

# 2014 Catalogue of Public Sector Specialization Classes

## Get The NM EDGE!

Education Designed to Generate Excellence in the public sector

A Program of NM Cooperative Extension Service

- The **NM EDGE Certified Public Manager®** Program
  - The NM EDGE County College
    - The NM EDGE CAPE Program
      - Public Sector Specialization Certifications

Open to all Public Sector Employees and Officials

- ❖ The NM Certified Public Official (**CPO**)
- ❖ The NM Certified Public Supervisor (**CPS**)
- ❖ The NM Certified Public Manager® (**CPM**)
- ❖ The Certified Advocate for Public Ethics (**CAPE**)
- ❖ The NM Certified Extension Professional (**NMCEP**)
- ❖ The NM Certified GIS Specialist (**NMCGISS**)
- ❖ The NM Certified Information Technology Professional (**NMITP**)
- ❖ The NM Certified Jail Specialist (**NMCJS**)
- ❖ The NM Certified Jail Professional (**NMCJP**)
- ❖ The NM Certified Public Purchasing Professional (**NMCPPP**)
- ❖ The NM Certified Risk Management Professional (**NMCRMP**)

### The NM **EDGE's** County College

- ❖ The NM Certified Public Assessment Officer (**NMCPAO**)
- ❖ The NM Certified County Clerk (**NMCCCL**)
- ❖ The NM Certified County Commissioner (**NMCCC**)
- ❖ The NM Certified Treasury Official (**NMCTO**)
- ❖ The NM Certified County Health Care Official (**NMCCHCO**)

Class requirement checklists detailing the necessary classes to earn each of these designations are available at our website [nmedge.nmsu.edu](http://nmedge.nmsu.edu) as is the NM CPM Core Class Catalogue. For more information contact The **NM EDGE** at 505 424 0744 or 575 646 5424 or [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu)

**Note:** The **NM EDGE** is a collaborative educational program and seeks to create mutually beneficial relationships which may help our students advance their professional development.

Several of our core classes are included in certification requirements of various public service specialization certifications. Classes with these notations indicate in which curricula the class applies.

- AO=Assessors
- CES= Extension Service
- CL=Clerks
- CO=Commissioners, Councilors, Policy Makers
- GIS=Geographic Information Systems
- HC=Health Care; HS=Homeland Security
- JP=Jail Specialist & Jail Professional
- PE= Public Ethics
- TO= Treasury Officials
- CJO= AJA Certified Jail Official, CJM= AJA Certified Jail Manager

A small e added to any of the above notations indicates the class is an elective within that curriculum.

**NM CPM Core and elective classes are grouped into seven educational tracks.**  
Customized classes are listed in The NM EDGE Customized Class catalogue available at our website [nmedge.nmsu.edu](http://nmedge.nmsu.edu).

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## **PUBLIC ASSESSMENT OFFICER (Assessors, etc.)**

### **AO TO 100 – ROLES & RESPONSIBILITIES OF ASSESSORS & TREASURERS OFFICES (eq AO 201)**

This class is designed to heighten awareness between the two offices to improve their professional interactions. The legal definition of each office will be reviewed, as well as roles and responsibilities of each office, including tax roll timeliness, tax roll corrections, tax rates, warrants, abstracts, mobile home issues and recording issues.

### **AO 101 – INTRODUCTION TO ASSESSMENTS**

This class gives a very basic and broad overview of assessments including mapping, appraisal, real property and personal property, mass appraisals, special methods of valuation, limitation on values, exemption types, assessment math, tax rates, and conveyances.

### **AO 102- PERSONAL PROPERTY REPORTING & VALUATION (eq PTD 107)**

This class covers the definitions of and the best practices for handling the special method valuation of personal property and reporting requirements, concerns, and difficulty in enlisting compliance.

### **AO 103 –TITLE CONVEYANCE**

This class covers title transfer issues, elements of a deed, types of ownership, types of conveyances of documents, decedent's estates, and the Assessor's role in keeping ownership records and in the transfer process, bankruptcy proceedings, transfer of title by government actions and judicial proceedings, estates and trusts, severed mineral estates and mining claims, as well as contracts of sale.

### **AO 104 – PROPERTY VALUATION APPEAL: PRESENTING YOUR BEST CASE**

This class covers the appraisal process, informal hearings, statutory requirements, types of protest, property protest process, county valuation protest, the Assessor's and the Appraiser's roles plus decision and the process for appeal of decision by either party.

### **AO 105-ABSTRACTS & CERTIFICATIONS (eq PTD 103)**

This class covers the basics and best practices of abstracts and certifications.

### **AO 106-BUDGETS & REVALUATION PLAN (eq PTD 105)**

This class covers the basics and the best practices when creating budgets & revaluation plans.

### **AO 107- SPECIAL METHOD of VALUATION: AGRICULTURAL PROPERTY (eq PTD 106)**

This class covers the special method of valuation for assessing agricultural property including definitions and best practices.

### **AO 108 – SPECIAL METHOD OF VALUATION: MANUFACTURED HOMES**

This class covers manufactured home valuation including statutory and regulatory requirements, distinguishing characteristics of manufactured, modular, prefab & stick built homes, classification and sub-classification issues, and manufactured homes made permanent. This class also explores the distinct roles of the Assessor, the Treasurer, the manufactured home owner, the lending institution, the manufactured Housing Division, the Department of Motor Vehicles and the title company. Also covered are the topics of moving manufactured homes, manufactured home discovery, valuation and sales confirmation, and use of the new universal forms being promoted by the NM Manufactured Housing Task Force.

### **AO 109 – THE ASSESSMENT CALENDAR**

This class covers the essential dates and deadlines involved in the assessment calendar including taxable and status date, formation of special districts and annexations, rendition period, notice of value, property protest period, budget process, annual County Assessor's evaluation, certification of values, rate setting and approval process, tax schedule development and abstracts and warrants.

### **AO 110- TAX RATE CERTIFICATION, YIELD CONTROL, & INTEPRETING TAX RATE CERTIFICATES (eq PTD 104)**

This class clarifies the complicated business of tax rate certification, interpreting tax rate certificates and application of the yield control formula.

### **AO 111 TAX ROLL CORRECTIONS (eq PTD 101)**

This class provides students with the knowledge to understand the purpose of tax roll corrections and how to apply the due process required in making a tax roll Correction; definition of clerical errors; defining and recognizing multiple valuations; definition of personal property deemed un-locatable, unidentifiable or uncollectible; and other sources of tax roll corrections.

### **AO 112 – TAX EXEMPT PROPERTIES, QUALIFICATION & ONGOING TAX TREATMENT**

This class will review Article VIII-Section 3 of the New Mexico Constitution, Statute 7-36-7 and applicable regulations, the application process, timetable and documents needed for charitable, educational, and religious tax treatment, as well as a review of applicable case law.

### **AO 113 – BASIC ECONOMICS FOCUSING ON REAL ESTATE MARKETS**

This class examines the major branches of economics, the interaction between supply and demand in setting price/value, market imperfections that impact equilibrium & welfare, and the role of Government intervention in real estate markets.

