2012	10/31/2013	Green
82	Mt. Chalchihuitl	Acquisition	0	3	\$988,499.00		8/1/2012	7/31/2013	Green
83	Santa Fe Rail Trail Segments 2-3	Construction	0	4, 5	\$1,289,857.00		6/28/2013	12/31/2013	Green
84	Santa Fe Rail Trail Rabbit Road Trailhead Parking Lot	Design	30			\$17,858.16	10/31/2012		Green
85	Santa Fe River Greenway: Frenchy's Field to Siler Rd.	Design	30	2	\$60,000.00	\$55,585.00	3/1/2009	6/30/2013	Green
86	Santa Fe River Greenway Acquisition	Acquisition	2	2	\$350,000.00	\$531,756.83	10/1/2012	11/1/2014	Green
87	Santa Fe River Greenway Engineering Design Services	Design	23	2	\$650,000.00	\$199,265.15	10/1/2012	10/1/2013	Green
88	South Meadows Open Space	Design	65	2	\$58,000.00	\$58,000.00	1/31/2012	1/31/2013	Green
89	South Meadows Open Space	Design	65	2	\$400,361.00	\$58,000.00	3/18/2013	7/31/2013	Green
90	Agua Fria Monument Signs	Construction	10	2	\$90,000.00		5/1/2013	8/1/2013	Green
91	Santa Fe River Greenway: San Isidro park river channel restoration	Construction	7	2	\$1,164,166.00	\$1,185,578.00	11/1/2012	6/20/2013	Green
92	Fire Department Training Center - Design	Design	0	3	\$75,000.00		7/1/2013	12/31/2013	Green
93	Fire Department Training Center - Construction	Construction	0	3	\$1,175,000.00		1/6/2014	9/30/2014	Green
94	Edgewood Fire Station	Construction	30		\$3,370,259.00	\$3,119,151.69	9/17/2012	8/1/2013	Green

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director 

Date: January 17, 2013

RE: HR Monthly Report for November and December 2012

The purpose of this memo is to provide you information relative to HR functions and statistics for the months of November and December of 2012. During the month of November the Human Resources Division delivered fifteen training sessions to approximately 149 employees. In December, we delivered 16 training sessions to approximately 126 employees. This included feedback sessions for the proposed changes to the HR Handbook. The HR Handbook was completed and adopted by the Board of County Commissioners in December. For the quarter ending December 2012, we had a total of 4 tuition assistance applications submitted and approved for approximately \$2,815.

Also during the month of November, HR conducted the open enrollment process for ASI Flexible Spending. We had 41 employees enroll. Additionally, we processed the clothing allowance for our Union employees at the Sheriff's Office which included 50 employees.

In an effort to assist applicants with the hiring process, HR has developed a checklist of items that are required to be considered in the recruitment process with Santa Fe County. In addition, we have outlined the steps taken in our recruitment process to include what applicants should expect from the process. This will be posted on our website and available to applicants who come to our office to inquire about job opportunities. To measure our effectiveness and timeliness of the recruitment process, we will begin providing monthly reports on the time it takes to fill a position beginning the first quarter of 2013. For the quarter ending December 2012, we posted 75 jobs and had over 640 applicants.

Attached are the HR Statistics Report, the New Hire Report, and the Labor Statistics Report for November and December, the quarter-end report for the second quarter of FY2013, steps in our recruitment process and a checklist for completing employment applications. If you have any questions, I can be contacted at 992-9886. Thank you.

HR STATISTICS FOR THE MONTH OF NOVEMBER 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognition	Performance Improvement Plans	Posted Jobs	Applications
01-COUNTY MANAGER	01-COUNTY MANAGER ADMINIS.	6	6	6			5	1	1		7	7	14%	14%						0	0%				1	42
	02-COMMISSION	5		5	5		3	2			5	5	0%	0%							0%					
	15-HUMAN RESOURCES	9		9			7	2	2		11	11	18%	18%					0	0	0%					
	21-FINANCE	21		21			17	4	1		22	22	5%	5%					0	0	0%					
	01-LEGAL ADMINISTRATION	7	7	7			5	2	2		9	9	22%	22%					0	0	0%					
ADMINISTRATIVE SERVICES DEPARTMENT		48	48	48	5		37	11	6		54	54	11%	11%	0	0	0	0	0	0	0%	0	0	0	1	42
	00-ADMINISTRATION	2	2	2			1	1	1	1	3	2	33%	0%							0%					
	02-INFORMATION TECHNOLOGY	12		12			2	10			12	12	0%	0%							0%	1				
	12-PURCHASING	5		5			3	2	1		6	6	17%	17%							0%				1	6
	16-MAIL ROOM	1		1			1				1	1	0%	0%							0%					
	17-RISK MANAGEMENT	3	3	3			3				3	3	0%	0%							0%					
ADMINISTRATIVE SERVICES DEPARTMENT		23	23	23			7	16	2	1	25	24	8%	4%	0	0	0	0	0	0	0%	1			1	6
COMMUNITY SERVICE DEPARTMENT	01-ADMINISTRATION								1		1	1	100%	100%							0%					
	03-MCH GRANT PROJECT	1	1	1			1				1	1	0%	0%							0%					
	20-INDIGENT HOSPITAL FUND	4	4	4			3	1			4	4	0%	0%							0%					
	21-EMS-HEALTH CARE	3	3	3			3				3	3	0%	0%							0%					
	54-HOME FOR GOOD PROGRAM								1	1	1	0	100%								0%					
	74-MOBILE HEALTH FAIR VAN	1	1					1	4		5	5	80%	80%							0%	1			3	12
TOTAL		9	1	8			7	2	6	1	15	14	40%	36%	0	0	0	0			0%	1			3	12
	04-DWI LOCAL	7	7	7			5	2	1		8	8	13%	13%					0	0	0%					
TOTAL		7	7	7			5	2	1		8	8	13%	13%	0	0	0	0	0	0	0%	0				
	09-DWI TEEN COURT	1	1	1			1				1	1	0%	0%					0	0	0%					
TOTAL		1	1	1			1				1	1	0%	0%	0	0	0	0			0%	0			0	0
	72-TEEN COURT SPECIAL	2	2	2			2				2	2	0%	0%							0%					
TOTAL		2	0	2			2				2	2	0%	0%							0%	0				

