

County of Los Alamos



LOS ALAMOS

Agenda

Personnel Board

Human Resources
1000 Central Avenue, Suite 230
Los Alamos, NM 87544

Bernadine Goldman, Chair; Mike Cleveland, Vice Chair;

Terry Priestley, Larry Warner and Trey Pereyra, Members

Tuesday, January 26, 2021

11:30 AM

Online ZOOM Meeting

*Due to COVID-19 concerns, this meeting will be conducted remotely.
Link to join the meeting: <https://zoom.us/j/96257150596>*

- I. CALL TO ORDER**
- II. CHAIR'S REPORT** (Ms. Bernadine Goldman)
- III. HR MANAGER'S REPORT** (Ms. Jennifer Dorian)
- IV. PUBLIC COMMENT**
- V. APPROVAL OF MINUTES**
- VI. DISCUSSION AND/OR POSSIBLE ACTION ITEMS**
 - A. Completion of Affirmative Action Plan (Ms. Mary Tapia, Assistant HR Manager)
 - B. Update on the Employee Survey (Ms. Denise Cassel)
- VII. INFORMATIONAL ITEMS**
 - A. Ms. Cassel's last day in the office: Friday, January 29, 2021
 - B. Approved 2021 Meeting Calendar
 - C. Next Regular Meeting: Tuesday, February 23 at 11:30 a.m.
- VIII. ADJOURNMENT**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Human Resources Division at 505-662-8040 at least one week prior to the meeting or as soon as possible.

*Public documents, including the agenda and minutes can be provided in various accessible formats.
Please contact the Human Resources Division at 505-662-8040 if a summary or other type of accessible format is needed.*



**Human Resources Division
Management Report to the Personnel Board
December 2020 – January 2021**

Due to COVID-19, the County has been on stay-at-home orders since March 2020.

Administration

- As a result of the COVID-19 pandemic, the County continues to operate with emergency personnel on site since March. All other employees who can work from home have been teleworking and rotating in the office in some cases. The County continues to keep all employees in a paid status for their normal work schedule during this time thus far. The County has been implementing the COVID 19 legislation as it applies to our organization. Further the County has been following the Governor's orders and CDC guidance and updating our employees on changes as they have occurred over the last several months. The County has continued to address questions as situations has come up during this time with now addressing the school/daycare closure situation. We have implemented safety practices to include: workflow through buildings, supplied employees with facial masks, require all employees to complete a return-to-work self-assessment checklist each day to determine if they can report to work and direction to follow the CDC guidance and out of state new hires must quarantine for 14 days before reporting to new employee orientation. We continue to operate under the new Governor guidance of red, yellow, green.
- We are pleased to announce that Jennifer Dorian started as the new HR Manager on January 11th. She has been cross training with Denise. Denise's last day in the office will be January 29, 2021.
- Staff is currently working on the FY22 Budget and are scheduled to meet with Finance beginning Feb. 8th.
- As of January 19, 2021, the County has 832 total employees comprised of 622 regulars, 133 election workers, 65 casuals, 0 temporaries, and 12 elected officials.
- HR continues to assist management with various employee issues (i.e. discipline, complaints, medical absences, hearings, etc.)

Recruitment

- **REGULAR OR LIMITED TERM:**
Fire Cadet, Dispatcher 1, Dispatch Shift Supervisor, and Senior Library Specialist. Emergency Management Specialist (re-advertised); Police Sergeant (Internal Dept./Division Only); Planning Manager; Parks Superintendent; Senior Engineer; Engineering Project Manager; Buyer/Sr. Buyer; Airport Manager (re-advertised); Power Scheduler/Energy Analyst)

- **STANDING FILES:**
Transit Operator Trainee or Operator 1; Police Officer; Police Corporal; Detention Officer; Dispatcher 1; Student; Election Worker; Laborer; Fire Cadet
- **Police:**
 - Police Sergeant Promotions are scheduled for January 20, 21 and 22, 2021, with the eligibility list being posted on February 22, 2021, and in effect for one year from the date of posting.
 - Although 2 Dispatchers were hired and started working in December, they still have openings for Dispatcher 1 and Dispatch Shift Supervisor.
- Interviews were held for the Economic Development Administrator and an offer was made.
- Recruitment is underway for Fire Cadet which will close on February 19, 2021. The Academy is expected to begin in June.