### **AO 114 – MASS APPRAISAL VS. FEE APPRAISAL APPROACH PLUS SUBDIVISION VALUATION/APPRaisal**

This class combines two important aspects of the Assessor's office into one class. The first part will explore the differences between mass appraisal and fee appraisal including the definition of each, the best approach for different types of properties, developing and interpreting frequency distribution and the components of a good data management system. The second part of this class will cover the different methods of land valuation, the concept of present worth, discount rate calculation, discounted cash flows, phases, holding periods and case studies in application of present worth.

### **AO 115 – NM MAPPING PROCEDURES AND REQUIREMENTS FOR THE ASSESSOR'S OFFICE**

This class will teach the proper terminology used with mapping systems, statutory requirements, understanding legal descriptions, mapping math, mapping methods and equipment, drawing metes and bounds descriptions, drawing curves, school districts and annexation as well as using parcel identification systems and how to handle splits and combinations.

### **AO 116 – ADMINISTERING SPECIAL TAX DISTRICTS**

This class begins with the definition of a special tax district and moves right into industrial revenue bonds, indentures and the implications for taxable status, Assessor's records, TIF, TID, PID and MUD.

### **AO 117- ASSESSOR EVALUATION STANDARDS (eq DFA 108)**

Assessor Evaluation Standards

### **AO 118 – PROPERTY DESIGN AND MEASUREMENT**

This class covers design and measurement practices, measuring devices and forms, architectural design, determining size and style, condominium measurements, determining net rentable area and HUD, FannieMae and Ad Valorem Standards.

### **AO 206 – NM PROPERTY TAXES: CONSTITUTIONAL PROVISIONS AND COMPARISON WITH OTHER GOVERNMENT REVENUE SOURCES**

This class examines the New Mexico State Constitution and the creation of Property tax, as well as other major New Mexico State and Local revenue sources, the State's General Fund revenues sources, and traditional tax criteria.

NOTE: As of 2012, classes AO203, AO204, and AO208 are no longer offered. Anyone having taken one of these classes may use it as an elective. The content of each has been incorporated into other classes.

## **COOPERATIVE EXTENSION SERVICE**

### **CES 101- THE HISTORY AND PHILOSOPHY OF EXTENSION**

This class explores the history and Congressional action which created extension as well as the scope, mission, and core values encompassing the philosophy of extension; traditional program

areas; the structure of NM Extension, and characteristics of good agents/specialists as well as their qualifications and duties. Core values include professionalism, ethics, mentoring, and expectations of the CES culture.

#### **CES 102- DEMYSTIFYING THE NMSU SYSTEM**

This class covers the basics of working within the NMSU system and cover topics such as: risk management & safety; record retention policy; financial transaction policies including banner & p-card transactions; travel requests; reimbursement vouchers; ; confidentiality; conflict of interest, technology use policy; effective and appropriate use of email and social media; and general rules of engagement.

#### **CES 103- CIVIL RIGHTS IN EXTENSION WORK**

This class covers the history and significance of civil rights legislation; programmatic and employment EEO compliance (Titles VI, VII, IX); diversity; ADA; documentation how-to's; and the Civil Rights filing system.

#### **CES 104- EXTENSION PROGRAM DEVELOPMENT AND EVALUATION**

This class covers the intricacies of program development and evaluation including: planning, design and implementation; accountability and reports; advisory committees; evaluation tools; agent/specialist interaction/ learning your communities and its internal and external resources; and interaction among agencies, community groups, and volunteers.

#### **CES 105- EFFECTIVE DELIVERY OF EXTENSION PROGRAMS**

This class will explore various aspects of effective delivery of extension programs including the effective use of technology; how to develop delivery systems such as newsletters, media, workshops, promotion, and extension publications; and exploring the intricacies of adult versus youth learning and communication styles.

#### **CES 106- EXCELLING IN EXTENSION PERFORMANCE DOCUMENTATION**

This class will cover promotion and tenure (P & T) portfolio development; organizing and maintaining the document content; digital measures; plan of work development; impact reporting; mentoring; and the value of professional associations.

### **COUNTY CLERK**

#### **CL 100-ROLE & RESPONSIBILITIES OF NM COUNTY CLERKS (eq CL 201)**

This class covers the specific duties and responsibilities of the NM County Clerk and functions of their office including newspaper subscriptions, service of process against county, etc.

#### **CL 101-ELECTION LAW I**

This class covers election law including Federal election law & Federal regulations.

#### **CL 102-ELECTION LAW II**

This class covers election law including New Mexico state law & NM statutes.

#### **CL 103-ELECTION LAW III**

This class covers election law including NM rules, regulations & administrative complaints.

**CL 104-CLERKS CALENDAR & SPECIAL ELECTIONS**

This class covers the standard 2 year election calendar plus special elections like bond issues, lodgers tax etc.

**CL 105- POLITICAL PARTIES, VOTER REGISTRATION & THIRD PARTIES**

This class covers third parties and political parties including challengers and watchers, as well as voter registration, National Voter Registration Act and NM law.

**CL 106-CENSUS & REDISTRICTING**

This class covers the role of the County Clerk’s Office in this important process.

**CL 107-ADMINISTRATIVE PROCEDURES ACT**

This class covers the NM Administrative Procedures Act including record retention, record destruction, archive policies and requirements.

**CL 108-OVERVIEW OF PROBATE LAW & PROBATE FORMS**

This class offers a survey overview of the laws and forms involved in NM Probate including “transfer on death” deeds.

**CL 109-VERIFICATIONS IN THE NM COUNTY CLERKS’ OFFICE**

This class covers marriage licenses & records, vital records, certificates including death certificates, notary, and oaths.

**CL 110-MISCELLANEOUS FILINGS IN THE NM COUNTY CLERK’S OFFICE**

This class covers liquor & business licensing, oil & gas leases, solar rights, wind rights, water rights and UCC.

**CL 111-PROPERTY AND UNDERSTANDING MAPS & PLATS**

This class covers the basics of property including what is property, how to understand the general levels of property, why and how we hold property, indexing, transfer on death, and holdings.

**CL 112-PUBLIC RECORDS ACT & REDACTION POLICIES**

This class covers the NM Public Records Act including recording Veteran discharge. Also covered is the hot-button issue of redaction and privacy issues.

**CL 113-ELECTRONIC FILING**

This class covers the details of electronic filing including electronic signature, e-notary, and URPERRA.

**CL 131-POLL WORKERS & TEMPORARY HIRES**

This class covers the roles and responsibilities of poll workers in early, absentee, Election Day & recounts; as well as best practices in temporary hires.

**COMMISSIONER, COUNCILOR, POLICY MAKER CLASSES**

**CO 101-THE ROLE AND RESPONSIBILITIES OF THE COUNTY COMMISSIONER**

This class will cover the specific duties and authority of the County Commissioner as policy maker. It will begin with the organization of County Government and an overview of other elected offices.

Specific duties will be covered including appointments, filling vacancies, licensing, Canvassing Board, County Board of Finance, as well as other boards and offices.

