

# COUNTY OF LOS ALAMOS

## GRANT ANALYSIS AND FINANCIAL MATRIX FORM

Instructions: This form is to be completed and submitted for review and approval *prior* to applying for any grant on behalf of the County of Los Alamos.

Check Only One: Initial X Updated     

### GRANT APPLICANT:

Name of Department: Police Department/Emergency Management

Name of Department Head: Chief Dino Scambellone

Person Completing This Form: Beverley Simpson Email: beverley.simpson@lacnm.us Phone #: 709-8632

### GRANT INFORMATION:

Check Only One: Federal Direct      Federal Indirect X State      Private Foundation     

Name of Granting Agency: DHS/FEMA

Program Name or Title: Emergency Preparedness Grant Program

Application Submission Deadline: 8/8/2025

Federal ALN Number (if applicable): 97.042

### GRANT APPLICATION AMOUNT:

Grant Share: \$ 262,195.73 County Share: \$262,195.73 Total: \$524,391.46

Estimated Date for Notice of Award (if awarded): 9/2025

### GRANT WRITING SERVICES:

Do you intend to utilize Grant Writing Services currently under contract with the County?

     Yes X No If yes, what is the estimated cost?     

**Note: The cost of grant writing services will be charged to your Department.**

### Review and Signature Approvals

Department Head: Dino Scambellone 

Other Department Head (if applicable):     

Finance Grants Manager: David Griego 

Budget Manager: Erika Thomas Erika Thomas

Chief Financial Officer: Beatrice Odezulu Beatrice Odezulu

County Manager: Anne W. Laurent Anne W. Laurent

Date to Council for Approval (if applicable): Aug 2025

# COUNTY OF LOS ALAMOS

## GRANT ANALYSIS AND FINANCIAL MATRIX FORM

A. Describe the purpose of the grant and what will be accomplished:  
EMPG is a federally funded program to assist states and local governments with all hazards emergency preparedness. The Federal Government, through DHSEM, provides necessary direction, coordination, guidance, and necessary assistance (as authorized) to support a comprehensive all hazards emergency preparedness system. The focus of the grant is on funding EMPG positions, planning, operations, equipment acquisitions, training, exercises, construction, and renovation to enhance and sustain all-hazards core capabilities at the state, local, and tribal level. LAC is requesting the reinstatement of 50% salaries from DHSEM for 3 positions (\$262,195.73).

B. Grant/Project Budget:

| Expense Type     | Grant Share  | County Share | Other     | Total        |
|------------------|--------------|--------------|-----------|--------------|
| Operational      | \$262,195.73 | \$262,195.73 | \$        | \$524,391.46 |
| Outside Services | \$           | \$           | \$        | \$           |
| Capital Outlay   | \$           | \$           | \$        | \$           |
| <b>TOTAL</b>     | <b>\$</b>    | <b>\$</b>    | <b>\$</b> | <b>\$</b>    |

C. Source of County Share/Other Financing Sources: General Fund/Salaries

D. Do you currently have budget authority? Yes X No     

E. Will a budget revision be required if grant awarded? Yes      No X

F. Do the resources exist in your department to accomplish the goals of the grant? Yes X No     

G. Will resources (\$ or people) from another department be required? Yes X No     

If yes, describe: Grant expertise from Finance (David Griego for invoice signature),  
Melissa Dadzie (CFO Signature on Quarterly Financial Reports)

H. Frequency of reporting requirement: Monthly      Quarterly X Annually     

I. Frequency of pay requests for reimbursement: Monthly      Quarterly X Annually     

J. What, if anything, is the County's obligation (personnel or \$) beyond the life of the grant? Maintain grant and financial records for 7 years

K. Is the County the final recipient of the grant proceeds or will there be a sub-recipient?

Check only one: County will be the final recipient X There will be a sub-recipient     

If sub-recipient, please describe:     

L. Who within the department will have responsibility for this grant? Beverley Simpson

Grant/Project Manager: Beverley Simpson

Programmatic Reporting: Beverley Simpson

Financial Reporting: Beverley Simpson/David Griego/Melissa Dadzie

**Schedule of Recurring Grants****Estimates for FY2026**

| <b>Dept/Div</b>           | <b>Funding Source</b> | <b>Grant Description</b>                  | <b>Amount</b>       |
|---------------------------|-----------------------|---|---------------------|
| <b>Fire</b>               |                       |   |                     |
|                           | NMPRC                 | Fire Protection Fund                      | \$ 998,004          |
| <b>Muni Court</b>         |                       |   |                     |
|                           | NMDFA                 | DWI Distribution and Grant Program        | 190,309             |
| <b>Community Services</b> |                       |   |                     |
|                           | NMCYFD                | Juvenile Justice Advisory Board           | 205,688             |
|                           | NMDCA                 | Library Go Bonds                          | 28,620              |
|                           | NMSL                  | Library State Grant                       | 14,570              |
|                           | NMDOH                 | Community Health Council                  | 98,313              |
| <b>Police</b>             |                       |   |                     |
|                           | <b>No EMPG</b>        |   |                     |
|                           | ★ NMDHSEM             | State Homeland Security Grant Program     | 347,287             |
|                           | NMDFA                 | Law Enforcement Protection Fund           | 254,522             |
|                           | NMPS                  | Law Enforcement Retention Fund            | 25,400              |
|                           | NMCVRC                | VOCA/VAWA                                 | 41,810              |
|                           | NMDFA                 | E911                                      | 100,000             |
|                           | USDOJ                 | Bulletproof Vest Program                  | 27,138              |
| <b>Transit</b>            |                       |   |                     |
|                           | NMDOT                 | Transit 5311 (Admin/Operations Only)      | 3,007,874           |
|                           |                       | Transit 5310 Capital Grant                | 178,741             |
|                           | USDOI                 | National Park Service - Bandelier Service | 163,000             |
| <b>Public Works</b>       |                       |   |                     |
|                           | NMDOT                 | School Bus Route Program                  | 224,151             |
|                           | NMDOT                 | County Arterial Program                   | 28,753              |
|                           | NMDOT                 | Cooperative Program                       | 175,598             |
| <b>Airport</b>            |                       |   |                     |
| <b>Total</b>              |                       |   | <b>\$ 6,109,778</b> |

*Approval of this schedule authorizes the Department to apply for the grant. If the actual grant award is different from the amount included in the budget, a midyear budget revision will be presented to Council at a later date. For grant awards over \$200,000, Council approval is required before acceptance by the County Manager or Utilities Manager.*





| Position Title         | Employee Name                    | Total Annual Salary  | Total Annual Benefits | Total Annual Cost    | EMPG Federal Share   | EMPG Non Federal Share | Percentage EMPG Fund | Total EMPG Award (Federal / Non Federal) |
|------------------------|----------------------------------|----------------------|-----------------------|----------------------|----------------------|------------------------|----------------------|--|
| Beverley Simpson       | Emergency Manager                | \$ 179,857.08        | \$ 54,455.08          | \$ 234,312.16        | 117,156.08           | 117,156.08             | 100%                 | 234,312                                  |
| Cody Ulrich            | Deputy Emergency Manager         | \$ 101,901.02        | \$ 37,482.98          | \$ 139,384.00        | 69,692.00            | 69,692.00              | 100%                 | 139,384                                  |
| Lance Fresquez         | Emergency Management Coordinator | \$ 116,681.76        | \$ 34,013.54          | \$ 150,695.30        | 75,347.65            | 75,347.65              | 100%                 | 150,695                                  |
|                        |                                  |                      |                       | \$ -                 | 0.00                 | 0.00                   |                      | 0  |
|                        |                                  |                      |                       | \$ -                 | 0.00                 | 0.00                   |                      | 0  |
| <b>Total Personnel</b> |                                  | <b>\$ 398,439.86</b> | <b>\$ 125,951.60</b>  | <b>\$ 524,391.46</b> | <b>\$ 262,195.73</b> | <b>\$ 262,195.73</b>   |                      | <b>\$ 524,391.46</b>                     |



| Last Name | First Name | Pay Type | Pay Description | Ded Type | Deduction Description          | Bi Weekly Salary | Bi Weekly Benefits | Annual Salary | Annual Benefits |
|-----------|------------|----------|-----------------|----------|--------------------------------|------------------|--------------------|---------------|-----------------|
| FRESQUEZ  | LANCE      | 108      | SALARY-EXEMPT   |          |                                | 4,487.76         | -                  | 116,681.76    | -               |
|           |            |          |                 | 1000     | FICA                           | -                | 226.59             | -             | 5,891.34        |
|           |            |          |                 | 1100     | MEDICARE                       | -                | 52.99              | -             | 1,377.74        |
|           |            |          |                 | 2000     | BCBS HEALTH                    | -                | 323.93             | -             | 7,774.32        |
|           |            |          |                 | 2100     | DDNM DENTAL                    | -                | 13.67              | -             | 328.08          |
|           |            |          |                 | 2200     | VSP VISION                     | -                | 2.96               | -             | 71.04           |
|           |            |          |                 | 7030     | PERA GENERAL COUNTY %          | -                | 441.30             | -             | 11,473.80       |
|           |            |          |                 | 7031     | PERA GENERAL COUNTY% ER PICKUP | -                | 197.09             | -             | 5,124.34        |
|           |            |          |                 | 8100     | RHCP REGULAR %                 | -                | 74.80              | -             | 1,944.80        |
|           |            |          |                 | 8203     | BASIC LIFE FT ER SALARY        | -                | 0.78               | -             | 20.28           |
|           |            |          |                 | 8400     | BASIC ADD FT SALARY            | -                | 0.30               | -             | 7.80            |
|           |            |          |                 |          |                                | 4,487.76         | 1,334.41           | 116,681.76    | 34,013.54       |