Benefits

- Staff continues to work on COVID-19 legislation and tracking hours related to COVID-19.
- All Annual Enrollment changes were processed and verified. We had approximately 200 changes to process. The vast majority were to Flex Spending enrollments.
- Due to COVID-19, some people did not have the opportunity to use all their Flex Spending dollars contributed for 2020. As part of recent legislation, the County is looking at the option to extend the claim window into 2021. We will know more as the IRS releases additional guidance.
- Staff is working on processing the 1095C forms. These forms prove the employer's offer of medical insurance coverage to eligible employees. The 1095C forms will be included with the W-2 forms when they are mailed out.
- Staff is working on budget
- Staff continues to assist in the payroll process as necessary.

Staff Development

- A total of 300 employees have now completed the Need to Know training classes for supervisors. This training is a pre-requisite for consideration and acceptance into the LAC Leadership Academy. The next class is planned to be scheduled after we have returned to a stable schedule following COVID-19.
- The LAC Leadership Academy is in its tenth offering with a total 152 graduates. There are 19 new candidates currently enrolled. Classes have been suspended for COVID-19 and will resume after a return to work has been initiated and training has been authorized. Class 10 will be utilizing Litmos for assessment and course evaluation.
- Our Tuition Assistance Reimbursement Program (TARP) is in full swing, just over ½ of the budget has been committed for the 2020 – 2021 fiscal year.

- The 2020 All Employees Anti-Harassment Training program has completed training for over 500 employees. Training for Fire Department Staff has been completed. Additional makeup sessions are ongoing.

ERP/MUNIS & Compensation

- HR presented to County Council on December 15, 2020, a new job description for addition to the FY21 Salary Plan; an IT Infrastructure Coordinator, Grade 125, FLSA Non-Exempt. Council approved this addition as presented.

Safety & Risk Management

- The Risk Manager and Safety Coordinator have been training the new Risk Management Specialist, who started on 12/7/20. The Risk Manager has completed her O-J-T through the entire Desk Reference.
- The Risk Manager has completed and filed the FTA Quarterly D&A Testing Log for Q4, 2020.
- The Risk Manager has completed and filed the 2020 FTA MIS Report, summarizing all FTA drug testing in 2020.
- The Risk Manager has completed and filed the annual 2020 Bureau of Labor Statistics Injury Report for Electrical Distribution employees.
- The Risk Manager is currently working on the annual OSHA 300 Injury Summary Report for 2020.
- Safety Coordinator created a new on-line fire extinguisher training module for the new Rush fire extinguishers that are being installed throughout the County by Facilities.
- The Safety Coordinator conducted a defensive driving class with a total of 12 employees trained, under COVID-19 restrictions.
- The Safety Coordinator has conducted a Blood Borne Pathogens training class for 9 employees.
- The Safety Coordinator has conducted a course on drug and alcohol testing for drivers, which was attended by 26 employees.

LOS ALAMOS
County Personnel Board
Special Meeting Minutes – December 8, 2020

I. Call to Order & Attendance

The meeting was held over the Zoom platform due restrictions as a result of the coronavirus pandemic. Ms. Goldman called the meeting to order at 11:20 a.m. The following individuals were in attendance:

A. Board Members

Bernadine Goldman, Chair
Terry Priestley, Member
Larry Warner, Member

B. Staff Members

Denise Cassel, Human Resources Manager/Staff Liaison
Stephanie Stancil, Training Manager
Kathy Casados, HR-SOS/Administrative Support

C. Public

Mr. Eppie Trujillo, Labor Management Relations Board
Ms. Felicia Orth, Labor Management Relations Board

II. Public Comment

There was none.

There was no action taken on this item

III. Business

A. Joint Annual Anti-Harassment Training with LMRB Members

Ms. Cassel introduced Ms. Felicia Orth and Mr. Eppie Trujillo, Labor Management Relations Board members who were participating in the joint training. She then introduced Ms. Stephanie Stancil, the new Training Manager. Ms. Stancil commented that she would be providing the same training that county employees are required to attend. The Anti-Harassment Training included a PowerPoint presentation, video clips, scenarios and discussion by all present. The duration was approximately one hour. The LMRB members left the meeting at the end of the training.

No action was taken on this item.

B. Completion of Annual Disclosure Statements

Ms. Casados provided copies of the Disclosure Statement form for 2021 to the members. Ms. Cassel asked that members either mail or email completed forms to Ms. Casados.

No action was taken on this item.

IV. Approval of Minutes – September 29, 2020

Ms. Goldman called for comments or corrections to the minutes. There were none.

Mr. Priestley made a motion to accept the minutes as presented. Mr. Warner seconded. The roll-call vote was unanimous; the motion passed.

V. Information

A. Chair's Report

Ms. Goldman reported that a candidate has been interviewed for the vacant position on the personnel board. The next step is to present the candidate to County Council to approve the appointment. The appointment is on the December 8, 2020 agenda for approval.

