

**SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS**

RESOLUTION NO. 2024 - 018

A RESOLUTION

**APPROVING MARKET RATE ADJUSTMENTS TO SANTA FE COUNTY'S
COMPENSATION AND CLASSIFICATION SYSTEM FOR POSITIONS THAT ARE
NOT PART OF ANY BARGAINING UNIT PURSUANT TO SECTION 13.1.1 OF THE
SANTA FE COUNTY HUMAN RESOURCES HANDBOOK BASED UPON A
COMPREHENSIVE LABOR MARKET ANALYSIS**

WHEREAS, in the fall of 2022, Santa Fe County (County) completed a Classification and Compensation Study; and

WHEREAS, on October 25, 2022, the Board of County Commissioners of Santa Fe County (BCC) adopted Resolution No. 2022-086, A Resolution Amending the Santa Fe County Human Resource Handbook (Adopted by Resolution No. 2012-164) to Implement the 2022 Compensation Study and Approve Salary Increases for Employees in Step Eligible Positions That Are Not Part of Any Bargaining Units; and

WHEREAS, as a result of adoption of Resolution No. 2022-086, the County adopted a Classification and Compensation System that, among other things:

- Reduced the number of pay ranges to 20;
- Created Step Eligible Positions (generally Ranges 1-13), with defined steps from the minimum to the midpoint of each range corresponding to an employee's years of experience and/or education above the minimum qualifications for the position;
- Authorized the Human Resources Director to make changes to job classifications, job titles, and the set salary or range for a position in the best interest of the County;
- Required, no less frequently than every two years, the Human Resources Director to conduct a comprehensive labor market analysis for all County positions other than those in public safety bargaining units; and
- Required comprehensive changes to the Classification and Compensation System, defined as changes that affect multiple ranges countywide, to be approved by the BCC [see, generally, Santa Fe County Human Resources Handbook, Section 13.1.1]; and

WHEREAS, in accordance with Section 13.1.1 of the Handbook, the HR Director contracted with an independent, third-party to conduct a comprehensive labor market analysis (Benchmark Study), which included a comprehensive recommendation to adjust ranges and any corresponding steps upward by (i) two percent (2%) in order to sustain a match compensation strategy with current market conditions and (ii) an additional four percent (4%) to maintain market competitiveness through calendar year 2024; and

WHEREAS, the recommended pay ranges and steps for Step Eligible Positions are set forth on Exhibit A; and

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WHEREAS, the six percent (6%) adjustment recommended by the Benchmark Study is not a cost-of-living adjustment but, rather, is intended to address market conditions pursuant to Section 13.1 of the Santa Fe County Human Resources Handbook.


NOW, THEREFORE, BE IT RESOLVED by the BCC that the pay ranges and steps for Step Eligible Positions that are not part of a bargaining unit are set forth in Exhibit A, effective the first full pay period following adoption of this Resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the BCC as follows:

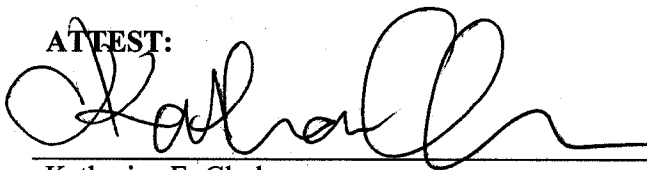
1. Employees in Step Eligible Positions that are not part of any bargaining unit currently earning in excess of the compensation for which they would be eligible pursuant to Exhibit A and their relevant education and/or experience (i) shall be compensated at the same base rate of pay they were earning at the time of adoption of this Resolution and (ii) shall remain at that base rate of pay until they are demoted or promoted, they are entitled to additional compensation pursuant to Exhibit A, or when a cost-of-living adjustment is granted.
2. Employees in positions for which a set salary has been established by the HR Director making in excess of the set salary for the position (i) shall be compensated at the same base rate of pay they were earning when the set salary was established and (ii) shall remain at that base rate of pay until they are demoted or promoted, the set salary for the position is adjusted above their rate of pay, or when a cost-of-living adjustment is granted.
3. The Board acknowledges the County Manager's intent to adjust the salary of employees (other than the County Manager) in positions for which a set salary has not been established in Pay Ranges 14-20 whose current salaries are below the new midpoint for their range to the new midpoint of their range.

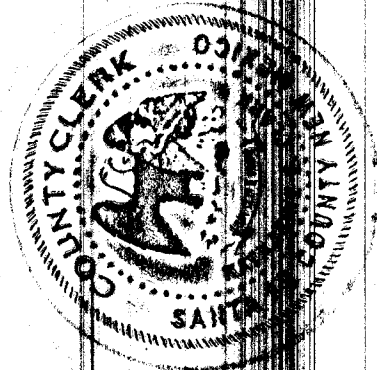
PASSED, APPROVED, AND ADOPTED ON THIS 30th DAY OF JANUARY, 2024.

SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS


Hank Hughes, Chair

ATTEST:

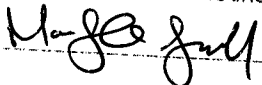

Katharine E. Clark
Santa Fe County Clerk



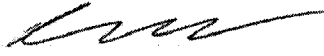
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COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
I Hereby Certify That This Instrument Was Filed for Record On The 31ST Day Of January, 2024 at 05:13:09 PM And Was Duly Recorded as Instrument # 2027549 Of The Records Of Santa Fe County

BCC RESOLUTIONS
PAGES: 4

Witness My Hand And Seal Of Office
Deputy  County Clerk, Santa Fe, NM
Katharine E. Clark

Approved as to form:



for

Jeff Young
Santa Fe County Attorney

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EXHIBIT A

Santa Fe County Salary Structure

Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	\$17.10	\$17.44	\$17.80	\$18.14	\$18.51	\$18.88	\$20.52
2	\$18.05	\$18.50	\$18.97	\$19.44	\$19.93	\$20.41	\$22.57
3	\$19.07	\$19.64	\$20.25	\$20.85	\$21.47	\$22.09	\$24.80
4	\$20.61	\$21.22	\$21.86	\$22.51	\$23.18	\$23.85	\$26.79
5	\$22.25	\$22.92	\$23.61	\$24.32	\$25.04	\$25.76	\$28.93
6	\$24.03	\$24.75	\$25.50	\$26.27	\$27.05	\$27.83	\$31.24
7	\$25.95	\$26.73	\$27.54	\$28.37	\$29.22	\$29.98	\$33.75
8	\$27.86	\$28.97	\$30.13	\$31.34	\$32.60	\$33.43	\$39.01
9	\$31.21	\$32.46	\$33.75	\$35.10	\$36.50	\$37.44	\$43.69
10	\$34.95	\$36.35	\$37.80	\$39.30	\$40.83	\$41.93	\$48.04
11	\$39.15	\$40.71	\$42.35	\$44.03	\$45.79	\$46.97	\$54.80
12	\$43.85	\$45.60	\$47.42	\$49.32	\$51.28	\$52.61	\$61.58
13	\$49.11	\$51.07	\$53.12	\$55.25	\$57.44	\$58.93	\$68.75
14	\$54.99					\$66.01	\$77.91
15	\$60.73					\$73.91	\$91.99
16	\$69.82					\$87.23	\$104.75
17	\$80.31					\$100.33	\$120.47
18	\$92.36					\$115.44	\$138.53
19	\$106.21					\$132.71	\$159.32
20	\$122.14					\$152.61	\$183.22

PREPARED BY: [illegible]
 DATE: 11/15/2024

Pending approval-effective date 2/10/2024