| Last Name | First Name | Pay Type | Pay Description | Ded Type | Deduction Description          | Bi Weekly Salary | Bi Weekly Benefits | Annual Salary | Annual Benefits |
|-----------|------------|----------|-----------------|----------|--------------------------------|------------------|--------------------|---------------|-----------------|
| SIMPSON   | BEVERLEY   | 108      | SALARY-EXEMPT   |          |                                | 6,917.58         | -                  | 179,857.08    | -               |
|           |            |          |                 | 1100     | MEDICARE                       | -                | 100.17             | -             | 2,604.42        |
|           |            |          |                 | 2100     | DDNM DENTAL                    | -                | 32.67              | -             | 784.08          |
|           |            |          |                 | 2200     | VSP VISION                     | -                | 4.30               | -             | 103.20          |
|           |            |          |                 | 7030     | PERA GENERAL COUNTY %          | -                | 816.27             | -             | 21,223.02       |
|           |            |          |                 | 7031     | PERA GENERAL COUNTY% ER PICKUP | -                | 364.56             | -             | 9,478.56        |
|           |            |          |                 | 7300     | LAC EMPLOYEE PENSION PLAN      | -                | 276.70             | -             | 7,194.20        |
|           |            |          |                 | 7301     | LACEPP EMPLOYER 5%             | -                | 345.88             | -             | 8,992.88        |
|           |            |          |                 | 8000     | LONG TERM DISABILITY           | -                | 17.29              | -             | 449.54          |
|           |            |          |                 | 8100     | RHCP REGULAR %                 | -                | 138.35             | -             | 3,597.10        |
|           |            |          |                 | 8203     | BASIC LIFE FT ER SALARY        | -                | 0.78               | -             | 20.28           |
|           |            |          |                 | 8400     | BASIC ADD FT SALARY            | -                | 0.30               | -             | 7.80            |
|           |            |          |                 |          |                                | 6,917.58         | 2,097.27           | 179,857.08    | 54,455.08       |

| Last Name | First Name | Pay Type | Pay Description | Ded Type | Deduction Description | Bi Weekly Salary | Bi Weekly Benefits | Annual Salary | Annual Benefits |
|-----------|------------|----------|-----------------|----------|-----------------------|------------------|--------------------|---------------|-----------------|
| ULRICH    | CODY       | 108      | SALARY-EXEMPT   |          |                       | 3,919.27         | -                  | 101,901.02    | -               |
|           |            |          |                 | 1100     | MEDICARE              | -                | 55.75              | -             | 1,449.50        |
|           |            |          |                 | 2000     | BCBS HEALTH           | -                | 281.16             | -             | 6,747.84        |
|           |            |          |                 | 2100     | DDNM DENTAL           | -                | 13.67              | -             | 328.08          |
|           |            |          |                 | 2200     | VSP VISION            | -                | 2.96               | -             | 71.04           |

|      |                                |          |          |            |           |
|------|--------------------------------|----------|----------|------------|-----------|
| 7030 | PERA GENERAL COUNTY %          | -        | 462.47   | -          | 12,024.22 |
| 7031 | PERA GENERAL COUNTY% ER PICKUP | -        | 206.55   | -          | 5,370.30  |
| 7300 | LAC EMPLOYEE PENSION PLAN      | -        | 156.77   | -          | 4,076.02  |
| 7301 | LACEPP EMPLOYER 5%             | -        | 195.96   | -          | 5,094.96  |
| 8000 | LONG TERM DISABILITY           | -        | 9.80     | -          | 254.80    |
| 8100 | RHCP REGULAR %                 | -        | 78.39    | -          | 2,038.14  |
| 8203 | BASIC LIFE FT ER SALARY        | -        | 0.78     | -          | 20.28     |
| 8400 | BASIC ADD FT SALARY            | -        | 0.30     | -          | 7.80      |
|      |                                | 3,919.27 | 1,464.56 | 101,901.02 | 37,482.98 |

Department Total 398,439.86 125,951.60

|                |          |
|----------------|----------|
| Additiona Cost |          |
| Workers Comp   | 30.60    |
| SUI            | 5,976.60 |
|                | -        |
|                | 6,007.20 |

TOTAL COST 398,439.86 131,958.80



**From:** [Wasp, Valli, DHSEM](#)  
**To:** [Simpson, Beverley](#)  
**Cc:** [Romero, Victoria, DHSEM](#); [Wachter, Zach, DHSEM](#)  
**Subject:** RE: [EXTERNAL] Lance Fresquez paperwork  
**Date:** Tuesday, March 25, 2025 2:37:19 PM

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This resume qualifies for EMPG funding. However, we cannot guarantee any expansion positions for the next funding cycle. We have also not received any information from FEMA on the 2025 Grants, so we have no idea of amount of funding or changes to eligibility criteria. Valli

Valli Wasp, MEP, CEMÂ®  
Bureau Chief, Grants Management Bureau  
SAA Point of Contact  
New Mexico Department of Homeland Security and  
Emergency Management

Contact:  
Cell: (505) 231-4995  
**valli.wasp1@dhsem.nm.gov**

**From:** Simpson, Beverley <beverley.simpson@lacnm.us>  
**Sent:** Tuesday, March 25, 2025 1:48 PM  
**To:** Wasp, Valli, DHSEM <Valli.Wasp1@dhsem.nm.gov>  
**Cc:** Romero, Victoria, DHSEM <Victoria.Romero@dhsem.nm.gov>; Wachter, Zach, DHSEM <Zach.Wachter@dhsem.nm.gov>  
**Subject:** RE: [EXTERNAL] Lance Fresquez paperwork

This position is Emergency Management Coordinator.  
No, no replacement for me yet (1 year)  
We are utilizing DFA funding this year and wish to utilize EMPG next year.

**From:** Wasp, Valli, DHSEM <[Valli.Wasp1@dhsem.nm.gov](mailto:Valli.Wasp1@dhsem.nm.gov)>  
**Sent:** Tuesday, March 25, 2025 1:45 PM  
**To:** Simpson, Beverley <[beverley.simpson@lacnm.us](mailto:beverley.simpson@lacnm.us)>  
**Cc:** Romero, Victoria, DHSEM <[Victoria.Romero@dhsem.nm.gov](mailto:Victoria.Romero@dhsem.nm.gov)>; Wachter, Zach, DHSEM <[Zach.Wachter@dhsem.nm.gov](mailto:Zach.Wachter@dhsem.nm.gov)>  
**Subject:** RE: [EXTERNAL] Lance Fresquez paperwork

Hi Beverly: Thank you for the information. What position will they be filling? Is it EMPG funded? If so, please send the job description for the position. I am copying Zach Wachter on this email. He is the contact for obtaining the Secretary's endorsement if



this is the emergency manager position (that is if he is replacing you). Thanks, Valli

Valli Wasp, MEP, CEMÂ®  
Bureau Chief, Grants Management Bureau  
SAA Point of Contact  
New Mexico Department of Homeland Security and  
Emergency Management

Contact:  
Cell: (505) 231-4995  
[valli.wasp1@dhsem.nm.gov](mailto:valli.wasp1@dhsem.nm.gov)

**From:** Simpson, Beverley <[beverley.simpson@lacnm.us](mailto:beverley.simpson@lacnm.us)>  
**Sent:** Tuesday, March 25, 2025 12:51 PM  
**To:** Romero, Victoria, DHSEM <[Victoria.Romero@dhsem.nm.gov](mailto:Victoria.Romero@dhsem.nm.gov)>; Wasp, Valli, DHSEM  
<[Valli.Wasp1@dhsem.nm.gov](mailto:Valli.Wasp1@dhsem.nm.gov)>  
**Subject:** [EXTERNAL] Lance Fresquez paperwork

CAUTION: This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.

Happy Tuesday.

Please see attached hiring notification of Lance Fresquez.

Please let me know if you have any questions.

