

Catalogue of Public Sector Specialization Classes

Get The NM **EDGE!**

Education **D**esigned to **G**enerate **E**xcellence 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 DWI Coordinator (**NMCDWIC**)
- ❖ The NM Certified Extension Professional (**NMCEP**)
- ❖ The NM Certified GIS Specialist (**NMCGISS**)
- ❖ The NM Certified HR Professional (**NMCHRP**)
- ❖ The NM Certified Jail Specialist (**NMCJS**)
- ❖ The NM Certified Public Finance Professional (**NMCPFP**)
- ❖ The NM Certified Public Purchasing Professional (**NMCPPP**)
- ❖ The NM Certified Risk Manager Professional (**NMCRMP**)
- ❖ The NM Certified Tax Policy Professional (**NMTAX**)

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**)

Class requirement checklists detailing the necessary classes to earn each of these designations are available at our website <https://nmedge.nmsu.edu/programs/certification.html> as is the NM CPM Core Class Catalogue <https://nmedge.nmsu.edu/students/catalog.html>

For more information contact **The NM EDGE** at 505 224 4059 or 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
- DWI=DWI Coordinators
- EDS= Economic Development
- GIS=Geographic Information Systems
- HR=Human Resource Professional
- JP=Jail Specialist
- NMF= Public Finance
- NMP= Public Purchasing
- PE= Public Ethics
- RM=Risk Management
- TAX=Tax Policy
- TO= Treasury Officials

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 by area of expertise in **The NM EDGE Specialization catalogue.**
Both catalogues are available through our website at nmedge.nmsu.edu.
For more information contact **The NM EDGE** at 505-224-4059 or nmedge@nmsu.edu

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. Roles and responsibilities of each office will be reviewed, including tax roll timeliness, tax roll corrections, tax rates, warrants, abstracts, mobile home issues, collections, investments and other pertinent topics.

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- BUSINESS PERSONAL PROPERTY REPORTING & VALUATION (eq PTD 107)

This class covers the definitions of and the best practices for handling the special method valuation of business 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 and the Assessor's role in keeping ownership records.

AO 104 – PROPERTY VALUATION APPEAL

This class covers the appraisal appeals process, informal hearings, statutory requirements, types of protests and the process for appeal of decision by either party.

AO 105- CERTIFICATIONS, ABSTRACTS, & WARRANTS (eq PTD 103)

This class covers the basics and best practices of certification of countywide property values, abstracts, and warrants.

AO 106-BUDGET DEVELOPMENT & REVALUATION PLAN (eq PTD 105) (NMFe)

This class covers the basics and the best practices for creating the operating budget & revaluation plans.

AO 107- AGRICULTURAL PROPERTY VALUATION (eq PTD 106)

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

AO 108 –MANUFACTURED HOME VALUATION

This class covers special methods of valuation for manufactured homes including the key factors that distinguish the manufactured home from other types of homes.

AO 109 – THE ASSESSMENT CALENDAR

Learn & understand the mandated responsibilities and requirements according to specific dates & deadlines essential to the successful operation of Assessor's Office.

AO 110- TAX RATE CERTIFICATION & YIELD CONTROL (eq PTD 104) (NMFe)

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.

AO 112 – DETERMINATION & TREATMENT of TAX-EXEMPT PROPERTIES

This class will review 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 (elective)

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

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 –MAPPING PROCEDURES AND REQUIREMENTS

This class will teach the proper terminology used with mapping systems, statutory requirements, understanding legal descriptions, mapping math, mapping methods and equipment, drawing mete 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 –SPECIAL TAX DISTRICTS (NMFe)

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.

AO 117- ASSESSOR EVALUATION STANDARDS (eq PTD 108) (elective)

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, Fannie Mae and Ad Valorem Standards.

AO 206 – PRINCIPLES OF TAXATION

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.

CULTURAL AWARENESS AND RESPECTFUL ENGAGEMENT

CARE 111A- BUILDING STRONG INTERGOVERNMENTAL RELATIONS IN NEW MEXICO Part I (Must take 111 A & B same day) (recommended elective in every curriculum) (CPO, AOe, CESe, COe, DWIe, PEe)

Learn about the history of colonization and indigenous native peoples. Understand the evolving nature of Indian law and policy. Recognize the significance of developing mutual trust through meaningful and respectful dialogue. Identify ways to engage in collaborative governmental interaction. Promote community well-being through respectful outreach and engagement.

