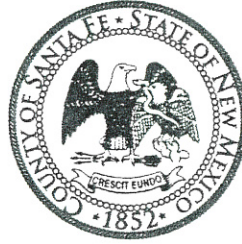


Henry P. Roybal
Commissioner, District 1

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: Sonya Quintana, Interim Human Resources Director

Via: Katherine Miller, County Manager

Date: September 5, 2018

Re: HR Monthly Report for August 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 August.

Training and Employee Development

Throughout the month of August, Human Resources conducted 11 training sessions and employees attended 40 online training sessions. 46 employees attended these training sessions. Human Resources conducted supervisory training for 8 supervisors. Human Resources added many Public Employee Retirement Association (PERA) classes to our curriculum to ensure employees understand their retirement benefits.

Employee Benefits and Wellness

The Million Steps Challenge is in the 6th month and many employees have already reached the Million Steps Goal. 110 employees are participating in this Challenge.

The Annual Manager's Commit to Be Fit just began the sixth week out of the nine week challenge. 14 teams and 84 employees are participating in the Challenge this year. The Manager's Commit to be Fit Challenge was implemented to create a culture of healthy lifestyles (exercise and eating healthy) in the workplace, with the hopes that employees would share these habits with their families. Each week, teams will receive updates, incentives and healthy recipes.

Human Resources is working to coordinate educational sessions and online open enrollment for the month of October. Human Resources has sent out notification to all employees informing them the insurance premiums for medical, dental and vision plans will increase by 1% effective January 1, 2019.

Promotions and Recruitment

During the month of August testing was conducted for Emergency Communication Specialist Trainee. Two (2) applicants participated in Emergency Communication Specialist Trainee testing, one (1) applicant passed and one (1) was selected to move forward in the hiring process. Testing was conducted for Emergency Communication Specialist III. One (1) applicant participated in testing. Testing was conducted for Communication Team Leader and four (4) applicants participated in the testing for the Communication Team Leader Position. One (1) applicant was selected to move forward in the hiring process. During the month of August, testing was conducted for Sheriff Deputy Cadets, Sheriff Corporal, and Firefighter Cadets. Seven (7) applicants participated in Sheriff Deputy Cadet testing, two (2) applicants passed the written exam and moved forward to physical testing, and one (1) applicant passed physical testing and moved forward in the selection process. Nine (9) applicants participated in the promotional testing for Sheriff Corporal and will proceed in the selection process. Twenty (20) applicants participated in the testing for Firefighter Cadet and eighteen (18) proceeded to Physical Ability testing. Sixteen (16) applicants participated in the Physical Ability testing for Firefighter Cadet, fourteen (14) passed and were interviewed. Six (6) candidates will be selected to move forward in the hiring process for Firefighter Cadet. For the month of August for the Correction's/Adult Facility there was testing conducted for Detention Officer, five (5) tested, five (5) passed and two (2) were selected to be hired.

During the month of August there were thirteen (13) random drug tests and two (2) investigations that were initiated.

The County had four (4) promotions during the month of August.

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

- Paul Herrera began working for Santa Fe County on January 20, 2015 and progressed from Systems Administrator I to IT Security Administrator I.

In the Community Services Department/Senior Services Program, one (1) employee advanced to a higher position:

- Fernando Garcia began working for Santa Fe County on May 26, 2018 and progressed from Cook to Nutrition Coordinator.

In the Correction's/Adult Facility department, two (2) employees advanced to a higher position:

- Javier Blea began working for Santa Fe County on October 6, 2014 and progressed from Adult Detention Officer Corporal to Adult Detention Officer Sergeant.
- Demetrio Padilla began working for Santa Fe County on October 5, 2009 and progressed from Adult Detention Officer Sergeant to Adult Detention Officer Lieutenant.

