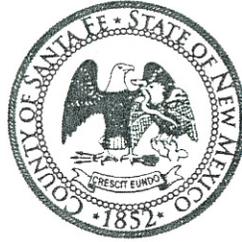


Henry P. Roybal
Commissioner, District 1

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: September 13, 2017

Re: HR Monthly Report for August 2017

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 August.

Training and Employee Development

Throughout the month of August 2017, the HR Division conducted nineteen (19) training sessions. One hundred twenty-four (124) employees attended these training sessions.

The HR Division also processed twenty-one (21) NM EDGE applications for a total of 79 courses which will be offered to Santa Fe County employees. HR processed five (5) tuition assistance requests.

Employee Benefits and Wellness

HR is working with various departments to coordinate educational sessions and open enrollment for the month of October. Human Resources has sent out notification to all employees informing them that the insurance premiums for medical, dental and vision plans will increase by 1% effective January 1, 2018.

Recruitment and Retention

During the month of August, testing was conducted for Sheriff Deputy Cadets, Adult Detention Facility Sergeant and Detention Officers. Seven (7) applicants participated in the testing and two (2) applicants interviewed for Sheriff Deputy Cadet and were selected to proceed in the hiring process. Four (4) applicants participated in the testing and two (2) applicants interviewed for Adult Detention Facility Sergeant. Fourteen (14) applicants participated in the testing, fourteen (14) applicants interviewed and seven (7) were selected for Detention Officer.

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

In the Community Services Department, one (1) employee advance to a higher position:

- Ida Lucero began working for Santa Fe County on December 29, 2011 and progressed from a Cook to an Activity Program Coordinator.

In the Public Works Department, two (2) employee advance to a higher position:

- Julian Gutierrez began working for Santa Fe County on July 20, 2011 and progressed from a Sign Technician Senior to a Traffic Mobility Technician.
- Trevor Larranaga began working for Santa Fe County on November 30, 2015 and progressed from a Maintenance Technician to a Maintenance Technician Senior.

In the Fire Department, two (2) employees advance to a higher position:

- Jeffrey Carroll began working for Santa Fe County on August 27, 2007 and progressed from a Fire Lieutenant to a Battalion Chief.
- Kyle Gregory began working for Santa Fe County on April 27, 2009 and progressed from a Firefighter Paramedic to a Fire Lieutenant.

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

- Nathan Segura began working for Santa Fe County on March 29, 1999 and progressed from a Sheriff's Sergeant to a Sheriff's Captain.

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

During the month of August, HR successfully concluded the financial re-opener articles with the NMCP SO-Sheriff Deputy Union and AFSCME-1413M-Corrections Medical Staff Union. The process was very efficient and the final outcome resulted in agreements that will assist Santa Fe County in the recruitment and retention of highly qualified employees while providing employees with a comprehensive compensation package. HR also worked with the NMCP SO-Sheriff Deputy Union and the Sheriff's Office Administration Office to put forth a resolution to increase the County's contribution towards the PERA benefit for the employees' contribution from 56.8% to 75% for eligible employees. This will be presented to the BCC in September 2017.

Attached are the HR Statistics Report, the New Hire Report and the Labor Statistics Reports for August 2017, and the Years of Service Report for September 2017. If you have any questions, I can be contacted at 992-9886. Thank you.

Human Resources Statistics Report

August 2017

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	10	1	9		1	2	12
	21-FINANCE	24		24			1	25
	24-PURCHASING	8		8				8
	22-PUBLIC INFORMATION OFFICE	1		1				1
	23-SANTA FE FILM OFFICE	2		2				2
	25-INFORMATION TECHNOLOGY	17		17			1	18
CMO total		75	1	74	5	1	4	79
Legal Office	01-LEGAL ADMINISTRATION	9		9			1	10
	02-RISK MANAGEMENT	4		4				4
Legal Office Total		13	0	13	0	0	1	14
Community Services Department	04-DWI LOCAL	6		6				6
	06-DWI SCREENING	1		1				1
	09-DWI TEEN COURT	3		3				3
	20-INDIGENT HOSPITAL FUND	3		3			1	4
	21-EMS-HEALTH CARE	3		3				3
	74-MOBILE HEALTH FAIR VAN	3	1	2			2	5
	89-SENIOR PROGRAMS - ADMIN.	12		12			1	13
	90-SR SVCS-CONGREGATE MEALS	4		4			2	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
	01-ADMINISTRATION	4		4				4
	01-POJOAQUE SATELLITE OFFICE					1		
	02-EDGEWOOD SATELLITE OFFICE					1		
CSD Total		50	1	49	0	3	6	56
Growth Management Department	01-LAND USE ADMINISTRATION	4		4				4
	02-PLANNING	8		8			1	9
	14-GIS	9		9				9
	16-BUILDING & DEVELOPMENT	15		15				15
	17-ECONOMIC DEVELOPMENT	1		1				1
GMD Total		37	0	37	0	0	1	38
Housing Department	30-ADMINISTRATION	10		10			3	13
	49-HOUSING SECTION 8 VOUCHER	1		1			1	2
	84-HOUSING CFP - 2014	1		1				1
Housing Department Total		12	0	12	0	0	4	16
Public Safety Department	01-FIRE ADMINISTRATION	31		31			2	33
	11-FIRE REGIONS	71		71			8	79
	15-WILDLAND PROGRAM	3		3		8		3
	01-CORRECTIONS ADMINISTRATION	6		6				6
	60-ADULT FACILITY	123		123			31	154
	62-MAINTENANCE DIVISION	6		6			1	7
	63-MEDICAL SERVICES	21		21			12	33
	65-ELECTRONIC MONITORING	7		7			3	10
	70-YOUTH DEVELOPMENT FAC.	21		21			8	29
	01-RECC	42		42			5	47