Thank you  
Beverley Simpson,  
Los Alamos County Emergency Manager  
2500 Trinity Drive, Los Alamos NM 87544  
(office) 505-662-8283  
(cell) 505-709-8632

Los Alamos County  
FY25 Salary Plan Job Class Order

Effective July 6, 2025

| Job Code | Occupational Job Families and Job Classes | PROPOSED |         |          |         | Exempt/<br>Non-Exempt |
|----------|---|----------|---------|----------|---------|-----------------------|
|          |   | Grade    | Minimum | Midpoint | Maximum |                       |

asterix=benchmarked job, red=new change

Social Services

|     |                              |     |          |           |           |    |
|-----|------------------------------|-----|----------|-----------|-----------|----|
| 391 | Social Services Manager      | 209 | \$86,987 | \$114,316 | \$141,645 | EX |
| 393 | Case Coordination Specialist | 202 | \$61,819 | \$81,241  | \$100,662 | EX |
| 396 | Health Care Specialist       | 119 | \$49,617 | \$65,206  | \$80,794  | NE |

Public Safety SeriesPolice Command

|     |                              |     |           |           |           |    |
|-----|------------------------------|-----|-----------|-----------|-----------|----|
| 401 | Deputy Police Chief          | 303 | \$128,520 | \$168,897 | \$209,275 | EX |
| 402 | Police Commander             | 215 | \$116,571 | \$153,194 | \$189,818 | EX |
| 441 | Emergency Services Commander | 215 | \$116,571 | \$153,194 | \$189,818 | EX |

Police Administration

|     |                                  |     |          |           |           |    |
|-----|----------------------------------|-----|----------|-----------|-----------|----|
| 409 | Victim Assistant                 | 202 | \$61,819 | \$81,241  | \$100,662 | EX |
| 443 | Deputy Emergency Manager         | 210 | \$91,336 | \$120,032 | \$148,727 | EX |
| 444 | Emergency Management Coordinator | 207 | \$78,900 | \$103,688 | \$128,476 | EX |
| 442 | Emergency Management Specialist  | 203 | \$64,910 | \$85,302  | \$105,695 | EX |
| 410 | Records Specialist 1             | 120 | \$52,098 | \$68,466  | \$84,834  | NE |
| 411 | Records Specialist 2             | 121 | \$54,703 | \$71,890  | \$89,076  | NE |
| 412 | Records Specialist 3             | 122 | \$57,438 | \$75,484  | \$93,530  | NE |

Emergency Communications

|     |  |     |           |           |           |    |
|-----|--|-----|-----------|-----------|-----------|----|
| 421 | Emergency Communications Center Manager    | 212 | \$100,698 | \$132,335 | \$163,971 | EX |
| 423 | Dipatch Shift Supervisor                   | 126 | \$69,817  | \$91,751  | \$113,686 | NE |
| 422 | Deputy Emergency Communications Center Mgr | 208 | \$82,844  | \$108,872 | \$134,899 | EX |
| 423 | Dipatch Shift Supervisor                   | 126 | \$69,817  | \$91,751  | \$113,686 | NE |
| 426 | Emergency Communications Specialist 3      | 124 | \$63,326  | \$83,221  | \$103,117 | NE |
| 424 | Emergency Communications Specialist 2      | 122 | \$57,438  | \$75,484  | \$93,530  | NE |
| 425 | Emergency Communications Specialist 1      | 120 | \$52,098  | \$68,466  | \$84,834  | NE |

Detention

|     |                         |     |           |           |           |    |
|-----|-------------------------|-----|-----------|-----------|-----------|----|
| 431 | Detention Administrator | 212 | \$100,698 | \$132,335 | \$163,971 | EX |
| 433 | Detention Sergeant      | 128 | \$76,973  | \$101,156 | \$125,339 | NE |
| 434 | Detention Corporal      | 124 | \$63,326  | \$83,221  | \$103,117 | NE |
| 435 | Detention Officer       | 119 | \$49,617  | \$65,206  | \$80,794  | NE |

Animal Control

|     |                            |     |          |          |          |    |
|-----|----------------------------|-----|----------|----------|----------|----|
| 445 | Animal Shelter Manager     | 123 | \$60,310 | \$79,258 | \$98,206 | NE |
| 448 | Sr. Animal Control Officer | 119 | \$49,617 | \$65,206 | \$80,794 | NE |
| 447 | Animal Control Supervisor  | 123 | \$60,310 | \$79,258 | \$98,206 | NE |
| 449 | Animal Control Officer     | 117 | \$45,004 | \$59,144 | \$73,283 | NE |

Fire Command

|     |                      |     |           |           |           |    |
|-----|----------------------|-----|-----------|-----------|-----------|----|
| 461 | Deputy Fire Chief    | 303 | \$128,520 | \$168,897 | \$209,275 | EX |
| 462 | Fire Battalion Chief | 215 | \$116,571 | \$153,194 | \$189,818 | EX |

Fire Administration

|     |                                      |     |           |           |           |    |
|-----|--------------------------------------|-----|-----------|-----------|-----------|----|
| 485 | Security/Administrative Services Mgr | 212 | \$100,698 | \$132,335 | \$163,971 | EX |
| 480 | Fire Technology Manager              | 211 | \$95,903  | \$126,033 | \$156,164 | EX |
| 484 | Fire Technology Specialist           | 123 | \$60,310  | \$79,258  | \$98,206  | NE |
| 488 | Sr. Fire Technology Specialist       | 125 | \$66,492  | \$87,382  | \$108,272 | NE |
| 490 | Fire Program Specialist 1            | 121 | \$54,703  | \$71,890  | \$89,076  | NE |
| 491 | Fire Program Specialist 2            | 123 | \$60,310  | \$79,258  | \$98,206  | NE |
| 492 | Fire Program Specialist 3            | 125 | \$66,492  | \$87,382  | \$108,272 | NE |

Public Works SeriesAirport

|     |                        |     |          |           |           |    |
|-----|------------------------|-----|----------|-----------|-----------|----|
| 509 | Airport Manager        | 210 | \$91,336 | \$120,032 | \$148,727 | EX |
| 510 | Deputy Airport Manager | 208 | \$82,844 | \$108,872 | \$134,899 | EX |

Public Works Engineering

|     |                              |     |           |           |           |    |
|-----|------------------------------|-----|-----------|-----------|-----------|----|
| 501 | Deputy Public Works Director | 303 | \$128,520 | \$168,897 | \$209,275 | EX |
| 505 | County Engineer              | 215 | \$116,571 | \$153,194 | \$189,818 | EX |
| 506 | County Surveyor              | 210 | \$91,336  | \$120,032 | \$148,727 | EX |

Capital Projects

|     |                                       |     |           |           |           |    |
|-----|---------------------------------------|-----|-----------|-----------|-----------|----|
| 503 | Capital Projects & Facilities Manager | 213 | \$105,733 | \$138,952 | \$172,170 | EX |
| 511 | Facilities Manager                    | 209 | \$86,987  | \$114,316 | \$141,645 | EX |
| 512 | Facilities Maintenance Superintendent | 206 | \$75,142  | \$98,750  | \$122,357 | EX |
| 514 | Construction Foreman                  | 124 | \$63,326  | \$83,221  | \$103,117 | NE |
| 515 | Sr. Construction Specialist           | 121 | \$54,703  | \$71,890  | \$89,076  | NE |
| 516 | Construction Specialist               | 118 | \$47,255  | \$62,101  | \$76,947  | NE |
| 517 | Mechanical & Plumbing Apprentice      | 119 | \$49,617  | \$65,206  | \$80,794  | NE |
| 518 | Mechanical & Plumbing Journeyman      | 122 | \$57,438  | \$75,484  | \$93,530  | NE |
| 519 | Mechanical & Plumbing Foreman         | 125 | \$66,492  | \$87,382  | \$108,272 | NE |



**Los Alamos County**  
**FY25 Salary Plan Job Class Order**  
**Effective July 6, 2025**

| Job Code |  | Occupational Job Families and Job Classes | PROPOSED |         |          |         | Exempt/<br>Non-Exempt |
|----------|--|---|----------|---------|----------|---------|-----------------------|
|          |  |   | Grade    | Minimum | Midpoint | Maximum |                       |

asterisk=benchmarked job, red=new change

**Community & Economic Development Series**

**Community Development**

|     |                                      |     |           |           |           |    |
|-----|--------------------------------------|-----|-----------|-----------|-----------|----|
| 180 | Housing and Special Projects Manager | 212 | \$100,698 | \$132,335 | \$163,971 | EX |
| 181 | Housing Program Coordinator          | 207 | \$78,900  | \$103,688 | \$128,476 | EX |
| 182 | Chief Building Official              | 212 | \$100,698 | \$132,335 | \$163,971 | EX |
| 185 | Building Safety Manager              | 208 | \$82,844  | \$108,872 | \$134,899 | EX |
| 172 | Planning Manager                     | 210 | \$91,336  | \$120,032 | \$148,727 | EX |
| 173 | Principal Planner                    | 209 | \$86,987  | \$114,316 | \$141,645 | EX |
| 174 | Sr. Planner                          | 207 | \$78,900  | \$103,688 | \$128,476 | EX |
| 175 | Associate Planner                    | 203 | \$64,910  | \$85,302  | \$105,695 | EX |
| 171 | Housing Specialist                   | 203 | \$64,910  | \$85,302  | \$105,695 | EX |
| 183 | Sr. Building Inspector               | 125 | \$66,492  | \$87,382  | \$108,272 | NE |
| 189 | Sr. Plans Examiner                   | 125 | \$66,492  | \$87,382  | \$108,272 | NE |
| 177 | Sr. Permit Technician                | 122 | \$57,438  | \$75,484  | \$93,530  | NE |
| 188 | Plans Examiner                       | 122 | \$57,438  | \$75,484  | \$93,530  | NE |
| 184 | Building Inspector                   | 122 | \$57,438  | \$75,484  | \$93,530  | NE |
| 187 | Code Compliance Officer              | 122 | \$57,438  | \$75,484  | \$93,530  | NE |
| 176 | Assistant Planner                    | 120 | \$52,098  | \$68,466  | \$84,834  | NE |
| 179 | Permit Technician                    | 120 | \$52,098  | \$68,466  | \$84,834  | NE |

