

Human Resources Division

March 2026

Administration

- The new Deputy HR Manager, Tania Echeverría de Lemus, started on March 16, 2026.
- Human Resources is still recruiting for the Senior Office Specialist.
- HR is preparing for the upcoming FY27 Budget hearings.
- The Personnel Board has two members whose terms will end on March 31st. Council approved Martha Katko to fill one of the vacancies and we are still recruiting for the other.

Safety & Risk Management

- Training Stats:
 - ✓ Overall safety training is at 97% compliance. *(Please note that this does not include specialty safety training).*

Compensation & HRIS/Munis

- Continued collaboration with the Training Manager and ERP Manager on the implementation of the new PPA System in Munis / ESS.
- Council approved five (5) new job descriptions in the Salary Plan Job Class Order. These positions will meet organizational needs within Community Services Department, Police/ Detention, Human Resources, Department of Public utilities, and Community Development Department.

HR Training/Staff Development

- HR has redeveloped the Performance Planning Appraisal (PPA) system and process, and the new system will be effective April 1, 2026. PPAs are due Friday May 8th.
- A new Customer Service Course through SFCCC is now offered to all County employees.
- HR will be rolling out the new Manager “Need to know” training in late April or early May.
- County employees are currently 95% compliant with required trainings, with 5% of assignments currently overdue.

Recruitment

- YTD 42 Job Postings created (10 in month of March)
- YTD 642 Applications received (193 in month of March)
- Average applications per job posting=19.3 (10 in month of March)
- YTD 29 Promotions (10 in month of March)
- YTD 3 Employee Transfer (2 in month of March)
- YTD 2 Employee Status Change from Regular >Casual (1 in month of March LT>R)
- YTD 23 New Hires (13 in month of March)
- Recruitment continued to assist all County departments with hiring and promotional needs.
- The Recruitment team is in the solicitation process for RFP for a new applicant tracking system.

Benefits

- The Benefits team executed the roll out of the Heart Healthy LAC Walking Challenge of 2026 promoting personal growth in health and wellbeing for county employees. We had 43 active participants who were dedicated to making healthy changes 1 step at a time!

Congratulations to the Winners

David Levings- who was the top stepper with a total of 454,320 steps- Earning himself 1 Day of Administrative Leave.

Stephanie Conrad – who was the most improved participant who had an 86.09% improvement rate from start to finish. -Earning herself 1 Day of Administrative Leave.

Participant Raffle Winners -

Darby Martinez-\$25.00 Tickets at Work Gift Card

Marie Pruitt-\$25.00 Tickets at Work Gift Card

McKenzie Vaupel – BCBS Swag Lunch Bag and Water Bottle

Ellyn Felton- BCBS Swag Bag and Tumbler

- Benefits conducted 5 retirement planning meetings in March.

- Service Awards:

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

5 years

Sobia Sayeda

10 years

Victoria Martinez

Tyler Randolph

25 years

Rebecca Kalavaza

- Congratulations to the following team members who earned Recognition Coins this month!

Victor Line - Cooperation

Joseph Trujillo- Cooperation

Aaron Park - Cooperation

Your hard work directly demonstrates the County's values, and we congratulate you on striving to meet the mission and vision of the County. Thank you for your exceptional efforts and for being an inspiring part of our team.

- For the month of March, we would like to congratulate the following individuals on their retirement from the County:

Jesse Ortega- PD/Detention

Victoria Martinez- Clerks Office

Daniel Archuleta- Fire

Employee & Labor Relations:

- Labor Relations is preparing for upcoming negotiations with the United Association of Plumbers and Pipefitters Local Union No. 412 whose contract expires on June 30, 2026.