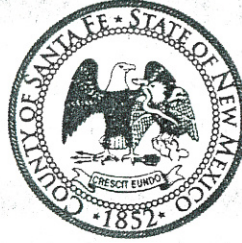


Henry P. Roybal
Commissioner, District 1

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: December 6, 2017

Re: HR Monthly Report for November 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 November.

Training and Employee Development

Throughout the month of November, Human Resources conducted/coordinated seven training sessions and fifty-six online training sessions for County employees. Seventy-five employees attended the in person training sessions. One of these courses was requested by the Housing Division. The course requested was time management. This course was a great success and employees received beneficial information on, efficiencies and stress management and employees developed individual plans to assist with the work success. Another course that was three hour training in leadership and supervisory skills which led to great discussion and employees were very thoughtful of their own leadership style which helps deliver better internal and external customer service. Another highlighted training was Customer Service training for all Utilities staff members. This training was very interactive and the feedback was positive. Human Resources also processed one NM EDGE applications for a total of two courses.

On November 15, 2017, Human Resources Director and Employee Development Specialist met with participants enrolled in the Human Resources Management Certification offered by Highlands University to discuss the experience of the first course. The feedback was very positive, and participants are looking forward to the next course. Employees learned extensive skills in presenting information to a group to include using new technologies which is very beneficial to Santa Fe County.

Employee Benefits and Wellness

Human Resources has reminded employees of a 1% increase in health insurance premiums effective in January 2018. Human Resources sent out notifications to employees who will be receiving an increase in insurance premiums due to a salary change in calendar year 2017.

Promotions and Recruitment

During the month of November, testing was conducted for Detention Officer, ADF Sergeant, and Sheriff Cadet. Eleven (11) applicants participated in Detention Officer testing. Six (6) applicants participated in the Sergeant Testing. Ten (10) applicants participated in Sheriff Cadet testing.

The County had three (3) promotions during the month of November.

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

- R. Bruce Frederick began working for Santa Fe County on February 2, 2015 and progressed from an Assistant County Attorney to a County Attorney.

In the Public Works Department, one (1) employees advanced to a higher position:

- Andrew Rael y Trujillo began working for Santa Fe County on September 6, 2016 and progressed from a Clerical Assistant to an Administrative Assistant.

In the Growth Management Division, one (1) employees advanced to a higher position:

- Julian Sena began working for Santa Fe County on November 5, 2012 and progressed from a G.I.S. Technician to a G.I.S. Analyst.

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 November 2017, and the Years of Service Report for December 2017. If you have any questions, I can be contacted at 992-9886. Thank you.

Human Resources Statistics Report

November 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	11	1	10			1	12
	21-FINANCE	22		22			4	26
	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		74	1	73	5	0	6	80
Legal Office	01-LEGAL ADMINISTRATION	8		8			3	11
	02-RISK MANAGEMENT	3		3			1	4
Legal Office Total		11	0	11	0	0	4	15
Community Services Department	04-DWI LOCAL	7		7				7
	06-DWI SCREENING	1		1				1
	09-DWI TEEN COURT	1		1				1
	20-INDIGENT HOSPITAL FUND	4		4				4
	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.	11		11			2	13
	90-SR SVCS-CONGREGATE MEALS	5		5			1	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		51	1	50	0	3	5	56
Growth Management Department	01-LAND USE ADMINISTRATION	4		4				4
	02-PLANNING	9		9				9
	14-GIS	8		8			1	9
	16-BUILDING & DEVELOPMENT	13		13			2	15
	17-ECONOMIC DEVELOPMENT	1		1				1
GMD Total		35	0	35	0	0	3	38
Housing Department	30-ADMINISTRATION	11		11			3	14
	49-HOUSING SECTION 8 VOUCHER	2		2				2
	84-HOUSING CFP - 2014	1		1				1
Housing Department Total		14	0	14	0	0	3	17
Public Safety Department	01-FIRE ADMINISTRATION	33		33				33
	11-FIRE REGIONS	91		91		2	3	94
	15-WILDLAND PROGRAM	3		3		1		3
	85-2018 YCC GRANT					5		
	01-CORRECTIONS ADMINISTRATION	6		6			1	7
	60-ADULT FACILITY	133		133			20	153
	62-MAINTENANCE DIVISION	5		5			2	7
	63-MEDICAL SERVICES	25		25			8	33
	65-ELECTRONIC MONITORING	5		5			5	10