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

Human Resources Statistics Report

August 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	4		4	5		1	5
	12-MAIL ROOM	1		1				1
	15-HUMAN RESOURCES	12	1	11			1	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		77	1	76	5	0	9	86
Legal Office	01-LEGAL ADMINISTRATION	9		9			1	10
	02-RISK MANAGEMENT	5		5				5
Legal Office Total		14	0	14	0	0	1	15
Community Services Department	04-DWI LOCAL	6		6			2	8
	06-DWI SCREENING	0		0				0
	09-DWI TEEN COURT	2		2				2
	20-INDIGENT HOSPITAL FUND	3		3				3
	21-EMS-HEALTH CARE	3		3				3
	74-MOBILE HEALTH FAIR VAN	2	1	1			3	5
	78-TEEN COURT JUVENILE ADJUD	0		0				0
	89-SENIOR PROGRAMS - ADMIN.	14		14			2	16
	90-SR SVCS-CONGREGATE MEALS	6		6			1	7
	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							
	02-EDGEWOOD SATELLITE OFFICE					1		
CSD Total		51	1	50	0	2	9	60
Growth Management Department	01-LAND USE ADMINISTRATION	5		5				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		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	33		33			2	35
	11-FIRE REGIONS	90		90			4	94
	15-WILDLAND PROGRAM	3		3		10	6	9
	01-CORRECTIONS ADMINISTRATION	6		6				6
	60-ADULT FACILITY	137		137			20	157
	62-MAINTENANCE DIVISION	5		5			2	7
	63-MEDICAL SERVICES	24		24			9	33

Human Resources Statistics Report

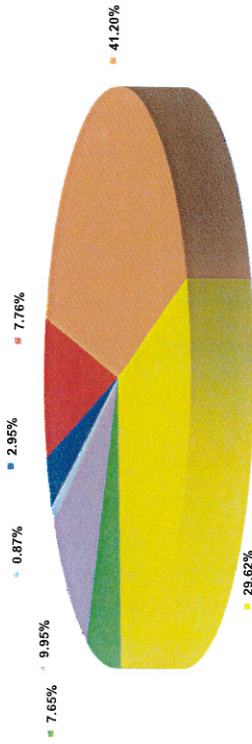
August 2018

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
	65-ELECTRONIC MONITORING	4		4			5	9
	70-YOUTH DEVELOPMENT FAC.	24		24			5	29
	01-RECC	35		35			16	51
PSD Total		361	0	361	0	10	69	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	35		35			5	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	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		157	2	155	0	1	13	170
County Clerk's Office	01-REPORTING & RECORDING	14		14	1		7	21
	02-BUREAU OF ELECTIONS	10		10			3	13
County Clerk's Office Total		24	0	24	1	0	10	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	1	13
County Assessor's Office Total		40	0	40	1	1	2	42
Sheriff's Office	01-ADMIN/ANIMAL CNTRL/ENFORC	122		122	1		8	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		124	0	124	1	0	8	132
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
TOTAL		915	4	911	10	14	125	1040

LABOR STATISTICS FOR AUGUST 2018

Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	271	AFSCME Employees	29.62%	AFSCME Employees	30	AFSCME Employees	11%
NMCPSO (Sheriff) Employees	70	NMCPSO (Sheriff) Employees	7.65%	NMCPSO (Sheriff) Employees	53	NMCPSO (Sheriff) Employees	76%
AFSCME (Corrections) Employees	91	AFSCME (Corrections) Employees	9.95%	AFSCME (Corrections) Employees	49	AFSCME (Corrections) Employees	54%
AFSCME (Medical) Employees	8	AFSCME (Medical) Employees	0.87%	AFSCME (Medical) Employees	5	AFSCME (Medical) Employees	63%
NMCPSO (RECC) Employees	27	NMCPSO (RECC) Employees	2.95%	NMCPSO (RECC) Employees	16	NMCPSO (RECC) Employees	59%
IAFF (Fire) Employees	71	IAFF (Fire) Employees	7.76%	IAFF (Fire) Employees	65	IAFF (Fire) Employees	92%
Total Number of Union Employees	538	Total Percentage of Union Employees	58.80%	Total Number of Employees Paying Dues	218		
Non-Union Employees	377	Non-Union Employees	41.20%				
Total Number of Employees	915						

Number of Employees



Number Paying Dues Members