HR STATISTICS FOR THE MONTH OF NOVEMBER 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognitions	Performance Improvement Plans	Posted Jobs	Applications
	89-SENIOR PROGRAMS - ADMIN.	6		6			7	1	3		11	11	27%	27%						0%				3	23
	90-SR SVCS-CONGREGATE MEALS	6	1	5		1	3	3	4		10	10	40%	40%	1					0%	1				
	92-SR SVCS - HOME DELIVERED	3	1	2				3	1		4	4	25%	25%	1					0%	1			1	7
	93-SR SVCS - TRANSPORTATION	2		2		1		2			2	2	0%	0%						0%					
TOTAL		19	2	17		2	10	9	8		27	27	30%	30%	2	0	0	0	0	0%	2			4	30
	01-POJOAQUE SATELLITE OFFICE					1						0	0%	0%						0%					
	02-EDGEWOOD SATELLITE OFFICE					1						0	0%	0%						0%					
TOTAL						2						0	0%	0%						0%					
	30-ADMINISTRATION	11		11			5	6	1		12	12	8%	8%					0	0%					
	49-HOUSING SECTION 8 VOUCHER	2		2			1	1			2	2	0%	0%						0%					
	81-HOUSING CFP - 2011	1		1				1			1	1	0%	0%						0%					
TOTAL		14		14			6	6	1		15	15	7%	7%	0	0			0	0%	0				
CSD TOTAL		52	3	49		4	31	21	16	1	68	67	24%	24%	2	0	0	0	0	0%	3			7	42
Growth Management Department	01-LAND USE ADMINISTRATION	4		4			4				4	4	0%	0%						0%	3			1	1
	02-PLANNING	5		5			2	3	2	1	7	6	29%	17%					0	0%				1	13
	15-AFFORDABLE HOUSING-COUNTY	2		2			1	1			2	2	0%	0%						0%					
	08-REGIONAL PLANNING AUTHRY								1	1	1	0	100%	0%						0%					
TOTAL		11		11			7	4	3	2	14	12	21%	8%	0	0	0		0	0%	3			2	14
	16-BUILDING & DEVELOPMENT	12		12			2	10	4	2	16	14	25%	14%					0	0%					
TOTAL		12		12			2	10	4	2	16	14	25%	14%	0	0	0		0	0%	0			0	0
	14-GIS	8		8			4	4	1		9	9	11%	11%						0%				1	6
		6		6			4	4	1		9	9	11%	11%						0%					
CSD TOTAL		31		31			13	18	8	4	39	35	21%	11%	0	0	0	0	0	0%	3			0	20
PUBLIC WORKS DEPARTMENT	00-OFFICE OF THE DIRECTORS	9		9			1	6			9	9	0%	0%						0%	2				
	01-PUBLIC WORKS ADMIN.	9		9			9				9	9	0%	0%					0	0%					

HR STATISTICS FOR THE MONTH OF NOVEMBER 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognitions	Performance Improvement Plans	Posted Jobs	Applications
	02-FLEET SERVICE	8		8				8	2	1	10	9	20%	11%		1				1	13%	1				
	03-TRAFFIC ENGINEERING	6		6				6	2	1	8	7	25%	14%						0	0%					
	04-PROJECT DEVELOPMENT	3		3				3			3	3	0%	0%							0%					
	18-PROJECT DEVELOPMENT DIV	4		4			1	3	1	1	5	4	20%	0%							0%					
	05-SOLID WASTE	20		20			2	18	4	2	24	22	17%	9%							0%	2	1		12	
	11-ROAD MAINTENANCE	34		34				34	5	3	39	36	13%	6%							0%					
TOTAL		93		93			12	80	14	8	107	99	13%	6%	0	1	0	0	0	1	1%	5	1		12	
	96-JUDICIAL COURT COMPLEX	1		1				1			1	1	0%	0%							0%					
	02-PROPERTY CONTROL	11		11				11	3	1	14	13	21%	15%							0%					
	62-MAINTENANCE DIVISION	4		4		1		4	2		6	6	33%	33%							0%	2			1	
	03-BUILDING SERVICES	13	1	12			1	12	4	1	17	16	24%	19%							0%					
	26-OPEN SPACE	6		6			2	4			6	6	0%	0%					0	0	0%				1	
	08-SANTA FE RIVER GREENWAY	1		1			1	1	1	1	2	1	50%	0%							0%					
TOTAL		35	1	34		1	4	32	10	3	46	43	22%	16%	0	0			0	0	0%	2			2	
	10-WATER	8		8			2	6	4	1	12	11	33%	27%					0	0	0%					
	20-WASTEWATER	4		4				4	2		6	6	33%	33%						0	0%					
TOTAL		12		12			2	10	6	1	18	17	33%	29%	0	0	0		0	0	0%	0				
PRD TOTAL		140	1	139		1	18	122	30	12	171	159	18%	11%	0	1	0	0	0	1	1%	7	1	0	3	
PUBLIC SAFETY DEPARTMENT	01-FIRE ADMINISTRATION	24		24			8	16	4	1	28	27	14%	11%	1					0	0%	2				
	08-EMERGENCY PREPAREDNESS								1		1	1	100%	100%						0	0%					
	09-FOREST RESTORATION	3		3			1	2			3	3	0%	0%						0	0%					
	11-FIRE REGIONS	66		66			7	59	14	10	80	70	18%	6%		1	1		2	2	3%	2	3			
	14-FEMA GRANT	1		1				1			1	1	0%	0%							0%				0	
TOTAL		94		94			16	78	19	11	113	102	17%	8%	1	1	1	0	0	2	2%	4	3		0	
	01-ADMINISTRATION	10	1	9			4	6	4	2	14	12	25%	17%						0	0%					

