



## **Human Resources • Management Report to the Personnel Board**

**February 2017**

### **Administration**

- Staff members participated in the Payroll Knowledge Transfer sessions for PRISM on February 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>. Human Resources Process Analysis sessions are scheduled for February 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup>.
- The revised non-exempt PPA form has been turned over to our IT division and we have received a design document. We will be meeting with IT to finalize the design and coordinate the timeline for creation and implementation.
- The Performance Planning and Assessment (PPA) Timelines for Period Ending March 31, 2017 have been communicated to all Los Alamos County Supervisors. PPA reminders were provided to all supervisors and four Voluntary Supervisor PPA Training Workshops have been scheduled in March.
- In January, we hired twenty five regular employees. As of January 2, 2017 there were 706 active employees consisting of 628 regular with 78 casuals, included in this number are 4 limited term employees and 12 elected officials.
- HR continues to assist management with various employee issues (i.e. discipline, complaints, medical, hearings, etc.)

### **Recruitment**

- A new Management Analyst was hired in February in the Procurement area.
- Currently recruiting for H-E technician in Utilities, Public Service Aide Supervisor, and transit operators.
- Staff members are coordinating with the Fire Department to finalize the annual promotional process for Drivers Engineer, Captain, and Battalion Chief for later this fall.
- Staff members completed a Police recruitment in which 9 candidates applied to fill two open officer position.

### **Benefits**

- Work on forms 1095C continues. The deadline to issue is March 2, 2017.
- Staff has begun developing an RFP for medical insurance coverage for County employees. The publish date is scheduled for March 12, 2017.
- There were 25 newly hired employees during the month of January. Staff has completed all required new hire benefits and pension entry.
- Staff has been preparing budget projections for FY18 and FY19.

### **Staff Development**

- A total of 191 employees have now completed the Need-2-Know training classes for supervisors. This training is a pre-requisite for consideration for acceptance into the LAC Leadership Academy. The next class is scheduled for March 15, 2017.

- The LAC Leadership Academy, is in its fifth offering with 74 graduates. There are 20 new candidates who are currently attending the course.
- Our Tuition Assistance Reimbursement Program (TARP) is in full swing with fiscal year end grades still being submitted for reimbursements and a new wave of applications for the start of the spring and summer terms. Over 65% of the budget has already been committed.

### **HRIS/ERP & Compensation**

- There are still a few bugs that are being worked out on the HRIS 4.50 Upgrade; hoping to have everything fully resolved soon.
- HR Staff members continue to progress through the PRISM process. We are now moving into the analysis phase AKA "As is/To be". HR and Payroll continue to work very closely with one another because of the close integration of the two processes.
- Two new job descriptions were presented/approved to Council on 1/31/17; the new jobs include the Assistant to the Utilities Manager and Transit Operator Trainee.
- Certification incentives/stipends were approved by Council at the 1/31/17 meeting for the Assessor's office. HR is working with Payroll to develop the necessary set-up in the system for an effective date of July 2017.

### **Safety & Risk Management**

- Risk has completed and submitted to FTA an MIS annual summary report of FTA drug testing activities.
- Risk has completed and submitted a BLS requested 2016 summary of injuries in the area of electric production and distribution, engineering services and library services.
- Since 2/6/17, Risk Management has been sitting for a PHMSA audit of drug testing policy and procedures.