CARE 111B- BUILDING STRONG INTERGOVERNMENTAL RELATIONS IN NEW MEXICO Part II (Must take 111 A & B same day) (recommended elective in every curriculum)

Recognize the significance of developing mutual trust through meaningful and respectful dialogue. Identify ways to engage in collaborative governmental interaction. Promote community well-being through respectful outreach and engagement.

CARE 151- IMPROVING COMMUNICATIONS USING NLP

Understand the meaning and convey the history of Neuro-Linguistic Programming (NLP). Use language sensory patterns to effectively build rapport. Identify how someone is thinking by utilizing eye accessing cues. Utilize the NLP tools for engaging community members in various contexts. Effectively implement the NLP Meta Model for better communication.

CARE 152- USING THE META-MODEL for EFFECTIVE COMMUNICATIONS (pre-req. CARE 151)

This class engages the theory and practice of using the Meta Model which is a set of language patterns and questions that reconnect the deletions, distortions, and generalizations to the experience that generated them. You will learn how to use these skills for more effective communication and conflict resolution.

COOPERATIVE EXTENSION SERVICE (new and revised classes 2021)

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- NAVIGATING THE NMSU PROCESS

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, and cyber security. Including a handout on who to call when you have a question.

CES 103A- 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 103B – EXPANDING OUR REACH

This class focuses on expanding the impact and accessibility of Cooperative Extension programs. Participants will explore the importance of reaching new audiences, identify barriers, and develop strategies to overcome them. The course also highlights building partnerships, creating welcoming learning environments, and applying practical, real-world approaches to better serve New Mexico communities.

CES 104A- EXTENSION PROGRAM PLANNING AND NEEDS ASSESSMENT

This class will walk you through the “where to start” in program development using agent/specialist interaction, effective use of advisory committees, conducting needs assessments and result-oriented program planning. (All parts are geared toward helping identify the most efficient and relevant programs and will lay the foundation for 104 B & C.)

CES 104B- EXTENSION PROGRAM DEVELOPMENT AND EVALUATION

This class reviews the development of plans of work and reporting. The session will highlight the importance of five-year plans of work and the connection to impact writing and enhanced reporting.

CES 104C- EXTENSION PROGRAM IMPLEMENTATION AND EVALUATION

This class explores a variety of methods to implement Extension programming including various contact methods as well as delivery formats to reach Extension audiences. The “So What” importance of program evaluation will be discussed and different modes to gather knowledge gained, behavior change, and overall effectiveness of Extension Programming will be addressed.

CES 105- PROMOTION, MARKETING, AND MASS MEDIA FOR EXTENSION PROGRAMS (Pre-req. CES 104 ABC)

This class will highlight the importance of telling the Extension story. Participants will discuss strategies to identify and analyze audiences who are key to the Extension mission and how to craft messages targeted to their priorities. Discussion on developing a communication plan and tactics to implement that plan to effectively communicate impacts. Delivery methods and media outlets will be explored, as well as resources available to extension staff.

CES 107- STRESS MANAGEMENT AND WELLNESS FOR A SUSTAINABLE CAREER

This class covers understanding how stress impacts the brain and body, tools to positively leverage stress, and the importance of self-care and strategies for balancing work and family life.

CES 108- TIME MANAGEMENT IN EXTENSION

This class will cover how and why it is important to be productive and not just busy; how to effectively manage your energy and time; creating work/life balance; and creating goals that motivate.

CES 109- PERSONAL FINANCIAL MANAGEMENT FOR PROFESSIONALS

This class will cover the most effective ways to increase savings and investing, reduce/eliminate debt, build/improve your credit score, and will touch on and answer questions about insurance and estate planning (e.g., the importance of having a will).

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 foundational class introduces key components of federal election law and its impact on local election administration. Participants will identify the federal entities involved in election oversight and support, explore the historical development of federal election laws and constitutional amendments, and examine how federal law intersects with the New Mexico Election Code. The course also includes an overview of the Electoral College.

