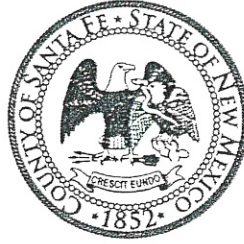


Henry P. Roybal
Commissioner, District 1

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: May 8, 2018

Re: HR Monthly Report for April 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 April.

Training and Employee Development

Throughout the month of April, Human Resources conducted 10 training sessions and employees attended 83 online training sessions. 107 employees attended these training sessions. Human Resources conducted supervisory training for 14 supervisors.

Human Resources also processed 2 requests for tuition assistance during the month of April.

Employee Benefits and Wellness

Human Resources attended the 2018 Business Expo and Job Fair. This job fair was sponsored by the Santa Fe Chamber of Commerce and held on April 2, 2018 at the Santa Fe Convention Center. Over 100 businesses participated. This was an invaluable resource for the County to build connections with other businesses and work with participants to provide them with information regarding employment with Santa Fe County.

Human Resources also attended the Fantastic Futures Career, Education and Training Resource Fair at the Santa Fe Community College on April 18, 2018. This fair was a great opportunity to talk to students and provide them with information regarding employment with Santa Fe County.

Human Resources hosted "National Bring Your Child to Work Day" on April 26, 2018. Eleven (11) children were in attendance for this event. The children first met with Manager Miller who

spoke to the children about how every job at Santa Fe County is important. Next they met with RECC to learn about 911 calls. The children then met with the Sheriff Office. The Deputies allowed the children to sit in the cars and also to try on SWAT vests. The next stop was the Clerk's Office. The children were taught how to vote and then DWI performed a puppet show. The children were then taken outside where they watched Public Works personnel perform tricks with a backhoe. The final stop was the Fire Safety presentation. The children learned about fire safety and what to do in case of a fire. Sparky the Dog was there to take pictures with them. This was a great opportunity to help the children experience the vital public services provided by the County.

Promotions and Recruitment

During the month of April, testing was conducted for Detention Officer, Sheriff Cadet and Emergency Communication Specialist Trainee. Thirteen (13) applicants participated in Detention Officer testing, five (5) passed and one (1) was selected to move forward with the hiring process. Seven (7) applicants participated in Sheriff Cadet testing; two (2) applicants passed the written exam and physical testing and have moved forward in the selection process. Eight (8) applicants participated in Emergency Communication Specialist Trainee testing, three (3) applicants passed and two (2) were selected to move forward in the hiring process.

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

In the Sheriff's Office, five (5) employees advanced to a higher position:

- Carolina Aguayo-Hernandez began working for Santa Fe County on April 09, 2012 and progressed from a Sheriff Deputy II to Sheriff Deputy III.
- Christopher Podolak began working for Santa Fe County on April 15, 2017 and progressed from a Sheriff Deputy Cadet to Sheriff Deputy I.
- Victor Rodriguez began working for Santa Fe County on April 15, 2017 and progressed from a Sheriff Deputy Cadet to Sheriff Deputy I.
- Adrian Miranda began working for Santa Fe County on April 15, 2017 and progressed from a Sheriff Deputy Cadet to Sheriff Deputy I.
- Jose Puentes began working for Santa Fe County on April 15, 2017 and progressed from a Sheriff Deputy Cadet to Sheriff Deputy I.

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

- JohnPaul Trujillo began working for Santa Fe County on November 2, 2015 and progressed from a Truck Driver I to a Truck Driver II.

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

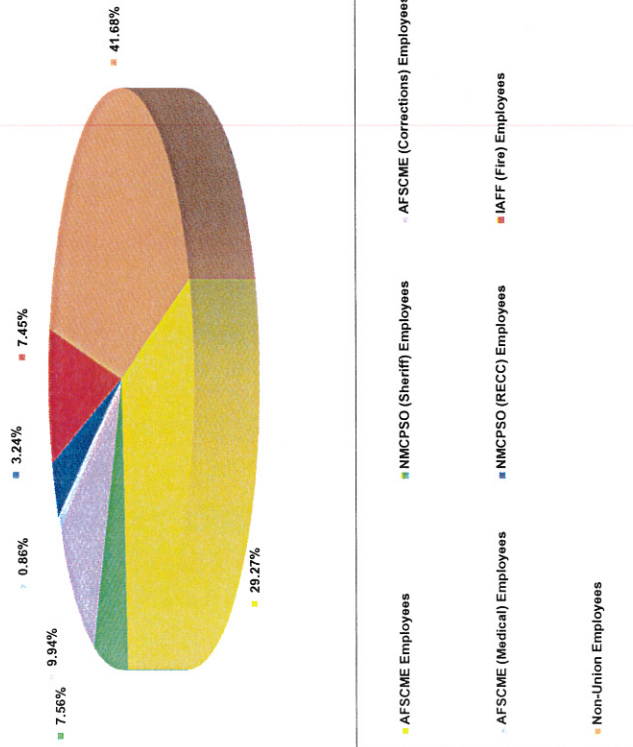
SANTA FE COUNTY NEW HIRES
April 1, 2018 - April 30, 2018