**Economic Development**

|     |                                    |     |           |           |           |    |
|-----|------------------------------------|-----|-----------|-----------|-----------|----|
| 121 | Economic Development Administrator | 214 | \$111,020 | \$145,899 | \$180,779 | EX |
| 122 | Economic Development Program Mgr   | 208 | \$82,844  | \$108,872 | \$134,899 | EX |
| 124 | Marketing Specialist               | 205 | \$71,563  | \$94,047  | \$116,530 | EX |

**Community Services Series**

**Library**

|     |                            |     |           |           |           |    |
|-----|----------------------------|-----|-----------|-----------|-----------|----|
| 311 | Library Manager            | 212 | \$100,698 | \$132,335 | \$163,971 | EX |
| 315 | Sr. Librarian              | 207 | \$78,900  | \$103,688 | \$128,476 | EX |
| 316 | Librarian                  | 205 | \$71,563  | \$94,047  | \$116,530 | EX |
| 325 | Program Specialist         | 122 | \$57,438  | \$75,484  | \$93,530  | NE |
| 317 | Sr. Library Specialist     | 121 | \$54,703  | \$71,890  | \$89,076  | NE |
| 319 | Library Specialist         | 119 | \$49,617  | \$65,206  | \$80,794  | NE |
| 321 | Library Associate          | 117 | \$45,004  | \$59,144  | \$73,283  | NE |
| 327 | Community Services Monitor | 115 | \$40,820  | \$53,645  | \$66,470  | NE |

**Parks & Recreation**

|     |                                 |     |          |           |           |    |
|-----|---------------------------------|-----|----------|-----------|-----------|----|
| 330 | Recreation Superintendent       | 210 | \$91,336 | \$120,032 | \$148,727 | EX |
| 332 | Recreation Program Manager      | 208 | \$82,844 | \$108,872 | \$134,899 | EX |
| 362 | Head Golf Professional          | 203 | \$64,910 | \$85,302  | \$105,695 | EX |
| 352 | Aquatics Coordinator            | 122 | \$57,438 | \$75,484  | \$93,530  | NE |
| 363 | Asst Golf/Ice Rink Professional | 121 | \$54,703 | \$71,890  | \$89,076  | NE |
| 341 | Customer Service Supervisor     | 120 | \$52,098 | \$68,466  | \$84,834  | NE |
| 354 | Lifeguard Supervisor            | 120 | \$52,098 | \$68,466  | \$84,834  | NE |
| 334 | Recreation Specialist           | 120 | \$52,098 | \$68,466  | \$84,834  | NE |
| 337 | Sr. Recreation Leader           | 118 | \$47,255 | \$62,101  | \$76,947  | NE |
| 344 | Customer Service Associate 3    | 118 | \$47,255 | \$62,101  | \$76,947  | NE |
| 338 | Recreation Leader               | 117 | \$45,004 | \$59,144  | \$73,283  | NE |
| 355 | Sr. Lifeguard                   | 117 | \$45,004 | \$59,144  | \$73,283  | NE |
| 342 | Customer Service Associate 2    | 116 | \$42,862 | \$56,327  | \$69,793  | NE |
| 356 | Lifeguard                       | 115 | \$40,820 | \$53,645  | \$66,470  | NE |
| 343 | Customer Service Associate 1    | 114 | \$38,877 | \$51,091  | \$63,305  | NE |
| 358 | Lifeguard Trainee               | 114 | \$38,877 | \$51,091  | \$63,305  | NE |

**Parks & Recreation Maintenance**

|     |   |     |          |           |           |    |
|-----|---|-----|----------|-----------|-----------|----|
| 371 | Parks Superintendent                        | 210 | \$91,336 | \$120,032 | \$148,727 | EX |
| 379 | Open Space Specialist                       | 206 | \$75,142 | \$98,750  | \$122,357 | EX |
| 365 | GC/Ice Maintenance Superintendent           | 204 | \$68,155 | \$89,568  | \$110,980 | EX |
| 372 | Assistant Parks Superintendent              | 207 | \$78,900 | \$103,688 | \$128,476 | EX |
| 366 | GC/Ice Maintenance Asst Superintendent      | 123 | \$60,310 | \$79,258  | \$98,206  | NE |
| 367 | GC Maintenance Mechanic                     | 119 | \$49,617 | \$65,206  | \$80,794  | NE |
| 357 | Aquatics Maintenance Specialist 1           | 116 | \$42,862 | \$56,327  | \$69,793  | NE |
| 359 | Aquatics Maintenance Specialist 2           | 118 | \$47,255 | \$62,101  | \$76,947  | NE |
| 360 | Aquatics Maintenance Specialist 3           | 120 | \$52,098 | \$68,466  | \$84,834  | NE |
| 375 | Parks Maintenance Construction Specialist 3 | 121 | \$54,703 | \$71,890  | \$89,076  | NE |
| 376 | Parks Maintenance Construction Specialist 2 | 118 | \$47,255 | \$62,101  | \$76,947  | NE |
| 377 | Parks Maintenance Construction Specialist 1 | 116 | \$42,862 | \$56,327  | \$69,793  | NE |
| 380 | Arborist                                    | 121 | \$54,703 | \$71,890  | \$89,076  | NE |
| 378 | Irrigation Specialist                       | 118 | \$47,255 | \$62,101  | \$76,947  | NE |
| 373 | Parks District Supervisor                   | 126 | \$69,817 | \$91,751  | \$113,686 | NE |

# Los Alamos County

## Job Description and Classification



LOS ALAMOS

**JOB TITLE:** Emergency Management Coordinator  
**JOB CODE:** 444  
**CLASSIFICATION:** Exempt  
**DEPARTMENT/PROGRAM:** Police Department/Emergency Services  
**SUPERVISOR:** Emergency Services Commander/Designee

### **Position Summary:**

Under the general supervision of the Emergency Services Commander or designee, assists with the day-to-day operations of the Emergency Management Department. This position develops, coordinates, and implements Los Alamos County's Emergency Management program to build efficient capacity to mitigate against, prepare for, responds to, and recover from large scale emergencies and disasters. Maintains confidentiality of all privileged information.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.*

### **Essential Duties and Responsibilities:**

- Assists and supports the Emergency Management Commander during all phases of an emergency, including preparation, mitigation, response, and recovery; coordinates with other County departments and state and/or federal agencies during emergencies; participates in disaster exercises to increase preparedness; engages in mitigation and recovery planning.
- Responsible for responding to disaster response or crisis management activities, such as mobilizing and staffing the Emergency Operations Center, coordinating command and control during emergency events, assisting in opening public shelters, and implementing special needs plans and programs.
- Responsible for arranging and assisting collaborative planning processes including facilitating stakeholder and technical advisory groups and drafting, editing, and documenting emergency response plans for the county.
- Coordinates all plans, document updates and improvements to emergency response plans, and supporting job aid in compliance with regulatory requirement and established practices.
- Assesses plans, exercise, and incidents to identify gaps and prioritize improvements.
- Maintains all required documentation and resources, including but not limited to rosters, call lists, distribution lists, reference guides, emergency action plans, emergency notification systems, emergency management software and other emergency management systems.
- Demonstrates ability to collaborate and communicate with personnel at all levels within an organization, including giving briefings and presentations.
- Oversees inventory and orders required supplies for the office and emergency operations center.
- Exercises sound judgment and initiative in an effort to advance the Office of Emergency Management goals and objectives.



**Job Description and Classification  
Emergency Management Coordinator XXX**

- Develops and conducts emergency training programs, and instruction on disaster preparedness, emergency operations, and recovery and procedures.
- Conducts emergency preparedness exercises and drills designed to train, test, and validate capabilities to respond to emergencies and disasters.
- Participates in variety of committees dedicated to emergency management.
- Ensures the availability of an adequate communications and warning system for emergency operations.
- Assists with obtaining necessary resources from various governmental and private jurisdictions to maintain and staff the Emergency Operations Center (EOC).
- Manages resources and assists with IMAS/EMAC.
- Develop, maintain, and update the County's Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP), and Hazard Mitigation Plan, oversee compliance with NIMS, facilitate review of emergency incidents and exercises to identify best practices and develop improvement plans.
- Supports the deployment of County owned resources during emergencies.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Manages contracts and grants, including research, applications, compliance, reporting and financial and operational analysis.
- Attends meetings, conferences, workshops and training sessions and materials to become and remain current on the principles, practices and new developments in emergency management and emergency preparedness.
- Recommends changes to existing County policies, procedures, legislation, and agreements in collaboration with other departments.
- Prepares scope of work and technical specifications for proposed projects and may negotiate contracts, as needed.
- Prepares scope of work and technical
- Works with County, local and state agencies to develop Memoranda of Understanding and Memoranda of Agreement regarding coordinated response to areas of mutual concern.
- Prepares emergency status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
- Manage and coordinate special programs and projects, including grants related to emergency management.
- Work with health departments and agencies to maintain awareness of public health issues and incidents, and coordinate activities related to medical response programs.
- May supervise personnel, including work allocation, training, and problem resolution and overtime, leave and timesheet management; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Maintains confidentiality of all privileged information.
- Performs other duties as required.