CL 102-ELECTION LAW II

This class builds on the foundational principles of election law by focusing on New Mexico-specific statutes and structures. Participants will explore the historical context of Kearny's Laws and take an in-depth look at the New Mexico Election Code. Special emphasis will be placed on understanding the election calendar and how election cycles function in both even and odd-numbered years.

CL 103-ADMINISTRATIVE RULES FOR ELECTIONS

This class provides an in-depth exploration of the administrative framework that governs New Mexico elections. Participants will gain a foundational understanding of administrative law and how it intersects with the responsibilities of the County Clerk's Office. The class also offers a detailed review of the New Mexico Administrative Code (NMAC) as it relates to election procedures.

CL 104A- ELECTIONS PROJECT MANAGEMENT: PLANNING, TIMELINE AND RISK

This class recognizes elections as high-risk, fixed-deadline projects that require timeline-based planning and project management discipline. The class introduces forecasting tools, historical turnout data, and planning assumptions to build effective resource allocations and staffing plans.

CL 104B - ELECTIONS PROJECT MANAGEMENT: PROCESS IMPROVEMENT IN THE CLERK'S OFFICE

This class teaches how planning an election involves project management and applies Lean thinking to Clerk's Office operations. Students will learn DMAIC as a project management model and how other tools (SMART Goals, KPI's, SOP's, etc.) can be applied to simplify workflows, reduce waste, and sustain process improvements.

CL 105- VOTER FILE MANAGEMENT

This class covers the Voter Records System Act, requirements for voter file maintenance, the basics of voter registration, the role of third-party agents, and political parties within the United States and New Mexico.

CL 106-CENSUS & REDISTRICTING

This class provides an overview of the U.S. Census and its critical role in redistricting, including the distinction between reapportionment and redistricting, key concepts, and the step-by-step redistricting process.

CL 107-ELECTION LOGISTICS

This class offers an in-depth look at election logistics, focusing on the essential systems that ensure secure and efficient electoral processes. Students will understand the coordination required to conduct a legally compliant, transparent, and trustworthy election.

CL 108-OVERVIEW OF PROBATE LAW & PROBATE FORMS

This class offers a survey overview of the laws and forms involved in NM Probate including valid wills, and how property and assets are titled and transferred through probate and non-probate processes.

CL 109- CANVASS, RECOUNTS AND AUDITS

This course offers a comprehensive overview of the post-election processes that ensure the accuracy, integrity, and public confidence in New Mexico’s elections. Participants will gain a deep understanding of the canvassing process, recount procedures, and post-election voting system checks, including the legal requirements and regulatory triggers that govern each. The course will address common challenges and explore best practices that promote transparency, accuracy, and voter trust.

CL 110-MISCELLANEOUS RECORDINGS & REDACTION

This class covers liquor & business licensing, oil & gas leases, solar rights, wind rights, water rights UCC and redaction within the County Clerk’s Office.

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 & REDACTION POLICIES

This class covers the NM Public Records Act and the New Mexico Inspection of Public Records Act, as well as redaction policies that pertain to the office of County Clerk in New Mexico. Also covered is the hot-button issue of privacy issues.

CL 113-ELECTRONIC FILING (elective)

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

CL 131-POLLING PLACE MANAGEMENT

This class covers the history of election boards in New Mexico, requirements for becoming an election board member, election board pay, basic elements of training of election boards, basics of managing a voting location (including the Native American Voting Rights Act), as well as some insight into post-election duties and challengers, watchers, and observers.

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, fairgrounds, 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 such as Executive Session, when it is allowed, what you are allowed to discuss, and proper procedures for getting in and out of executive session.

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

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 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.

This class refreshes the student on important terms, tools, and strategies used in determining the impact of a proposed project; Public and private partnerships for securing economic development, State of New Mexico resources, and important consideration when vetting economic development plans for your community.

DWI Coordinator

DWI 101- LDWI FOR COORDINATORS

This class lays the groundwork for new county DWI Coordinators by exploring the statutes rule and guidelines which oversee the program and the available funding from the Liquor Excise Tax. The role of the Department of Finance and Administration Local Government Division's program managers will be discussed.

DWI 102- PROGRAM PLANNING AND DEVELOPMENT

This class continues the DWI Program introduction process and helps the coordinator (and program personnel) look at what your county or municipality already has in place. The student will examine important terms, tools and processes that will help develop a productive program.

