



LOS ALAMOS
where discoveries are made

FY22 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2022: July 1, 2021 – June 30, 2022)

Board and Commission Name: Personnel Board

Date prepared: 04/22/2021

Date approved by Council: June 29, 2021

Prepared by: Personnel Board

This work plan will be accomplished in the following time frame: July 1, 2021 – June 30, 2022

Chairperson: Bernadine Goldman

Members and Terms:

Member	Start/End Dates	Term
Terry Priestley	4/1/2020 – 3/31/2023	2
Bernadine Goldman	4/1/2019 – 3/31/2022	1
Laurance Warner	4/1/2020 – 3/31/2023	2
Laurence “Ed” McDaris	4/1/2021 – 3/31/2024	1
Ramiro “Trey” Pereyra	4/1/2021 – 3/31-2024	1

Department Director: Acting HR Manager, Mary Tapia

Work plan developed in collaboration with Department Director? Y

Staff Liaison: Valerie Park

Administrative Support provided by: Rachael McGuire

Council Liaison: David Izraelevitz Reviewed by Council Liaison? Y

1.0 Provide a brief Summary of your Board or Commission’s activities over the past twelve months. Please describe your Board or Commission’s accomplishments and identify constraints. List any “lessons learned” and identify the greatest challenges faced by the Board or Commission.

- 1.1 For fiscal year 2021 thus far, the board has held seven regular board meetings.
- 1.2 While the County took multiple employment actions, there were no appeal hearings requested during the period of July 1, 2020 to June 30, 2021.
- 1.3 County staff gave a presentation of Employee Survey results to the Personnel Board on January 26, 2021.
- 1.4 County staff gave a presentation of the recently completed Affirmative Action Plan on January 26, 2021.
- 1.5 County staff gave a joint training presentation to the Personnel Board and Labor Management Relations Board (LMRB) on the County’s Anti-Harassment Policy on December 8, 2020.
- 1.6 The Personnel Board made its annual presentation to Council on October 20, 2020.

2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: *(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)*

2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:

- 2.1.1 Advisory capacity in the administration of the personnel program to include the review of the personnel rules and regulations and the compensation system.
- 2.1.2 Appellate capacity to review decisions of the County Manager/Utilities Manager when employee appeals such action.
- 2.1.3 Reporting annually to the County Council on the operation of the personnel system.

2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.

- Los Alamos County Personnel Rules: 09/24/2019.
- FY21 Compensation Plan/Salary Plan: 12/15/20.
- FY22 Salary Plan: Pending Council Approval 06/29/2021

- EEOC requirements: not applicable
- Reference Los Alamos County Administrative Policies, as needed during appeals: dates vary depending on the policy.
- Reference LAC Departmental Policies, as needed during appeals: dates vary by department and policy.

2.3 Other projects/assignments proposed by the Board or Commission: (Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.)

2.3.1 Focus on employee retention.

3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.

- 3.1.1 Review and Revision of Salary Plan. This requires input from the Senior Management Team, the Attorney's Office, as well as the Human Resources Division.
- 3.1.2 Review and Revision of Personnel Rules – as needed. This requires input from the Senior Management Team, the Attorney's Office, the four collective bargaining groups, County employees, as well as the Human Resources Division.
- 3.1.3 Employee Appeal Hearings – as requested. This requires coordination with the departments taking an action, the Attorney's Office and Human Resources. In addition, there is coordination with the Personnel Board's attorney and the employee's attorney/representative.
- 3.1.4 Annual Overview of the Personnel System (Work Plan Report/Presentation to Council). This requires review of various personnel programs to provide feedback to Council.

4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:

At the beginning of each meeting the public and/or employees are provided an opportunity to offer comment.

5.0 List the current subcommittees for this Board or Commission.

**5.1 For subcommittees with members that are not members of the parent board or commission:
List the subcommittee members and their terms.
Explain how sub- committee members are selected or appointed.
Provide a description of each subcommittee's charter or purpose.
Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:**

Not Applicable.

Attachment A: Provide a copy of your Board or Commission's "Purpose" and "Duties and Responsibilities" from Chapter 8 of the County Code:

Attachment B: Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the LTAB Board or Commission:

ARTICLE VIII. - PERSONNEL BOARD

Sec. 8-181. - Purpose.

A personnel board is established as required in the County Charter, section 306.2, to serve in an appellate and advisory capacity in the administration of the personnel program. The board shall report annually to the county council on the operation of the personnel system.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-183. - Duties and responsibilities.

The personnel board shall serve in an advisory capacity and as such shall have the following functions, responsibilities and duties:

- (1) Advise council and the county manager on personnel issues not covered under a collective bargaining agreement, review and comment to council or staff, when requested, on the following:
 - a. County-wide employee survey;
 - b. Personnel rules;
 - c. Salary plan; and
 - d. Various personnel programs (i.e. benefits, employee recognition and appreciation, employee communications).
- (2) Provide citizen input to staff and council on ways and means for improving the county's personnel program. For this purpose, the board shall gather public input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics.
- (3) The personnel board shall serve in an appellate capacity and as such have the following functions, responsibilities and duties:

Review decisions of the county manager regarding the following actions when taken against regular employees as a disciplinary action and for cause:

 - a. Suspensions;
 - b. Reductions in pay;
 - c. Demotions;
 - d. Dismissal;
 - e. Such other matters as are deemed to affect a property right of an employee under New Mexico law.

(Ord. No. 02-078, § 2, 10-3-2006; Ord. No. 02-256, § 18, 7-7-2015)

Council Goals and Priority Areas

Enhancing quality of life, economic vitality, environmental sustainability, and racial equity and inclusivity are overarching goals that will be components of all our efforts as we coordinate with Los Alamos National Laboratory and regional partners and plan for appropriate levels of County services.	
Enhancing Communication	
Enhancing communication with the public to promote transparency and strengthen trust in County government.	X
Increasing the Amount and Types of Housing Options	
This includes increasing the variety of housing options for all segments of the community, from affordable to new options for those interested in downsizing or moving closer to central areas of the community, and pursuing opportunities for utilization of vacant spaces to address these needs.	
Protecting, Maintaining, and Improving Our Open Spaces, Recreational, and Cultural Amenities	
Los Alamos County open spaces and cultural attractions are greatly valued by the community and provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their health and sustainability is important to our citizens.	
Enhancing Support and Opportunities for the Local Business Environment	
This includes appropriately supporting existing businesses, growing new businesses, supporting technology start-ups and spin-offs, and identifying opportunities for utilizing vacant space as a part of these efforts.	
Supporting Social Services Improvement	
Behavioral, mental, and physical health and social services are important quality of life components; there are key areas where appropriate types and levels of County support could help address current needs	
Improving Access to High Quality Broadband	
Enabling reliable high-speed broadband service throughout the county by determining appropriate investments (e.g., conduct a community needs analysis, evaluate technical options).	
Investing in Infrastructure	
Appropriately balancing maintenance of existing infrastructure with new investments in county utilities, roads, trails, expanded transit options, facilities and amenities, which will help improve environmental stewardship, sustainability, and quality of life, while allowing for sustainable growth.	

The Personnel Board resolves personnel issues through Ongoing Improvement in Communication and Transparency and Planning for Appropriate Levels of County Services.