**CO 102 -COUNTY SERVICES & FUNCTIONS PART I: Public Works & Land Use**

This class will cover roads/highways, bridges, property (including acquisition within the Procurement Code, disposal, takings, etc), Planning & Zoning, Subdivisions, Recreation & Libraries, and Facilities such as airports, fair grounds, recreational, & libraries.

**CO 103 -COUNTY SERVICES AND FUNCTIONS PART II: HEALTH WELFARE, & PUBLIC SAFETY**

This class covers all aspects of health, welfare, & public safety in the county including E-911, Fire Districts, DWI, Hospitals & the Indigent Fund, Animal Control, Environmental Controls (air, water, and solid waste) and the Cooperative Extension Service.

**CO 113 -OPEN MEETINGS PUBLIC RECORDS ACT FOR THE POLICY MAKER**

**This class applies to Commissioners, City Councilors, Mayors, and other policy makers.**

This class covers the Open Meetings and Public Records Act with emphasis on the Open Meetings Act and special situations that could get commission members in trouble.

**CO 131 -EMPLOYMENT LAW FOR POLICY MAKERS**

**This class applies to Commissioners, City Councilors, Mayors, and other policy makers.**

Elected and appointed officials who do not supervise employees directly still need to know about laws that protect county employees. This course will provide policy makers such as commissioners with an overview of employment principles they need to comply with when adopting personnel policies and will help them understand the legal parameters their supervisors are required to follow. Policy makers such as Commissioners will also learn about the pitfalls of becoming personally involved in employment matters and the potential for individual liability.

**CO 141-SOURCES & USES OF PUBLIC FINANCE PART I**

**This class applies to Commissioners, City Councilors, Mayors, and other policy makers.**

A policy maker specific class that covers how to read a budget and a financial statement, property valuation process, special districts, IRB's etc.

**CO 241 -SOURCES & USES OF PUBLIC FINANCE PART II (Pre-Req CO 141)**

**This class also applies to City Councilors, Mayors, and other policy makers.**

Continuation of Part I

**CO 272 -COMMUNITY ECONOMIC DEVELOPMENT; RESOURCES, SKILLS & TOOLS**

**This class applies to Commissioners, City Councilors, Mayors, and other policy makers.**

This class examines definitions, strategies and financing for community economic development. Students explore specific development strategies, including business attraction, retention and expansion of existing businesses, fostering home grown businesses, and developing an entrepreneurial climate. Public and private mechanisms for financing economic development are also studied.

**CO 273 -EVALUATING PROPOSALS AS AN ECONOMIC DEVELOPMENT TOOL**

**This class applies to Commissioners, City Councilors, Mayors, and other policy makers.**

TBD

## **FINANCE AND PURCHASING**

### **FP 110 -INTERNAL CONTROLS FOR FINANCE AND PURCHASING**

This course will address classic controls including proper documentation of transactions and proper authorization of transactions. The concept of compensating controls will be explored, including unique controls that replace classic controls and proper design of compensating controls. Segregation of duty assignments relating to authorizing and recording transactions, maintaining custody of assets and monitoring activities will be addressed. How to compensate when such separation is impractical is reviewed.

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

### **GIS 101-CORE-GEOGRAPHY; THE ORIGINS OF THE GIS PROFESSION**

This class will include an introduction into geography, what it is and how to use it, as well as an overview of maps and what it is we are mapping. It will cover a general survey of the origins of mapping such as US Census (TIGER), US Geological Survey, DRG's, DOQQ's, and more.

### **GIS 102-VECTOR DATA INPUT (LAB)**

Digital line work, polygon closure, coincident data sets, data creation; a non-vendor specific computer class; what is vector data; and what is raster data.

### **GIS 104-UNDERSTANDING COORDINATE SYSTEMS & PROJECTIONS**

This class will teach the basic use of datums; map projections; land survey; GPS coordinates (geoid or ellipsoid); and ground to grid conversions.

### **GIS 121-THE ETHICAL USE OF GIS**

This class will explore of the concept of "critical GIS"; the GISCI Code of Ethics; and the professional code of conduct that one should employ when considering appropriate and ethical use of GIS information.

**We strongly recommend taking all other GIS classes prior to taking this class.**

### **GIS 155 -GIS PRESENTATION SKILLS (LAB)**

This class will explore the intricacies of presenting data to convey meaning that is appropriate to the audience.

### **GIS 161-MAKING THE MOST OF THE WEB FOR GIS PROFESSIONALS (LAB) (elective)**

This class will feature a GIS emphasis with information on how to find and use available on-line spatial resources; data extraction; how to present those data; and discussions on what data are appropriate to publish to the web.

### **GIS 162-INTEGRATING AND MANIPULATING DATA SETS (LAB)**

Review of raster and vector data types, as well as storage methods. Methods and practical examples of how to retrieve and use both raster and vector data will be covered. Methods to integrate raster and vector data for analysis and modeling will be explored.

### **GIS 166-GPS IN THE FIELD**

This class provides an overview of GPS data collection in the field; review the different types of data (e.g. point line or poly) and the varying methodologies to efficiently capture each type; how to



develop a project; how to define and use a data dictionary; photos with embedded GPS coordinates; offsets & heights with GPS and more.

### **GIS 167-MSAG MAINTENANCE (elective)**

This class will cover the basics of understanding the Master Street Address Guide or MSAG; the logic and techniques for scrubbing; synchronization; maintenance; and evolution to “Next Generation” 911 (NG911).

### **GIS 201-METADATA**

This class will cover an overview of FGDC Standards & ISO Standards; understanding spatial accuracy; distinctions among spatial resolution, accuracy, & precision; and how to document metadata: how to create them and how to read them.

### **GIS 202-VECTOR INPUT PRACTICUM (LAB) (elective)**

Vendor specific solutions.

### **GIS 203-BASIC TOPOLOGY (Pre-req GIS 102) (LAB)**

This class will explain, through example, the topological rules and behaviors that model how points, lines, and polygons share coincident geometry; how topology rules contribute to maintaining GIS data integrity; and introduce how topology is edited to correct errors.

### **GIS 204-REMOTE SENSING (elective)**

This overview class will give an understanding of various types, characteristics, and potential uses of both analog and digital imagery.

### **GIS 262 -ORGANIZING GIS DATA (Pre-req GIS 102)**

**\*\*Recommend taking GIS 161 & GIS 162 prior to taking this class\*\***

A survey of raster and vector data models, graphic data compression, image pyramids, database structures, and georelational data models (e.g. geodatabase). Discussion of the advantages and disadvantages within an enterprise: especially regarding storage space, modeling utility, and interoperability.

### **GIS 263 A & B - URISA ADDRESSING (elective)**

This class covers the basics of addressing, its uses, and the interplay with important systems such as E-911. Both classes must be taken in the same day; this is a 6 hour class.

- **GIS 263 A** - This part of the workshop (part a) is designed to provide a guide to how address assignment and maintenance works at the local level. It focuses on Address Reference Systems and “on the street” issues.
- **GIS 263 B** - The Address Data portion (part b) workshop focuses on how address data are modeled within a relational database, and used as spatial data in a GIS environment. It focuses on standards, data models, and data management, and is more technically oriented.

