

PERSONNEL BOARD – HUMAN RESOURCES MANAGER’S REPORT

SEPTEMBER 2025

ADMINISTRATION

- In collaboration with the County Manager’s office, HR continues to make progress on finalizing the Compensation Policy.
- The County is currently recruiting for three key leadership positions with assistance from MGT Impact Solutions: Fire Chief, due to the retirement of Troy Hughes; Human Resources Manager, due to the upcoming retirement of Mary Tapia; and Public Information Officer, due to the upcoming retirement of Julie Williams-Vigil. An update on recruitment will be given at the next Personnel Board meeting.

COMPENSATION & HRIS/MUNIS

- Compensation continues to collaborate with Training & Development on the setup and implementation of the new Performance Evaluation System, which will be used for the next evaluation cycle ending March 31, 2026.
- Although job descriptions are required to be reviewed every four years, the Compensation team works continuously with departments to review and revise job descriptions to ensure alignment with operational needs and actual duties performed.
- The next Market Study is scheduled to be conducted next year in preparation for the FY28 budget.

SAFETY & RISK MANAGEMENT

- Training Compliance remains strong, with ongoing collaboration across departments to ensure a safe and compliant workplace:
 - ✓ Safety Training and Compliance:

Our current training compliance rates reflect strong organizational commitment and accountability, with most programs achieving **90% compliance or higher**. This demonstrates our continued focus on maintaining high standards of workforce readiness, and safety across all departments.
 - ✓ Respirator Program:

The Risk and Safety Division will be rolling out a new County Respirator Program. The program will include medical questionnaires, training on proper respirator use and care, and in-house fit testing to ensure full compliance and employee safety.
 - ✓ Facility Safety Inspections:

The Risk and Safety Division has initiated safety inspections across County facilities. To date, inspections have been completed at the Mesa Library, White Rock Library, and the Golf Course. Risk staff are working closely with Facilities staff to address and correct any findings identified during these inspections.
- Risk continues to collaborate with Concentra to establish an on-site location.

RECRUITMENT

- In August, the county hired nine new employees, and 11 were hired in September.
- Ten employees were promoted.
- Recruitment was busy assisting the Fire Department in preparation for the Captain and Driver Engineering promotional processes which take place annually in October.
- Recruitment continued to assist all county departments with their hiring needs.
- Following are Recruitment / Comp stats for the period from January 1, 2025 through September 30, 2025:
 - **117 Job Postings**
 - **1,672 Applications** received
 - **17 Average Applications** received per Job Posting
 - **128 New Hires**
 - **100 Promotions** processed (Both Competitive and Non-Competitive)
 - **100 Terminations** (Includes 14 Retirements)
 - There was an **average of 893 employees** from 01/01/2025 through 09/30/2025 (Includes casual temporary employees)
 - **Turnover Rate of 10%** (includes casual & temporary employees)
 - **253 Casual Employees**
 - **2 Temporary Employees**
 - **938 Total Employees**
- The following represents the Years of Service to Los Alamos County for all employees, including Non-Union, Union, Regular, Temporary, and Casual staff, as of **September 30, 2025**:

<u>Yrs of Service</u>	<u># of Employees</u>
0	125
1	117
2	123
3	87
4	48
5	46
6	42
7	18
8	36
9	22
10	26
11	28
12	20
13	14
14	23

<u>Yrs of Service</u>	<u># of Employees</u>
15	21
16	25
17	32
18	21
19	18
20	11
21	9
22	6
23	7
24	5
25	1
26	3
27	1
29	2
32	1

HR TRAINING/STAFF DEVELOPMENT

- The Tuition Assistance Reimbursement Program (TARP) is currently being updated, with revisions to forms and processes to be finalized soon. The TARP program continues to be fully utilized by County staff, supporting ongoing professional growth and development.
- Several professional development courses are currently in progress, with many employees taking advantage of the opportunities being offered. Additional courses will be offered in the coming months, with new opportunities to be added throughout the remainder of the fiscal year.

BENEFITS

- Victoria Pacheco, Tara Polaco, and Yvonne Quintana (DPU) attended the NAGDCA Conference in San Diego focusing on training and implementation strategies related to the LAC Pension and Deferred Compensation Retirement Accounts.
- The Benefits team is preparing for **Open Enrollment**, which will begin with the Health Fair on November 5th in Council Chambers and conclude on December 12th. An increase in premiums is anticipated and will be presented to Council in October. Nambé Drugs will provide vaccinations during the Health Fair.

SERVICE AWARDS:

- Congratulations to the following individuals on their service anniversaries with Los Alamos County:

5 years

- Nicole Martinez

15 years

- Zane Frentheway
- Kevin Kamplain
- Allen Quintana
- Daniel Gandara
- Susan Feiertag

20 years

- Sheldon Simpson

RETIREMENTS:

- We extend heartfelt congratulations to the following individuals on their **retirement** from Los Alamos County and express our sincere appreciation for their dedicated service:
 - Gilbert Lopez – Public Works
 - Benjamin Hinrichs – Police