

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

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director

Via: Katherine Miller, County Manager

Date: June 12, 2018

Re: HR Monthly Report for May 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 May.

Training and Employee Development

Throughout the month of May, Human Resources conducted 14 training sessions and employees attended 15 online training sessions. 95 employees attended these training sessions. Human Resources conducted supervisory training for 29 supervisors.

Human Resources also processed 1 request for tuition assistance during the month of May.

Employee Benefits and Wellness

Human Resources notified employees that the insurance premiums for the medical plans will increase by 1% effective January 1, 2019 and the rates for dental and vision will also change slightly. A fourth insurance tier has been added for employees who make \$70,000 or more to even out the cost of insurance increases after a salary increase. The new rates will be reflected on the first pay check in January 2019. Additionally, employees who received a pay increase during calendar year 2018 which resulted in a change to their insurance tier will also see this change reflected the first pay period in January 2019.

The Million Steps Challenge began in April and is going strong with 110 employees participating! New in this year's challenge is a Trail Ambassador initiative. Based on supervisory approval and adequate staffing, employees who participate in the Million Steps Challenge will be provided Administrative Leave to become "Trail Ambassadors". Participants meet monthly on the second Wednesday of each month at 1:15 p.m. Participants will hike for 1 hour and will be allotted 15 minutes to drive to and from work. 30 people participated in the last hike.

Promotions and Recruitment

During the month of May, testing was conducted for Detention Officer and Emergency Communication Specialist Trainee. Four (4) applicants participated in Detention Officer testing, four (4) passed and four (4) were selected to move forward with the hiring process. Five (5) applicants participated in Emergency Communication Specialist Trainee testing, two (2) applicants passed and one (1) was selected to move forward in the hiring process.

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

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

- Jeremy Lewis began working for Santa Fe County on February 23, 2015 and progressed from an Animal Control Officer to Animal Control Supervisor.

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

- Gabriel Bustos began working for Santa Fe County on June 24, 2017 and progressed from an Administrative Assistant to Development Review Specialist.

In the Corrections/Adult Facility, one (1) employee advanced to a higher position:

- Jodie Holmes began working for Santa Fe County on February 22, 2016 and progressed from a Recording Clerk to a Secretary Senior.

In the Public Works Department/ Solid Waste & Recycling Department, one (1) employee advanced to a higher position:

- Michael Lovato began working for Santa Fe County on March 10, 2017 and progressed from a Collection Center Caretaker to a Truck Driver I.

In the County Manager's Office/ Information Technology, one (1) employee advanced to a higher position:

- Dale Lucero began working for Santa Fe County on May 10, 2008 and progressed from a Systems Administrator to a Desktop Support Supervisor.

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

- Danielle Tennyson began working for Santa Fe County on May 14, 2013 and progressed from a Secretary Senior to a Department Administrator.

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 Report for May 2018, and the Years of Service Report for June 2018. If you have any questions, I can be contacted at 992-9886. Thank you.

Human Resources Statistics Report

May 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		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	12	7	86
Legal Office	01-LEGAL ADMINISTRATION	8		8			3	11
	02-RISK MANAGEMENT	5		5				5
Legal Office Total		13	0	13	0	0	3	16
Community Services Department	04-DWI LOCAL	6		6				6
	06-DWI SCREENING	1		1				1
	09-DWI TEEN COURT	2		2				2
	20-INDIGENT HOSPITAL FUND	3		3				3
	21-EMS-HEALTH CARE	2		2			1	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	8		8		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	3		3			2	5
	02-PLANNING	9		9			1	10
	14-GIS	7		7			2	9
	16-BUILDING & DEVELOPMENT	15		15				15
	17-ECONOMIC DEVELOPMENT	1		1				1
GMD Total		35	0	35	0	0	5	40
Housing Department	30-ADMINISTRATION	10		10			3	13
	49-HOUSING SECTION 8 VOUCHER	2		2				2
	51-FSS GRANT	1		1				1
	86-HOUSING CFP - 2016	1		1				1
Housing Department Total		14	0	14	0	0	3	17
Public Safety Department	01-FIRE ADMINISTRATION	32		32			3	35
	11-FIRE REGIONS	90		90			4	94
	15-WILDLAND PROGRAM	3		3		9		3
	01-CORRECTIONS ADMINISTRATION	6		6				6
	60-ADULT FACILITY	135		135			22	157
	62-MAINTENANCE DIVISION	4		4			3	7
	63-MEDICAL SERVICES	26		26			7	33

