

Approved by County Council on \_\_\_\_\_



## FY18 Work Plan for Los Alamos County Boards and Commissions

**(Fiscal Year 2018: July 1, 2017 – June 30, 2018)**

**Board and Commission Name:** Personnel Board

**Date prepared:** 02/14/2017 **Date approved by Council:** \_\_\_\_\_

**Prepared by:** Leslie Geyer

**This work plan will be accomplished in the following time frame:**

**From** July 1, 2017 **to** June 30, 2018

**Chairperson:** Leslie Geyer **Term:** 04/01/2015 to 03/31/2018

**Members and terms (1<sup>st</sup> term for all):**

<u>Leslie Geyer</u>	<u>04/01/2015 – 03/31/2018</u>
<u>Beth Honea</u>	<u>04/01/2016 – 03/31/2019</u>
<u>William Cooper</u>	<u>04/01/2014 – 03/31/2018</u>
<u>Terry Priestley</u>	<u>04/01/2017 – 03/31/2020</u>
<u>Vacant</u>	

**Department Director:** Denise Cassel, Human Resources Manager

**Work plan developed in collaboration with Department Director? (Y/N?)** Yes

**Staff Liaison:** Denise Cassel

**Administrative Support provided by:** Rosabella Romero

**Council Liaison:** Antonio Maggiore **Reviewed by Council Liaison?** Yes

**1.0 Provide a brief Summary of your Board or Commission's activities over the past twelve months. Please describe your Board or Commission's accomplishments and identify constraints. List any "lessons learned" and identify the greatest challenges faced by the Board or Commission.**

- 1.1 For fiscal year 2017 thus far, the board has held five regular board meetings and no special meetings.
- 1.2 While the County took multiple employment actions, there has been no appeal hearings requested during the time period of July 1, 2016 to January 30, 2017.
- 1.3 The Personnel Board reviewed Personnel Rules and Regulations and discussed necessary changes. Specifically, Rules 315, 410.1, 410.2, 411, 412, 714, 716, 720, 722.1, 722.3 and the glossary term for Temporary Employee which were all submitted to County Council for approval.
- 1.4 County staff gave presentations on the County's Compensation Plan, an overview of the PRISM (ERP) project and a more detailed overview of specific HR screens and further how the Learning Management System will assist with the HR training initiatives for the County.
- 1.5 Review and completion of the Annual Disclosure of Outside Employment, Membership and Financial Interest form.

**2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: *(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)***

**2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:**

- 2.1.1 Advisory capacity in the administration of the personnel program to include the review of the personnel rules and regulations and the compensation system.
- 2.1.2 Appellate capacity to review decisions of the County Manager/Utilities Manager when employee appeals such action.
- 2.1.3 Reporting annually to the County Council on the operation of the personnel system.
- 2.1.4 Review of the Total Compensation Market Studies, and make recommendations to the compensation plan.
- 2.1.5 Provide input for the HR components of the new PRISM (ERP) software.

**2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.**

- Los Alamos County Personnel Rules: 12/20/2016
- FY17 Compensation Plan/Salary Plan: 01/31/2017
- EEOC requirements: not applicable
- Reference Los Alamos County Administrative Policies, as needed during appeals: dates vary depending on the policy
- Reference LAC Departmental Policies, as needed during appeals: dates vary by department and policy

**2.3 Other projects/assignments proposed by the Board or Commission: (Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.)**

Not applicable.

**3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.**

- 3.1.1 Review and Revision of Compensation Plan. This requires input from the Senior Management Team, the Attorney's Office, as well as the Human Resources Division.
- 3.1.2 Review and Revision of Personnel Rules – as needed. This requires input from the Senior Management Team, the Attorney's Office, the four collective bargaining groups, County employees, as well as the Human Resources Division.
- 3.1.3 Employee Appeal Hearings – as requested. This requires coordination with the departments taking an action, the Attorney's Office and Human Resources. In addition there is coordination with the Personnel Board's attorney and the employee's attorney/representative.
- 3.1.4 Annual Overview of the Personnel System (Work Plan Report/Presentation to Council). This requires review of various personnel programs in order to provide feedback to Council.
- 3.1.5 Review of HR processes and how it pertains to PRISM (ERP) implementation. This requires input and coordination with Senior Management Team, the Attorney's Office, the Finance and Information Technology divisions, the Utilities Department, Subject Matter Experts (SME's) throughout the County, as well as the Human Resources Division.

