



## FY17 Work Plan for Los Alamos County Boards and Commissions

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

**Board and Commission Name:** Personnel Board

**Date prepared:** 01/19/2016 **Date approved by Council:** 5/3/16

**Prepared by:** Beth Honea

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

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

**Chairperson:** Beth Honea **Term:** 04/01/2013 to 03/31/2016

**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>04/01/2013 – 03/31/2016</u>
<u>Lisa Jones Zuhn</u>	<u>04/01/2014 – 03/31/2017</u>
<u>Yolanda Vigil Brewer</u>	<u>04/01/2015 – 03/31/2018</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:** Kathy Casados

**Council Liaison:** David Izraelevitz **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 2016 thus far, the board has held six regular board meetings and two special meetings.
- 1.2 While the County took multiple employment actions, there has been one appeal hearing requested during the time period of July 1, 2015 to January 30, 2016.
- 1.3 The Personnel Board reviewed Personnel Rules and Regulations and discussed necessary changes. Specifically, Rules 310.2, 311.4, 312 and 722.3 which are planned to be submitted to County Council for approval in February.
- 1.4 County staff gave presentations on the County’s Compensation Administration Policy, Appeal Hearing Training, County’s Code of Conduct and the recent Total Compensation Market Studies.

**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.

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

- Los Alamos County Personnel Rules: 03/13/2015
- FY16 Compensation Plan/Salary Plan: 06/09/2015

- 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 three 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.

**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 administrator 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.

The personnel board shall serve in an appellate capacity and as such have the following functions, responsibilities and duties:
  
- (3) Review decisions of the county administrator 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)*

**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:**

**Mark all that apply**

<b>Economic Vitality</b>	
	<u>Financial Sustainability/Economic Vitality:</u>
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Maximize our opportunity with respect to the development of the Manhattan Project National Historical Park</li> </ul>
	<ul style="list-style-type: none"> <li>• Promote a strong and diverse economic base through support of the current business base, recruiting additional businesses and encouraging new business growth</li> </ul>
	<ul style="list-style-type: none"> <li>• Collaborate with Los Alamos National Laboratory as the area's #1 employer, and support associated spinoff businesses</li> </ul>
	<ul style="list-style-type: none"> <li>• Market and brand Los Alamos as a scenic destination featuring recreation, science and history,</li> </ul>
	<ul style="list-style-type: none"> <li>• Encourage the retention of existing businesses and assist in their opportunities for growth</li> </ul>
	<ul style="list-style-type: none"> <li>• Support spinoff business opportunities from LANL</li> </ul>
	<ul style="list-style-type: none"> <li>• Significantly improve the quantity and quality of retail and tourism business</li> </ul>
	<ul style="list-style-type: none"> <li>• Attract new tourism related business</li> </ul>
	<ul style="list-style-type: none"> <li>• Revitalize and eliminate blight in the downtown areas of Los Alamos and White Rock</li> </ul>
<b>Quality of Life</b>	
	<u>Education:</u>
	<ul style="list-style-type: none"> <li>• Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation</li> </ul>
	<ul style="list-style-type: none"> <li>• Partner with Los Alamos Public Schools and support, as appropriate, the delivery of their educational services to community standards</li> </ul>
	<ul style="list-style-type: none"> <li>• Support the development of quality career, and life-long educational institutions</li> </ul>
	<u>Quality Cultural and Recreational Amenities:</u>
	<ul style="list-style-type: none"> <li>• Create and Implement a comprehensive recreational and cultural plan that includes a range of amenities that support all segments of the Los Alamos community</li> </ul>
	<u>Environmental Stewardship:</u>
	<ul style="list-style-type: none"> <li>• Enhance environmental quality and sustainability balancing costs and benefits</li> </ul>
	<u>Mobility:</u>
	<ul style="list-style-type: none"> <li>• Maintain and improve transportation and mobility</li> </ul>
	<u>Housing:</u>
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> -- Promote the maintenance and enhancement of housing stock quality while utilizing available infill opportunities</li> </ul>
	<ul style="list-style-type: none"> <li>• Promote the creation of a variety of housing options for all segments of the Los Alamos community</li> </ul>
	<ul style="list-style-type: none"> <li>• Support development of affordable workforce housing</li> </ul>

Quality Governance	
<u>Operational Excellence:</u>	
<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Simplify permit requirements and improve the overall process</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>	
<u>Communication:</u>	
<ul style="list-style-type: none"> <li>• <b>Priority Area</b> - Create a communication process that provides measurable improvement in citizen trust in government</li> </ul>	X
<ul style="list-style-type: none"> <li>• Improve transparency in policy setting and implementation</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>	