

**Board or Commission Name:** Personnel Board

**Date Prepared:** 10/21/2025

**Date Approved by Council:** \_\_\_\_\_

**Prepared By:** David Hampton

**Purpose:**

The purpose of the work plan is to provide a detailed outline of tasks, activities, timelines, and resources required by this Board or Commission to achieve its annual goals. The purpose of most boards is to gather public input, to review policy recommendations by staff when requested, and to make policy recommendations to the County Council.

**Process Timeline:**

October: County Council Strategic Planning  
 November: Boards and Commissions review and develop work plans (on December agenda)  
 December: Finalize and submit work plans for Council review.  
 Due Date: December 31

**Time Frame:** This work plan will be accomplished in the following time frame: January 1, 2026, through December 31, 2026

**Members:** List members, term start and end dates, and term number.

Member	Start/End Dates	Term (1st or 2nd)
Chair - David Hampton	04/01/2024 - 04/01/2027	2nd
Vice Chair – James Wernicke	04/01/2023 - 03/31/2026	2nd
Stephanie Haaser	04/01/2023 - 03/31/2026	2nd
Sarah Hoover	04/01/2024 - 03/31/2027	1st
Jennifer Best	04/01/2025 – 03/31/2028	1st

**Chairperson:** David Hampton

**Department Director:** Anne Laurent

**Work plan developed in collaboration with Department Director? (Y/N)** Y

**Staff Liaison:** Mary Tapia

**Administrative Support:** Estrella Martinez

**Council Liaison:** Randall Ryti

**Work plan reviewed by Council Liaison? (Y/N)** Y

**1.0 Previous Calendar Year Work Plan Highlights**

1.1 List the top five activities for the previous calendar year.

1.1.1	Held regular meetings as required.
1.1.2	Made annual presentation to County Council.
1.1.3	Prepared for one employee appeal hearings, which was resolved prior to the hearing date.
1.1.4	
1.1.5	

1.2 List the top five accomplishments for the previous calendar year.

1.2.1	No employee appeal hearings came before the board.
1.2.2	
1.2.3	
1.2.4	

1.2.5

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1.3 List the lessons learned for the previous calendar year.

1.3.1

Personnel Board had limited activity in the previous calendar year.

1.3.2

Personnel Board will proactively engage members from the community and other boards to ensure a full Board.

1.3.3

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1.3.4

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1.3.5

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**2.0 Calendar Year 2026 Work Plan**

2.1 List any special projects or assignments given to this Board/Commission by Council or the Department Director.

2.1.1

Advisory capacity in the administration of the Human Resources Division, to include review of the Personnel Rules and Regulations and the compensation system.

2.1.2

Appellate capacity to review decisions of the County Manager and/or the Utilities Manager when employees appeal their actions.

2.1.3	Reporting annually to the County Council on the operations of the personnel system.
2.1.4	
2.1.5	

2.2 List other projects and/or activities being proposed by this Board/Commission, in priority order.

2.2.1	Discuss and make recommendations to Council regarding various Human Resources processes, including rule changes and recruitment, retention, and compensation changes.
2.2.1	Continue discussion with staff on recruitment/retention metrics.
2.2.2	Propose that Los Alamos County continue to hold periodic refresher trainings on employee benefits and total compensation packages, in addition to providing this information at New Employee Orientations.
2.2.3	
2.2.4	
2.2.5	

2.3 List the guiding documents or plans used by this Board/Commission.

Los Alamos County Municipal Code - Chapter 30

FY26 Salary Plan

2.3.1

Los Alamos County Rules and Regulations, Administrative Policies, and Departmental Policies, as needed, related to employee actions, appeals, and other areas as required.

**3.0 Identify interfaces with County departments and/or other Boards/Commissions that are necessary to achieve this work plan.**

3.1

Review and Revision of the Salary Plan as needed. This requires input from the Senior Management Team, the County Attorney's Office, and the Human Resources Division.

3.2

Review and Revision of the Personnel Rules -- as needed. This requires input from the Senior Management Team, the County Attorney's Office, all collective bargaining units, County employees, as well as the Human Resources Division.

3.3

Employee Appeal Hearings as requested. This requires coordination with the departments taking an action, the County Attorney's Office, and the Human Resources Division. In addition, there is coordination with the personnel board's attorney and the employee's attorney/representative.

3.4

Overview of the Human Resources processes as required (Work Plan Report/ Presentation to Council). This requires review of various subjects, including personnel matters, in order to provide feedback to Council.