DWI 103- DWI POLICIES AND PROCEDURES

This class focuses on policies and procedures including when and why they are needed, development, and technical writing hints and how they relate to the department or program.

DWI 104- CONTRACT OVERVIEW AND DEVELOPMENT (pre-req. CPM 143)

This class will cover the different methods of soliciting for goods and services, and how to develop a contract and best practices when a contract is in place. Participants will discuss and practice developing a request for proposal guideline, how to develop a scope of service, and monitoring/evaluating contractors.

DWI 105- COLLABORATION FOR PROGRAM SUSTAINABILITY (Co-req. Take same day as DWI 108)

Participants will learn best practices for developing/expanding collaborations with key community partners. It will also discuss outreach efforts, marketing strategies, and program sustainability.

DWI 106- DWI TREATMENT PROGRAMS

This course was designed to provide useful information in working with treatment providers. Students will leave with increased confidence regarding selecting treatment programs, understanding the assessment and recommendation process, and how to identify evidence-based programs and procedures for tracking progress.

DWI 107- OVERVIEW OF COMPLIANCE PROGRAMS

This class will focus on the legal authority for a county to operate a misdemeanor compliance program. The powers, duties and limitations of the county court compliance officer will be discussed as defined by the Administrative Office of the Courts (AOC) guidelines. LDWI guidelines related to DWI screening program requirements are also addressed.

DWI 108- EVALUATION MADE SIMPLE (Co-req. Take same day as DWI 105)

This class reviews the basic principles and concepts for designing an evaluation plan specific to the needs of the agency, community, and/or target population. It reviews evaluation processes and evaluation tools that may be helpful in assessing whether there is an improvement in the program's objectives and outcomes.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) *under curriculum review 2026*

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 (ABQ Ctr Lab, ESRI License)

Digital line work, polygon closure, coincident data sets, data creation; a 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 (CPM, PE)

This class will explore 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. Discuss the legal ramifications of GIS in court cases.

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

GIS 155 -GIS PRESENTATION SKILLS (ABQ Ctr. LAB, ESRI License)

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. This is a hot-topic lab.

GIS 162-INTEGRATING AND MANIPULATING DATA SETS (ABQ Ctr. LAB, ESRI License)

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 (Excursion Lab)

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, how to read them, and why it’s important.

GIS 202-VECTOR INPUT PRACTICUM (ABQ Ctr. LAB, ESRI License)

Vendor specific solutions.

GIS 203-BASIC TOPOLOGY (Pre-req GIS 102) (ABQ Ctr. LAB, ESRI License)

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) (LAB)

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) (ABQ Ctr. LAB, ESRI License)

****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) (A&B must be taken same day)

This class covers the basics of addressing, its uses, and the interplay with important systems such as E-911. Both classes must be taken on 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 on the same day; this is a 6-hour class. This is a project management-type class about implementing within your organization (across systems or as individual projects).

- **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.

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.

HUMAN RESOURCES

HR 101 – INTRODUCTION TO HUMAN RESOURCES IN THE NM PUBLIC SECTOR

This class will provide an overview of foundational knowledge areas for those who are new to the field of Human Resources (HR) in the New Mexico public sector employment context. Topics to be covered include HR responsibilities, functional areas, organizational structures, and essential skills and competencies.

HR 102 – TALENT ACQUISITION AND THE HR PROFESSIONAL

This class will provide an in-depth look at the Human Resources (HR) role in talent acquisition (TA) processes including recruiting, hiring, and onboarding employees for positions in public sector employment. Distinctions from the TA process in the private sector will be emphasized, as well as the specialized role of the HR professional as compared to that of the hiring manager.

JAIL SPECIALIST

Note: NM EDGE has partnered with Local Gov U/CorrectionsOne Academy to offer these classes asynchronously. To find out how to access the material 24/7, contact nmedge@nmsu.edu.

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. Must take JP 106 & JP 107 the same day.

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. Must take JP 106 & JP 107 the same day.

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, 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 affect detention operations. Issues covered include privacy, religion, association, medical/mental health care, due process, conditions of confinement. Must take JP 111 & JP 112 the same day.

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. Must take JP 111 & JP 112 the same day.