B. HR Manager's Report

Ms. Cassel reviewed the report that was provided to the members at the meeting. The report covered the period of October to December 2020. Ms. Cassel also announced that she has submitted her retirement letter and her last day in the office will be January 29, 2021. She thanked the members for their assistance and guidance. Ms. Goldman stated that Ms. Cassel would be greatly missed, and she had accomplished so much during her career with Los Alamos County.

No action was taken on this item.

VI. Preview of Upcoming Agenda Items

Ms. Cassel stated that the final report of the Affirmative Action Plan should be ready to present to the Personnel Board at the January 2021 meeting.

VII. Adjournment

Ms. Goldman adjourned the meeting at 12:40 pm.

APPROVED:

Bernadine Goldman, Chair

Date

**REAFFIRMATION OF COMMITMENT TO
EQUAL EMPLOYMENT OPPORTUNITY
AND AFFIRMATIVE ACTION**

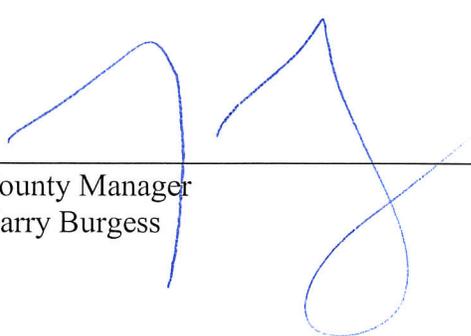
Annually Los Alamos County (hereinafter referred to as “the County”) prepares an Affirmative Action Plan (AAP) reaffirming its commitment to compliance of Equal Employment Opportunity (EEO) and affirmative action law, including those administered by the U. S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP), in compliance with requirements associated with its receipt of federal funds.

In setting forth its AAP the County reaffirms its belief in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment.

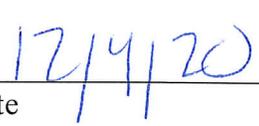
The County analyzes its selection process to further the principles of equal employment opportunity. As part of the County’s commitment to this overall process, it will seek to provide equality of opportunity in all aspects of employment, and that all personnel activities, such as the recruitment, selection, training, compensation, benefits, discipline, promotion, demotion, transfer, layoff, and termination processes remain free of illegal discrimination and harassment based upon race, color, religion, sex, sexual orientation, gender identity, national origin, disability, genetic information, or veteran status.

The County encourages all employees to utilize the company’s facilities, company-sponsored training, and tuition assistance programs, and to participate in programs sponsored by the County in accordance with the principles of equal employment opportunity.

To assure broad dissemination, Los Alamos County makes this Statement available so that all employees and applicants will know of Los Alamos County’s commitment to equal employment.



County Manager
Harry Burgess



Date

EXECUTIVE SUMMARY

2020 AFFIRMATIVE ACTION PLAN

The following material presents an Executive Summary of the 2020 Affirmative Action Plan (AAP) for the Incorporated County of Los Alamos (the County) for the period from May 1, 2020 through April 30, 2021. The AAP was developed by Outsolve, after careful analysis of employment data supplied by the Human Resources Division of the County.

The County has established an AAP in order to comply with requirements associated with the receipt of federal funds. The goal of this AAP is to ensure equal employment opportunity in every aspect of the employment process. Through the implementation of this AAP, the County continues its efforts in compliance with appropriate government regulations and to make the best possible use of personnel while contributing to the betterment of society and the community.

The AAP includes an organizational profile of the workforce which shows the staffing pattern within the County and assists in identifying where in the workforce women or minorities are under-represented or concentrated.

Incumbency Workforce Analysis Summary

For the AAP reporting period we had a total of 759 employees, including 423 minorities and 270 females.

1. Minorities make up 55.7% of the staff. (This percentage shows a 2% increase from last year.)
2. Women make up 35.6% of the staff. (This percentage shows a 0.3% increase from last year.)

Based on the current analysis:

3. Women are well represented in most occupational categories, except Skilled Craft Workers and Service/Maintenance.
4. Minorities are well represented in most occupational categories, except Administrative Support.

As of the plan date the County had 759 employees and was comprised of:

- ✓ 1.45% Asian
- ✓ 0.92% Black
- ✓ 47.17% Hispanic
- ✓ 3.29 Am. Indian
- ✓ 2.90 Two or more Races
- ✓ 44.27% White

- In order to effectively analyze the makeup of the County’s work force, for EEO/AA purposes, job categories have been identified. These groups are defined as:
 1. Officials and Administrators
 2. Professionals
 3. Technicians
 4. Protective Service Workers
 5. Para-Professionals
 6. Administrative Support
 7. Skilled Craft Workers
 8. Service / Maintenance Workers

- Due to the size of labor force available within Los Alamos County and the fact that a large number of County employees do not reside within the County, the AAP identifies a “reasonable recruiting area” and utilizes statistics from surrounding counties.

