

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
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: Gregory S. Shaffer, Human Resources Director 
Via: Katherine Miller, County Manager
Date: February 11, 2019
Re: HR Monthly Report for February, 2019

This monthly report presents select Human Resources information and events for January 2019.

Training and Employee Development

During January, the Human Resources Division conducted 9 live training sessions, and employees attended 39 online training sessions. These training sessions were attended by 162 employees.

Employee Benefits and Wellness

Santa Fe County employees earning less than \$50,000 received a 2.5% cost of living adjustment (COLA) and Santa Fe County employees earning more than \$50,000.00 received a 2% COLA effective January 12, 2019. Employees eligible to receive the COLA were non-union employees who completed the probationary period not including temporary or casual employees and employees represented by AFSCME 1782 and AFSCME 1413M.

Human Resources previously notified employees who will be receiving an increase in insurance premiums due to a salary change in calendar year 2018. Fifty-seven (57) employees were impacted by a tier-change for 2019.

Recruitment and Promotions

Recruitment. In January, testing was conducted for multiple positions.

RECC. One (1) applicant participated in Emergency Communication Specialist III testing; one (1) passed; and one (1) was selected to move forward in the hiring process.

Adult Detention Facility. Three (3) applicants participated in Detention Officer testing; three (3) passed; and one (1) was selected to move forward in the hiring process.

Sheriff's Office. Thirteen (13) applicants participated in the written exam for Sheriff Deputy Cadet; three (3) passed the written exam and took the Entrance Fitness Test; and two (2) passed the Entrance Fitness Test and have moved forward in the selection process.

Promotions. In January, the County had 5 promotions.

Sheriff's Office. One (1) employees advanced to a higher position:

- Ian Burr began working for Santa Fe County on January 6, 2018, and progressed from a Sheriff Deputy Cadet to a Sheriff Deputy I.

County Manager's Department. One (1) employee advanced to a higher position:

- Ambra Baca began working for Santa Fe County on January 11, 2010, and progressed from a Department Administrator to a Constituent Services Liaison.

Assessor's Office. One (1) employees advanced to a higher position:

- Brianna Lury began working for Santa Fe County on June 27, 2016, and progressed from a Payroll Specialist to a Quality Control Data Analyst.

We congratulate these promoted employees and thank them for their hard work.

Human Resource and Labor Statistics

In January, the County had 904 full time employees, 3 part time employees, 0 temporary employees, and 10 elected officials. 579 or 63.84% of County employees are members of a bargaining unit represented by a union.

Statistics for each Elected Office, Department, and bargaining unit is set forth in the attached documents entitled, "Human Resources Statistics Report January 2019" and "Labor Statistics for January 2019".

Human Resources Statistics Report

January 2019

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
County Manager's Office	01-COUNTY MANAGER ADMINIS.	5		5			2	7
	02-COMMISSION	5		5	5			5
	12-MAIL ROOM	1		1				1
	15-HUMAN RESOURCES	12	1	11		1	1	13
	21-FINANCE	24		24			2	26
	24-PURCHASING	8		8			1	9
	22-PUBLIC INFORMATION OFFICE						1	1
	23-SANTA FE FILM OFFICE	2		2				2
	25-INFORMATION TECHNOLOGY	19		19			2	21
CMO Total		76	1	75	5	1	9	85
Legal Office	01-LEGAL ADMINISTRATION	10		10				10
	02-RISK MANAGEMENT	5		5				5
Legal Office Total		15	0	15	0	0	0	15
Community Services Department	04-DWI LOCAL	9		9				9
	20-INDIGENT HOSPITAL FUND	1		1			2	3
	21-EMS-HEALTH CARE	3		3				3
	74-MOBILE HEALTH FAIR VAN						5	5
	78-TEEN COURT JUVENILE ADJUD	1		1				1
	89-SENIOR PROGRAMS - ADMIN.	15		15			1	16
	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	1		1				1
	95-BEHAVIORAL HEALTH	1		1				1
	01-ADMINISTRATION	3		3			1	4
	01-POJOAQUE SATELLITE OFFICE							
	02-EDGEWOOD SATELLITE OFFICE						1	
CSD Total		50	0	50	0	2	10	60
Growth Management Department	01-LAND USE ADMINISTRATION	5		5				5
	02-PLANNING	10		10				10
	14-GIS	9		9				9
	16-BUILDING & DEVELOPMENT	15		15				15
	17-ECONOMIC DEVELOPMENT	1		1				1
GMD Total		40	0	40	0	0	0	40
Housing Department	30-ADMINISTRATION	11		11			2	13
	49-HOUSING SECTION 8 VOUCHER	1		1			1	2
	51-FSS GRANT	1		1				1
	52-ROSS GRANT	1		1				1
	86-HOUSING CFP - 2016	1		1				1
Housing Department Total		15	0	15	0	0	3	18
Public Safety Department	01-FIRE ADMINISTRATION	33		33			2	35
	11-FIRE REGIONS	94		94		1		94
	15-WILDLAND PROGRAM	3		3			6	9
	85-2018 YCC Grant					6		
	01-CORRECTIONS ADMINISTRATION	5		5			1	6
	60-ADULT FACILITY	127		127			30	157
	62-MAINTENANCE DIVISION	6		6			1	7
63-MEDICAL SERVICES	22		22			11	33	

