



LOS ALAMOS
where discoveries are made

FY21 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2021: July 1, 2020 – June 30, 2021)

Board and Commission Name: Personnel Board

Date prepared: 01/25/2020 **Date approved by Council:** TBD

Prepared by: Personnel Board

This work plan will be accomplished in the following time frame: July 1, 2020 – June 30, 2021

Chairperson: Terry Priestly

Members and terms:

Member	Start/End Dates	Term
Terry Priestly	4/1/2017 – 3/31/2020	1
Bernadine Goldman	4/1/2019 – 3/31/2022	1
Laurance Warner	4/1/2017 – 3/31/2020	1
Kenneth Cleveland	4/1/2018 – 3/31/2021	1
Vacant	4/1/2018 – 3/31-2021	

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: Kathy Casados

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 2020 thus far, the board has held three regular board meetings.
- 1.2 While the County took multiple employment actions, there was only one appeal hearing requested during the period of July 1, 2019 to January 30, 2020. The employee withdrew prior to the hearing.
- 1.3 The Personnel Board reviewed Personnel Rules and Regulations and discussed necessary changes. Specifically, Rules 309, 602, 712, 720, 720.1 and 722.3, which were all submitted to County Council for approval.
- 1.4 County staff gave presentations on the County’s PPA Overview and Munis Implementation Training, and an overview of the Anti-Harassment Presentation. Further staff presented the Market Study findings to the Personnel Board for recommendations to the compensation plan.
- 1.5 The Personnel Board made its annual presentation to Council in October 2019 sharing one of its greatest challenges is finding new board members.

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 Draw up the *Scope* and *Target Areas* for an Employee Survey to be conducted in FY2021.
- 2.1.2 Advisory capacity in the administration of the personnel program to include the review of the personnel rules and regulations and the compensation system.
- 2.1.3 Appellate capacity to review decisions of the County Manager/Utilities Manager when employee appeals such action.
- 2.1.4 Reporting annually to the County Council on the operation of the personnel system.
- 2.1.5 Review of the Total Compensation Market Studies and make recommendations to the compensation plan.

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

- Los Alamos County Personnel Rules: 09/24/2019
- FY20 Compensation Plan/Salary Plan: 10/29/2019
- 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 to provide feedback to Council.
- 3.1.5 An Employee Survey is planned to be conducted during this year. The scope and topics will need assistance by the Personnel Board. This requires input from the Senior Management Team 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 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 affect 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.

Communication and Transparency	
Ongoing Improvement in Communication and Transparency in County Policy Setting *	
Increasing the Amount and Types of Housing Options	
This includes a variety of housing options for all segments of the community, from affordable, entry level, and live-work housing to new options for those interested in downsizing or moving closer to central areas of the community.	
Enhancing Support and Opportunities for the Local Business Environment	
This includes appropriate support for existing businesses, growing new businesses, and supporting technology start-ups and spin-offs.	
Addressing Long-Term Building Vacancies in Key Areas of Our Community	
Land availability in Los Alamos County, and in particular the downtown areas, is limited and there is a desire to work towards better utilization, opportunities for new businesses, and improved aesthetics.	
Protecting and Maintaining Our Open Spaces, Recreational, and Cultural Amenities	
Los Alamos County open spaces and cultural attractions are greatly valued by the community provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their health and sustainability is important to our citizens.	
Supporting Social Services Improvement	
Behavioral, mental and physical health and social services are important quality of life components; there are key areas where appropriate types and levels of county support could help address current needs.	
Investing in Infrastructure	
Appropriately balancing maintenance of existing infrastructure with new investment in county utilities, roads, facilities and amenities will help improve environmental stewardship, sustainability, and quality of life.	
Planning for Appropriate Levels of County Services	
Making sure we understand the level of services our citizens want will allow us to make appropriate investments in processes and staff to achieve them.	XX

* The Personnel board resolves personnel issues through Ongoing Improvement in Communication and Transparency