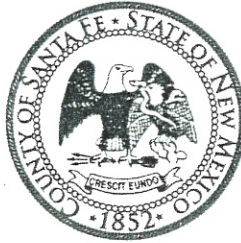


Henry P. Roybal
Commissioner, District 1

Anna Hansen
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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

Date: April 16, 2018

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director 

Via: Katherine Miller, County Manager

Re: HR Monthly Report for March 2018

Overview

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 March.

Training and Employee Development

Throughout the month of March, Human Resources conducted/coordinated 16 training sessions that included the attendance of 234 employees and 284 employees completed online training sessions. In addition, HR also conducted/coordinated 2 supervisory training sessions that included the attendance of 23 supervisory employees.

Human Resources also processed 55 NM EDGE applications for a total of 230 courses which will be offered to Santa Fe County employees.

Employee Benefits and Wellness

Human Resources is beginning the 3rd Annual One Million Steps Challenge. This challenges employees to walk a million steps by October 31, 2018. In order to reach the 1 million steps at the end of the 7 months, the daily step goal totals 4,673 per day. Using a pedometer, smartphone app or Fitbit, employees log their daily steps and calculate the total number of steps for the month, at the end of the month. A new component has been added into this challenge which will allow employees who participate in it will be provided administrative leave to become "Trail Ambassadors". The "trail ambassadors" will meet monthly on the second Wednesday of each

month and will hike for 1 hour. There will be a monthly drawing for employees who submit their steps on time and a drawing at the end of the challenge for all participants who meet the challenge goals.

Promotions and Recruitment

During the month of March, testing was conducted for Detention Officer, Sheriff Cadet and Emergency Communication Specialist Trainee. Eleven (11) applicants participated in Detention Officer testing. Fourteen (14) applicants participated in Sheriff Cadet testing. Five (5) applicants participated in Emergency Communication Specialist Trainee testing.

The County had four (4) promotions during the month of March.

In the Public Safety Department/Administration, one (1) employee advanced to a higher position:

- Domitila Rendon-Varela began working for Santa Fe County on June 19, 2000 and progressed from an Administrative Manager to Operations Manager.

In the Sheriff's Office, two (2) employees advanced to a higher position:

- Paul Colombe began working for Santa Fe County on March 9, 2015 and progressed from a Sheriff Deputy III to Sheriff Corporal.
- Oliver McCartney began working for Santa Fe County on February 20, 2017 and progressed from a Sheriff Deputy II to Sheriff Deputy III.

In the Public Safety Department / Corrections, one (1) employee advanced to a higher position:

- Richard Roybal began working for Santa Fe County on July 11, 2011 and progressed from an Adult Detention Officer Sergeant to Adult Detention Officer Lieutenant.

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

Attached Reports

Attached are the HR Statistics Report, the New Hire Report and the Labor Statistics Reports for March 2018, and the Years of Service Report for April 2018. If you have any questions, I can be contacted at 992-9886. Thank you.

Human Resources Statistics Report

March 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	5		5	5			5
	12-MAIL ROOM	1		1				1
	15-HUMAN RESOURCES	13	1	12				13
	21-FINANCE	24		24			3	27
	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		79	1	78	5	0	7	86
Legal Office	01-LEGAL ADMINISTRATION	9		9			2	11
	02-RISK MANAGEMENT	4		4			1	5
Legal Office Total		13	0	13	0	0	3	16
Community Services Department	04-DWI LOCAL	7		7			0	7
	06-DWI SCREENING	1		1				1
	09-DWI TEEN COURT	1		1				1
	20-INDIGENT HOSPITAL FUND	3		3				3
	21-EMS-HEALTH CARE	3		3				3
	74-MOBILE HEALTH FAIR VAN	3	1	2			2	5
	78-TEEN COURT JUVENILE ADJUD	1		1				1
	89-SENIOR PROGRAMS - ADMIN.	12		12			2	14
	90-SR SVCS-CONGREGATE MEALS	6		6				6
	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					1		
	02-EDGEWOOD SATELLITE OFFICE					1		
CSD Total		52	1	51	0	3	5	57
Growth Management Department	01-LAND USE ADMINISTRATION	4		4			1	5
	02-PLANNING	10		10				10
	14-GIS	8		8			1	9
	16-BUILDING & DEVELOPMENT	13		13			2	15
	17-ECONOMIC DEVELOPMENT	1		1				1
GMD Total		36	0	36	0	0	4	40
Housing Department	30-ADMINISTRATION	10		10			4	14
	49-HOUSING SECTION 8 VOUCHER	2		2				2
	84-HOUSING CFP - 2014	1		1				1
Housing Department Total		13	0	13	0	0	4	17
Public Safety Department	01-FIRE ADMINISTRATION	31		31			4	35
	11-FIRE REGIONS	90		90			4	94
	15-WILDLAND PROGRAM	3		3				3
	85-2018 YCC GRANT					9		
	01-CORRECTIONS ADMINISTRATION	5		5			1	6
	60-ADULT FACILITY	138		138			19	157
	62-MAINTENANCE DIVISION	4		4			3	7
	63-MEDICAL SERVICES	26		26			7	33