- The County, through the AAP, has established goals in order to address areas of under-representation of minorities or females within a specific job category. A goal indicates that a job group requires a good faith effort through various outreach methods, to increase opportunities for the under-represented group.

- Placement goals are established as a percentage equal to the calculated availability and serve as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work. The establishment of and use of goals by the County is for the purpose of supporting its affirmative action plan. It is not intended and shall not be used to discriminate against any applicant or employee because of race, color, religion, sex, national origin, sexual orientation or gender identity, disability, genetic information or veteran status, or any other protected class. The County’s employee selection and decision-making processes are made on a non-discriminatory basis.

- The basis of the AAP and goals is the utilization of females and minorities in each job category based on the defined reasonable recruiting area, emphasis made to agencies that target female and minorities, and the availability of applicants in the same job categories. These efforts show due diligence to address defined goals. Utilization is calculated on the 80% rule which is used to determine disparate impact by looking at the selection rate of a minority group and by comparing it to the selection rate of the majority group. Per federal requirements, if the minority or female group selection rate is less than 80% of the majority group, the practice could be less discriminatory. The submittal of an AAP is to demonstrate a good faith effort to address any under-representation. Any reasonable method, as long as it is uniformly applied, is acceptable to the U.S. Department of Labor’s Office of Federal Compliance Programs (OFCCP).

Previous Goals for 2019 AAP:

- Out of eight categories listed above, the following categories showed an under-representation within job categories based on the 80% rule for the 2019 AAP resulted in the following goals:
 1. Para-Professionals; group of 51
Goal of 8.5 additional minorities
In 2020 the group was reduced to 46 and the 50% goal was met and exceeded by 1% and is not listed as a goal in 2020.
 2. Administrative Support; group of 150
Goal of 13 additional minorities
 3. Skilled Craft Workers; group of 86
Goal of 11 additional females

2020 AAP Goals:

- In 2020 out of the eight categories, the following categories indicate an under-representation within job categories based on the 80% rule for the current 2020 AAP is showing the following goals:
 1. Administrative Support; group of 178
Placement Goal of 13% (23 additional minorities)
 2. Skilled Craft Workers; group of 91
Placement Goal of 11% (10 additional females)
 3. Service / Maintenance Workers; group of 112
Placement Goal of 11% (12 additional females)
Service / Maintenance Workers is an additional category identified in the 2020 AAP Report, which was not listed as a goal for the 2019 AAP period.

Individuals with Disabilities Utilization Analysis

The purpose of the Utilization goal is to establish a criterion against which the company measures the representation of individuals within each job group in its workforce. The OFCCP has currently established a utilization goal of 7% for employment of qualified individuals with disabilities for each job group. The County has met the 7% utilization goal in two of the eight job groups.

Protected Veterans Benchmark

The purpose of establishing benchmarks is to create a quantifiable method by which the company can measure its progress toward achieving equal opportunity for protected veterans. Hiring benchmarks are set up on an annual basis by establishing a benchmark equaling the national percentage of veterans in the civilian labor force, which is published annually by the OFCCP. Effective March 31, 2020, the new hiring benchmark for protected veterans is 5.7%. For the current AAP year, the County has a hiring ratio of 1.6% for protected veterans.

The County will continue to review outreach and recruitment efforts and adjust accordingly to attract qualified applicants, including women, minorities, individuals with disabilities and protected veterans, for all job openings.

Availability of 2020 Affirmative Action Plan:

1. Copies of the 2020 Affirmative Action Plan will be made available at the following locations for public view within two weeks after the Council meeting:
 - County Manager's Office
 - Human Resources Office
 - County Attorney's Office
 - Utility Department / Customer Service
 - Mesa Public Library
 - White Rock Library
 - Los Alamos County website
 - Los Alamos County intranet
2. The Affirmative Action Plan will be filed electronically, made available for employee access, and reviewed with Senior Management.
3. Copies of the 2020 Affirmative Action Plan are available through the Public Information Request process.
4. Questions and comments regarding the 2020 Affirmative Action Plan should be submitted to:
Human Resources
ATTN: AAP
1000 Central Avenue, Suite 230
Los Alamos, New Mexico 87544

LOS ALAMOS 2021 Personnel Board Calendar

*Unless otherwise advertised, meetings begin at 11:30 a.m. in the Boards & Commissions Room Municipal Building.

Month	Calendar Grid	Notes																																																								
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Holidays

Regular Meeting

Term End Date