### **GIS 265\* A & B- USING GIS TECHNOLOGY TO IMPROVE YOUR ORGANIZATION**

This class is designed to educate decision makers, as well as GIS professionals, in the GIS process and how it can make any organization more effective. Both classes must be taken in the same day; this is a 6 hour class.

- **GIS 265 A** - This class provides a basic understanding of the role of institutional design in the long-term successful functioning of the GIS inside an organizational setting. The focus of this first class is the concept of technology seminar and institutional buy-in.
- **GIS 265 B** - This is a continuation of the institutional design class. It provides an overview of the GIS design process. Topics include information product descriptions, system requirements, benefit-cost analysis, security issues and implementation planning.

\*Request to make these CPM classes going through approval process.

**GIS 266- IMAGERY INTERPRETATION (Pre-req is GIS 204, LAB) (elective)**

This class will provide a survey of visual image interpretation; discussion of scale, coverage, and utility for specific interpretation tasks; review of interpretation factors (e.g. tone, texture, scale, association, color, time, etc.); major approaches to image interpretation( e.g. A priori and A posteriori); and discussion of interpretation accuracy and certainty.

**COUNTY HEALTH CARE**

**HC 102– THIRD PARTY PAY ISSUES PART I**

This class addresses the first part of medical entitlement programs, medical terminology and medical issues.

**HC 103– GENERAL EPIDEMIOLOGY & CHRONIC ILLNESSES**

This class addresses the issues surrounding the statutory mandate of 27-5.

**HC 104– HIPAA: IMPLICATION FOR THE HEALTH CARE OFFICIAL**

This class explores the technical and ethical concerns regarding the implementation, practice, and ramifications of this legislation.

**HC 110– INTRODUCTION TO ETHICS FOR THE NM HEALTH CARE PROFESSIONAL**

This class addresses the ethical analyses needs of New Mexico county health alliance staff. Ethics will be defined and ethical dilemmas identified. Principles for calmly analyzing ethical dilemmas are reviewed. New Mexico Statute 27.5 – the Indigent Health Care Act -- is reviewed for its impact on the conduct of county health care staff.

**HC 202– THIRD PARTY PAY ISSUES PART II (pre-req HC 102)**

This class picks up where Part I left off and further explores medical issues including medical billing (DRG, EPT, UB Bundling, etc.), prescription drug guidelines and dental referrals.

**HOMELAND SECURITY**

**HS 100- INTRODUCTION TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM (CJO, CJM)**

This course provides an introduction to the National Incident Management System (NIMS). At the end of this course, participants will be able to describe the intent of NIMS; describe the key concepts and principles underlying NIMS; describe the purpose of the NIMS components, including preparedness, communications and information management, resource management, and command management; and describe the purpose of the National Integration Center. This course provides a basic introduction to NIMS. It is not designed to replace Incident Command System or position-specific training.

### **HS 101- INTRODUCTION TO THE INCIDENT COMMAND SYSTEM**

This class introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, principles, and organizational structure of the ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). Topics include: ICS overview; basic features of ICS; incident commander and command staff functions; general staff functions; ICS facilities; and command responsibilities.

### **HS 102 A & B- PUBLIC INFORMATION AWARENESS TRAINING FOR EMERGENCIES**

(6 hours/ 2 classes) Both classes must be taken in the same day; this is a 6 hour class.

- HS 102 A- Part I of a two-part class. This is awareness-level training for individuals who have public information responsibilities as their main job or as an auxiliary function at State, local, or Tribal levels of government or for elected or other officials who want an overview of emergency public information.
- HS 102 B- Part II of a two-part class. This class is a continuation of Part I.

### **HS 103- BASIC ORIENTATION TO EMERGENCY OPERATIONS CENTERS (CJO, CJM)**

This three-hour Emergency Operations Center (EOC) Basic Orientation course is designed to deliver basic knowledge of the New Mexico Emergency Operations Center and operational procedures including: Review local, state and federal emergency management architecture; review of Incident Command Systems and the operational command system of the state EOC; effective management of internal and external information and communications ; Emergency Operations Center activation levels and processes; and review of situational awareness processes.

### **HS 108-EXERCISING COUNTY EMERGENCY PLANS (CJO, CJM)**

This three-hour class is an instructor facilitated, scenario-based, modified table-top exercise designed to test local emergency operations plans and their associated annexes. This exercise allows participants to openly discuss response roles and requirements to a variety of all hazards incidents. General topics discussed include: Review of local emergency operations plans and their annexes; review of local resources required for an incident; review of public information requirements during an incident; and establishment of working relationships between traditional and nontraditional responders.

### **HS 109– DISASTER PREPAREDNESS(CJO, CJM)**

This course provides participants with the tools to effectively manage a disaster in their jurisdiction. The primary objective of the class is to gain a thorough understanding of disaster declaration processes by exploring basic emergency management principles combined with relevant State and Federal guidelines for such events. Throughout the course students will also be exposed to available local and statewide resources.

### **HS 110– INCIDENT MANAGEMENT FOR EXECUTIVES**

This class describes the Incident Command System, terminology of the system, how the system can be applied and the role of senior officials in an incident. Administrative, logistical, financial, and reporting implications of large incident operations are explored. Learn important sources of information and how to access them. Agencies, policies and guidelines related to an incident are explained, including emergency operation centers, multi-agency coordination and on-incident ICS organizations.

## **HS 111 A & B– PREPARING COMMUNITIES FOR AGRICULTURAL INCIDENTS (6 hours/2 classes)**

- **HS 111 A** – Part I of a two-part class. This class provides participants with competency in the following areas: 1) Awareness of possible targets of opportunity in their region; 2) awareness of an infrastructure of community sources; and 3) awareness of the need for a plan to identify, collect, and share information with State and Federal agencies
- **HS 111 B**- Part II of a two-part class. This class is a continuation of Part I.

Both classes must be taken in the same day; this is a 6-hour class.

## **HS 112 – THE ROLE OF GIS IN AGRICULTURAL SECURITY**

Students are introduced to GPS programs used by agricultural inspectors. Examples of GIS use in agriculture are given. Accessibility of data via networks including HSIN and NMDA sources are explained. Defining quarantine areas for various outbreaks incidents is explored.

## **HS 113 – AGRICULTURAL EMERGENCY PREPAREDNESS SIMULATION**

This interactive session is a training scenario that will inform county officials of your response in case of an agriculture emergency. This is designed to let you participate as a county official in an agriculture emergency regardless of whether it is natural, accidental or criminal in nature and will be realistic enough to inform you of your role and responsibility.

# **INFORMATION TECHNOLOGY**

## **IT 101- SECURITY ISSUES IN IT**

Practically every job requires you to use a computer, and some jobs are done almost entirely on one. But emails, the Internet, and even files brought in on a USB stick can be very dangerous. How can you keep yourself safe, and the people you work with and serve as well? A big part of it is learning to recognize potentially bad things. In this class you'll learn to deal with spam, phishing, malware, and those urgent "Forward This Message!!!" emails. Find out how to safely use employer resources, and pitfalls to avoid like using agency email when posting to public sites.