Human Resources Statistics Report

March 2018

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
	65-ELECTRONIC MONITORING	7		7			2	9
	70-YOUTH DEVELOPMENT FAC.	22		22			7	29
	01-RECC	39		39			12	51
PSD Total		365	0	365	0	9	59	424
Public Works Department	01-PUBLIC WORKS ADMIN.	13		13				13
	02-FLEET SERVICE	10		10				10
	03-TRAFFIC ENGINEERING	7		7				7
	05-SOLID WASTE	20	1	19			2	22
	11-ROAD MAINTENANCE	37		37			3	40
	02-PROPERTY CONTROL	11		11			3	14
	03-BUILDING SERVICES	17	1	16			1	18
	18-PROJECT DEVELOPMENT DIV	11		11				11
	26-OPEN SPACE	8		8			1	9
	10-WATER	19		19		1		19
	15-AAMODT	1		1			1	2
	20-WASTEWATER	1		1				1
	51-OFFICE OF SUSTAINABILITY	3		3				3
PWD total		158	2	156	0	1	11	169
County Clerk's Office	01-REPORTING & RECORDING	14		14	1		7	21
	02-BUREAU OF ELECTIONS	12		12			1	13
County Clerk's Office Total		26	0	26	1	0	8	34
County Treasurer's Office	01-COUNTY TREASURER ADMIN.	13		13	1		1	14
County Treasurer's Office Total		13	0	13	1	0	1	14
County Assessor's Office	01-COUNTY ASSESSOR ADMIN.	29	1	28	1	1		29
	11-PROPERTY VALUATION	12		12			1	13
County Assessor's Office Total		41	1	40	1	1	1	42
Sheriff's Office	01-ADMIN/ANIMAL CNTRL/ENFORC	126		126	1		3	129
	14-REG.III DRUG ENF GRANT-B	1		1				1
	06-REG III-HIDTA GRANT	1		1				1
Sheriff's Office Total		128	0	128	1	0	3	131
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
TOTAL		924	5	919	10	14	106	1030

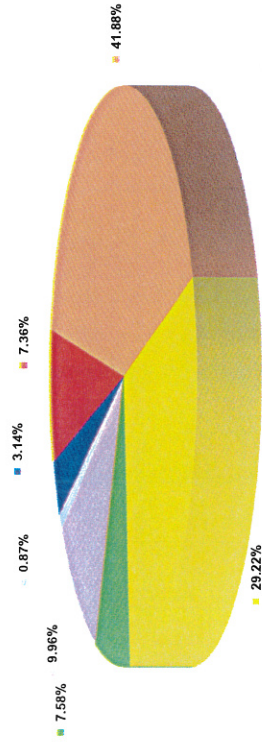
SANTA FE COUNTY NEW HIRES
March 1, 2018 - March 31, 2018

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	HIRE DATE
ROGERS	GABRIEL	CMO - INFORMATION TECHNOLOGY	IT GENERALIST I	3/31/2018
LEAVITT	KELSIE	COUNTY CLERK'S OFFICE	ACCOUNTING TECH. SENIOR	3/17/2018
GODINEZ JR.	RICHARD	CSD - HEALTH & HUMAN SVCS DEPT	DRIVER/COOK'S ASSISTANT	3/31/2018
MOYA	MARIE	CSD - HEALTH & HUMAN SVCS DEPT	NUTRITION INVENTORY SPECIALIST	3/31/2018
DARR	MARGARET	GMD - LAND USE DEPARTMENT	OPEN SPACE RESOURCE MGT. SPEC.	3/3/2018
AVILA	FATIMA	PSD - CORRECTIONS	BOOKING CLERK	3/17/2018
VIGIL	ANGELINA	PSD - CORRECTIONS	BOOKING CLERK	3/3/2018
CALZADILLAS	JOSHUA	PSD - CORRECTIONS	DETENTION OFFICER	3/3/2018
GUTIERREZ	DONNIE	PSD - CORRECTIONS	DETENTION OFFICER	3/17/2018
LESPERANCE	AUGUSTUS	PSD - CORRECTIONS	DETENTION OFFICER	3/3/2018
MARTINEZ	ALFONSO	PSD - CORRECTIONS	DETENTION OFFICER	3/17/2018
PEREA	ALICIA	PSD - CORRECTIONS	DETENTION OFFICER	3/3/2018
PEREZ	MIGUEL	PSD - CORRECTIONS	DETENTION OFFICER	3/31/2018
SANTIAGO	GABRIEL	PSD - CORRECTIONS	DETENTION OFFICER	3/3/2018
COCA	ERIC	PSD - CORRECTIONS	LIFE SKILLS WORKER I	3/31/2018
HAUFE	SHAWN	PSD - CORRECTIONS	LIFE SKILLS WORKER I	3/31/2018
TORRES	EMILY	PSD - CORRECTIONS	REGISTERED NURSE	3/17/2018
BEECRAFT	STEVEN	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	3/17/2018
THOMAS	CLARK	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	3/17/2018
HAMILTON	CRAIG	PSD - RECC	EMERGENCY COMM SPEC TRAINEE	3/3/2018
BARELA	MARCUS	PWD - PUBLIC WORKS DEPARTMENT	AUTO PARTS TECHNICIAN	3/3/2018
MARTINEZ	JUSTIN	PWD - UTILITIES DEPARTMENT	UTILITIES MAINTENANCE WORKER	3/31/2018
QUINTANA	DANTE	PWD - UTILITIES DEPARTMENT	UTILITIES MAINTENANCE WORKER	3/31/2018
RUIZ	CARLOS	PWD - UTILITIES DEPARTMENT	UTILITIES MAINTENANCE WORKER	3/31/2018
ALLEN	CHRISTOPHER	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	3/3/2018
BLEA	ROBERT	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	3/3/2018
SEGURA	ANTHONY	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	3/3/2018
LOPEZ	TEDDY	SHERIFF'S OFFICE	SHERIFF RECORDS CLERK	3/31/2018

