



LOS ALAMOS

where discoveries are made

## FY24 Work Plan for Los Alamos County Boards and Commissions

**Fiscal Year 2024: July 1, 2023 – June 30, 2024**

**Board and Commission Name: Personnel Board**

**Date prepared: January 24, 2023**

**Date approved by Council: TBD**

**Prepared by: Personnel Board**

**This work plan will be accomplished in the following time frame: July 01, 2023- June 30, 2024**

**Chairperson: Bernadine Goldman**

**Members and terms:**

<b>Member</b>	<b>Start/End Dates</b>	<b>Term</b>
David Hampton	04/01/2021 – 03/31/2024	1
James Wernicke	04/01/2020 – 03/31/2023	1
Bernadine Goldman	04/01/2022 – 03/31/2025	2
Stephanie Haaser	04/01/2020 – 03/31/2023	1
<i>Vacant</i>	04/01/2021 – 03/31/2024	

**Department Director: Mary Tapia, Human Resources Manager**

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

**Staff Liaison: Mary Tapia, Human Resources Manager**

**Administrative Support provided by: Sonja Martinez, Sr. Office Specialist**

**Council Liaison: David Reagor Reviewed by Council Liaison? Y**

**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.**

**Accomplishments**

- For fiscal year 2023 thus far, the Board has held six regular board meetings, four over Zoom and two hybrid meetings.
- While the County took multiple employment actions, there were no appeal hearings requested so far during fiscal year 2023.
- The Board welcomed new Human Resources Manager Mary Tapia on March 16, 2022.
- The Board recommended approving changes to County Personnel Rule 316, Stability Pay, on October 25, 2022.
- The Personnel Board made its annual presentation to Council on October 25, 2022.
- County staff gave a joint training presentation to the Personnel Board and Labor Management Relations Board (LMRB) on the County’s Anti-Harassment Policy on December 6, 2022.
- Human Resources Manager Mary Tapia presented an update to Personnel Board on the County-wide job description revision project on December 6, 2022.
- Assistant Human Resources Manager Ty Ryburn presented an update on the County’s negotiations with all four collective bargaining units on December 6, 2022.

**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.) PRIORITY FOCUS ITEMS**

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

- Advisory capacity in the administration of the personnel program to include the review of the personnel rules and regulations and the compensation system.
- Appellate capacity to review decisions of the County Manager/Utilities Manager when employee appeals such action.
- Reporting annually to the County Council on the operation of the personnel system.

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

- Los Alamos County Personnel Rules - 02/02/2022.
- FY23 Salary Plan
- FY23 Salary Plan Council Approved on 06/28/2022.
- 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.)* To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority order.**

- 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.**

- Review and Revise Salary Plan. This requires input from the Senior Management Team, the Attorney's Office, as well as the Human Resources Division.
- Review and Revise 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.
- Employee Appeal Hearings – as requested. This requires coordination with the departments taking disciplinary 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.
- Annual Overview of the Personnel System (Work Plan Report/Presentation to Council). This requires review of various personnel programs to provide feedback to Council.

**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 comments.

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

**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:**

- Not Applicable.

