



## HUMAN RESOURCES DIVISION

### MANAGEMENT REPORT TO THE PERSONNEL BOARD

SEPTEMBER – NOVEMBER 2024

#### ADMINISTRATION

- The last Regular meeting of the Personnel Board was held on August 20, 2024.
- There have been some staffing changes in HR:
  - ✓ Jason Trujillo joined our Risk Team as the Safety Coordinator on September 30, 2024.
  - ✓ Matthew Martinez was promoted to HR Analyst 3 and will transition from Recruitment to Employee Relations.
  - ✓ Tara Polaco was promoted to HR Analyst 3 and will remain working in Benefits, taking on higher level tasks.
  - ✓ Victoria Pacheco, HR Analyst 2, will be Acting Benefits & Pension Manager; the position is still being recruited for and we are hoping to have it filled in January.
  - ✓ Crystal Lucero will start on Monday, December 9<sup>th</sup> as HR's Senior Office Specialist.
- Negotiations for International Brotherhood of Electrical Workers (IBEW) for the Public Utilities bargaining unit were concluded in mid-August; the new Collective Bargaining Agreement (CBA) is in effect October 1, 2024 through September 30, 2027.
- Negotiations with the International Association of Fire Fighters (IAFF) are now underway and the current CBA expires on June 30, 2024.
- The County's year end processes are underway, and HR continues to work closely with Finance.

#### COMPENSATION AND HRIS/MUNIS

- Key HRIS and employee records are being diligently reviewed, and updates are being made to ensure accuracy.
- Employee records are being prepared for end-of-year processes.
- The HRIS team are also working on preparation to pay out stability payments in December, and update Longevity increases for qualified employees.
- Ongoing training continues for the HRIS Analyst to enhance knowledge of Munis programs and modules.
- The HR team worked closely with finance and auditors for the annual review of employee personnel files, focusing on payroll samples to ensure accuracy and compliance with auditing standards.
- The Compensation Manager is actively involved in the Fire Union negotiations, contributing to discussions that will shape the upcoming agreement.
- The team continues to upload current job descriptions into Munis, ensuring that all positions are accessible for global review and making updates where necessary.
- The Compensation Manager has successfully completed SHRM's Foundations of Compensation training, further strengthening her knowledge of compensation management.

## **RECRUITMENT**

- There are currently 12 job postings on the LAC website.
- HR is currently recruiting for the Benefits and Pension Manager, as well as three HR Analyst positions; two for Recruitment and one for Training. Recruitment interviews have taken place, and we are anticipating welcoming two new recruiters before the end of the year. Training interviews will be held in the next week or two and we are hoping to have that position filled by the end of the year as well.
- The Police Department currently has 2 vacancies and is actively recruiting. A sign-on bonus is still being offered.
- The job posting for Community Development Director is posted and will close on December 31, 2024.
- Juan Rael has accepted the position of Deputy County Manager and a job posting for Public Works Director is in the process of being posted for his replacement.
- Recruiters continue participating in job fairs within the region, representing Los Alamos County in various venues.
- The County is in the process of finalizing an agreement to work with a national recruiting firm for several current high-profile vacancies, as well as other upcoming recruitments due to anticipated retirements.

## **BENEFITS**

- On October 29, 2024, the County Council approved an agreement for medical insurance and extended two other agreements: one for dental insurance and one for long-term disability insurance.
- The RFP for the LAC Pension recording keeping and financial advisor services is being prepared for solicitation. The current agreement expires June 30, 2025.
- Benefits staff are in the process of revamping the Employee Recognition Policy and “backbone award” program.
- The Employee Health Fair was held on November 6<sup>th</sup> at PCS, which also kicked off open enrollment, which ends on December 13<sup>th</sup>.
- The Wellness Committee is partnering with BCBS for innovative ideas and initiatives. We hope to have a walking challenge at the beginning of 2025.
- The Employee Recognition Committee hosted the 2024 Employee & Family picnic at Fuller Lodge on September 6<sup>th</sup>, which was a huge success with outstanding attendance by employees. The Winter Social is currently being planned for all employees and will be held in December or January.
- Members of the Pension Delegate Committee, including Tara Polaco, Victoria Pacheco, and Yvonne Quintana, attended the NAGDCA Annual Conference in Phoenix, Arizona to learn more about Legislative updates, and had the opportunity to network with government entities that offer similar retirement plans.
- The Pension Delegate Committee held its quarterly meeting in October to discuss and review pension plan details and legislative updates to ensure the pension plan is in compliance.

## **HR TRAINING/STAFF DEVELOPMENT**

- The County's new Learning Management System (LMS) was successfully launched in September. County staff can register for, complete, and view individual training requirements in the new system, "Los Alamos County University." Sunset of the previous LMS has been completed.
- Class 3 of Leadership Power Skills graduated on October 2<sup>nd</sup>. This class is a continuation of our leadership development program and is available only to graduates of the LAC Leadership Academy. A new class, to follow Power Skills, will be piloted in December.
- The tuition reimbursement program for FY25 is in full swing. Funds were expended at 130% for FY24 due to employees pursuing degrees with County support. FY25 funds are already encumbered at 74%.
- We continue to offer technical training, leadership development and soft skills training and hope to bring in exciting new offerings over the new couple of months to support employee growth and development.

## **SAFETY & RISK MANAGEMENT**

- On December 1<sup>st</sup>, the Risk Management Division will be rolling out a new Workplace Injury Reporting process called Company Nurse. If an employee is injured at work, they start the process by calling Company Nurse which will provide real time triage of the injury and establish if emergency care, urgent care or self-care is needed. This program will assist in reducing the County's Workers' Compensation claim costs.
- For the period of September through November 2024 the Risk Management Division received 8 Workers' Compensation claims; 6 Property Claims; and 4 Tort Claims.
- Training Compliance:
  - ✓ Defensive Driving: 508 out of 539 assignments are compliant.
  - ✓ Bloodborne Pathogens: 752 out of 829 assignments are compliant.
  - ✓ Fire Safety: 624 employees out of 676 assignments are compliant.
  - ✓ Certified Aerial Lift: 49 employees out of 58 assignments are compliant.
  - ✓ Certified Forklift Operator: 73 employees out of 100 assignments are compliant.
  - ✓ CPR/First Aid/AED: 672 employees out of 713 assignments are compliant.
  - ✓ Ladder Safety: 210 employees out of 285 assignments are compliant.
  - ✓ Carbon Monoxide: 141 employees out of the 160 assignments are compliant.
  - ✓ Fall Protection: 137 employees out of the 155 assignments are compliant.