Human Resources Statistics Report

May 2018

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
	65-ELECTRONIC MONITORING	6		6			3	9
	70-YOUTH DEVELOPMENT FAC.	24		24			5	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	12		12			2	14
	03-BUILDING SERVICES	18	1	17				18
	18-PROJECT DEVELOPMENT DIV	11		11				11
	26-OPEN SPACE	9		9				9
	10-WATER	18		18		2	1	19
	15-AAMODT	2		2			1	3
	20-WASTEWATER	1		1				1
	51-OFFICE OF SUSTAINABILITY	3		3				3
	08-SANTA FE RIVER GREENWAY							
PWD total		161	2	159	0	2	9	170
County Clerk's Office	01-REPORTING & RECORDING	13		13	1		8	21
	02-BUREAU OF ELECTIONS	10		10		60	3	13
County Clerk's Office Total		23	0	23	1	60	11	34
County Treasurer's Office	01-COUNTY TREASURER ADMIN.	14		14	1			14
County Treasurer's Office Total		14	0	14	1	0	0	14
County Assessor's Office	01-COUNTY ASSESSOR ADMIN.	28		28	1	1	1	29
	11-PROPERTY VALUATION	12		12			1	13
County Assessor's Office Total		40	0	40	1	1	2	42
Sheriff's Office	01-ADMIN/ANIMAL CNTRL/ENFORC	123		123	1		6	129
	13-JAG GRANT	1		1				1
	06-REG III-HIDTA GRANT	1		1				1
	33-DWI SEIZURE GRANT							
Sheriff's Office Total		125	0	125	1	0	6	131
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
TOTAL		921	4	917	10	87	110	1031

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

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	HIRE DATE
ANDERMANN	RONALD	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
APODACA	ROSEMARY	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/8/2018
ARAGON	JOANN	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
ARMIJO	THERESA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/8/2018
BAILEY	ESTHER	CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	5/31/2018
BALL	ROBERT	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
BENAVIDEZ	CHARLENE	CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	5/31/2018
BENAVIDEZ	CINDY	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/3/2018
BROWNE	MICHAEL	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
BUSTAMANTE	REBECCA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
CASTELLANO	ROSE	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
CIAFFA	PHILIP	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
COLSON	CAMERON	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/24/2018
CORNISH	DIERDRE	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
D'ARCY	PAUL	CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	5/31/2018
DE ANDA	MARIA-ESTER	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
DICKEY	GLENDA	CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	5/31/2018
DOMINGUEZ	CHRISTINE	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/8/2018
ESQUIBEL	VELMA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
GARCIA	ANTOINETTE	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
GARDUNO	VIOLA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
GLOVER	PRECELLA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/8/2018
GÓMEZ	CANDACE	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
GONZALES	ROSALIE	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
GURULE	PATRICIA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
GUTIERREZ	MARY	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/8/2018
GUTIERREZ	SYLVIANNA	CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	5/31/2018
GUTIERREZ	THEODORE	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/8/2018
HERRERA	CAROL	CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	5/31/2018
LANGE	ELLEN	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
LEVY	EILEEN	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
LEVY	RONALD	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
LOPEZ	CHARLIE	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
MARTINEZ	MARCELLA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
MARTINEZ	YOLANDA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
MCKINNIS	CHARLES	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
NIETO	MARIA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
NUCKOLS	MICHAEL	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/29/2018
PLOCKI	LEONARD	CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	5/31/2018

