

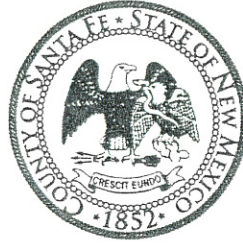
IX. Information Items

E. Finance Division Monthly Report

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: August 13, 2018

Re: HR Monthly Report for July 2018

Topic:

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

Training and Employee Development

Throughout the month of July, Human Resources conducted 10 training sessions and employees attended 27 online training sessions. 92 employees attended these training sessions. Human Resources conducted supervisory training for 13 supervisors.

Human Resources is working with New Mexico Highlands University to offer a Workplace Communications and Technical Writing Class to County Employees.

Employee Benefits and Wellness

As a part of our continuing effort to assist employees to build healthy habits, Human Resources sponsored a wellness fair in conjunction with the Employee Picnic. 19 vendors were there to assist employees with wellness information including conducting simple chair massage; providing helpful information on wellness topics like Financial Fitness, Mental Health, Wellness, and explaining employee health benefits. There were also some mini fitness challenges for employees to participate in. The health fair provided a great way for employees to learn more about healthy habits, more about their health related benefits and to have a lot of fun!

Promotions and Recruitment

During the month of July, the County had ten (10) promotions as follows:

In the Growth Management/Land Use department, two (2) employees advanced to a higher position:

- Kenneth J. Quintana began working for Santa Fe County on November 30, 2015 and progressed from Recording Clerk to Administrative Assistant.
- Anna Martinez began working for Santa Fe County on January 2, 2007 and progressed from Auto Drafting Technician to G.I.S Technician.

In the Project and Facilities Management department, one (1) employee advanced to a higher position:

- Russell Naranjo began working for Santa Fe County on September 9, 2017 and progressed from Project Manager I to Project Manager III.

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

- Ignacio Dominguez began working for Santa Fe County on February 1, 2010 and progressed from Emergency Communication Specialist III to Emergency Management Coordinator.

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

- Joseph Sanchez began working for Santa Fe County on June 27, 2016 and progressed from Election Technician to Election Administrative Specialist Sr.

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

- Fermin Hernandez-Andrade began working for Santa Fe County on July 1, 2017 and progressed from Sheriff Deputy Cadet to Sheriff Deputy I.
- Jose Lujan began working for Santa Fe County on July 2, 2012 and progressed from Sheriff Deputy II to Sheriff Deputy III.

In the Correction's/Adult Facility department, three (3) employees advanced to a higher position:

- Christopher Bradley began working for Santa Fe County on June 1, 2011 and progressed from Mail Assistant to Case Manager.
- Thomas Garcia began working for Santa Fe County on July 3, 2008 and progressed from Adult Detention Officer Lieutenant to Adult Detention Facility Officer Captain.

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

Human Resources Statistics Report

July 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		14		13
	21-FINANCE	24		24			3	27
	24-PURCHASING	7		7			2	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		78	1	77	5	14	8	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	0		0				0
	09-DWI TEEN COURT	3		3				3
	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	0		0				0
	89-SENIOR PROGRAMS - ADMIN.	12		12			2	14
	90-SR SVCS-CONGREGATE MEALS	6		6			1	7
	92-SR SVCS - HOME DELIVERED	8		8		1		8
	93-SR SVCS - TRANSPORTATION	2		2				2
	94-DWI COMPLIANCE EXPAN.-TSB	2		2				2
	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	6	58
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	15		15				15
	17-ECONOMIC DEVELOPMENT	1		1				1
GMD Total		38	0	38	0	0	2	40
Housing Department	30-ADMINISTRATION	11		11			2	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		15	0	15	0	0	2	17
Public Safety Department	01-FIRE ADMINISTRATION	34		34			1	35
	11-FIRE REGIONS	90		90			4	94
	15-WILDLAND PROGRAM	3		3		8	6	9
	01-CORRECTIONS ADMINISTRATION	6		6				6
	60-ADULT FACILITY	141		141			16	157
	62-MAINTENANCE DIVISION	5		5			2	7
	63-MEDICAL SERVICES	26		26			7	33

Human Resources Statistics Report

July 2018

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
	65-ELECTRONIC MONITORING	5		5			4	9
	70-YOUTH DEVELOPMENT FAC.	24		24			5	29
	01-RECC	38		38			13	51
PSD Total		372	0	372	0	8	58	430
Public Works Department	01-PUBLIC WORKS ADMIN.	12		12			1	13
	02-FLEET SERVICE	10		10				10
	03-TRAFFIC ENGINEERING	7		7				7
	05-SOLID WASTE	21	1	20			1	22
	11-ROAD MAINTENANCE	37		37			3	40
	02-PROPERTY CONTROL	13		13			1	14
	03-BUILDING SERVICES	18	1	17				18
	18-PROJECT DEVELOPMENT DIV	10		10			1	11
	26-OPEN SPACE	9		9				9
	10-WATER	18		18			1	19
	15-AAMODT	1		1		1	2	3
	20-WASTEWATER	1		1				1
	51-OFFICE OF SUSTAINABILITY	3		3				3
	08-SANTA FE RIVER GREENWAY							
PWD total		160	2	158	0	1	10	170
County Clerk's Office	01-REPORTING & RECORDING	13		13	1		8	21
	02-BUREAU OF ELECTIONS	10		10			3	13
County Clerk's Office Total		23	0	23	1	0	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	29
	11-PROPERTY VALUATION	12		12			1	13
County Assessor's Office Total		40	0	40	1	0	2	42
Sheriff's Office	01-ADMIN/ANIMAL CNTRL/ENFORC	124		124	1		6	130
	08-REG III HIDTA GRANT PY	1		1				1
	06-REG III-HIDTA GRANT	1		1				1
	33-DWI SEIZURE GRANT							
Sheriff's Office Total		126	0	126	1	0	6	132
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
TOTAL		931	4	927	10	26	108	1039

LABOR STATISTICS FOR JULY 2018

Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	274	AFSCME Employees	29.43%	AFSCME Employees	30	AFSCME Employees	11%
NMCP SO (Sheriff) Employees	72	NMCP SO (Sheriff) Employees	7.73%	NMCP SO (Sheriff) Employees	55	NMCP SO (Sheriff) Employees	76%
AFSCME (Corrections) Employees	91	AFSCME (Corrections) Employees	9.77%	AFSCME (Corrections) Employees	51	AFSCME (Corrections) Employees	56%
AFSCME (Medical) Employees	8	AFSCME (Medical) Employees	0.86%	AFSCME (Medical) Employees	5	AFSCME (Medical) Employees	63%
NMCP SO (RECC) Employees	30	NMCP SO (RECC) Employees	3.22%	NMCP SO (RECC) Employees	19	NMCP SO (RECC) Employees	63%
IAFF (Fire) Employees	71	IAFF (Fire) Employees	7.63%	IAFF (Fire) Employees	65	IAFF (Fire) Employees	92%
Total Number of Union Employees	546	Total Percentage of Union Employees	58.65%	Total Number of Employees Paying Dues	225		
Non-Union Employees	385	Non-Union Employees	41.35%				
Total Number of Employees	931						

Number of Employees



Number Paying Dues Members