Human Resources Statistics Report

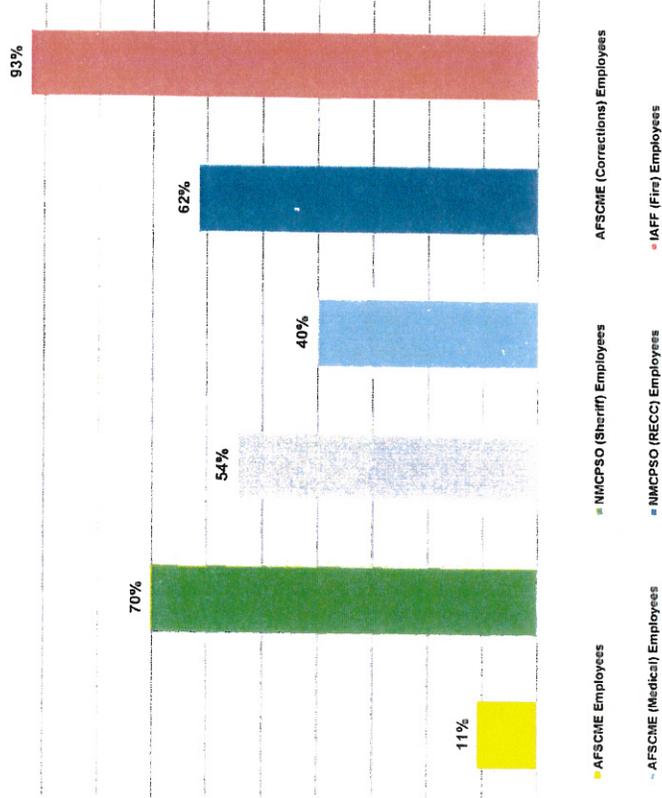
January 2019

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
	65-ELECTRONIC MONITORING	6		6			1	7
	70-YOUTH DEVELOPMENT FAC.	25		25			4	29
	01-RECC	39		39			12	51
PSD Total		360	0	360	0	7	68	428
Public Works Department	01-PUBLIC WORKS ADMIN.	11		11			2	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	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	2		2				2
	20-WASTEWATER	1		1				1
	51-OFFICE OF SUSTAINABILITY	3		3				3
PWD total		159	2	157	0	0	10	169
County Clerk's Office	01-REPORTING & RECORDING	11		11	1		6	17
	02-BUREAU OF ELECTIONS	10		10			3	13
County Clerk's Office Total		21	0	21	1	0	9	30
County Treasurer's Office	01-COUNTY TREASURER ADMIN.	11		11	1		3	14
County Treasurer's Office Total		11	0	11	1	0	3	14
County Assessor's Office	01-COUNTY ASSESSOR ADMIN.	27		27	1		2	29
	11-PROPERTY VALUATION	11		11			1	13
County Assessor's Office Total		38	0	38	1	1	4	42
Sheriff's Office	01-ADMIN/ANIMAL CNTRL/ENFORC	120		120	1		10	130
	08-REG III HIDTA GRANT PY	1		1				1
	06-REG III-HIDTA GRANT	1		1				1
Sheriff's Office Total		122	0	122	1	0	10	132
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
TOTAL		907	3	904	10	11	126	1033

LABOR STATISTICS FOR JANUARY 2019

Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	271	AFSCME Employees	29.88%	AFSCME Employees	29	AFSCME Employees	11%
NMCP SO (Sheriff) Employees	74	NMCP SO (Sheriff) Employees	8.16%	NMCP SO (Sheriff) Employees	52	NMCP SO (Sheriff) Employees	70%
AFSCME (Corrections) Employees	103	AFSCME (Corrections) Employees	11.36%	AFSCME (Corrections) Employees	56	AFSCME (Corrections) Employees	54%
AFSCME (Medical) Employees	10	AFSCME (Medical) Employees	1.10%	AFSCME (Medical) Employees	4	AFSCME (Medical) Employees	40%
NMCP SO (RECC) Employees	26	NMCP SO (RECC) Employees	2.87%	NMCP SO (RECC) Employees	16	NMCP SO (RECC) Employees	52%
IAFF (Fire) Employees	95	IAFF (Fire) Employees	10.47%	IAFF (Fire) Employees	88	IAFF (Fire) Employees	93%
Total Number of Union Employees	579	Total Percentage of Union Employees	63.84%	Total Number of Employees Paying Dues	245		
Non-Union Employees	328	Non-Union Employees	36.16%				
Total Number of Employees	907						

Number Paying Dues Members



Number of Employees