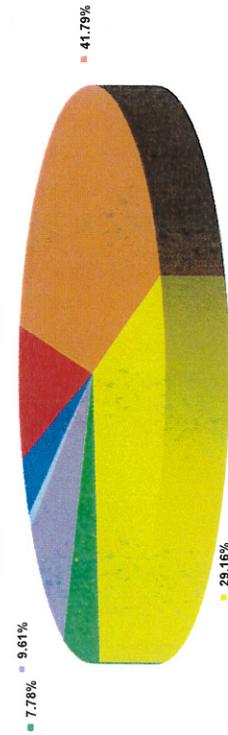
SANTA FE COUNTY NEW HIRES
May 1, 2018 - May 31, 2018

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	HIRE DATE
QUINTANA	DIANE	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
QUINTANA	MARY	CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	5/31/2018
RASOR	ANN	CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	5/31/2018
ROIBAL	ANGEL	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
ROIBAL	GERALD	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
ROYBAL	ALBERT	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
ROYBAL	ALISHA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
ROYBAL	DOLORES	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
RYAN	JOHN	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
SABO	JOSEPH	CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	5/31/2018
SALAZAR	BARBARA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/8/2018
SANCHEZ	ORLANDO	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
SENA	JEANNIE	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/3/2018
SERRANO	SHARON	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
STARNES	SOPHIE	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
STUART	CASSANDRA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
TAPIA	ANGELICA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
TAYLOR	DAVID	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
VALDEZ	ANIBAL	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
VIGIL	SYLVINIA	CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	5/31/2018
WHEELER	PATRICIA	CLERK'S OFFICE	PRECINCT BOARD MEMBERS	5/19/2018
GARCIA	FERNANDO	CSD - HEALTH & HUMAN SVCS DEPT	COOK	5/26/2018
ABEYTA	BOBBIE	PSD - CORRECTIONS	BOOKING CLERK	5/12/2018
CEDENO	ERIC	PSD - CORRECTIONS	LIFE SKILLS WORKER I	5/26/2018
DANFLOUS	DANIEL	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	5/12/2018
GONZALES	MARY	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	5/12/2018
RHODES	KAREN	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	5/12/2018
SALAZAR	SHANNON	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	5/12/2018
SANTISTEVAN	JEREME	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	5/12/2018
SANTISTEVAN	MARIO	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	5/12/2018
SANTISTEVAN	STEVEN	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	5/12/2018
MARTINEZ	ALYSSA	PSD - RECC	EMERGENCY COMM SPEC TRAINEE	5/26/2018
NELUMS	SAMANTHA	PSD - RECC	EMERGENCY COMM SPEC TRAINEE	5/26/2018
NARANJO	ANTONIO	PWD - PROJECT & FACILITIES MGT	MAINTENANCE TECHNICIAN	5/26/2018
VIGIL	PHILLIP	PWD - PROJECT & FACILITIES MGT	CUSTODIAN	5/12/2018
CHAVEZ	JOHN	PWD - PUBLIC WORKS DEPARTMENT	EQUIPMENT OPERATOR	5/26/2018
TIJERINA	ANTHONY	PWD - PUBLIC WORKS DEPARTMENT	HEAVY EQUIPMENT OPERATOR	5/26/2018
DUNAWAY	FRANCES	SHERIFF'S OFFICE	ACCOUNTANT SENIOR	5/26/2018
HERNANDEZ	MARIA	TREASURER'S OFFICE	TAX CASHIER I	5/26/2018