## **IT 201- SECURITY ISSUES FOR MANAGEMENT (PRE-REQ IT 101)**

The legal requirements are mounting, your resources are shrinking and the threats are increasing every day. How do you make your IT infrastructure secure?

The job calls for clear Acceptable Use and Retention policies, employee accountability and periodic security audits. In this class you'll see examples of policies and ways to truly enforce secure behavior on system users. Explore issues like social media and cloud services, and the challenges presented by virtualization. And learn about free security auditing tools.

## **IT 244- IT RISK MANAGEMENT (PRE-REQ CPM 144- Take both classes same day)**

This class builds upon the general introduction to risk management class (CPM 144) and introduces the student the realm of IT Risk Management including IT risk fundamentals, IT security fundamentals, the IT risk management process; planning; standards & best practices; and resources.

### **IT 157- IT CUSTOMER SERVICE & EDUCATION**

In this class the student will learn about the service life cycle in IT (ITIL); creating and measuring value through service; service design; service transition methods; service operation; and continual service improvement.

### **IT 261 A- IT'S STRATEGIC ROLE IN ORGANIZATIONS (Take A & B the same day)**

This class covers strategies for getting a seat at the table; stakeholder identification; relationship building; cross boundary endeavors; sharing & embracing best practices; planning; implementation strategies; and keeping Up with emerging issues in technology such as social media, ITIL, green IT, and technologies on the horizon.

### **IT 261 B- FOSTERING A SHARED UNDERSTANDING OF THE IT ENTERPRISE**

This class covers the ever-evolving role of the IT enterprise and strategies for sharing an understanding of its complexities including how to differentiate roles, set expectations and align goals; how to offer various service levels; how to communicate how IT adds value (ROI); how to seek engagement opportunities; how to recognize and respect organizational constructs and IT governance; how to manage change; and how to appropriately discuss time limitations (operational, equipment, licenses, etc.)

### **IT 263- DEVELOPING EFFECTIVE IT POLICY**

This class covers creating, implementing, and maintaining effective IT policies and procedures including identifying and addressing liabilities (security, networks, BCP, DRP, legalities, licensing, permissions, ergonomics, public safety, etc.), creating meaningful policies to address issues such as mobile devices, computers, phone use, social/public media, email, files, record retention and record destruction, etc., and strategies for effectively integrating risk plans across entity departments (internal and external communications, outreach plans, collaborative work/planning sessions).

### **IT 265 A- EXPANDING YOUR RESOURCES: EXTERNAL (Take A & B the same day)**

This class is an in-depth exploration of the realities involved in working with vendors. The internal landscape of IT infrastructure, maintenance, support, documentation and budgets can be well served by appropriate pre-sale leveraging of external factors such as vendor relationships regarding service and support contracts. The key is in proper and proactive IT project management utilizing technical expertise. Areas of discussion will include software licensing, resellers, phone services, copier and printer services, e-lines, HVAC, fire suppression, bid/no bid, piggy backing and customer rights.

### **IT 265 B- EXPANDING YOUR RESOURCES: INTERNAL (Take A & B the same day)**

This class covers in-house resources and strategies for identifying and leveraging these in-house helpers, including Terminology, search engine use, software specifics, commonalities; Documentation- how to create a good desk reference user's guide; Work Group User; Generational; Change Management; and Keeping things in Context.

### **IT 271 A- PLAN TO STAY IN BUSINESS: BUSINESS CONTINUITY PLAN (Take A & B the same day)**

Every enterprise has to plan for disaster: storms, fires, natural disasters and disease. But what about those inevitable smaller problems, like the power going out? A Business Continuity Plan details how to continue operating with reduced resources, how to provide failover for critical needs like communication, and how to move operations when necessary.

**IT 271 B- PLAN TO STAY IN BUSINESS: DISASTER RECOVERY PLAN (Take A & B the same day)**

If complete disaster strikes, a Disaster Recovery Plan coordinates where to meet, how to get back in touch, and how to rebuild the infrastructure needed to get back to work. Learn the basics of developing both types of plans, and how to implement them in your workplace.

**IT 272- EFFECTIVE IT SOLUTIONS USING BUSINESS ANALYSIS**

Business analysis is a discipline employed to align an organization's IT projects with its mission and business needs. It is a practice intended to ensure that business needs are effectively identified, analyzed, and documented and therefore support a project management cycle to develop relevant and effective solutions.

**JAIL SPECIALIST (Level I)**

**Note:** The NM EDGE is a collaborative educational program and seeks to create mutually beneficial relationships which may help our students advance their professional development.

The NMAC Loss Prevention program encouraged NM EDGE County College and the curriculum committee to create this track with an eye towards preparing New Mexico jail personnel to pursue national certification, if desired.

Several classes in the jail curriculum may be used to qualify for national certifications through the American Jail Association (AJA). A notation of CJO indicates this class may be counted in the AJA Jail Official certification, a notation of CJM indicates this class may be counted in the AJA Jail Manager certification, and a class with both noted, could count in either program.

**JP 101-BEST PRACTICES IN DAILY FACILITY OPERATIONS (NMCJS, CJO)**

This class will discuss best practices from a systemic approach in a jail setting, the need to have defined standards, reliable policies, procedures and post order and strategies on how to evaluate your systems.

**JP 102-BASIC INVESTIGATIONS (NMCJS, CJO, CJM)**

This class will discuss the basic elements that are needed in developing a basic facility investigations policy, discuss interview techniques, discuss evidence gathering and preservation protocols, discuss testifying strategies, discuss the different types of investigations and how to develop a tracking system for investigations.

**JP 103-USE OF FORCE (NMCJS, CJO)**

This class will address legal issues surrounding the use of force in a jail setting, the elements of model use of force policies and procedures, permissible and impermissible use of force options, reporting requirements and strategies on how to reduce liability.

**JP 104-CRISIS INTERVENTION TEAM TRAINING I (NMCJS, CJO)**

This course will provide line and support staff with suggested skills and knowledge regarding detainees that exhibit chronic symptoms of mental illness that result in confrontations that require intervention and safe de-escalation. Right way; wrong way scenarios are presented and discussed by expert instructors.

### **JP 105-INSTITUTIONAL SAFETY MANAGEMENT (NMCJS, CJO, CJM)**

Detention facilities must comply with environmental and occupational safety requirements while attending to special security needs. This class reviews EPA/OSHA Compliance, Safety Issues, Sharps, Cleaning Supplies, Hazard Reduction, Fire Safety, Sanitation, and Institutional Safety Management.

### **JP 106-SPECIAL POPULATIONS I (NMCJS, CJO)**

This two part class reviews the rights and needs of inmates in special populations and discusses how these rights and needs affect detention operations. Topics include pre-disciplinary/disciplinary, administrative segregation, protective custody, security threat groups, juveniles, medical issues and other special needs inmates. Classes may be taken in either order.