HR STATISTICS FOR THE MONTH OF NOVEMBER 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognition	Performance Improvement Plans	Posted Jobs	Applications
	60-ADULT FACILITY	139		139			47	92	25	2	165	163	15%	14%	9	3				3	2%	18			4	48
	63-MEDICAL SERVICES	22	1	21			14	8	16	11	38	27	42%	19%						0	0%				4	4
	65-ELECTRONIC MONITORING	8		8			2	6	1	1	9	8	11%	0%						0	0%					
	70-YOUTH DEVELOPMENT FAC.	25		25			7	18	32	24	57	33	56%	24%						0	0%				1	6
	72-ADOLESCENT RESIDENCE								17	17	17	0	100%								0%					
	73-DAY REPORTING								4	4	4	0	100%								0%					
	ASSESSMENT																									
TOTAL		204	2	202	0	0	74	130	99	61	304	243	33%	16%	9	3			0	3	1%	18		0	9	58
	RECC	43		43			21	22	6	1	49	48	12%	10%		2					0%	4			2	22
REG TOTAL		341	2	339			111	230	124	73	466	393	27%	13%	10	6	1	0	0	3	1%	26	3	0	11	80
COUNTY CLERK OFFICE	01-REPORTING & RECORDING	18	1	17	1	1	13	5			18	18	0%	0%						0	0%					
	02-BUREAU OF ELECTIONS	12	1	11			55	6			12	12	0%	0%						0	0%	18				
CLERK'S OFFICE TOTAL		30	2	28	1	56	10	11			30	30	0%	0%	0	0	0	0	0	0	0%	18	0	0	0	0
COUNTY TREASURER'S OFFICE TOTAL	01-COUNTY TREASURER ADMIN	11		11	1	1	8	3			11	11	0%	0%						0	0%					
COUNTY ASSESSOR'S OFFICE	01-COUNTY ASSESSOR ADMIN.	29		29	1		12	17			29	29	0%	0%						0	0%	2				
	11-PROPERTY VALUATION	14		14			2	12			14	14	0%	0%							0%					
ASSESSOR'S OFFICE TOTAL		43		43	1		14	29			43	43	0%	0%	0	0	0	0	0	0	0%	2	0	0	0	0
COUNTY SHERIFF'S OFFICE	01-ADMIN/ANIMAL CNTRL/ENFORC	103		103	1		29	74	5		108	108	5%	5%	1	2					0%	6			3	42
	06-REG III-HIDTA GRANT	2		2			1	1			2	2	0%	0%							0%					
	11-REG III GRANT - PRIOR YR	1		1			1				1	1	0%	0%							0%					
SHERIFF'S OFFICE TOTAL		106		106	1		31	75	5		111	111	5%	5%	1	2	0	0	0	0	2%	6	0	0	3	42
COUNTY PROBATE	01-COUNTY PROBATE JUDGE				1							0	0%								0%					
COUNTY SURVEYOR	01-ADMINISTRATION				1							0	0%	0%							0%					
COUNTY WIDE TOTAL		856	8	818	11	62	290	536	101	91	1018	927	19%	11%	13	9	1	0	0	10	1%	60	4	0	23	278

ANTAFE COUNTY NEW HIRE LISTING FOR THE MONTH OF NOVEMBER 2012

LAST NAME	FIRST NAME	MIDDLE INITIAL	DEPARTMENT	TITLE	EMP STATUS	HIRE DATE
AVALOS	RICARDO	E	PUBLIC SAFETY DEPARTMENT	DETENTION OFFICER	PB	11/29/2012
FLOWERS	TRAVIS	J	PUBLIC SAFETY DEPARTMENT	DETENTION OFFICER	PB	11/5/2012
GALLEGOS	CARLOS	M	PUBLIC SAFETY DEPARTMENT	DETENTION OFFICER	PB	11/14/2012
HASSELQUIST	WOLFGANG	G	PUBLIC SAFETY DEPARTMENT	DETENTION OFFICER	PB	11/29/2012
MACH	NUONG	M	PUBLIC SAFETY DEPARTMENT	DETENTION OFFICER	PB	11/5/2012
NIX	JERADE	K	PUBLIC SAFETY DEPARTMENT	DETENTION OFFICER	PB	11/19/2012
ULIBARRI	PHILLIP	J	PUBLIC SAFETY DEPARTMENT	DETENTION OFFICER	PB	11/5/2012
VIGIL	KENNETH	A	PUBLIC SAFETY DEPARTMENT	DETENTION OFFICER	PB	11/26/2012
ZAMORA	NATHAN	R	PUBLIC SAFETY DEPARTMENT	DETENTION OFFICER	PB	11/15/2012
BANAR	JOSEPH	C	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
CONROY	BARBARA	J	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
COSTICK	SAUNDRA	I	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
GALE	CHRISTINA	R	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
GARCIA	ROSINA	R	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
GARCIA	ALICE	S	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
GARCIA	REBECCA	A	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
GONZALES	LOURDEZ	Q	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
GUTIERREZ	SYLVIANNA	A	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
HERRERA	CAROL	A	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
LOPEZ	DONALD	R	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
MCDONALD	ROBERT	M	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012

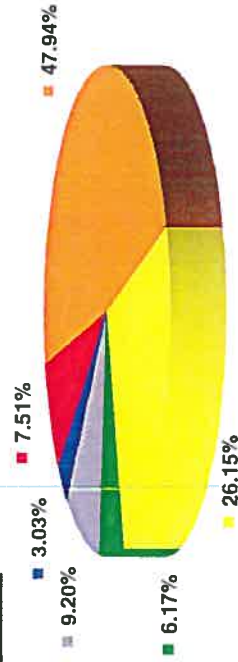
SANTA FE COUNTY NEW HIRE LISTING FOR THE MONTH OF NOVEMBER 2012

LAST NAME	FIRST NAME	MIDDLE INITIAL	DEPARTMENT	TITLE	EMP STATUS	HIRE DATE
PLOCKI	LEONARD	K	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
RUSSELL	CLIFFORD	S	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
SHERMAN	TAMSEN	C	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
VIGIL	SYLVINIA		COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	AM	11/1/2012
SANCHEZ	PHILLIP	E	PUBLIC SAFETY DEPARTMENT	EMERGENCY VEHICLE TECHNICIAN	PB	11/14/2012
LOPEZ	LOUANNE	M	COMMUNITY SERVICES DEPARTMENT	COOK	PB	11/5/2012
SENA	JULIAN	J	COMMUNITY SERVICES DEPARTMENT	DRIVER/COOK'S ASSISTANT	PB	11/5/2012
ROMERO	ISAAC	B	COUNTY SHERIFF'S OFFICE	ANIMAL CONTROL OFFICER	PB	11/5/2012

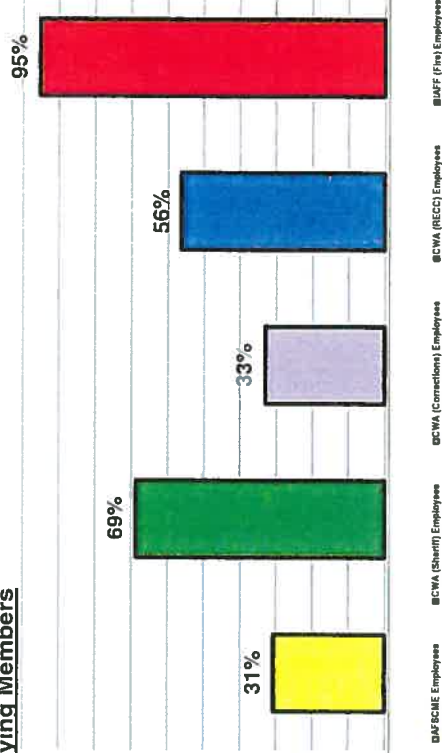
LABOR STATISTICS FOR NOVEMBER 2012

Union Status		Percentage of Union Status		Number of Employees Paying Dues		Percentage Of Employees Paying Union Dues	
AFSCME Employees	216	AFSCME Employees	26.15%	AFSCME Employees	66	AFSCME Employees	31%
CWA (Sheriff) Employees	51	CWA (Sheriff) Employees	6.17%	CWA (Sheriff) Employees	35	CWA (Sheriff) Employees	69%
CWA (Corrections) Employees	76	CWA (Corrections) Employees	9.20%	CWA (Corrections) Employees	25	CWA (Corrections) Employees	33%
CWA (RECC) Employees	25	CWA (RECC) Employees	3.03%	CWA (RECC) Employees	14	CWA (RECC) Employees	56%
IAFF (Fire) Employees	62	IAFF (Fire) Employees	7.51%	IAFF (Fire) Employees	59	IAFF (Fire) Employees	95%
Total Number of Union Employees	430	Total Percentage of Union Employees	52.06%	Total Number of Employees Paying Dues	199		
Non-Union Employees	396	Non-Union Employees	47.94%				
Total Number of Employees	826		100%				