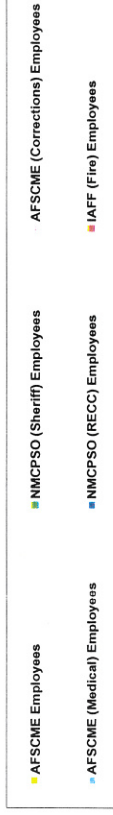
LABOR STATISTICS FOR MARCH 2018

Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	270	AFSCME Employees	29.22%	AFSCME Employees	30	AFSCME Employees	11%
NMCPPO (Sheriff) Employees	70	NMCPPO (Sheriff) Employees	7.58%	NMCPPO (Sheriff) Employees	52	NMCPPO (Sheriff) Employees	7.4%
AFSCME (Corrections) Employees	92	AFSCME (Corrections) Employees	9.96%	AFSCME (Corrections) Employees	56	AFSCME (Corrections) Employees	61%
AFSCME (Medical) Employees	8	AFSCME (Medical) Employees	0.87%	AFSCME (Medical) Employees	5	AFSCME (Medical) Employees	63%
NMCPPO (RECC) Employees	29	NMCPPO (RECC) Employees	3.14%	NMCPPO (RECC) Employees	20	NMCPPO (RECC) Employees	69%
IAFF (Fire) Employees	68	IAFF (Fire) Employees	7.36%	IAFF (Fire) Employees	65	IAFF (Fire) Employees	96%
Total Number of Union Employees	537	Total Percentage of Union Employees	58.12%	Total Number of Employees Paying Dues	228		
Non-Union Employees	387	Non-Union Employees	41.88%				
Total Number of Employees	924						

Number of Employees



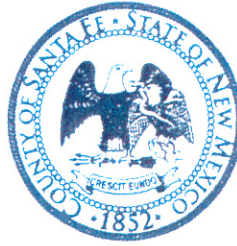
Number Paying Dues Members



Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4


Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: April 16, 2018

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director 

Via: Katherine Miller, County Manager

Re: Recognition of Years of Service for Santa Fe County Employees for April 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	First Name	Last Name	Hire Date	Years of Service
PUBLIC SAFETY	CORRECTIONS	JARED	APODACA	2013-04-08	5
COMMUNITY SERVICES	HEALTH & HUMANS SVCS	GERTRUDE	ARCHULETA	2013-04-01	5
PUBLIC WORKS	PROJECTS & FACILITIES	LEO	LEBYA	2013-04-01	5
PUBLIC WORKS	PROJECTS & FACILITIES	ISAAC	ROMERO	2013-04-08	5
PUBLIC WORKS	UTILITIES	JUSTINE	FRANCISCO	2013-04-22	5
PUBLIC WORKS	UTILITIES	SHANE	PADILLA	2013-04-22	5
SHERIFF'S OFFICE		MICHAEL	SANCHEZ	2013-04-22	5
PUBLIC SAFETY	CORRECTIONS	QUINTANA	JOEL	2008-04-10	10
PUBLIC SAFETY	CORRECTIONS	CORRIZ	ABBIE	2008-04-15	10
PUBLIC WORKS	PROJECTS & FACILITIES	JOSEPH	MARTINEZ	2013-04-03	10
PUBLIC WORKS	FLEET	DEAN	KITCHENS	2008-04-16	10
PUBLIC WORKS	SOLID WASTE	LES	FRANCISCO	2008-04-07	10
PUBLIC WORKS	SOLID WASTE	DONALD	GARCIA	2003-04-30	15
SHERIFF'S OFFICE		FREDERICK	SUAZO	1998-04-29	20