### **JP 107-SPECIAL POPULATIONS II (NMCJS, CJO)**

This two part class reviews the rights and needs of inmates in special populations and discusses how these rights and needs affect detention operations. Topics include pre-disciplinary/disciplinary, administrative segregation, protective custody, security threat groups, juveniles, medical issues and other special needs inmates. Classes may be taken in either order.

### **JP 108-INMATE CLASSIFICATION SYSTEM (NMCJS, CJO, CJM)**

This class addresses the need for a formal classification process for managing and separating inmates. The participants will discuss the necessary elements of a classification system and the challenges faced by facilities in implementing a classification system.

### **JP 109-CRITICAL INCIDENT FACILITY TRAINING (NMCJS, CJO, CJM)**

This class will address strategies and guidelines that are necessary in the development of jail emergency plans to include topics such as, disturbances, escapes, hunger strikes, escapes, fire evacuations, natural disasters and inmate deaths in a facility. The class will also discuss mutual aid agreements that are typical to any facility emergency plan.

### **JP 111-INMATE RIGHTS PART I (NMCJS, CJO)**

This two part class reviews inmates' constitutional rights and discusses how these rights effect detention operations. Issues covered include privacy, religion, association, medical/mental health care, due process, conditions of confinement. Classes may be taken in either order.

### **JP 112-INMATE RIGHTS PART II (NMCJS, CJO)**

This two part class reviews inmates' constitutional rights and discusses how these rights affect detention operations. Issues covered include privacy, religion, association, medical/mental health care, and due process, conditions of confinement. Classes may be taken in either order.

### **JP 114-MANAGING JUVENILE & YOUTHFUL OFFENDERS (NMCJS)**

This class explores the unique and common issues in dealing with the special population of juvenile and youthful offenders.

### **JP 115- EFFECTIVE DETENTION SUPERVISION SKILLS (NMCJS)**

This class covers the roles and responsibilities of the First-Line Supervisor; understanding and working with generational differences; and inspiring consistent policy compliance.

### **JP 121-SEXUAL MISCONDUCT (NMCJS, CJO, CJM)**

This class covers the Prison Rape Elimination Act (PREA) and legal theories under which counties and staff can be civilly and criminally liable for sexual misconduct. Students will review the essential components of a sexual misconduct policy and discuss challenges to implementation.

### **JP 151-TECHNICAL WRITING FOR DETENTION (NMCJS, CJO)**

This class will focus on the importance of writing accurate reports in a jail setting, the critical need to document facility occurrences, the need to properly maintain logs and the elements that need to be included in a facility policy and procedure manual and the importance of maintaining statistical data for facility operations and quality assurance.

## **JAIL PROFESSIONAL (Level II)**

### **JP 204-CRISIS INTERVENTION TEAM TRAINING II (NMCJP, CJM)**

Detention managers and supervisors will be coached in the proper handling of critical incidents and mentally ill detainees. Staff training, risk management, documentation and safety management topics will be presented by experienced, recognized experts.

### **JP 209-HEALTH SERVICES (NMCJP, CJO, CJM)**

Detention facilities are legally required to provide reasonable and necessary medical care for inmates' serious medical and mental health conditions. In this class students will learn the components of an acceptable medical/mental health program including screenings, assessments, physicals, "sick call", emergency care, chronic care, dental care, medical staffing and contracts. A team of experts instruct this class focusing on medical and legal.

### **JP 211-ADULT PROFESSIONAL STANDARDS: ATTAINING ACCREDITATION (NMCJP, CJO)**

This class will discuss the history and purpose of accreditation. It will outline the New Mexico Local Government Accreditation Program, the National Commission on Healthcare, and the American Correctional Association, the eligibility criteria of each, and the steps necessary to obtain accreditation.

### **JP 212-INTERGOVERNMENTAL RELATIONS FOR DETENTION (NMCJP, CJO, CJM)**

This class discusses the relationships between detention and other agencies such as law enforcement, the courts, probation and parole, the Department of Corrections, and Immigration and Naturalization. It also explores the benefits of information sharing, fostering relationships, coalition building and collaborations.

### **JP 221-DEVELOPING OPERATIONAL POLICY FOR DETENTION ADMINISTRATORS (NMCJP, CJM)**

This class will explore the critical need for developing and maintaining operational policy, procedures and post order in a detention setting. This class will also discuss various formats and best practice sample policies, procedures and post orders and tracking strategies for keeping them up to date.

### **JP 222-STAFF DEVELOPMENT (1<sup>ST</sup> YEAR) (NMCJP, CJO, CJM)**

This class covers the components of an effective staff development program including: Orientation, Basic Training, In-Service, On the Job Training, Specialized/Certifications, Developing curricula/lesson plans/objectives, Creating a Learning Environment, Tying Continual Learning to Performance Evaluation, Coaching Leadership Opportunities, and Self Development.



### **JP 223-SERVICE CONTRACT PROVISIONS (NMCJP, CJO, CJM)**

This class is an overview in the use of contractors for services such as medical care, food service, and vermin control. It will cover the roles and responsibilities of the contractor and administration, and elements to be considered for inclusion and exclusion in the contract.

### **JP 224-PERFORMANCE AND QUALITY ASSURANCE (NMCJP, CJO, CJM)**

A continuous or ongoing quality assurance program is an essential component of a well run detention operation. In this class participants will review the characteristics of a QA program and how to implement it including examples of aspects of the operations that should be regularly evaluated such as medical, security, programming, grievances, food service etc.

### **JP 225-INMATE SUPERVISION (NMCJP, CJO)**

This class covers the pros and cons of direct and indirect supervision, the necessity for standard operating procedures regarding supervision, the need for proper documentation, and the use of technology for supervision.

### **JP 241-BUDGETING FOR DETENTION MANAGEMENT (NMCJP, CJM)**

This class addresses guidelines that will help administrators secure the necessary funding they need to meet the jail's primary objectives. The class will address the key elements of a jail budget, types of budgets, how to perform a needs assessment, how to present a budget and strategies on managing a jail budget.

### **DA 110 -CRISIS INTERVENTION FOR DETENTION ADMINISTRATORS**

This course will train detention administrators on the following: The five major mental illnesses and their symptoms; How to discern brain disorders treatable with medication from socio-pathologies common among criminals: Learning medications used to treat mental illness and their side effects: Familiarizing administrators with mental illness treatment requirements under the law; Managing pharmaceuticals in the detention setting and potentials for misuse in the inmate population; and De-escalation methodology with the mentally ill in a detention setting.

## **PUBLIC ETHICS**

### **PE 110- KNOW THE LAW**

In this class students will learn to identify violations in ethical conduct and identify the laws or guidelines that make the conduct inappropriate or illegal including the NM Governmental Conduct Act and other statutory requirements. Students will learn how to carry out the spirit of these laws, to engage the public, and to democratize government.

### **PE 111- NM GOVERNMENTAL CONDUCT ACT**

This class reviews the specific letter of this law and explores the role of the individual public servant in carrying out the intent of the law.

### **PE 120-DO THE RIGHT THING**

In this class students will explore the 7 Universal Values of integrity, fairness, compassion, loyalty, respect, responsibility, trustworthiness; compare theories of ethics; recognize ethical dilemmas; and learn to apply ethical theories to decision making in daily life.