**Job Description and Classification**  
**Emergency Management Coordinator XXX**

**Minimum Qualifications**

- Bachelor's Degree from an accredited college or university.
- Four years of experience in emergency management or other emergency services.
- One year experience in the administration of state and federal grants.
- Completion of New Mexico Emergency Manager certification (NMCEM) within one year of employment
- Completion of FEMA National Management Advanced Academy within one year of employment
- Certification in NIMS/ICS to include ICS 100, 200, 300, 400, IS 700, IS 706 and IS 800
- Must possess or must make application for a DOE Q clearance within thirty days of employment with ability to obtain, and maintain a DOE Q clearance and is subject to additional federal background investigation. Prior to issuance of the Q clearance, must be always eligible to be escorted into secured areas until such time as the initial investigation period has expired and a Q clearance is issued.
- Must possess, or ability to obtain within first thirty days of employment and maintain a valid New Mexico Class D driver's license.
- Successful completion of thorough background investigation, including FBI fingerprint check.

**Preferred Qualifications:**

- Bachelor's Degree from an accredited college or university in Emergency Management, Resource Management, Environmental Science, Homeland Security, Criminal Justice, Fire Science, Public Administration, or related field.
- Completion of FEMA Advanced Academy.
- NMCEM certified or equivalent.
- Emergency Operations Center experience during large volatile incidents
- Familiarity with operating and maintaining emergency communications equipment, EOC equipment, supplies and technology.
- FEMA Homeland Security Exercise and Evaluation Program (HSEEP) training
- DOE level Q clearance.

**Knowledge, Skills and Abilities**

- Knowledge of emergency management preparedness, mitigation, response, and recovery operations.
- Knowledge of federal, state, and local laws, statutes, ordinances, practices, policies, and guidelines relating to emergency management.
- Knowledge of principles and practices of emergency management planning and response, including techniques for coordinating activities with a variety of organizations.
- Knowledge of interrelationships, responsibilities, goals, functions of local, state, and federal government related to emergency management.
- Knowledge of principles and practices of budgeting and accounting.
- Knowledge of grant funding policies and procedures and applicable local, state, and federal regulations.
- Knowledge of the incident command system.
- Skilled in operating various emergency management software.
- Skilled in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, Financial systems, and presentation software such as PowerPoint).

**Job Description and Classification**  
**Emergency Management Coordinator XXX**

- Skilled in communicating effectively with others, both orally and in writing, using technical and nontechnical language.
- Skill in planning, scheduling, directing, supervising, and reviewing the performance of subordinates in a manner conducive to productivity and high morale.
- Ability to train, evaluate and coordinate the work of others in emergency management.
- Ability to effectively promote team and organization building, goal development, and project follow-through.
- Ability to relate and work with the public to help solve problems, including during times of anxiety and stress.
- Ability to exercise critical thinking to respond to fast-changing environments in high-pressure situations.
- Ability to remain calm and continue to work effectively in volatile, high pressure, noisy, and/or dangerous situations.
- Ability to make judgment calls and decisions, and apply those decisions in the office and in the field operation
- Ability to plan, organize, and coordinate disaster preparedness activities involving variety of groups and organizations.
- Ability to work with wide range of personalities in a wide range of situations.
- Ability to work independently and establish priorities as well as plan for and meet deadlines.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare clear, concise, and accurate reports, plan elements, procedures, correspondence, media information and other written materials.
- Ability to ensure compliance with accreditation standards.

**Physical Demands:**

While performing the duties of this job, the employee routinely drives, sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, carry and climb stairs. The employee regularly lifts and/or moves up to 25 pounds.

**Work Environment:**

The work environment may involve exposure to hazards or physical risks and requires following basic safety precautions. Work is performed primarily in a professional office setting with a moderate noise level and may include some outdoor work with exposure to loud noises, natural weather conditions and temperatures, various dusts, smoke and mists, and normal debris. This position is responsible for responding 24/7 to assist the Emergency Manager/Emergency Management Commander during an incident or event. Evening, irregular hours, holiday, and weekend work outside of normal business hours may be required on short notice.



**Job Description and Classification**  
**Emergency Management Coordinator XXX**

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Satisfactorily complete and maintain compliance with all required training.
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support for their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

**Approvals:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Human Resources Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Created: 10/18/2022

Reviewed:

Revised:



# Los Alamos County

## Job Description and Classification

**LOS ALAMOS**

**JOB TITLE:** Deputy Emergency Manager  
**JOB CODE:** 443  
**CLASSIFICATION:** Exempt  
**DEPARTMENT/PROGRAM:** Police Department/Emergency Services  
**SUPERVISOR:** Emergency Services Commander/Designee

### **Position Summary:**

Under the general supervision of the Emergency Services Commander or designee, assists with the day-to-day operations of the Emergency Management Department. This position develops, coordinates, and implements Los Alamos County's Emergency Management program to build efficient capacity to mitigate against, prepare for, responds to, and recovers from large scale emergencies and disasters. Maintains confidentiality of all privileged information.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.*

### **Essential Duties and Responsibilities:**

- Functions as the Acting Emergency Management Commander in their absence or as assigned include overseeing operations and staff of the Emergency Services Bureau and keeping the Emergency Services Commander informed.
- Assists and supports the Emergency Management Commander during all phases of an emergency, including preparation, mitigation, response, and recovery; coordinates with other County departments and state and/or federal agencies during emergencies; participates in disaster exercises to increase preparedness; engages in mitigation and recovery planning.
- Responsible for coordinating disaster response or crisis management activities, such as mobilizing and staffing the Emergency Operations Center, coordinating command and control during emergency events, assisting in opening public shelters, and implementing special needs plans and programs.
- Responsible for arranging and assisting collaborative planning processes including facilitating stakeholder and technical advisory groups and drafting, editing, and documenting emergency response plans for the county.
- Coordinates and supports special projects assigned to the Emergency Services Commander or other County management staff.
- Analyzes for maximum effectiveness, programs, policies, procedures, guidelines, and objectives for emergency management.
- Contributes to the annual budget process; oversees federal and state grants and develops and maintains logs, records, and reports.
- Oversees inventory and orders required supplies for the office and emergency operations center.
- Maintains Emergency Resource manuals and updates as necessary, including data on all County personnel with emergency response duties as well as Red Cross, ham radio operators, schools, and other volunteer personnel and organizations.



**Job Description and Classification**  
**Deputy Emergency Manager 443**

- Exercises sound judgment and initiative to advance the Office of Emergency Management goals and objectives.
- Develops and conducts emergency preparedness training and exercise programs.
- Participates in a variety of committees dedicated to emergency management.
- Ensures the availability of an adequate communications and warning system for emergency operations.
- Assists with obtaining necessary resources from various governmental and private jurisdictions to maintain and staff the Emergency Operations Center (EOC).
- Leads the Local Emergency Planning Committee (LEPC).
- Manages resources and assists with IMAS/EMAC.
- Responsible for IPAWs development, licensing, and notification with FEMA.
- Prepares and updates plans involving Los Alamos County (EOP, COOP, HMP, THIRA); provides annual updates and five-year renewal per federal requirements.
- Supports the deployment of County owned resources during emergencies.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Manages contracts and grants, including research, applications, compliance, reporting and financial and operational analysis.
- Prepares all quarterly progress reports, requirements for exercises and other necessary grant requirements; attends necessary training to meet grant compliance.
- Attends meetings, conferences, workshops and training sessions and materials to become and remain current on the principles, practices and new developments in emergency management and emergency preparedness.
- Recommends changes to existing County policies, procedures, legislation, and agreements in collaboration with other departments.
- Prepares scope of work and technical specifications for proposed projects and may negotiate contracts, as needed.
- Works with County, local and state agencies to develop Memoranda of Understanding and Memoranda of Agreement regarding coordinated response to areas of mutual concern.
- Prepares emergency status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
- May supervises personnel, including work allocation, training, and problem resolution and overtime, leave and timesheet management; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Maintains confidentiality of all privileged information.
- Performs other duties as required.

**Minimum Qualifications**

- Bachelor's Degree from an accredited college or university.
- Four years of experience in emergency management or other emergency services to include at least one year of experience in the administration of state and federal grants.
- Completion of New Mexico Emergency Manager certification (NMCEM) within one year of employment.
- Completion of FEMA National Management Advanced Academy within two years of employment
- Certification in NIMS/ICS includes ICS 100, 200, 300, 400, IS 700, IS 706 and IS 800.