Union Status



Paying Members



HR STATISTICS FOR THE MONTH OF DECEMBER 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognitions	Performance Improvement Plans	Posted Jobs	Applications
01-COUNTY MANAGER	01-COUNTY MANAGER ADMINIS.	5	5	5			4	1	2		7	7	29%	29%						0	0%	3			1	4
	02-COMMISSION	5	5	5	5		3	2			5	5	0%	0%				1			0%					
	15-HUMAN RESOURCES	10	10	10			8	2	1		11	11	9%	9%						0	0%	2	4			
	21-FINANCE	21	21	21			18	4	1		22	22	5%	5%	1					0	0%	3				
	01-LEGAL ADMINISTRATION	8	8	8			5	2			8	8	0%	0%	1					0	0%	1				
CMD TOTAL		49	49	49	5		38	11	4	0	53	53	8%	8%	2	0	0	1	0	1	2%	9	4	0	1	4
ADMINISTRATIVE SERVICES DEPARTMENT	00-ADMINISTRATION	2	2	2			1	1	1	1	3	2	33%	0%							0%					
	02-INFORMATION TECHNOLOGY	12	12	12			2	10			12	12	0%	0%							0%					
	12-PURCHASING	6	6	6			3	3	1		7	7	14%	14%	1						0%	1			1	1
	16-MAIL ROOM	1	1	1			1				1	1	0%	0%							0%					
	17-RISK MANAGEMENT	3	3	3				3			3	3	0%	0%							0%					
RSD TOTAL		24	24	24			7	17	2	1	26	25	8%	4%	1	0				0	0%	1			1	1
COMMUNITY SERVICE DEPARTMENT	01-ADMINISTRATION								1		1	1	100%	100%							0%					
	03-MCH GRANT PROJECT	1	1	1			1				1	1	0%	0%							0%					
	20-INDIGENT HOSPITAL FUND	4	4	4			3	1			4	4	0%	0%							0%	2				
	21-EMS-HEALTH CARE	2	2	2			2		1		3	3	33%	33%							0%					
	54-HOME FOR GOOD PROGRAM '06								1	1	1	0	100%								0%					
	74-MOBILE HEALTH FAIR VAN	2	2				1	1	3		5	5	60%	60%	1						0%	2			2	2
TOTAL		9	9	9			7	2	6	1	15	14	40%	36%	1	0	0		0		0%	4			2	2
	04-DWI LOCAL	7	7	7			5	2	1		8	8	13%	13%						0	0%	1				
TOTAL		7	7	7			5	2	1		8	8	13%	13%	0	0			0		0%	1				
	09-DWI TEEN COURT	3	3	3			3				3	3	0%	0%						0	0%	2				
TOTAL		3	3	3			3				3	3	0%	0%	0	0					0%	2			0	0
	89-SENIOR PROGRAMS - ADMIN.	8	8	8			7	1	3		11	11	27%	27%							0%	1			1	12
	90-SR SVCS-CONGREGATE MEALS	8	2	6			1	4	3		10	10	30%	30%	2						0%	2				

HR STATISTICS FOR THE MONTH OF DECEMBER 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognitions	Performance Improvement Plans	Posted Jobs	Applications
	92-SR SVCS - HOME DELIVERED	3	1	2				3			4	4	0%	0%							0%					
	93-SR SVCS - TRANSPORTATION	2		2		1		2			2	2	0%	0%							0%					
TOTAL		21	3	18		2	11	10	6		27	27	22%	22%	2	0		0	0	0	0%	3			1	12
	01-POJOAQUE SATELLITE OFFICE					1					0	0	0%	0%							0%					
	02-EDGEWOOD SATELLITE OFFICE					1					0	0	0%	0%							0%					
TOTAL						2					0	0	0%	0%							0%					
	30-ADMINISTRATION	11		11			5	6	1		12	12	8%	8%						0	0%	1				
	49-HOUSING SECTION 8 VOUCHER	2		2			1	1			2	2	0%	0%							0%					
	81-HOUSING CFP - 2011	1		1				1			1	1	0%	0%							0%					
TOTAL		14		14			6	8	1		15	15	7%	7%	0	0				0	0%	1				
GRD TOTAL		54	5	49	0	4	32	22	14	1	68	67	21%	19%	3	0	0	0	0	0	0%	11			3	14
Growth Management Department	01-LAND USE ADMINISTRATION	3		3			3	3	1		4	4	25%	25%					1	1	33%	1			1	22
	02-PLANNING	5		5			2	3	2	1	7	6	29%	17%						0	0%				1	6
	15-AFFORDABLE HOUSING-COUNTY	2		2			1	1	1		2	2	50%	50%						0	0%					
	08-REGIONAL PLANNING AUTHORITY								1	1	1	0	100%	0%							0%					
TOTAL		10		10			6	4	5	2	14	12	38%	25%	0	0		1	1	1	10%	1			2	28
	16-BUILDING & DEVELOPMENT	12		12			2	10	4	2	16	14	25%	14%						0	0%		2			
TOTAL		12		12			2	10	4	2	16	14	25%	14%	0	0		0	0	0	0%	0	2	0	0	0
	14-GIS	8		8			4	4	1		9	9	11%	11%						0	0%				1	10
		8		8			4	4	1		9	9	11%	11%							0%					
GRD TOTAL		30		30			12	18	9	4	39	35	23%	14%	0	0	0	0	1	1	3%	1	2	0	3	38
PUBLIC WORKS DEPARTMENT	00-OFFICE OF THE DIRECTORS	9		9			1	8			9	9	0%	0%		1					0%	9				
	01-PUBLIC WORKS ADMIN.	8		8			8		1		9	9	11%	11%							0%	11				
	02-FLEET SERVICE	8		8				8	2	1	10	9	20%	11%							0%	8				
	03-TRAFFIC ENGINEERING	6		6				6	2	1	8	7	25%	14%							0%	7				