Human Resources Statistics Report

August 2017

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
PSD Total		331	0	331	0	8	70	401
Public Works Department	01-PUBLIC WORKS ADMIN.	13		13				13
	02-FLEET SERVICE	9		9			1	10
	03-TRAFFIC ENGINEERING	4		4			3	7
	05-SOLID WASTE	22	2	20				22
	11-ROAD MAINTENANCE	33		33			7	40
	02-PROPERTY CONTROL	13		13			1	14
	03-BUILDING SERVICES	17	1	16			1	18
	18-PROJECT DEVELOPMENT DIV	10		10			1	11
	26-OPEN SPACE	5		5			1	6
	10-WATER	14		14			5	19
	15-AAMODT	1		1				1
	20-WASTEWATER	1		1				1
	51-OFFICE OF SUSTAINABILITY	3		3				3
	08-SANTA FE RIVER GREENWAY							
PWD total		145	3	142	0	0	20	165
County Clerk's Office	01-REPORTING & RECORDING	16		16	1		5	21
	02-BUREAU OF ELECTIONS	12		12		6	1	13
County Clerk's Office Total		28	0	28	1	6	6	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.	28		28	1	1	1	29
	11-PROPERTY VALUATION	13		13				13
County Assessor's Office Total		41	0	41	1	1	1	42
Sheriff's Office	01-ADMIN/ANIMAL CNTRL/ENFORC	116		116	1		9	125
	14-REG.III DRUG ENF GRANT-B	1		1				1
	06-REG III-HIDTA GRANT	1		1				1
	33-DWI SEIZURE GRANT	1		1				1
Sheriff's Office Total		119	0	119	1	0	9	128
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
TOTAL		864	5	859	10	19	123	987

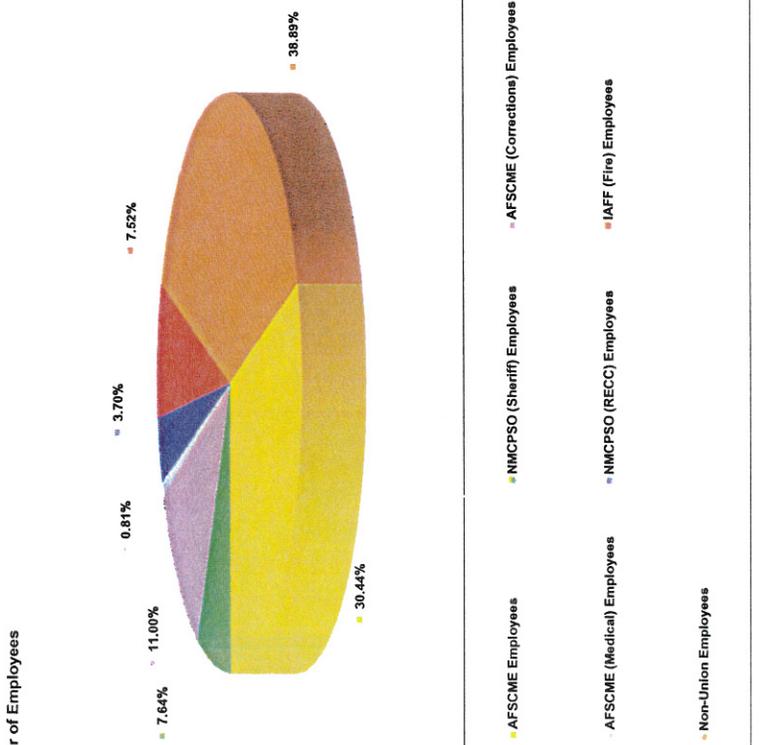
**SANTA FE COUNTY NEW HIRES
AUGUST 1, 2017 - AUGUST 31, 2017**