**Job Description and Classification**  
**Deputy Emergency Manager 443**

- Must possess or must make application for a DOE Q clearance within thirty days of employment with ability to obtain and maintain a DOE Q clearance and is subject to additional federal background investigation. Prior to issuance of the Q clearance, must always be eligible to be escorted into secured areas until such time as the initial investigation period has expired and a Q clearance is issued.
- Successful completion of thorough background investigation, including FBI fingerprint check.
- Must possess, or ability to obtain within first thirty days of employment and maintain a valid New Mexico Class D driver's license.

**Preferred Qualifications:**

- Bachelor's Degree from an accredited college or university in Emergency Management, Resource Management, Environmental Science, Homeland Security, Criminal Justice, Fire Science, Public Administration, or related field.
- Completion of FEMA Advanced Academy.
- NMCEM certified or equivalent.
- Emergency Operations Center experience during large volatile incidents
- Familiarity with operating and maintaining emergency communications equipment, EOC equipment, supplies and technology.
- FEMA Homeland Security Exercise and Evaluation Program (HSEEP) training
- DOE level Q clearance.

**Knowledge, Skills, and Abilities**

- Knowledge of emergency management preparedness, mitigation, response, and recovery operations.
- Knowledge of federal, state, and local laws, statutes, ordinances, practices, policies, and guidelines relating to emergency management.
- Knowledge of principles and practices of emergency management planning and response, including techniques for coordinating activities with a variety of organizations.
- Knowledge of interrelationships, responsibilities, goals, functions of local, state, and federal government related to emergency management.
- Knowledge of principles and practices of budgeting and accounting.
- Knowledge of grant funding policies and procedures and applicable local, state, and federal regulations.
- Knowledge of the incident command system.
- Skilled in operating various emergency management software.
- Skilled in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, Financial systems, and presentation software such as PowerPoint).
- Skilled in communicating effectively with others, both orally and in writing, using technical and nontechnical language.
- Skill in planning, scheduling, directing, supervising, and reviewing the performance of subordinates in a manner conducive to productivity and high morale.
- Ability to train, evaluate and coordinate the work of others in emergency management.
- Ability to effectively promote team and organization building, goal development, and project follow-through.

**Job Description and Classification**  
**Deputy Emergency Manager 443**

- Ability to relate and work with the public to help solve problems, including during times of anxiety and stress.
- Ability to exercise critical thinking to respond to fast-changing environments in high-pressure situations.
- Ability to remain calm and continue to work effectively in volatile, high pressure, noisy, and/or dangerous situations.
- Ability to make judgment calls and decisions and apply those decisions in the office and in the field operation.
- Ability to plan, organize, and coordinate disaster preparedness activities involving variety of groups and organizations.
- Ability to work with a wide range of personalities in a wide range of situations.
- Ability to work independently and establish priorities as well as plan for and meet deadlines.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare clear, concise, and accurate reports, plan elements, procedures, correspondence, media information and other written materials.
- Ability to ensure compliance with accreditation standards.

**Physical Demands:**

While performing the duties of this job, the employee routinely drives, sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, carry and climb stairs. The employee regularly lifts and/or moves up to 25 pounds.

**Work Environment:**

The work environment may involve exposure to hazards or physical risks and requires following basic safety precautions. Work is performed primarily in a professional office setting with a moderate noise level and may include some outdoor work with exposure to loud noises, natural weather conditions and temperatures, various dusts, smoke and mist, and normal debris. This position is responsible for responding 24/7 to assisting the Emergency Manager/Emergency Management Commander during an incident or event. Evening, irregular hours, holiday, and weekend work outside of normal business hours may be required on short notice.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Satisfactorily complete and maintain compliance with all required training.
- Work well with others and participate fully in a team-oriented environment.
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support for their department and all county organizations.
- Maintain and enhance the county's commitment to customer service excellence.



**Job Description and Classification**  
**Deputy Emergency Manager 443**

**Approvals:**

Department Director: *Dino Sgambellone* Date: 2/20/2024  
(signature)

Human Resources Manager: *Mary Tapia* Date: 3/12/2024  
(signature)

Created: 10/18/2022

Reviewed:

Revised: 2/13/2024





# Los Alamos County

## Job Description and Classification



LOS ALAMOS

**JOB TITLE:** Emergency Services Commander  
**JOB CODE:** 441  
**CLASSIFICATION:** Exempt/Non-Sworn  
**DEPARTMENT:** Police/Emergency Services  
**SUPERVISOR:** Police Chief or designee

### **Position Summary:**

Under general supervision of the Police Chief or designee, organizes and directs operations of the Emergency Services Bureau. Directs staff and operations through subordinate managers and supervisors, develops and implements policies, participates in strategic planning, initiates, and maintains liaison with other local, state, and federal agencies, and assures that the department is compliant with local, state, and federal laws and regulations for the County's Emergency Management Program. Maintains confidentiality of all privileged information. Coordinate countywide activities of response personnel in Los Alamos County and oversees training programs and exercises for staff, response personnel, and volunteers. Informs and educates the public regarding emergency management operations. Interfaces with state and federal Emergency Management agencies, legislative groups, and peer agencies in the preparation and funding of all required emergency response programs. Participates in self-development and continuing education activities as prescribed by the state and federal agencies.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.*

### **Essential Duties and Responsibilities:**

- Organizes, manages, develops staffing, trains, and maintains standard operating procedures for County's Emergency Operations Center.
- Actively participates in emergency operations; assists and may take incident command for natural or man-made emergencies.
- Conducts strategic planning in critical areas of public safety. Participates with state and federal agencies, Los Alamos National Laboratory, the business community, and residents in developing plans and implementation strategies.
- Coordinates disaster response or crisis management activities, such as mobilizing and staffing the Emergency Operations Center, facilitates command and control during emergency events, orders evacuations, opens public shelters, and implements special needs plans and programs.
- Develops and coordinates Emergency Public Information and Warning policies and procedures. Utilizes technological resources to assess public safety threats and provide recommendations to the public regarding protective actions. Provides the public with information regarding safety, security, and prevention measures.
- Chairs the Local Emergency Planning Committee and coordinates with the Federal Emergency Management Agency (FEMA), New Mexico Department of Homeland Security and Emergency Management (NMDHSEM), Interagency Wildfire Management Team, East Jemez Resource Council, Los Alamos National Laboratory and other state and federal agencies as necessary to facilitate county EM activities.



**Job Description and Classification**  
**EMS Commander 441**

- Consults with officials of local and area governments, schools, hospitals, and other institutions to determine their needs and capabilities in the event of a natural disaster or other emergency.
- Formulates, conducts, and maintains a jurisdictional hazard analysis and continuity of operations plan.
- Develops and maintains an accurate resource directory (COOP).
- Develops and maintains liaisons with municipalities, county departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Develops and performs tests, exercises, and evaluations of emergency management plans in accordance with state and federal regulations.
- Inspects facilities and equipment, such as emergency management centers and communications equipment, to determine their operational and functional capabilities in emergency situations.
- Keeps informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
- Establishes and maintains RACES and ARES within the jurisdiction and coordinates them with adjoining jurisdictions.
- Establishes and maintains an emergency communication system linking EOC and all response organizations in the jurisdiction.
- Coordinates with other officials to prepare and analyze damage assessments following disasters or emergencies.
- Designs and administers emergency/disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters.
- Plans, directs, and supervises programs within the Emergency Services Bureau. Prepares training materials, selects, and develops instructors, schedules, and conducts training classes and evaluates effectiveness of training programs.
- Assists in the development of protocols for response teams. Develops procedures for mutual response to situations such as bio/chemical incidents, natural disasters, and acts of violence; assists schools, hospitals, and volunteer groups in development of emergency plans.
- Prepares and submits proposed local emergency management program annual budget for local and state approval.
- Prepares periodic activity reports.
- Oversees the supervision of personnel, including work allocation, training, and problem resolution and overtime, leave and timesheet management; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Investigates complaints of alleged misconduct, documents findings, and takes corrective actions. Recommends disciplinary action, as required.
- Oversees, evaluates, and updates training to meet changing goals and priorities. Ensures all personnel are current on training and certifications.
- Recommends personnel for specialized outside training classes; conducts random inspection of all phases of department operations.
- Works with local and state agencies to develop Memoranda of Understanding and Memoranda of Agreement regarding coordinated response to areas of mutual concern.
- Reviews, reconciles, and evaluates monthly ledgers, budgets, and financial reporting system reports for accounts.
- Researches and develops recommendations for the annual operating and capital budget for the Emergency Services Bureau.