JP 114-MANAGING JUVENILE & YOUTHFUL OFFENDERS (NMCJSe)

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

JP 115- INTRO TO EFFECTIVE SUPERVISION SKILLS (NMCJSe)

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 facilities 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.

PUBLIC ETHICS

PE 110 A & B- ETHICS: KNOW THE LAW I (CPO, AO, CL, CO, DWI, TO)

In this two-part 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 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 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.

PUBLIC FINANCE

NMF 101 A –ACCOUNTING I A: KEY CONCEPTS

This class covers the basic key concepts of public sector accounting such as financial policies, GAAP, GASB, federal grant compliance, DFA reporting and more. Must take Accounting I AB the same day.

NMF 101 B –ACCOUNTING I B: TECHNICAL APPLICATION

In the second half of this two-part basic accounting class technical concepts will be reviewed including AP & AR, reconciliation, auditing, and reading a financial statement. Must take Accounting I A and B the same day.

NMF 102 A –ACCOUNTING II A: FUND ACCOUNTING AND FINANCIAL STATEMENTS (co-req A&B)

Part one of this two-part class is drill down on the basic accounting classes. Part one will include greater detail about GASB, fund accounting, and fixed assets. Must take Accounting II A&B the same day.

NMF 102 B –ACCOUNTING II B: HUMAN RESOURCE ACCOUNTING CONCEPTS (co-req A&B)

Part two of this two-part class is drill down on the basic accounting classes. Part two will include specifics around human resource accounting such as payroll, independent contractors, and fringe benefits. Must take Accounting II A&B the same day.

NMF 103 – CASH HANDLING

This basic public finance class covers customer service for public cashiers, cash receiving for taxes, licenses, and fees.

NMF 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.

NMF 201 – PUBLIC FINANCE LAW

This class covers a general overview of NM Finance Laws, Bateman Act, Per Diem Act, Anti-donation Clause, Governmental Conduct Act, Single Audit Act, Home Rule Exemptions and the politics of public finance. Case studies will be discussed.

NMF 202 – DEBT MANAGEMENT (Pre-requisite CPM 146)

This class covers the importance of policy management and development, compliance, the regulatory environment, constitutional and statutory limitations, credit markets, bond rating, bond insurance fiduciary standards, and the role of DFA and NMFA. Case studies about avoiding conflict will be discussed.

NMF 203 – INTERPRETING AUDITED FINANCIAL STATEMENTS (Pre-req. NMF 101 & 102)

This class provides the most in-depth presentation of GASB, explores using ratios to understand financial statements, management and analysis, foot notes, disclosures, findings, management response, and single audit. It will include an in-class practicum.

NMF 204 – FINANCE POLICIES AND BEST PRACTICES

This class reviews fraud prevention, debt policies, investment policies, Home Rule exemptions for purchasing, DFA requirement, and GFOA best practices.

NMF 205 – ECONOMICS AND REVENUE FORECASTING (elective)

This class explores the complexities and importance of forecasting including current issues, developing a revenue forecasting system, impact of state budget on your local forecast, knowing your local economy, evaluating and monitoring economic development incentives, yield control, and county equalization.

NMF 206 – POST-EMPLOYMENT BENEFITS/PENSIONS (elective)

This class explores the financial impact of post-employment benefits and pensions including PERA, ERB, RHCA, Net Pension Liability, life insurance, deferred compensation, GASB 67, 68, 45, 74, 75, and other post-employment benefits.

NMF 244 – INSURANCE IN THE PUBLIC SECTOR (Pre-req. CPM 144)

This class is a more in-depth look at public sector insurance including types of insurance such as workers' compensation, general liability, civil rights, health benefits, emergency medical malpractice, foreign jurisdiction coverage, Tort Claims Act. It will also cover ways to purchase insurance and how to minimize expenses through effective loss prevention.

PUBLIC PURCHASING

State of New Mexico CHIEF PROCUREMENT OFFICER CERTIFICATION CLASSES & TEST*

***NMP 143, NMP 101, 102, 103, 105, and NMP 106**

***NMP 001- CPO Certification Culminating Test**

Must successfully complete the six **NM Public Purchasing Foundation Classes** to qualify to take the culminating test. Two hours, 50 questions, minimum score of 60% to pass, two tries allowed.