HR STATISTICS FOR THE MONTH OF DECEMBER 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognition	Performance Improvement Plans	Posted Jobs	Applications
	04-PROJECT DEVELOPMENT	3	3	3				3			3	3	0%	0%							0%	3				
	05-SOLID WASTE	20	20	20		2	2	16	4	2	24	22	17%	9%	2						0%	26			1	11
	11-ROAD MAINTENANCE	33	33	33				33	6	3	39	36	15%	8%		1					0%	36				
TOTAL		87	87	87		2	11	76	15	7	102	95	15%	8%	2	2	0	0	0	2	2%	100	0		1	11
	96-JUDICIAL COURT COMPLEX	1	1	1				1			1	1	0%	0%							0%	1				
	02-PROPERTY CONTROL	10	10	10				11	4	1	14	13	29%	23%		1					0%	14				
	62-MAINTENANCE DIVISION	5	5	5		1		4	2		7	7	29%	29%	1						0%	5			2	19
	03-BUILDING SERVICES	13	12	12			1	12	4	1	17	16	24%	19%		1					0%	20			3	28
	18-PROJECT DEVELOPMENT DIV	4	4	4			1	3	1	1	5	4	20%	0%							0%	4				
	26-OPEN SPACE	6	6	6		1	2	4			6	6	0%	0%	1					0	0%	10				
	08-SANTA FE RIVER GREENWAY	1	1	1			1			1	2	1	50%	0%							0%	1				
TOTAL		40	39	39		2	5	35	12	4	52	48	23%	17%	2	2			0	2	5%	55			5	47
	10-WATER	9	9	9			2	7	3	1	12	11	25%	18%	1						0%	12				
	20-WASTEWATER	4	4	4				4	2		6	6	33%	33%							0%	6				
TOTAL		13	13	13			2	11	5	1	18	17	28%	24%	1	0	0		0	0	0%	18				
Paid TOTAL		140	139	139		4	16	122	32	12	172	160	19%	13%	5	4	0	0	0	4	3%	173	0		6	58
PUBLIC SAFETY DEPARTMENT	01-FIRE ADMINISTRATION	24	24	24			6	16	4	1	28	27	14%	11%						0	0%				1	3
	08-EMERGENCY PREPAREDNESS								1		1	1	100%	100%						0	0%					
	09-Forest Restoration	3	3	3			1	2			3	3	0%	0%						0	0%			1		
	11-FIRE REGIONS	66	66	66			7	59	14	10	80	70	18%	6%						0	0%			3	1	0
	14-FEMA GRANT	1	1	1				1			1	1	0%	0%							0%					
TOTAL		94	94	94			16	78	19	11	113	102	17%	8%	0	0	0	0	0	0	0%	0		9	2	3
	01-ADMINISTRATION	10	9	9			4	6	4	2	14	12	29%	17%						0	0%					
	60-ADULT FACILITY	138	138	138			47	91	26	2	164	162	16%	15%		3			1	4	3%	6			3	14
	63-MEDICAL SERVICES	22	21	21			15	7	16	11	38	27	42%	19%	1	1				1	5%	3			4	4

HR STATISTICS FOR THE MONTH OF DECEMBER 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognitions	Performance Improvement Plans	Posted Jobs	Applications
	65-ELECTRONIC MONITORING	8		8			2	6	1	1	9	8	11%	0%						0	0%					
	70-YOUTH DEVELOPMENT FAC.	24		24			7	17	32	24	56	32	57%	25%					1	1	4%				1	6
	72-ADOLESCENT RESIDENCE CTR								17	17	17	0	100%	###							0%					
	73-DAY REPORTING ASSESSMENT								4	4	4	0	100%	###							0%					
TOTAL		202	2	200	0	0	75	127	100	61	302	241	33%	16%	1	4			2	6	3%	9		0	8	24
	RECC	39		39			18	21	10	1	49	48	20%	19%		2			2		0%	3			1	22
RED TOTAL		335	2	333			0	109	129	73	464	391	28%	14%	1	6	0	0	4	7	2%	12	9	0	11	49
COUNTY CLERK OFFICE	01-REPORTING & RECORDING	17	1	16	1	1	12	5	1		18	18	6%	6%						0	0%	6				
	02-BUREAU OF ELECTIONS	12	1	11			6	6			12	12	0%	0%						0	0%					
CLERK'S OFFICE TOTAL		29	2	27	1	1	18	11	1		30	30	3%	3%	0	0	0	1	0	1	3%	6	0	0	0	0
COUNTY TREASURER'S OFFICE TOTAL	01-COUNTY TREASURER ADMIN.	10		10	1	1	8	2	1		11	11	9%	9%			0	1		1	10%	5				
COUNTY ASSESSOR'S OFFICE	01-COUNTY ASSESSOR ADMIN.	27		27	1	1	12	15	2		29	29	7%	7%					1	1	4%				2	2
	11-PROPERTY VALUATION	14		14			2	12			14	14	0%	0%							0%					
ASSESSOR'S OFFICE TOTAL		41	0	41	1	0	14	27	2		43	43	5%	5%	0	0	0	0	1	1	2%	0	0	0	2	2
COUNTY SHERIFF'S OFFICE	01-ADMIN/ANIMAL CNTRL/ENFORC	104		104	1	1	30	74	4		108	108	4%	4%							0%		1			
	06-REG III-HIDTA GRANT	2		2			1	1	1		2	2	0%	0%							0%					
	11-REG III GRANT - PRIOR YR	1		1			1				1	1	0%	0%							0%					
SHERIFF'S OFFICE TOTAL		107		107	1	1	32	75	4		111	111	4%	4%	0	0	0	0	0	0	0%	8	1	0	2	13
COUNTY PROBATE	01-COUNTY PROBATE JUDGE				1							0	0%								0%					
COUNTY SURVEYOR	01-ADMINISTRATION				1							0	0%						1		0%	1				
COUNTY WIDE TOTAL		819	10	809	11	10	288	531	198	91	1017	926	19%	12%	12	10	0	4	0	20	2%	227	16	0	29	179