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	HIRE DATE
MARGARET	GONZALES	ASSESSOR'S OFFICE	ASSESSMENT SPECIALIST II	4/28/2018
MARIA	BARELA	CMO - COUNTY MANAGER	BUDGET ANALYST	4/14/2018
ALEXIZ	RODRIGUEZ GONZALES	CMO - LEGAL DEPARTMENT	SAFETY COORDINATOR	4/14/2018
IAN	DONNELLY	CSD - HEALTH & HUMAN SVCS DEPT	SENIOR SERV NAVIGATOR/F&E PROG	4/14/2018
GARY	CLAVIO	GMD - LAND USE DEPARTMENT	SENIOR PLANNER	4/23/2018
DOMINIC	SISNEROS	GMD - LAND USE DEPARTMENT	CODE ENFORCEMENT INSPECTOR	4/14/2018
VICTOR	ORTIZ	PSD - CORRECTIONS	DETENTION OFFICER	4/28/2018
MERAP	RODRIGUEZ-CERVANTES	PSD - CORRECTIONS	DETENTION OFFICER	4/28/2018
JOSEPH	SENA	PSD - CORRECTIONS	WAREHOUSE/FIXED ASSETS SUPV.	4/14/2018
NICHOLAS	COLAVECCIO	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN WC	4/28/2018
NATHANIEL	LOPEZ	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN WC	4/28/2018
JONATHAN	MOQUINO	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN WC	4/28/2018
ABEL	PEREZ	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN LEAD WC	4/28/2018
CHRISTOPHER	SERRANO	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN WC	4/28/2018
MARISA	TIJERINA	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN WC	4/28/2018
DOUGLAS	TRAIGLE	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN WC	4/28/2018
CASEY	TRUJILLO	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN WC	4/28/2018
DARRELL	VIGIL	PSD - FIRE DEPARTMENT	FORESTRY TECHNICIAN WC	4/28/2018
MATTHEW	MONTOYA	PSD - RECC	EMERGENCY COMM SPEC TRAINEE	4/28/2018
EVERETT	LOVATO	PWD - PROJECT & FACILITIES MGT	MAINTENANCE TECHNICIAN	4/14/2018
RITA	BATES	PWD - UTILITIES DEPARTMENT	PROJECT MANAGER III	4/14/2018
ADRIAN	SALAZAR	PWD - UTILITIES DEPARTMENT	ADMINISTRATIVE ASSISTANT	4/28/2018
THOMAS	WELLS	SHERIFF'S OFFICE	ANIMAL CONTROL OFFICER	4/28/2018