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

**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:**

## **Attachment A**

### **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

### FY24 Council Goals and Priority Areas

<b>Quality Governance</b> Quality governance is participatory, consensus-oriented, transparent, accountable, effective, efficient, and responsive to the present and future needs of stakeholders.	
<b>Communication and Engagement</b>	
Inform, educate, and engage community members on County projects, policies, and goals to promote a culture of open communication and collaboration and foster exceptional customer service.	X
<b>Intergovernmental and Regional Relations</b>	
Collaborate and problem-solve with the County's major employers; community partner organizations; neighboring Pueblos; and regional, state, and national governmental entities.	
<b>Fiscal Stewardship</b>	
Maintain fiscal sustainability, transparency, and compliance with applicable budgetary and financial regulatory standards.	X
<b>Operational Excellence</b> Operational excellence involves having structures, processes, standards, and oversight in place to ensure that effective services are efficiently delivered within available resources and that services continuously improve to anticipate and meet future needs.	
<b>Effective, Efficient, and Reliable Services</b>	
Deliver customer-focused, accessible, reliable, and sustainable services to the community through sound financial management, collaborative decision-making, effective communication, and efficient implementation.	
<b>Infrastructure Asset Management</b>	
Evaluate the County's assets and infrastructure to first prioritize funding to best maintain and protect those investments and second to inform new investments.	
<b>Employee Recruitment and Retention</b>	
Attract and employ diverse and highly qualified staff, retain staff through development and growth opportunities, and promote staff to address increasingly complex challenges.	X
<b>Economic Vitality</b> Economic vitality encompasses the ability of the community to diversify, develop, grow, and sustain the many elements necessary for a local economy to flourish.	

<b>Housing</b>	
Increase the capacity for new housing development and the amount and variety of housing types to meet the needs of a growing population, particularly middle- and lower-income households.	
<b>Local Business</b>	
Encourage the retention of existing businesses, facilitate the startup of new businesses, and assist in their opportunities for growth.	
<b>Downtown Revitalization</b>	
Revitalize the downtown areas of Los Alamos and White Rock by facilitating development opportunities in accordance with the Los Alamos and White Rock downtown master plans.	
<b>Tourism and Special Events</b>	
Continue sponsoring special events and promoting tourism to support the local business economy by enhancing amenities and utilizing facilities.	
<b>Community Broadband</b>	
Provide community broadband as a basic essential service that will enable reliable high-speed internet services throughout the County at competitive pricing.	
<b>Quality of Life</b>	
Quality of life is a reflection of general well-being and the degree to which community members are healthy, comfortable, welcomed, included, and able to enjoy the activities of daily life.	
<b>Health, Wellbeing, and Social Services</b>	
Improve access to behavioral, mental, and physical health and social services and amenities to address identified issues and to sustain Los Alamos County's rating as the healthiest county in New Mexico.	
<b>Diversity, Equity, and Inclusivity</b>	
Promote diversity, equity, and inclusivity through awareness training, targeted events, and expanded opportunities for diverse interests.	
<b>Mobility</b>	
Improve and expand access to alternative modes of travel including public transit, cycling, and walking amenities and services.	
<b>Educational, Historical, and Cultural Amenities</b>	

Promote educational and cultural opportunities, in coordination with community partners, and provide for the preservation and restoration of historic buildings and the protection of archaeological sites.	
Open Space, Parks, and Recreation	
Protect existing open space and maintain and improve parks and recreation facilities and amenities as defined by adopted plans and approved projects.	
Public Safety	
Ensure overall community safety through proactive and sustained implementation of police, fire hazard mitigation, and emergency response plans.	
<b>Environmental Stewardship</b>	
Environmental stewardship is the responsible use and protection of the natural environment through active participation in conservation efforts and sustainable practices that enable interaction in productive harmony with the natural environment.	
Natural Resource Protection	
Take actions to protect open space, the wildlife and wildland interface, safeguard water, and mitigate tree loss in the community.	
Greenhouse Gas Reduction	
Establish targets for and promote the reduction of greenhouse gas emissions, integrate sustainability and resiliency practices into County operations, and encourage energy-reduction enhancements for new and remodel building projects in the community.	
Carbon-Neutral Energy Supply	
Achieve carbon neutrality in electrical supply by 2040 through diversified carbon-free electric sourcing and promote energy efficiency and reductions in natural gas usage.	
Water Conservation	
Reduce potable water use, increase non-potable water use and water harvesting for irrigation where suitable.	
Waste Management	
Manage waste responsibly by diverting waste from landfills through recycling, re-use, composting and waste reduction programs, and zero-waste education campaigns to promote a circular economy.	