SANTA FE COUNTY

NEW HIRE LISTING REPORT FOR THE MONTH OF DECEMBER 2012

LAST NAME	FIRST NAME	MIDDLE INITIAL	DEPARTMENT	TITLE	EMP STATUS	HIRE DATE
GARCIA	GERALD		ADMINISTRATIVE SERVICES DEPARTMENT	CONTRACT MANAGER	PB	12/17/2012
ARCHULETA	MOLLY	A	PUBLIC SAFETY DEPARTMENT	REGISTERED NURSE	PB	12/27/2012
DAVIS	BASIL	J	PUBLIC SAFETY DEPARTMENT	ELECTRICIAN SUPERVISOR	PB	12/3/2012
SALAS	MAGDALENA		COUNTY MANAGER'S OFFICE	ACCOUNTANT	PB	12/17/2012
ASKAPOV	JOVAN		PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/29/2012
BARLOW	SCOTT	A	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/1/2012
BUSTILLOS	KIANA	A	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/1/2012
C DE BACA	MATT	J	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/1/2012
COULTHARD	STEPHANIE		PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/29/2012
DENISTON	JARED	M	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/1/2012
DENNISSON	KEVIN	R	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/1/2012
DONOVAN	BRIAN	J	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/1/2012
FAUST	VINCENT		PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/1/2012
GALLEGOS	LUIS	M	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/1/2012
HINDS	ZACHARY	A	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/1/2012
JUDGE	MICHAEL	K	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/1/2012
MARTINEZ	DANIEL	T	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/1/2012
RODRIGUEZ	MARIO	A	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/1/2012

SANTA FE COUNTY

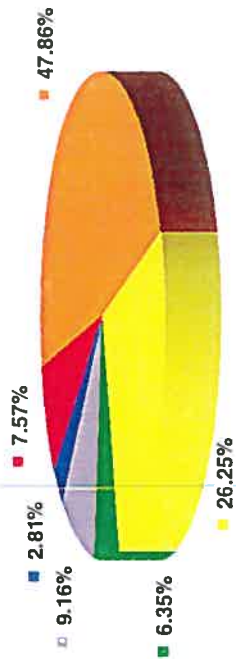
NEW HIRE LISTING REPORT FOR THE MONTH OF DECEMBER 2012

LAST NAME	FIRST NAME	MIDDLE INITIAL	DEPARTMENT	TITLE	EMP STATUS	HIRE DATE
SENA	JUSTIN	J	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/29/2012
TORRES	FABIAN	M	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/11/2012
TRUJILLO	MATTHEW	S	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/11/2012
VELASQUEZ	FEDERICO		PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/11/2012
WESTERN	AARON	D	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/11/2012
WICKHAM	ROBERT	S	PUBLIC SAFETY DEPARTMENT	VOLUNTEER FIRE FIGHTER	VF	12/11/2012
AUGUSTINE	NINA	S	COMMUNITY SERVICES DEPARTMENT	COMM HEALTH NURSE/MOBILE VAN	PB	12/26/2012
NARVAIZ	MATTHEW	E	COMMUNITY SERVICES DEPARTMENT	COOK	PB	12/31/2012
SANDOVAL	MELANIE	D	COMMUNITY SERVICES DEPARTMENT	COOK'S ASSISTANT	PB	12/17/2012
VIGIL	TIMOTHY	J	CMO/LEGAL DIVISION	ASSISTANT COUNTY ATTORNEY	E	12/31/2012
LOPEZ	NATHAN	A	PUBLIC WORKS DEPARTMENT	MAINTENANCE TECHNICIAN	T	12/6/2012
ANAYA	CHRIS	M	PUBLIC WORKS DEPARTMENT	SOLID WASTE MAINTENANCE WORKER	T	12/22/2012
MARTINEZ	JULIAN	A	PUBLIC WORKS DEPARTMENT	SOLID WASTE MAINTENANCE WORKER	T	12/22/2012
PEREZ MARTINEZ	MELVIN	O	PUBLIC WORKS DEPARTMENT	UTILITIES MAINTENANCE WORKER	PB	12/3/2012

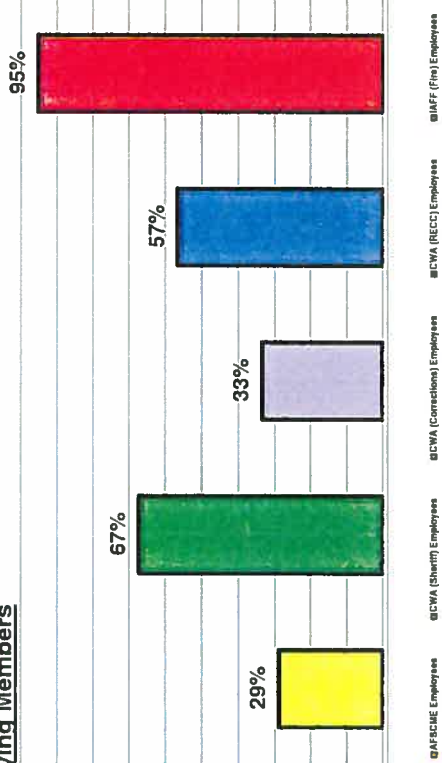
LABOR STATISTICS FOR DECEMBER 2012

Union Status	Percentage of Union Status	Number of Employees Paying Dues	Percentage Of Employees Paying Union Dues
AFSCME Employees	215	AFSCME Employees	62
CWA (Sheriff) Employees	52	CWA (Sheriff) Employees	35
CWA (Corrections) Employees	75	CWA (Corrections) Employees	25
CWA (RECC) Employees	23	CWA (RECC) Employees	13
IAFF (Fire) Employees	62	IAFF (Fire) Employees	59
Total Number of Union Employees	427	Total Number of Employees Paying Dues	194
Non-Union Employees	392	Non-Union Employees	47.86%
Total Number of Employees	819		100%