Human Resources Statistics Report

November 2017

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
	70-YOUTH DEVELOPMENT FAC.	21		21			8	29
	01-RECC	40		40			7	47
PSD Total		362	0	362	0	8	54	416
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	21	2	19			1	22
	11-ROAD MAINTENANCE	36		36			4	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	6		6				6
	10-WATER	15		15			4	19
	15-AAMODT	1		1				1
	20-WASTEWATER	1		1				1
	51-OFFICE OF SUSTAINABILITY	2		2			1	3
	08-SANTA FE RIVER GREENWAY							
PWD total		153	3	150	0	0	12	165
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.	14	1	13	1			14
County Treasurer's Office Total		14	1	13	1	0	0	14
County Assessor's Office	01-COUNTY ASSESSOR ADMIN.	28	1	27	1	1	1	29
	11-PROPERTY VALUATION	13		13				13
County Assessor's Office Total		41	1	40	1	1	1	42
Sheriff's Office	01-ADMIN/ANIMAL CNTRL/ENFORC	125		125	1			125
	14-REG.III DRUG ENF GRANT-B	1		1				1
	06-REG III-HIDTA GRANT	1		1				1
	33-DWI SEIZURE GRANT							
Sheriff's Office Total		127	0	127	1	0	0	127
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
TOTAL		908	7	901	10	12	96	1004

**SANTA FE COUNTY NEW HIRES
NOVEMBER 1, 2017 - NOVEMBER 30, 2017**

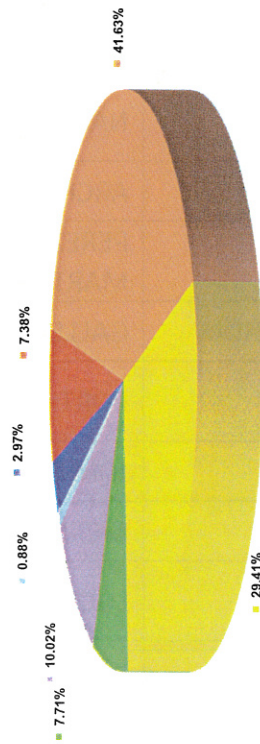
LAST NAME	FIRST NAME	DEPARTMENT	TITLE	HIRE DATE
CLARKE	STEPHANIE	CMO - FINANCE	FINANCE DIVISION DIRECTOR	11/11/2017
SANDOVAL	JULIAN	HOUSING DEPARTMENT	MAINTENANCE TECHNICIAN	11/25/2017
HINDMARSH	TRAVIS	PSD - CORRECTIONS	REGISTERED NURSE	11/11/2017
ALEXANDER	KIMBERLY	PSD - CORRECTIONS	LPN	11/25/2017
MARQUEZ-GUERRA	EDI	PSD - FIRE DEPARTMENT	FIRE PROTECTION SPEC. I	11/11/2017
VARELA	RUDOLPH	PSD - FIRE DEPARTMENT	FIRE PROTECTION SPEC. I	11/11/2017
BACA	TAMARA	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	11/25/2017
CARBAJAL	MARIA	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	11/25/2017
GUTIERREZ	JESUS	PWD - PROJECT & FACILITIES MGT	CUSTODIAN	11/25/2017
GARCIA	DERREK	PWD - PROJECT & FACILITIES MGT	PROJECT MANAGER I	11/4/2017
DURAN	JEREMY	SHERIFF'S OFFICE	SHERIFF DEPUTY II	11/25/2017
GARCIA	NATHANIEL	SHERIFF'S OFFICE	SHERIFF DEPUTY II	11/25/2017
HANCOCK	ALEXANDRIA	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	11/25/2017
SORIANO	NATHAN	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	11/25/2017
GALLEGOS	TORI	CMO - HUMAN RESOURCES	HR ASSISTANT	10/28/2017
STOCK	JACOB	GMD - LAND USE DEPARTMENT	COMMUNITY PLANNER	9/30/2017
AHLGREN	TRACIE	PSD - CORRECTIONS	LPN	9/30/2017
TORRES	PRISCILLA	PSD - CORRECTIONS	COMMUNITY RE-ENTRY SPECIALIST	9/30/2017
DIXON	NICOLE	PSD - CORRECTIONS	CASE MANAGER	10/28/2017
LOPEZ	NATHANIEL	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN	10/28/2017
OTERO	JOSEPH	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN	10/28/2017
PEREZ	ABEL	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN LEAD	10/28/2017
TIJERINA	MARISA	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN	10/28/2017
TRUJILLO	CASEY	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN	10/28/2017
LUJAN	REYES	PWD - PROJECT & FACILITIES MGT	MAINTENANCE TECHNICIAN	10/28/2017
BLACK	JOSEPH	PWD - PUBLIC WORKS DEPARTMENT	HEAVY EQUIPMENT OPERATOR	9/30/2017
DUNLEAVY	TIMOTHY	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	10/28/2017
GONZALES	MARIAH	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	10/28/2017
LATTIN	CODY	SHERIFF'S OFFICE	SHERIFF DEPUTY II	10/28/2017
MAYERS	JAMES	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	10/28/2017
SISEMORE	ZACHARY	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	10/28/2017
SOSAYA	JESSICA	TREASURER'S OFFICE	TAX CASHIER I	9/30/2017