**Job Description and Classification**  
**EMS Commander 441**

- Participates in drafting the final departmental budget; analyzes budget performance and approves expenditures.
- Prepares grant-funding requests, assures compliance with grant requirements, and manages grant funds.
- Reviews manpower allocation and budgetary requirements to maximize productivity and enhance operations.
- Responsible for compliance with all laws and regulations applicable to function.
- Develops, maintains, revises, and distributes a County ALL Hazards Emergency Operation Plan (EOP).
- Participates with civic groups to gather and evaluate concerns and suggestions.
- Develops instructional materials for the public and makes presentations to citizens' groups to provide information on emergency plans and their implementation process.
- Conducts surveys to determine the types of emergency-related needs that will need to be addressed in disaster planning or provides technical support to others conducting such surveys. Periodically tests alarms and warning systems.
- Assists in submission of applications for federal assistance in restoring destroyed or damaged eligible facilities.
- Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
- Prepares plans that outline operating procedures to be used in response to disasters/emergencies and in recovery from these events.
- Applies for federal funding for emergency management related needs; administer such grants and report on their progress.
- Attending meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists.
- Serves as a member of the department's Senior Management Team.
- Takes appropriate action in the development of a team effort to accomplish required tasks and assignments.
- Assesses equipment needs including purchasing, maintenance, inventory, and disposal.
- Assures accreditation standards as they pertain to activities within the Emergency Services Bureau are met.
- Always demonstrates honesty in his or her official capacity.
- Assists in developing and maintaining department goals and objectives.
- Demonstrates commitment to the department vision, mission, and core beliefs.
- Maintains confidentiality of all privileged information.
- Performs other duties as required.

**Minimum Qualifications:**

- Bachelor's Degree from an accredited college or university.
- Three years of supervisory experience.
- Five years' experience as a program/project manager demonstrating increasing levels of responsibility. Typical accession paths include law enforcement, corrections, fire, emergency management and/or the military.
- Must be a United States Citizen.
- Certification in NIMS/ICS includes ICS 100, 200, 300, 400, IS 700, IS 706 and IS 800, FEMA Professional Development and Advanced Professional Series
- If not previously completed, certified Emergency Manager within one year of employment.



**Job Description and Classification**  
**EMS Commander 441**

- Must possess or must make application for a DOE Q clearance within thirty days of employment with ability to obtain and maintain a DOE Q clearance and is subject to additional federal background investigation. Prior to issuance of the Q clearance, must always be eligible to be escorted into secured areas until such time as the initial investigation period has expired and a Q clearance is issued. Subsequently, should Q access authorization be under review, but not suspended or revoked, and employee remains eligible to be escorted into a secured area, a reasonable time for reinstatement shall be allowed.
- Must possess, or ability to obtain within first thirty days of employment and maintain a valid New Mexico Class D driver's license.
- Successful completion of pre-employment drug screening and subsequent random drug and alcohol screenings.
- Successful completion of thorough background investigation, including FBI fingerprint check.
- Successful completion of the County's Need to Know training within one year of employment.
- Successful completion of the pre-employment physical and psychological exam prior to commencing work.
- Must not have been convicted of a felony or any domestic violence conviction or other crime involving moral turpitude.
- Must not have been convicted of DUI within the last three years.
- Must live within the County of Los Alamos, within ninety days of hire.

**Preferred Qualifications:**

- Master's Degree from an accredited college or university in Criminal Justice, Law Enforcement, Emergency Management, Resources Management, Fire Science, Environmental Science, Public Administration, and Management.
- Completion of FEMA Basic Academy
- Certified Emergency Manager
- DOE level Q clearance.

**Knowledge, Skills, and Abilities:**

- Knowledge of statutes, ordinances, and regulations pertaining to Emergency Management.
- Knowledge of the techniques employed in developing effective community and public relations programs.
- Knowledge of principles and practices of emergency management planning and response, including techniques for coordinating activities of a variety of organizations.
- Knowledge of interrelationships, responsibilities, goals, and functions of local, state, and federal government related to emergency management and public safety dispatching.
- Knowledge of nuclear, technological, and natural hazards in jurisdiction.
- Knowledge of procedures necessary for jurisdictions to recoup damages.
- Knowledge of federal and state policies and plans for emergency planning, response, recovery, and mitigation.
- Knowledge of dispatch functions to include software, management, training, radio systems, and records retention requirements.
- Knowledge of management techniques and practices.
- Knowledge of methods and techniques for emergency management training.
- Knowledge of principles and practices of budgeting and accounting.
- Knowledge of principles of government administration, organization, and resources.



**Job Description and Classification**  
**EMS Commander 441**

- Knowledge of grant funding policies and procedures and applicable local, state, and federal regulations. Skill in planning, scheduling, directing, supervising, and reviewing the performance of subordinates in a manner conducive to productivity and high morale.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, financial systems, and presentation software (such as PowerPoint).
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in analyzing situations quickly and objectively and determining the proper course of action.
- Ability to react calmly and effectively in emergency situations.
- Ability to understand and follow specific instructions and procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to complete moderately complex administrative paperwork.
- Ability to gather and organize legal evidence.
- Ability to provide legal depositions and testimony.
- Ability to gain general knowledge of the geography of the county and surrounding areas and of resources available for disaster and other emergencies is required.
- Ability to ensure compliance with accreditation standards.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to gather data, compile information, and prepare reports.
- Ability to work independently, use independent judgment and to manage and impart confidential information.
- Ability to compile and produce grant submissions in accordance with funding agency requirements.
- Ability to research, develop and modify elements of comprehensive emergency management preparedness and response plans.
- Ability to coordinate a coalition of local agencies to provide disaster information and resource management between local government and the state.
- Ability to establish and maintain effective working relationships with cities, special districts, county, state and federal agencies, community-based organizations and other service groups having a role in an emergency.
- Ability to prepare clear, concise, and accurate reports, plan elements, procedures, correspondence, media information, and other written materials.
- Ability to train others in various phases of the emergency management program.
- Ability to investigate, gather data, compile information, and analyze claims information, draw conclusions, and prepare reports.
- Ability to work onsite at an emergency situation or disaster site to organize and direct operations for extended periods.
- Ability to review and analyze information under emergency operating conditions and make recommendations for courses of action.

**Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, carry, and climb stairs. The employee regularly lifts and/or moves up to 25 pounds.

**Work Environment:**

**Job Description and Classification**  
**EMS Commander 441**

The work environment may involve exposure to hazards or physical risks and requires the following basic safety precautions. Work is performed primarily in a professional office setting with a moderate noise level and may include some outdoor work with exposure to loud noises, natural weather conditions and temperatures, various dusts, smoke and mist, and normal debris. Evening, irregular hours, holiday, and weekend work outside of normal business hours may be required on short notice.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Satisfactorily complete and maintain compliance with all required training.
- Work well with others and participate fully in a team-oriented environment.
- Interface with other employees and customers in a courteous and respectful manner.
- Project positive support of their department and all county organizations.
- Maintain and enhance the county's commitment to customer service excellence.

**Approvals:**

Department Director: Dino Sgambellone Date: 2/27/2024  
(signature)

Human Resources Manager: Mary Tapia Date: 3/12/2024  
(signature)

Reviewed: Revised: 3/20/2015, 12/1/2018, 8/1/2022, 2/16/2024



Risk Assessment Tool

|  |   |  |
|--|---|--|
| Subrecipient:                          | Incorporated County of Los Alamos                       |  |
| Federal Award Identification Number(s) | EMT-2024-EP-05014, EMW-2023-SS-00015, EMW-2024-SS-05231 | ID# for all open subgrants i.e., (EMW-20XX-UA-XXXXX)       |
| Grant Program(s):                      | EMPG & SHSGP  | Grant Acronyms (SHSGP, EMPG, etc.)                         |
| *Project Worksheets (PW) Numbers:      | NA  | FOR Recovery & Mitigation funding ONLY                     |
| PW/Subgrant Award Amount(s) Total:     | \$674,893.00  | Fill in the total amount of all open subrecipient's awards |
| Risk Assessment Completed by:          | Victoria L Romero                                       |  |
| Date Completed:                        | 3/27/2025 Revised 05/02/2025                            |  |

Total Score: 60

Risk Assessment Level: Low Risk

1. Amount of Funding Award - Answer "YES" to one of the following questions.

|   |        |            |
|---|--------|------------|
| Is the total of the Subrecipient's Subawards Equal to or Less than \$250,000.00?      | Yes/No | Risk Value |
| Is the total of the Subrecipient's Subawards Between \$250,000.00 and \$1,000,000.00? | Yes    | 30         |
| Is the total of the Subrecipient's Subawards More than \$1,000,000.00?                | No     | 0          |
| Subtotal:   |        | 30         |

2. SAM.gov

|   |        |            |
|---|--------|------------|
| a. Does the Subrecipient have an active SAM registration?   | Yes/No | Risk Value |
| b. Does the Subrecipient have Active Exclusion(s) Record(s) in SAM.gov? If "YES", the Entity is excluded from receiving certain types of federal financial assistance & benefits. | Yes    | 0          |
|   | No     | 0          |
| Subtotal:   |        | 0          |

3. Grant Complexity - Answer "YES" to one of the following questions.

|                       |        |            |
|-----------------------|--------|------------|
| a. Not Complex        | Yes/No | Risk Value |
| b. Slightly Complex   |        |            |
| c. Moderately Complex |        |            |
| d. Highly Complex     | Yes    | 30         |
| Subtotal:             |        | 30         |

INSTRUCTIONS: Rate the complexity of the grant programs. Programs with complex compliance requirements have a higher risk of non-compliance. Consider the complexity of ALL the subrecipient's open subgrants when making your determination of complexity. If none of the following statements applies, answer "YES" to Not Complex. If one applies, answer "Yes" to Slightly Complex; if two apply, answer "YES" to Moderately Complex; if three apply, answer "YES" to Highly Complex.