Union Status



Paying Members



HR STATISTICS FOR THE QUARTER ENDING DECEMBER 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognitions	Performance Improvement Plans	Posted Jobs	Applications
01-COUNTY MANAGER	01-COUNTY MANAGER ADMINIS.	5		5			4	1	2		7	7	29%	29%						0	0%	3			2	46
	02-COMMISSION	5		5	5		3	2			5	5	0%	0%				1			0%					
	15-HUMAN RESOURCES	10		10			8	2	1		11	11	9%	9%	1					0	0%	3				
	21-FINANCE	21		21			18	4	1		22	22	5%	5%	2	1				1	5%	5	4		1	35
	01-LEGAL ADMINISTRATION	8		8			5	2			8	8	0%	0%	1					0	0%	1				
140 TOTAL		49		49	5		38	11	4	0	53	53	8%	8%	4	1	0	1	0	2	4%	12	4	0	3	81
ADMINISTRATIVE SERVICES DEPARTMENT	00-ADMINISTRATION	2		2			1	1	1	1	3	2	33%	0%							0%					
	02-INFORMATION TECHNOLOGY	12		12			2	10			12	12	0%	0%							0%	1				
	12-PURCHASING	6		6			3	3	1		7	7	14%	14%	1						0%	1			3	11
	16-MAIL ROOM	1		1			1				1	1	0%	0%							0%					
	17-RISK MANAGEMENT	3		3				3			3	3	0%	0%							0%					
140 TOTAL		24		24			7	17	2	1	26	25	8%	8%	1	0				0	0%	2			3	11
COMMUNITY SERVICE DEPARTMENT	01-ADMINISTRATION								1		1	1	100%	100%							0%					
	03-MCH GRANT PROJECT	1		1			1				1	1	0%	0%	1						0%	1				
	20-INDIGENT HOSPITAL FUND	4		4			3	1			4	4	0%	0%							0%	2				
	21-EMS-HEALTH CARE	2		2			2		1		3	3	33%	33%							0%					
	54-HOME FOR GOOD PROGRAM																				0%					
	106								1	1	1	0	100%								0%					
	74-MOBILE HEALTH FAIR VAN	2	2				1	1	3		5	5	60%	60%	1						0%	3			7	16
TOTAL		9	2	7			7	2	6	1	15	14	40%	36%	2	0	0	0	0	0	0%	6			7	16
	04-DWI LOCAL	7		7			5	2	1		8	8	13%	13%						0	0%	1				
TOTAL		7		7			5	2	1		8	8	13%	13%	0	0		0	0	0	0%	1				
	09-DWI TEEN COURT	3		3			3				3	3	0%	0%						0	0%	4				
TOTAL		3		3			3				3	3	0%	0%	0		0			0	0%	4			0	0
	89-SENIOR PROGRAMS - ADMIN.	8		8			7	1	3		11	11	27%	27%							0%	1			5	39
	90-SR SVCS-CONGREGATE MEALS	8	2	6		1	4	4	3		10	10	30%	30%	4						0%	5				

HR STATISTICS FOR THE QUARTER ENDING DECEMBER 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognitions	Performance Improvement Plans	Posted Jobs	Applications
	92-SR SVCS - HOME DELIVERED	3	1	2				3			4	0%	0%	1						0%	1			2	12
	93-SR SVCS - TRANSPORTATION	2		2		1		2			2	0%	0%							0%					
TOTAL		21	3	18		2	11	10	6		27	22%	22%	5	0		0	0	0	0%	7			7	51
	01-POJOAQUE SATELLITE OFFICE					1					0	0%	0%							0%					
	02-EDGEWOOD SATELLITE OFFICE					1					0	0%	0%							0%					
TOTAL						2					0	0%	0%							0%					
	30-ADMINISTRATION	11		11			5	6	1		12	8%	8%						0	0%	1				
	49-HOUSING SECTION 8 VOUCHER	2		2			1	1			2	0%	0%							0%					
	81-HOUSING CFP - 2011	1		1				1			1	0%	0%							0%					
TOTAL		14		14			6	8	1		15	7%	7%	0	0				0	0%	1				
GRW TOTAL		54	5	49	0	4	32	23	14	1	68	21%	19%	7	0	0	0	0	0	0%	19			14	67
Growth Management Department		3		3			3		1		4	25%	25%					1	1	33%	4			3	29
	02-PLANNING	5		5			2	3	2	1	7	29%	17%						0	0%				2	18
	15-AFFORDABLE HOUSING-COUNTY	2		2			1	1	1		2	50%	50%						0	0%					
	08-REGIONAL PLANNING AUTHRY								1	1	1	100%	0%							0%					
TOTAL		10		10			6	4	5	2	14	36%	25%	0	0	0		1	1	10%	4			5	47
	16-BUILDING & DEVELOPMENT	12		12			2	10	4	2	16	25%	14%						0	0%	1	2			
TOTAL		12		12			2	10	4	2	16	25%	14%	0	0	0			0	0%	1	2	0	0	0
	14-GIS	8		8			4	4	1		9	11%	11%						0	0%				2	16
		8		8			4	4	1		9	11%	11%							0%					
GRW TOTAL		30		30			12	18	9	4	39	23%	14%	0	0	0	0	1	1	3%	5	2	0	7	63
PUBLIC WORKS DEPARTMENT		9		9			1	8			9	0%	0%		1					0%	11				
	01-PUBLIC WORKS ADMIN.	8		8			8		1		9	11%	11%							0%	11				
	02-FLEET SERVICE	8		8				8	2	1	10	20%	11%							0%	9				
	03-TRAFFIC ENGINEERING	6		6				6	0	1	7	0%	14%							0%	7				

HR STATISTICS FOR THE QUARTER ENDING DECEMBER 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognitions	Performance Improvement Plans	Posted Jobs	Applications
	04-PROJECT DEVELOPMENT	3		3				3			3	3	0%	0%							0%	3				
	05-SOLID WASTE	20		20		2	2	18	4	2	24	22	17%	9%	3	1			1		0%	31	1		2	23
	11-ROAD MAINTENANCE	33		33				33	6	3	39	36	15%	8%		1					0%	36			1	21
TOTAL		87		87		2	11	76	15	7	102	95	15%	8%	3	3	0	0	1	4	5%	108	1		3	44
	96-JUDICIAL COURT COMPLEX	1		1				1			1	1	0%	0%							0%	1				
	02-PROPERTY CONTROL	10		10				11	4	1	14	13	29%	23%		1					0%	14				
	62-MAINTENANCE DIVISION	5		5		1		4	2		7	7	29%	29%	1						0%	2			4	51
	03-BUILDING SERVICES	13	1	12			1	12	4	1	17	16	24%	19%	1	1					0%	22			4	45
	18-PROJECT DEVELOPMENT DIV	4		4			1	3	1	1	5	4	20%	0%							0%	4				
	26-OPEN SPACE	6		6		1	2	4			6	6	0%	0%	1					0	0%	12			1	13
	08-SANTA FE RIVER GREENWAY	1		1			1		1	1	2	1	50%	0%							0%					
TOTAL		40	1	39		2	5	35	12	4	52	48	23%	17%	3	2			0	2	5%	55			9	109
	10-WATER	9		9			2	7	3	1	12	11	25%	18%	1						0%	14				
	20-WASTEWATER	4		4				4	2		6	6	33%	33%							0%	8				
TOTAL		13		13			2	11	5	1	18	17	28%	24%	1	0	0		0	0	0%	22				
IND TOTAL		140	1	139		4	18	122	32	12	172	160	19%	13%	7	5	0	0	1	6	4%	185	1	0	12	153
PUBLIC SAFETY DEPARTMENT		24		24			8	16	4	1	28	27	14%	11%	1					0	0%	7	5		1	3
	01-FIRE ADMINISTRATION												100%	100%						0	0%					
	08-EMERGENCY PREPAREDNESS						1		1		1	1	100%	100%						0	0%					
	09-FOREST RESTORATION	3		3			1	2			3	3	0%	0%	1	1		6		7	0%	4	1			
	11-FIRE REGIONS	66		66			7	59	14	10	80	70	18%	6%			1			1	2%	6	6		1	0
	14-FEMA GRANT	1		1				1			1	1	0%	0%							0%					
TOTAL		94		94			16	78	19	11	113	102	17%	8%	2	1	1	6	0	8	9%	17	12		2	3
	01-ADMINISTRATION	10	1	9			4	6	4	2	14	12	29%	17%	1					0	0%	1				
	60-ADULT FACILITY	138		138			47	91	26	2	164	162	16%	15%	13	6			2	8	6%	29			9	110
	63-MEDICAL SERVICES	22	1	21			15	7	16	1	38	27	42%	19%	1	1				1	5%	3			12	14