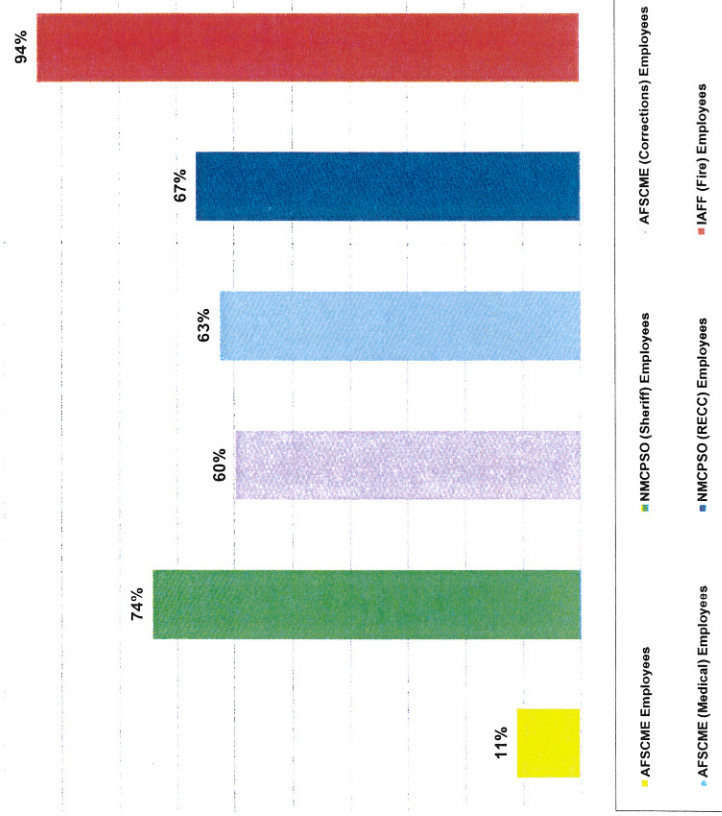
LABOR STATISTICS FOR APRIL 2018

Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	271	AFSCME Employees	29.27%	AFSCME Employees	30	AFSCME Employees	11%
NMCP SO (Sheriff) Employees	70	NMCP SO (Sheriff) Employees	7.56%	NMCP SO (Sheriff) Employees	52	NMCP SO (Sheriff) Employees	74%
AFSCME (Corrections) Employees	92	AFSCME (Corrections) Employees	9.94%	AFSCME (Corrections) Employees	55	AFSCME (Corrections) Employees	60%
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	3.24%	NMCP SO (RECC) Employees	20	NMCP SO (RECC) Employees	67%
IAFF (Fire) Employees	69	IAFF (Fire) Employees	7.45%	IAFF (Fire) Employees	65	IAFF (Fire) Employees	94%
Total Number of Union Employees	540	Total Percentage of Union Employees	58.32%	Total Number of Employees Paying Dues	227		
Non-Union Employees	386	Non-Union Employees	41.68%				
Total Number of Employees	926						

Number of Employees



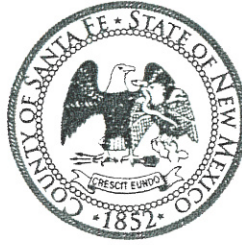
Number Paying Dues Members



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: May 8, 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 May 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
County Manager	Purchasing	Iris	Cordova	5/15/2013	5
Community Services	Health and Human Services	Danielle	Tennyson	5/14/2013	5
County Manager	Information Technology	Dale	Lucero	5/10/2008	10
Corrections	Administration	Naomi	Salazar	5/12/2003	15
Community Services	Health and Human Services	Marie	Garcia	5/20/1998	20
Growth Management	Building Services	Vicente	Archuleta	5/18/1998	20

Human Resources Statistics Report

April 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				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	0	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	7		7				7
	06-DWI SCREENING	1		1				1
	09-DWI TEEN COURT	1		1				1
	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.	13		13			1	14
	90-SR SVCS-CONGREGATE MEALS	6		6				6
	92-SR SVCS - HOME DELIVERED	7		7		1	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	4		4			1	5
	02-PLANNING	10		10				10
	14-GIS	8		8			1	9
	16-BUILDING & DEVELOPMENT	14		14			1	15
	17-ECONOMIC DEVELOPMENT	1		1				1
GMD Total		37	0	37	0	0	3	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	31		31			4	35
	11-FIRE REGIONS	90		90			4	94
	15-WILDLAND PROGRAM	3		3		9		3
	01-CORRECTIONS ADMINISTRATION	6		6				6
	60-ADULT FACILITY	137		137			20	157
	62-MAINTENANCE DIVISION	4		4			3	7
	63-MEDICAL SERVICES	26		26			7	33

Human Resources Statistics Report

April 2018

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
	65-ELECTRONIC MONITORING	7		7			2	9
	70-YOUTH DEVELOPMENT FAC.	23		23			6	29
	01-RECC	39		39			12	51
PSD Total		366	0	366	0	9	58	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	36		36			4	40
	02-PROPERTY CONTROL	11		11			3	14
	03-BUILDING SERVICES	17	1	16			1	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		158	2	156	0	2	12	170
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.	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	125		125	1		4	129
	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	4	131
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
TOTAL		926	4	922	10	15	105	1031