- Complex programmatic requirements and/or must adhere to regulations
- Various types of program reports are required
- Matching funds or Maintenance of Effort are required

4. Single Audit Findings

|   |        |            |
|---|--------|------------|
| a. Does the Subrecipient have a deficiency finding of Significant Deficiency for Internal Control over Financial Reporting in their last single audit?            | Yes/No | Risk Value |
| b. Does the Subrecipient have a deficiency finding of Material Weakness for Internal Control over Financial Reporting in their last single audit?                 | No     | 0          |
| d. Does the Subrecipient have a deficiency finding of Significant Deficiency for Internal Control over Major Federal Programs' Awards in their last single audit? | No     | 0          |
| c. Does the Subrecipient have a deficiency finding of Material Weakness for Internal Control over Major Federal Programs' Awards in their last single audit?      | No     | 0          |
| Subtotal:   |        | 0          |

INSTRUCTIONS: Visit the Federal Audit Clearinghouse at <https://www.fac.gov/> to access Single Audit Reports for Subrecipients. Search for the Subrecipient's report(s) by entering the SAM UEI# or EIN#. Review the summary report. If there are no findings, save the summary in the subrecipient's Reports folder. If there are findings, Click the SF-SAC link and go to the Audit Findings tab to identify the finding. FYI: 1) A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. 2) A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

5. Other Sources of Risk

|  |        |            |
|--|--------|------------|
| a. Is the Subrecipient receiving a subgrant award for the first time?  | Yes/No | Risk Value |
| b. Did the Subrecipient have a new or substantially changed systems or software packages, i.e. accounting, payroll, reporting, technology, administration? | No     | 0          |
| c. Did the Subrecipient experience turnover in key financial and/or programmatic staff within the past calendar year?                                      | No     | 0          |
| Subtotal:  |        | 0          |

6. Reports

|   |        |            |
|---|--------|------------|
| a. Did the Subrecipient submit Financial Progress Reports on time for current grant awards?   | Yes/No | Risk Value |
| b. Did the Subrecipient submit Performance Progress Reports on time for current grant awards? | Yes    | 0          |
|   | Yes    | 0          |
| Subtotal:   |        | 0          |

7. Performance

|   |        |            |
|---|--------|------------|
| a. Did the Subrecipient adhere to all the Terms and Conditions of their open subgrant awards?   | Yes/No | Risk Value |
| b. Did the Subrecipient fail to complete all approved projects identified in open subgrant agreements/budget worksheets due to extenuating circumstances? | Yes    | 0          |
| c. Did the Subrecipient fail to respond to requests for information or to complete corrective actions from previous risk assessments?                     | No     | 0          |
| Subtotal:   |        | 0          |

8. Hazard Mitigation Grant Risks - Complete this section for Hazard Mitigation Assistance Grants ONLY

|   |        |            |
|---|--------|------------|
| a. Is the Subrecipient a participating jurisdiction in a non-expired Hazard Mitigation Plan?                  | Yes/No | Risk Value |
| b. Is the Subrecipient a participating jurisdiction in a Hazard Mitigation Plan that expires within 6 months? |        |            |
| c. Did the sub-recipient elect Subrecipient Management Costs (SRMC)?  |        |            |
| d. Is the Mitigation Sub-Grant Phased?  |        |            |
| e. Is the Mitigation Sub-Grant a construction project?  |        |            |
| Subtotal:   |        | 0          |

9. Eligibility Compliance - For SHSGP, EMPG, OPSG Grants ONLY

|   |        |            |
|---|--------|------------|
| a. Is the Subrecipient compliant with NIMS requirements?  | Yes/No | Risk Value |
| b. Is the Subrecipient compliant with NQS requirements?   | Yes    | 0          |
| c. Is the Subrecipient compliant with NIMS Training requirements?   | Yes    | 0          |
| d. Does the Subrecipient have an Emergency Operations Plan (EOP) in keeping with the requirements of CPG 101? | Yes    | 0          |
| e. Does the Subrecipient have a Distribution Management Plan (DMP) Annex to the EOP?                          | Yes    | 0          |
| f. Does the Subrecipient have a current Integrated Preparedness Plan (IPP)?                                   | Yes    | 0          |
| g. Is the Subrecipient compliant with THIRA/SPR Requirements?   | Yes    | 0          |
| Subtotal:   |        | 0          |

Low = 0 - 85    Moderate = 86 - 170    High = 170 and higher

Total Risk: 60

|   |  |
|---|--|
| Common Attributes of Grantees with Low, Moderate and High Risk  |  |
| <b>Low Risk - Most of the following attributes should be present to be considered low risk</b> <ul style="list-style-type: none"><li>► entity has complied with the terms and conditions of prior grant awards.</li><li>► No known financial management problems or financial instability</li><li>► High quality programmatic performance</li><li>► No, or very insignificant, audit or other monitoring findings</li><li>► Timely and accurate financial and performance reports</li><li>► Program likely does not have complex compliance requirements</li><li>► entity has received some form of monitoring (e.g., single audit, on-site review, etc.)</li></ul> | <b>High Risk - One or more of the following attributes should be present to be considered high risk</b> <ul style="list-style-type: none"><li>► History of unsatisfactory performance or failure to adhere to prior grant terms and conditions</li><li>► Financial management problems and/or instability, inadequate financial management system</li><li>► Program has highly complex compliance requirements</li><li>► Significant findings or questioned costs from prior audit</li><li>► Untimely, inadequate, inaccurate reports</li><li>► Recurring/unresolved issues</li><li>► Lack of contact with entity or any prior monitoring</li><li>► Large award amount</li></ul> |
| <b>Moderate Risk</b> <ul style="list-style-type: none"><li>► Agencies that fall between low risk and high risk are considered moderate risk.</li></ul>  |  |



## Certificate Of Completion

Envelope Id: 9F180445-4F4A-4D8A-96DC-60CFAEE5EF16

Status: Completed

Subject: Complete with Docusign: EMPG25 Grant Matrix.pdf

Source Envelope:

Document Pages: 32

Signatures: 4

Envelope Originator:

Certificate Pages: 2

Initials: 0

Beverley Simpson

AutoNav: Enabled

beverley.simpson@lacnm.us

Envelopeld Stamping: Enabled

IP Address: 198.99.209.80

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

## Record Tracking

Status: Original

Holder: Beverley Simpson

Location: DocuSign

7/30/2025 2:11:11 PM

beverley.simpson@lacnm.us

## Signer Events

### Signature

### Timestamp

David Griego

david.griego@losalamosnm.gov

Accounting Operations Manager

Incorporated County of Los Alamos

Security Level: Email, Account Authentication (None)

Signature Adoption: Uploaded Signature Image  
Using IP Address: 173.191.135.207

Sent: 7/30/2025 2:21:26 PM

Resent: 7/31/2025 9:12:20 AM

Viewed: 7/31/2025 9:43:13 AM

Signed: 7/31/2025 9:44:45 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Erika Thomas

erika.thomas@losalamosnm.gov

Erika Thomas

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style  
Using IP Address: 198.99.209.76

Sent: 7/31/2025 9:44:46 AM

Viewed: 7/31/2025 9:45:24 AM

Signed: 7/31/2025 9:46:14 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Beatrice Odezulu

beatrice.odezulu@losalamosnm.gov

Deputy Chief Financial Officer

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style  
Using IP Address: 73.26.83.197

Sent: 7/31/2025 9:46:15 AM

Viewed: 7/31/2025 9:47:36 AM

Signed: 7/31/2025 9:47:57 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Anne W. Laurent

anne.laurent@losalamosnm.gov

County Manager

Incorporated County of Los Alamos

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style  
Using IP Address: 198.99.209.79

Sent: 7/31/2025 9:47:59 AM

Viewed: 7/31/2025 9:57:12 AM

Signed: 7/31/2025 9:57:29 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

### Signature

### Timestamp

## Editor Delivery Events

### Status

### Timestamp



| Agent Delivery Events        | Status           | Timestamp            |
|------------------------------|------------------|----------------------|
| Intermediary Delivery Events | Status           | Timestamp            |
| Certified Delivery Events    | Status           | Timestamp            |
| Carbon Copy Events           | Status           | Timestamp            |
| Witness Events               | Signature        | Timestamp            |
| Notary Events                | Signature        | Timestamp            |
| Envelope Summary Events      | Status           | Timestamps           |
| Envelope Sent                | Hashed/Encrypted | 7/30/2025 2:21:26 PM |
| Envelope Updated             | Security Checked | 7/30/2025 7:43:21 PM |
| Envelope Updated             | Security Checked | 7/30/2025 7:43:21 PM |
| Envelope Updated             | Security Checked | 7/30/2025 7:43:21 PM |
| Envelope Updated             | Security Checked | 7/30/2025 7:43:21 PM |
| Envelope Updated             | Security Checked | 7/30/2025 7:43:21 PM |
| Certified Delivered          | Security Checked | 7/31/2025 9:57:12 AM |
| Signing Complete             | Security Checked | 7/31/2025 9:57:29 AM |
| Completed                    | Security Checked | 7/31/2025 9:57:29 AM |
| Payment Events               | Status           | Timestamps           |