**4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:**

At the beginning of each meeting the public and/or employees are provided an opportunity to offer comment.

**5.0 List the current subcommittees for this Board or Commission.**

Not applicable

**5.1 For subcommittees with members that are not members of the parent board or commission:  
List the subcommittee members and their terms.  
Explain how sub- committee members are selected or appointed.  
Provide a description of each subcommittee's charter or purpose.  
Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:**

**Attachment A: Provide a copy of your Board or Commission's "Purpose" and "Duties and Responsibilities" from Chapter 8 of the County Code:**

**Sec. 8-181. - Purpose.**

A personnel board is established as required in the County Charter, section 306.2, to serve in an appellate and advisory capacity in the administration of the personnel program. The board shall report annually to the county council on the operation of the personnel system.

*(Ord. No. 02-078, § 2, 10-3-2006)*

**Sec. 8-183. - Duties and responsibilities.**

The personnel board shall serve in an advisory capacity and as such shall have the following functions, responsibilities and duties:

- (1) Advise council and the county manager on personnel issues not covered under a collective bargaining agreement, review and comment to council or staff, when requested, on the following:
  - a. County-wide employee survey;
  - b. Personnel rules;
  - c. Salary plan; and
  - d. Various personnel programs (i.e. benefits, employee recognition and appreciation, employee communications).
- (2) Provide citizen input to staff and council on ways and means for improving the county's personnel program. For this purpose, the board shall gather public

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input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics.

(3) The personnel board shall serve in an appellate capacity and as such have the following functions, responsibilities and duties:

Review decisions of the county manager regarding the following actions when taken against regular employees as a disciplinary action and for cause:

- a. Suspensions;
- b. Reductions in pay;
- c. Demotions;
- d. Dismissal;
- e. Such other matters as are deemed to effect a property right of an employee under New Mexico law.

(Ord. No. 02-078, § 2, 10-3-2006; Ord. No. 02-256, § 18, 7-7-2015)

**Attachment B:** Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Personnel Board or Commission:

**Mark all that apply**

<b>Economic Vitality</b>		
	<u>Economic Vitality:</u>	
	• <b>Priority Area</b> – Build the local tourism economy	
	• <b>Priority Area</b> - Revitalize and eliminate blight in Los Alamos and White Rock	
	• Promote a strong and diverse economic base by encouraging new business growth	
	• Collaborate with Los Alamos National Laboratory as the area's #1 employer	
	<u>Financial Sustainability</u>	
	• Encourage the retention of existing businesses and assist in their opportunities for growth	
	• Support spinoff business opportunities from LANL	
	• Significantly improve the quantity and quality of retail business	
<b>Quality of Life</b>		
	<u>Housing:</u>	
	• <b>Priority Area</b> -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate	
	• <b>Priority Area</b> -- Support development of affordable workforce housing	
	<u>Education:</u>	
	• Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation	
	• Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards	
	<u>Quality Cultural and Recreational Amenities:</u>	
	• Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community	
	<u>Environmental Stewardship:</u>	
	• Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities	
	<u>Mobility:</u>	
	• Maintain and improve transportation and mobility	

Quality Governance		
	<u>Operational Excellence:</u>	
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants</li> </ul>	
	<ul style="list-style-type: none"> <li>• Maintain quality essential services and supporting infrastructure</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Invest in staff development to create a high performing organization</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Manage commercial growth well following an updated, concise, and consistent comprehensive plan</li> </ul>	
	<ul style="list-style-type: none"> <li>• Establish and implement a mechanism for effective Utility policy setting and review</li> </ul>	
	<u>Communication:</u>	
	<ul style="list-style-type: none"> <li>• Improve transparency in policy setting and implementation</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Create a communication process that provides measurable improvement in citizen trust in government</li> </ul>	X
	<u>Intergovernmental Relations:</u>	
	<ul style="list-style-type: none"> <li>• Strengthen coordination and cooperation between County government, LANL, and the regional and national partners</li> </ul>	
	<ul style="list-style-type: none"> <li>• Actively pursue land transfer opportunities</li> </ul>	