Please note: the employees hired in September and October 2017 were not reflected on the reports for those months due to the report being completed before they were in the system)

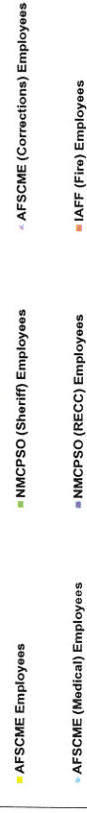
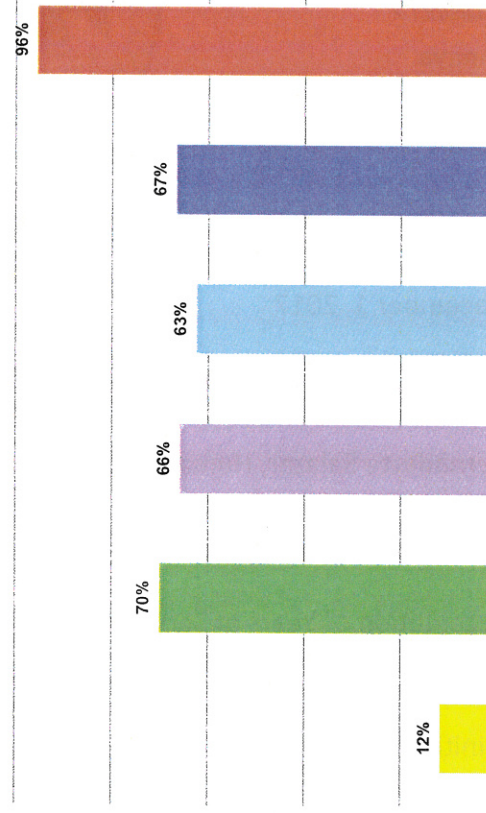
LABOR STATISTICS FOR NOVEMBER 2017

Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	267	AFSCME Employees	29.41%	AFSCME Employees	31	AFSCME Employees	12%
NMCPPO (Sheriff) Employees	70	NMCPPO (Sheriff) Employees	7.71%	NMCPPO (Sheriff) Employees	49	NMCPPO (Sheriff) Employees	70%
AFSCME (Corrections) Employees	91	AFSCME (Corrections) Employees	10.02%	AFSCME (Corrections) Employees	60	AFSCME (Corrections) Employees	66%
AFSCME (Medical) Employees	8	AFSCME (Medical) Employees	0.88%	AFSCME (Medical) Employees	5	AFSCME (Medical) Employees	63%
NMCPPO (RECC) Employees	27	NMCPPO (RECC) Employees	2.97%	NMCPPO (RECC) Employees	18	NMCPPO (RECC) Employees	67%
IAFF (Fire) Employees	67	IAFF (Fire) Employees	7.38%	IAFF (Fire) Employees	64	IAFF (Fire) Employees	96%
Total Number of Union Employees	530	Total Percentage of Union Employees	58.37%	Total Number of Employees Paying Dues	227		
Non-Union Employees	378	Non-Union Employees	41.63%				
Total Number of Employees	908						

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: December 1, 2017

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 December 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.

Department	Division	Last Name	First Name	Hire Date	Svc Years
COMMUNITY SERVICES	SENIOR SERVICES	NARVAIZ	MATTHEW	2012-12-31	5
PUBLIC SAFETY	CORRECTIONS	ARCHULETA	MOLLY	2012-12-27	5
PUBLIC WORKS	UTILITIES	PEREZ-MARTINEZ	MELVIN	2012-12-03	5
ASSESSOR'S OFFICE	PROPERTY VALUATION	GALLEGOS	DENNIS	2007-12-17	10
GROWTH MANAGEMENT	BUILDING & DEVELOPMENT	PORTILLO	ARTHUR	2007-12-31	10
PUBLIC SAFETY	CORRECTIONS	JOHNSON	BARBARA	2007-12-05	10
PUBLIC SAFETY	CORRECTIONS	MCKIBBIN	REBECCA	2007-12-31	10
GROWTH MANAGEMENT	BUILDING AND DEVELOPMENT	LUCERO	VICOTRIA	1997-12-30	20
PUBLIC WORKS	BUILDING SERVICES	ROMERO	SAMMY	1997-12-08	20
PUBLIC WORKS	SOLID WASTE	MARTINEZ	JOSEPH	1992-12-03	25