3.5

**4.0 List any special events this Board/Commission plans to participate in that will support this work plan.**

4.1

None

4.2

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4.3

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4.4

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4.5

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**5.0 List active Working Groups within this Board/Commission, if any, along with the purpose and member names of each one.**

5.1

None
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5.2

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5.3

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5.4

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5.5

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## Attachment A

*Place an X in the column on the right if the Council priority is related to the work of the Board or Commission:*

<b>Quality Governance</b>	
<b>Quality governance is participatory, consensus-oriented, transparent, accountable, effective, efficient, and responsive to the present and future needs of stakeholders.</b>	
Communication and Engagement	
Inform, engage, and solicit feedback from community members and affected parties, including boards and commissions, on County projects, policies, and priorities to promote a culture of open communication and collaboration to increase public participation.	X
Intergovernmental, Tribal, Regional Relations, and Partnerships	
Collaborate and problem-solve with the County’s major employers; community partner organizations (local education, health care, and other organizations); neighboring Pueblos; and regional, state, and federal governmental entities.	X
Fiscal Stewardship	
Evaluate alternative methods and approaches for expenditures and investments, ensure transparency, and comply with applicable budgetary and financial regulatory standards and fiscal sustainability.	
<b>Operational Excellence</b>	
<b>Operational excellence involves having structures, processes, standards, and oversight in place to ensure that effective services are efficiently delivered within available resources and that services continuously improve to anticipate and meet future needs.</b>	
Effective, Efficient, and Reliable Services	
Deliver customer-focused, accessible, reliable, and sustainable services to the community through collaborative decision-making, and efficient implementation.	
Infrastructure Asset Management	
Evaluate the County’s assets and infrastructure to prioritize funding to first maintain and protect those investments and to second inform new investments.	
Employee Recruitment and Retention	
Attract and employ diverse and highly qualified staff, retain staff through development opportunities, equity and upskilling opportunities, and compensation and benefits, and promote staff to address increasingly complex challenges.	X
<b>Economic Vitality</b>	
<b>Economic vitality encompasses the ability of the community to diversify, develop, grow, and sustain the many elements necessary for a local economy to flourish.</b>	
Housing	
Increase the capacity for new housing development and the amount and variety of housing types to meet the needs of a changing and growing population, particularly middle- and lower-income households.	
Local Business	
Encourage the retention of existing businesses, facilitate the startup of new businesses, and assist in opportunities for growth.	
Downtown Revitalization	
Revitalize the downtown areas of Los Alamos and White Rock by facilitating and incentivizing development opportunities.	
Educational, Arts, Cultural, and Historical Amenities	
Promote and enable educational, arts, cultural, and historical enrichment opportunities, in coordination with community partners, and provide for the preservation and restoration of historic buildings and the protection of archaeological sites.	
Tourism and Special Events	

Promote tourism, sponsor special events, and support community events, by enhancing amenities, utilizing indoor and outdoor facilities, and encouraging local business support and increasing capacity for overnight stays.	
<b>Community Broadband</b>	
Implement community broadband as a self-sustaining essential service that enables reliable high-speed Internet access throughout the County at competitive pricing.	
<b>Quality of Life</b> <b>Quality of life is a reflection of general wellbeing and the degree to which community members are healthy, comfortable, welcomed, included, and able to enjoy the activities of daily living.</b>	
Health, Wellbeing, and Social Services	
Expand access to behavioral, mental, and physical health and social services and amenities to address identified issues and promote wellbeing in the County and the region.	
Inclusion, Access, and Belonging	
Promote inclusion, access, and belonging through events and training, facility planning, and expanded opportunities and services for diverse needs and interests.	
Mobility	
Improve and expand access to, and provide disability accommodation for, alternative modes of travel including public transit, cycling, and walking amenities and services.	
Open Space, Parks, and Recreation	
Manage, maintain, and improve designated open spaces, parks and recreation facilities, trails, and amenities as defined by adopted plans and approved projects.	
Public Safety	
Ensure overall community safety through proactive and sustained implementation of police, fire, hazard mitigation, and emergency response plans.	
<b>Environmental Stewardship</b> <b>Environmental stewardship is the responsible use and protection of the natural environment through active participation in conservation efforts and sustainable practices in coordination with community and organizational partners.</b>	
Natural Resource Protection	
Take actions to protect wildlife and wildlife habitat, safeguard water quality, and mitigate tree loss in the community.	
<b>Water Conservation</b>	
Reduce potable water use and increase non-potable water use and water harvesting for irrigation where suitable.	
<b>Climate Action and Resiliency</b>	
Implement the roadmap for reducing greenhouse gas emissions, achieving a carbon neutral energy supply, and increasing climate resilience.	
Waste Management	
Divert community waste from landfills through recycling, re-use, composting and waste reduction programs, and zero-waste campaigns.	