LAST NAME	FIRST NAME	DEPARTMENT/ELECTED OFFICE	TITLE	HIRE DATE
FUENTES	KAYLA	COUNTY ASSESSOR'S OFFICE	CLERICAL ASSISTANT	8/19/2017
LOBATO	MATTHEW	COUNTY ASSESSOR'S OFFICE	APPRAISER TRAINEE	8/5/2017
MARTINEZ	LEO	COUNTY ASSESSOR'S OFFICE	ASSESSMENT SPECIALIST II	8/5/2017
BENAVIDEZ	CINDY	COUNTY CLERK'S OFFICE	PRECINCT BOARD MEMBERS	8/22/2017
GONZALES	CHERICE	COUNTY CLERK'S OFFICE	RECORDING CLERK	8/26/2017
PADILLA DE MARTINEZ	PATRICIA	COUNTY CLERK'S OFFICE	PRECINCT BOARD MEMBERS	8/22/2017
PEREZ	JOHN	COUNTY CLERK'S OFFICE	VOTER INFORMATION SPECIALIST	8/5/2017
SENA	JEANNIE	COUNTY CLERK'S OFFICE	PRECINCT BOARD MEMBERS	8/22/2017
SENA	MATTHEW	COUNTY CLERK'S OFFICE	PRECINCT BOARD MEMBERS	8/22/2017
FEULNER	DANA	PSD - FIRE DEPARTMENT	SECRETARY SENIOR	8/19/2017
NEZ	JUSTIN	PSD - FIRE DEPARTMENT	FORESTRY TECH WC	8/19/2017
BROWNING	CHRISTOPHER	CSD - HEALTH & HUMAN SERVICES	DRIVER/COOK'S ASSISTANT	8/26/2017

LABOR STATISTICS FOR AUGUST 2017

Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	263	AFSCME Employees	30.44%	AFSCME Employees	30	AFSCME Employees	11%
NMCP SO (Sheriff) Employees	66	NMCP SO (Sheriff) Employees	7.64%	NMCP SO (Sheriff) Employees	43	NMCP SO (Sheriff) Employees	65%
AFSCME (Corrections) Employees	95	AFSCME (Corrections) Employees	11.00%	AFSCME (Corrections) Employees	59	AFSCME (Corrections) Employees	62%
AFSCME (Medical) Employees	7	AFSCME (Medical) Employees	0.81%	AFSCME (Medical) Employees	3	AFSCME (Medical) Employees	43%
NMCP SO (RECC) Employees	32	NMCP SO (RECC) Employees	3.70%	NMCP SO (RECC) Employees	16	NMCP SO (RECC) Employees	50%
IAFF (Fire) Employees	65	IAFF (Fire) Employees	7.52%	IAFF (Fire) Employees	62	IAFF (Fire) Employees	95%
Total Number of Union Employees	528	Total Percentage of Union Employees	61.11%	Total Number of Employees Paying Dues	213		
Non-Union Employees	336	Non-Union Employees	38.89%				
Total Number of Employees	864						

Number Paying Dues Members



Number of Employees



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 Resource Director 

Via: Katherine Miller, County Manager

Date: August 22, 2017

Re: Recognition of Years of Service for Santa Fe County Employees for September 2017

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.

For the month of September 2017, the following employees will be recognized:

Employee Name	Department/Office	Title	Years of Service	Hire Date
Camille Varela	Community Services Dept.	Indigent Claims Investigator	5	09/10/2012
Norman Aragon	Assessor's Office	Appraiser Senior	5	09/17/2012
Nathan Baca	PSD- RECC	Emergency Communications Specialist II	5	09/27/2012
Leah Martinez	PSD- RECC	Emergency Communications Specialist II	5	09/27/2012
Victoria Trujillo	Clerk's Office	Chief Deputy Clerk	10	09/04/2007
Eugenio Varela	PSD - RECC	Communications Team Leader	10	09/04/2007

Jeffrey Jacquez	Sheriff's Office	Sheriff Deputy III	10	09/10/2007
Edward Webb	Sheriff's Office	Sheriff Sergeant	10	09/15/2007
Aaron Garcia	PSD – Corrections	Detention Officer Lieutenant	10	09/24/2007
Martha Valdez	Sheriff's Office	Secretary Senior	15	09/16/2002
Richard Padilla	Clerk's Office	Voting Systems Administrator	15	09/18/2002

