



HUMAN RESOURCES DIVISION

MANAGEMENT REPORT TO THE PERSONNEL BOARD

DECEMBER 2024

ADMINISTRATION

- The last meeting of the Personnel Board was a Special Meeting held on December 12, 2024.
- Human Resources recently filled two positions:
 - ✓ Crystal Roybal joined us as our Senior Office Specialist.
 - ✓ Sierra Martinez joined us as an HR Analyst 1 to work in Recruitment.
- We are still recruiting for vacant positions, including Benefits & Pension Manager, and HR Analysts for Recruitment and Organizational Development.
- Negotiations with the International Association of Fire Fighters (IAFF) are still underway, with the current CBA expiring on June 30, 2025.
- We are working closely with Finance in preparation for the FY26 Council Budget Meetings scheduled to be held the last two weeks in April.
- HR is currently working with the County Manager's office to review and revise the Compensation Policy, which we hope to bring before the Personnel Board in the next few months.

COMPENSATION AND HRIS/MUNIS

- The Compensation Manager has done an audit of employee information in several areas and corrected discrepancies found. We continue to diligently review all data to ensure accuracy.
- The team completed stability payouts in December, and updated Longevity rates as needed for qualified employees.
- HR will be taking salary plan changes to Council on a quarterly basis as needed, beginning in February. The changes will include changes to job descriptions and pay, as needed.
- Sonya Ortiz, Compensation Manager, has successfully passed her certification test through SHRM and earned her SHRM-CP (Society for Human Resource Management- Certified Professional) certification!

Congratulations to Sonya! 😊

RECRUITMENT

- There are currently 15 job postings on the LAC website.
- Recruitment is busy assisting departments to fill vacancies, including various management positions.
- The Police Department is still actively recruiting and offering a sign-on bonus.
- Interviews are scheduled for the Community Development Director as well as the Public Works Director and we're hoping to fill them very soon.

- The County is in the final stages of finalizing an agreement to work with a national recruiting firm for assistance in recruiting for several upcoming vacancies, due to anticipated retirements.

BENEFITS

- The RFP for the LAC Pension recording keeping and financial advisor services has been submitted for solicitation. The current agreement expires June 30, 2025.
- Open enrollment ended on December 13th and the benefits staff entered more than 1,000 changes that took effect in January.
- Along with ASD and other departments, the benefits assisted with Munis testing to prepare for an upgrade on January 13, 2025.
- The benefits team is preparing the 1095-C forms to be sent to eligible employees by January 31st to comply with the Affordable Care Act.
- The Pension Delegate Committee held its quarterly meeting in January to discuss year-end changes, review pension plan details, and discuss legislative updates to ensure the pension plan complies with the SECURE 2.0 Act.

HR TRAINING/STAFF DEVELOPMENT

- Stephanie Stancil, our Organizational Development Manager, continues working with County staff on trainings so the county remains in compliance.
- Los Alamos County University, our new Learning Management System (LMS) is in place and has been user friendly; we continue working with our consultant on issues that arise.
- Class 14 of the LAC Leadership Academy will begin in a few weeks.
- Tuition reimbursement continues to be utilized by employees and is being fully utilized.
- We continue to offer technical training, leadership development, and soft skills training to support employee growth and development.

SAFETY & RISK MANAGEMENT

- Risk Management recently rolled out Company Nurse, which is our new Workplace Injury Reporting process. Employees contact Company Nurse upon any type of injury. They are triaged immediately and receive guidance for medical care based on their injury. We are hopeful that this program will assist in reducing the County's Workers' Compensation claim costs.
- Training Compliance numbers remain high, and the Safety & Risk team continue to collaborate with employees to ensure safety and compliance.
- Risk Management staff will begin conducting facility inspections for OSHA compliance.