### **PE 123- PROMOTING CIVILITY**

In this class students will explore the relationship between behavior and outcomes when nurturing an ethical culture.

### **PE 128-WALK THE TALK**

In this class students will learn how to analyze the context and elements of ethical decision making as viewed through various perceptual filters including personal and cultural values; and learn how to develop and implement a personal ethics statement.

### **PE 140-DANGEROUS LIAISONS**

This class explores the complex and potentially illegal nature of power, sex, and money.

### **PE 147-RISKY BUSINESS: PREVENTING & MITIGATING DAMAGE**

This class explores the value of anticipating potential risk and developing policies and procedures to prevent and mitigate damage to your organization's reputation, integrity, and bottom line.

### **PE 220-PRINCIPLE BASED DECISION MAKING**

This class will explore the value based decision making process in depth; how values help to analyze, select, and explain a course of action taking into consideration personal and organizational values including the following tests: virtuous character, disclosure rule, professional ethic, and intuition ethic.

### **PE 226- LEADERSHIP AND THE PUBLIC TRUST**

This class examines how a person's perceived and actual ethical behavior impact how the public views them as a leader. Through case studies and hypothetical scenarios, gain a better understanding of how to exhibit a level of integrity that not only creates a sense of trustworthiness but enables one to put their vision into action.

### **PE 239-ETHICAL LEADERSHIP (pre req CPM 139)**

In this class leaders will explore their responsibility in creating an ethical organization including: developing standards, inspiring, modeling, assessing and enforcing ethical behavior.

### **PE 271- RIGHT versus RIGHT (Ethical Dilemmas)**

This class explores ethical values, leadership, and the challenge in making the right decision when there is no wrong answer.

## **NM PUBLIC PURCHASING**

### **NMP 101- NM PROCUREMENT PROCESS (Pre-Req. CPM 143)**

This class explores the genesis of a procurement. It includes the NM Procurement Code; the Role of the requisition; Specifications Overview (including Scope of Work Development); Specification Types; Contract Types & Contract Administration involvement; Role and Responsibilities of the Chief Procurement Officer; and a brief look at Contract Closeout (to be covered further in NMP 103 B). Specification Types and the involvement of the owner as it relates to contract administration when determining the type of contract that is under consideration.

### **NMP 102- OVERVIEW OF ACQUISITION METHODS IN NM (Pre Req NMP 101)**

This class compares methods of acquisition in compliance with NM law and the appropriate use of each. It includes Contract Formation; Bids versus Proposals; Invitation to Bid (ITB); Request for

Proposal (RFP); Request for Qualifications (RFQ); Request for Information (RFI); Sole Source; Emergency Procurement; Pricing Agreements; Small Purchases; P-Card; Reverse Auction, Cooperative Purchasing Agreements; and an overview of Protests.

### **NMP 103 A & B- CONTRACT ADMINISTRATION** (Pre Req. NMP 101)

#### **Two-part class- To be taken on the same day**

A: Part one of this class lays the foundation for understanding Contract Administration in New Mexico. It includes Contract Administration; Clarifying Expectations; Effective Communication; Roles and Responsibilities of all Parties (Do's and Don'ts); Contracting with employee or family member; Anti-donation; Ethical Considerations; Records Retention and Compliance with Specifications; and Acceptance.

B: Part two continues with discussion of Payment Methods; Deliverables; Retainage/Hold Back; Liquidated Damages; Bonds and NM Law (Bid, Performance, Fidelity); Insurance and NM Law; Reporting Requirements; and Contract Close Out.

### **NMP 104- MATERIALS MANAGEMENT**

This class covers the essentials of materials management. It includes Records; Surplus Property; Disposal; Shipping; Receiving & Acceptance; Inventory; Warehousing and Delivery.

### **NMP 201- SOLICITATION & PROCESSING OF BIDS (IFB/ITB)** (Pre Req All level one classes)

This class will address Development; Advertising; Receipt and Handling Processing, and Award. Also, students will discuss the appropriate use and aspects of IFBs and ITBs including: When to use; Unique Aspect of Specifications; Pre-Bid Conference; Receipt Handling/Public Openings; Documentation Table/Posting/Etc.; Contest Award methods (Preferences & In-State/Veterans (%)); and the Award Process.

### **NMP 202 A- REQUEST FOR PROPOSALS: DOCUMENT DEVELOPMENT**

#### **A and B taken on the same day**

A: Part one of this class is an introduction into Document Development and its Guiding Principles. Students will then begin to drill down into the elements of the process including: How to Get Started; How to Draft an RNMP and What to Include (Purpose; Scope Of Solicitation; Procurement Schedule; Conditions Governing The Solicitation; Mandatory/Desirable Specifications & Evaluation Factors); How to Draft The Contract (Contractual Protection and Management; Scope of Work). Supporting exercises engage students and provide valuable practice.

### **NMP 202 B- REQUEST FOR PROPOSALS: NM PROCUREMENT PROCESS**

#### **A and B taken on the same day**

B: Building on the key concepts covered in part one, this class moves into concepts specific to the NM Procurement Process including; Request for Proposals Procurement Process; Issue and Distribute; Pre-Proposal Conference; Evaluation Committee Documents; Evaluation of Proposals; Selection of Finalists/Short List; Best and Final Offers; Proposal Presentation / Demonstration (orals); Evaluation Committee Report; Preparation for Award; and Handling Protests. As well as, a review of important techniques for complex procurements such as: Risk Mitigation; Scenario-Based Demonstrations; Site Visits; Bonding; Liquidated Damages; Special Considerations for Information Technology Procurements and supporting exercises for practical application.

### **NMP 203- BARGAINING VERSUS NEGOTIATION**

This class explores the essential elements of each approach and how they achieve different desired outcomes. Topics include: Engaging for Suitable Outcomes; Why Negotiate; When is negotiation appropriate; Why Bargain; When is Bargaining appropriate; Practice Plan Development (Purpose; Strategy; Contents including Cost Analysis, Targets and Measures); Team Involvement; Preparation for conduct; Addressing deficiencies in the proposal; Review contract exceptions; Actual conduct and Documentation. Students will practice using a variety of techniques to achieve an identified result.

### **NMP 204- ROLES & RESPONSIBILITIES FOR NM CONSTRUCTION, ENGINEERING & CAPITAL OUTLAY PROJECTS**

This advanced class offers specifics in understanding the roles and responsibilities of big project procurement in New Mexico. It includes A&E selection (reference code § 13-1-120 NMSA); Project delivery; Methods to consider; NM Licensure; Solicitation Documents; Contract Award; Contract Forms (see NMPSFA.ORG); Contract Administration; Substantial Completion; Post Occupancy Evaluation; Entry of Infrastructure in Capital Assets and Cost Segregation.

### **NMP 205- ADVANCED CONTRACT ADMINISTRATION**

In this class, students will explore the details of professional, responsible, contract administration of procurements including: Roles & Responsibilities (Receiving; Monitoring; Deliverables; Reporting; Corrections/Change Orders; Payments; Post Contract Evaluation / Lessons Learned); Conflicts (Resolution; Mediation; Arbitration); CPMS Monitoring and other funding approvals for Capital Outlay; and Close-out/Transition to a New Vendor.