LABOR STATISTICS FOR MAY 2018

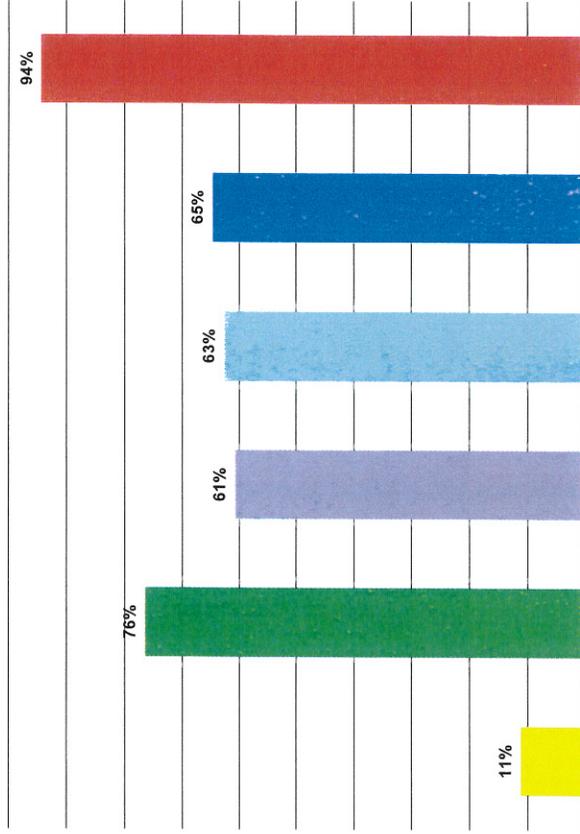
Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	270	AFSCME Employees	29.16%	AFSCME Employees	30	AFSCME Employees	11%
NMCPSCO (Sheriff) Employees	72	NMCPSCO (Sheriff) Employees	7.78%	NMCPSCO (Sheriff) Employees	55	NMCPSCO (Sheriff) Employees	76%
AFSCME (Corrections) Employees	89	AFSCME (Corrections) Employees	9.61%	AFSCME (Corrections) Employees	54	AFSCME (Corrections) Employees	61%
AFSCME (Medical) Employees	8	AFSCME (Medical) Employees	0.86%	AFSCME (Medical) Employees	5	AFSCME (Medical) Employees	63%
NMCPSCO (RECC) Employees	31	NMCPSCO (RECC) Employees	3.35%	NMCPSCO (RECC) Employees	20	NMCPSCO (RECC) Employees	65%
IAFF (Fire) Employees	69	IAFF (Fire) Employees	7.45%	IAFF (Fire) Employees	65	IAFF (Fire) Employees	94%
Total Number of Union Employees	539	Total Percentage of Union Employees	58.21%	Total Number of Employees Paying Dues	229		
Non-Union Employees	387	Non-Union Employees	41.79%				
Total Number of Employees	926						

Number of Employees



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

Number Paying Dues Members

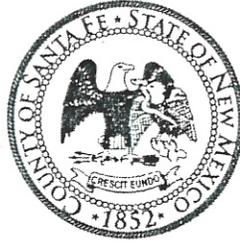


- AFSCME Employees
- NMCPSCO (Sheriff) Employees
- AFSCME (Corrections) Employees
- AFSCME (Medical) Employees
- NMCPSCO (RECC) Employees
- IAFF (Fire) Employees

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Katherine Miller
County Manager

MEMORANDUM

Date: June 1, 2018

To: Board of County Commissioners

From: Bernadette Salazar, Human Resource Director

Via: Katherine Miller, County Manager

Re: Recognition of Years of Service for Santa Fe County Employees for June 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	Service Years
Community Services	Senior Services	Jimmy	Tapia	6/17/2013	5
Public Safety	Youth Development Facility	Monique	Rivera	6/3/2013	5
Public Safety	Fire	Rachel	Martinez	6/15/2013	5
Public Safety	Fire	Manuel	Gallegos	6/17/2013	5
Public Safety	Fire	Michael	Judge	6/17/2013	5
Public Works	Building Services	Ana Laura	Hernandez	6/3/2013	5
Public Works	Building Services	John	Romero	6/3/2013	5
Public Safety	Fire	John	Arnold	6/4/2008	10
County Manager	Information Technology	Jaison	Dixon	6/9/2008	10
County Manager	Purchasing	Maricela	Martinez	6/9/2003	15
Housing	Administration	Diane	Ortiz-Acosta	6/23/1998	20
Public Works	Projects & Facilities	Mike	Romero	6/14/1993	25