HR STATISTICS FOR THE QUARTER ENDING DECEMBER 2012

Department	Division	Regular Employees	Part Time Employees	Full Time Employees	Elected/Officials	Temporary Employees	Female Employees	Male Employees	Vacancies (includes frozen vacancies)	Frozen Vacancies	Total Positions	Total Positions (not including frozen vacancies)	Vacancy Rate (all vacancies)	Vacancy Rate (not including frozen vacancies)	New Hires/Re-employments	Resignations	Retirements	End of term/temp status	Terminations	Total separations	Turnover Rate	HR Actions	Employee Recognitions	Performance Improvement Plans	Posted Jobs	Applications
	65-ELECTRONIC MONITORING	8		8			2	6	1	1	9	8	11%	0%						0	0%					
	70-YOUTH DEVELOPMENT FAC.	24		24			7	17	32	24	56	32	57%	25%					1	1	4%				3	13
	72-ADOLESCENT RESIDENCE CTR								17	17	17	0	100%	0%							0%					
	73-DAY REPORTING ASSESSMENT								4	4	4	0	100%	0%							0%					
TOTAL		202	2	200	0	0	75	127	100	61	302	241	33%	16%	15	7			3	10	5%	33	0	24	137	
	RECC	39		39			18	21	10	1	49	48	20%	19%		4			2		0%	7			4	50
USD TOTAL		335	2	333		0	109	236	129	73	464	391	28%	14%	17	12	1	6	5	11	3%	57	12	0	30	190
COUNTY CLERK OFFICE	01-REPORTING & RECORDING	17	1	16	1	1	12	5	1		18	18	6%	6%						0	0%	7				
	02-BUREAU OF ELECTIONS	12	1	11			6	6			12	12	0%	0%						0	0%	47				
CLEK'S OFFICE TOTAL		29	2	27	1	1	18	11	1		30	30	3%	3%	0	0	0	1	0	1	3%	54	0	0	0	0
COUNTY TREASURER'S OFFICE TOTAL	01-COUNTY TREASURER ADMIN	10		10	1	1	8	2	1		11	11	9%	9%	2		0	1		1	10%	7				
COUNTY ASSESSOR'S OFFICE	01-COUNTY ASSESSOR ADMIN.	27		27	1	1	12	15	2		29	29	7%	7%					1	1	4%	4			2	2
	11-PROPERTY VALUATION	14		14			2	12			14	14	0%	0%							0%	2				
ASSESSOR'S OFFICE TOTAL		41	0	41	1	0	14	27	2		43	43	5%	5%	0	0	0	0	1	1	2%	6	0	0	2	2
COUNTY SHERIFF'S OFFICE	01-ADMIN/ANIMAL CNTRL/ENFORC	104		104	1		30	74	4		108	108	4%	4%	6	3					0%	27	1		7	79
	06-REG III-HDTA GRANT	2		2			1	1			2	2	0%	0%							0%					
	11-REG III GRANT - PRIOR YR	1		1			1				1	1	0%	0%							0%					
SHERIFF'S OFFICE TOTAL		107		107	1		32	75	4		111	111	4%	4%	6	3	0	0	0	3	3%	27	1	0	7	79
COUNTY PROBATE	01-COUNTY PROBATE JUDGE				1							0	0%	0%							0%					
COUNTY SURVEYOR	01-ADMINISTRATION				1								0%	0%				1			0%	1				
COUNTY WIDE TOTAL		819	10	809	11	10	288	531	198	91	1017	926	19%	12%	44	21	1	10	8	40	5%	375	20	0	78	646



Santa Fe County Employment Recruitment Process

Policy

It is the policy of Santa Fe County to ensure equal employment opportunity to all persons regardless of race, color, age, physical or mental handicap, sex, national origin, ancestry, religion, serious medical condition, sexual orientation, gender identity, political affiliation, or spousal affiliation. In addition, the County endeavors to comply with state and federal law pertaining to equal opportunity. Through the procurement process, the County also endeavors to encourage those who do business with the County to practice equal employment opportunity. Any and all violations of the Equal Employment Opportunity policy must be immediately brought to the attention of the Human Resources Director.

Process

1. Santa Fe County will begin the recruitment process by posting open jobs on our County bulletin boards and on our County website. Some job postings are advertised in various publications such as local newspapers. Jobs can be open for a period ranging from three days to open until filled.
2. Once the job closes, the HR Division will screen all applications received by the deadline to determine if applicants meet the minimum qualifications of the job. Applicants who do not meet the minimum qualifications will be notified by mail or email if they submitted their application online. This process will be completed within three working days from the closing date of the job.
3. Once a List of Qualified Applicants Form is generated by the HR Division, the hiring department/elected office will receive the list and begin conducting interviews with selected applicants that meet the minimum qualifications of the job. Applicants who have met the minimum qualifications but are not selected for an interview will be notified by mail or email if they submitted their application online. This process will be completed within 15 working days from the date the hiring department/elected office receives the List of Qualified Applicants Form.
4. The HR Division will then make a contingent offer of employment to the selected candidate and inform the candidate of the background and pre-employment screening process that will take place. The average time for this process is approximately 7 working days.
5. Once the background and pre-employment screening process has been successfully completed, the applicant will be contacted and a start date will be confirmed.



Employment Application Packet Checklist

- ☐ Ensure the application is complete, signed and dated
 - ☐ Ensure the application has the job number and position title
 - ☐ Ensure the application accurately represents your employment history and includes valid references and telephone numbers
 - ☐ Proof of education, certifications, and/or licenses that are required for the job
 - ☐ If submitted online, ensure you receive a notice of receipt from the Human Resources Division
 - ☐ If submitted in person, ensure the application is time-stamped by the HR Assistant
 - ☐ Ensure each application is submitted on or before 5:00 p.m. of the closing date
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