### **NMP 206- ADVANCED CONSTRUCTION IN NM**

This class drills down into the specifics of Construction Procurement in New Mexico including: Sealed Bid Method (Developing Package, Specifications & Code; Approvals; Substitutions; Payments; Change Order/Contract Amendment; As-builts); Proposal (RFP); Construction Manager at Risk; Construction Manager Not at Risk; Design Build; Design Bid Build; When to use; Teaming.

### **NMP 207- PROTEST PROCESS IN NM**

In this class students will learn to approach the Protest Process with clarity, purpose and a fair-minded approach. The class includes Why protests arise; How they can be headed off; How they are initially handled; How the resolution is handled; Vendor/Protestant Rights; Legal Aspects (Required Steps); Hearing Officer or Binding Arbitration; and Going to Court (Making your best case).

### **NMP 208- ADVANCED PURCHASING ADMINISTRATION (ELECTIVE)**

In this class the student learns to close the loop using feedback and measures including: Writing and Managing Policies & Procedures; Forms; Electronic Procurement Systems (ERP Systems); Training & Evaluating Staff; Performance Review; Plan/Do/Study/Act quality assurance (PDSA); and using metrics effectively.

### **NMP 209- ADVANCED RFP (ELECTIVE)**

This class is focused on the state of the art best practices for developing and evaluating complex RFP based solicitations for products and services including equipment (purchase/lease), software development, commercial of the shelf (COTS) software, services and professional services. The class includes valuable information, extensive examples and proven techniques that may be employed to

accelerate the procurement process and ensure the selection of the best value source for the desired products and/or services.

## **RISK MANAGERS**

### **RM 102- ERGONOMICS FOR EVERYONE**

This class covers workstation design; bio-mechanics; and considerations when selection proper tools.

### **RM 103- ACCIDENT INVESTIGATION AND REPORT WRITING**

This class will cover identifying root causes; correcting deficiencies; mitigation strategies; standardized format for reports; documenting an incident with appropriate details; and retention of the record.

### **RM 132- OSHA COMPLIANCE SURVEY PART I**

This class covers 1910 general industry regulatory standards.

### **RM 133- OSHA COMPLIANCE SURVEY PART I**

This class covers 1926 construction industry regulatory standards.

### **RM 232- JOB HAZARD ANALYSIS**

This class covers identifying hazardous tasks in the performance of each job; prevention; and identifying proper policies, procedures, tools and equipment for specific jobs to prevent accidents and loss.

### **RM 244- LOSS PREVENTION MANAGEMENT**

This class will explore techniques for identifying loss potential/exposures; identifying trends as forecasting tool; and mitigation strategies to reduce and eliminate exposure.

### **RM 255- TRAINING THE RISK MANAGEMENT TRAINER**

This class explores the unique perspective of the adult learner and effective techniques for more meaningful learning to allow the Risk Management Trainer to train staff in important issues for the entity.

## **COUNTY SHERIFF**

### **SH 101- ROLES AND RESPONSIBILITIES OF THE NM SHERIFFS**

This class covers the roles and responsibilities of the NM County Sheriff's Office and what to avoid: This Ain't Mayberry, Sheriff! Nothin' but the facts.

## **COUNTY TREASURY OFFICIAL (Treasurer, etc.)**

### **TO 100-ROLES & RESPONSIBILITIES OF THE ASSESSORS & TREASURERS OFFICES**

This class is designed to heighten awareness among the three offices to improve their professional interactions. The legal definition of each office will be reviewed, as well as roles and responsibilities of each office, including tax roll timeliness, tax roll corrections, tax rates, warrants, abstracts, mobile home issues and recording issues.

### **TO 101–RESOURCES FOR TREASURY OFFICIALS**

This class will explore a variety of resources available to NM County Treasurers including online resources (state government, federal government, financial organizations; educational & commercial sources), magazines and associations to aide in successful operations of offices.

### **TO 102–MORTGAGE COMPANY PROCESSING**

This class will define the Treasurer’s legal responsibility to provide information, plus the responsibility of the taxpayer and the mortgage company. It will also cover electronic processing, working with the IT department, how to put taxes in suspension, what the billing and receipting procedures and deadlines are, and tips on discerning public vs. private information.

### **TO 103–BANKRUPTCY ISSUES**

This class will explore the different types of bankruptcy and what each type means to the Treasurer (Chapters 7, 11, 13: What are the differences?). The class will examine the litigation process and review proper court vocabulary. You will learn how to conduct a search for bankruptcy filings, how to file a proof of claim, and the role of the trustee in relation to the County Treasurer’s office.

### **TO 105–REAL PROPERTY COLLECTIONS**

This class reviews the critical dates important to the collection calendar including first half due, second half due, notice of valuation, last day to claim exemptions, protest deadline, lien placement and delinquency, as well as notices, interest and penalty, tax bills, procedures for auction, mobile home collections, credit card payments and convenience fees.

### **TO 106–RFP’S, CONTRACTS, & DEPOSITORY SERVICES FOR THE COUNTY TREASURER’S OFFICE**

This class discusses RFP’s and contracts and the need for each; negotiating and constructing contracts; bidding and when to merge the RFP with other contracts; depository contract objectives and policies; financial advisor contracts, selection and monitoring; balance reporting; ACH payments; lockbox agreements; and collateral agreements.

### **TO 202–TREASURY OFFICE REPORTING REQUIREMENTS**

This class covers the basics regarding investment accounting and reporting, state mandated reporting requirements, records retention, interest allocation reports, confiscated assets, 10-year audit, monthly treasurers’ reports, delinquent property tax reports, and mobile home lien reports.

### **TO 203--CASH MANAGEMENT & INVESTMENT POLICY FOR TREASURY OFFICES**

This class presents payment types, cash flow, forecasting, sweep accounts; overnight repurchase contracts, money market funds, and investment policy building.

### **TO 204- MANAGING INVESTMENTS FOR TREASURERS (PRE-REQ TO 203)**

This class will review the guidelines for investing county funds including investment management objectives, investment portfolio management, elements involved in trading, understanding how much collateral is needed, collateral and FDIC insurance, when to buy and sell bonds and what type, importance of laddering investments, when should money be pulled out of investments, how much should be invested versus cash flow for operating expenses, and how to build an investment policy for your entity.

### **TO 205- FUNDAMENTALS OF BONDING ISSUES**

This class covers the outline of bond election plans and procedures, the role of finance team members, and the importance of documentation.

**NOTE:** As of 2012, classes **TO 104 & TO 110** are no longer offered. Anyone having taken one of these classes may use it as an elective. The content of each has been incorporated into other classes.

For curriculum specifics please see the checklists available on our website at [nmedge.nmsu.edu](http://nmedge.nmsu.edu) where you can also find our NM CPM Core Class Catalogue.

For more information contact **The NM EDGE** at 505 424 0744 or 575 646 5424  
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