NMP 143*- PUBLIC PURCHASING

This overview class is the foundation class for this certification and a pre-requisite for following classes. It covers the New Mexico Procurement Code.

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

This class explores the genesis of procurement. It includes the NM Procurement Code; the Role of the requisition; Statement of Work, Formation of a Contract; Contract Types & Contract Administration; Role and Responsibilities of the Chief Procurement Officer; and a brief look at Contract Closeout (to be covered further in NMP 103 B).

NMP 102*- OVERVIEW OF PROCUREMENT METHODS (Pre Req NMP 101)

This class compares methods of acquisition in compliance with NM law and the appropriate use of each. Specifications Overview (Specifications & Scope of Work Development); Brand Name or Equal; Unique Aspects of Specifications; Specification Types; Contract Formation (Offer & Acceptance); 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 Overview of Protests.

NMP 103* CONTRACT ADMINISTRATION (Pre Req. NMP 101)

This class lays a comprehensive foundation for understanding Governmental Contract Administration in New Mexico. It emphasizes the importance and benefits of Contract Administration and includes information about related best practices and potential consequences from lack of effective administration. Students will learn about applicable New Mexico statutes affecting contract administration, will discuss challenges, learn about assignment of duties, contract privity and conducting post-award orientations. This class also helps students learn to identify risks, clarify roles and responsibilities, and gives practical contract closeout recommended procedures and related resources.

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 105*- SPECIFICATION WRITING WORKSHOP

This class covers the essentials of specification writing and gives the student a chance to practice specification writing in small groups.

NMP 106* - PROCUREMENT ETHICS

This class reviews the *fundamentals* of ethical public procurement for newer procurement officers. Understanding the ethical requirements required by the State Governmental Conduct Act and Procurement Code will help avoid mistakes over such ethical issues as conflicts of interest, required disclosures, and limitations on former employees entering the private sector.

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: 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. Each student receives a step-by-step handbook and usable examples.
- B. Building on the key concepts covered in part one, this class moves into concepts specific to the NM Procurement process. Each student receives a step-by-step handbook and usable examples.

NMP 203- NEGOTIATION STRATEGIES

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:

This advanced class offers specifics in understanding the roles and responsibilities related to Public Works construction in NM, including Project Development, A&E selection (reference code § 13-1-120 NMSA); Types of Project delivery methods and when to use them, including Invitation to Bid, Request for Proposal, Design/Build, Construction Manager Not at Risk and Construction Manager at Risk; NM Contractor Licenses and

Registration requirements; Types of Contract Documents; and general overview of Construction Administration.

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 (Pre-req NMP 204) (ELECTIVE)

This class drills down into the specifics of Construction Procurement and Construction Contract Administration in New Mexico.

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; 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 (Pre-req NMP 202 A & B) (ELECTIVE)

This class offers guidance and proven techniques for the development and conduct of complex RFP based solicitations including equipment, software, and services. It features instruction on scheduling, weighting the evaluation factors, evaluation of proposals and contractual protections. Each student receives usable examples.

CHIEF PROCUREMENT OFFICER RECERTIFICATION CLASSES **

****NMP 142- NM ETHICS AND PUBLIC PROCUREMENT**

This class reviews the *advanced* consideration of hypothetical and actual problems arising under state ethics laws, for public officials with a few years' experience. These may include cases under the Governmental Conduct Act, the Procurement Code, open government laws, and other state statutes. Topics include real and perceived conflicts of interest, transparency, and confidentiality, and required disclosures.

****NMP 211- NM PROCUREMENT METHODS FOR RECERTIFICATION**

This class recaps the NM Procurement Code. Further review includes: Acceptable Procurement Methods & Practices; Legal Aspects of Public Procurement in NM; Legislative Updates to include any changes in statute or regulation; and Best Practices.

****NMP 212- PUBLIC PROCUREMENT UPDATE & WORKSHOP (pre-req NMP 142 & NMP 211)**

For the second round of recertification (continuing recertification) this class will cover any legislative or administrative updates and any pertinent hot topics gleaned from the headlines. The majority of the class will focus on creating and evaluating effective Scope of Work, identifying

problem language in advance, exploring real-life scenarios resulting from a poorly written SOW, and more!

****NMP 213- ADMINISTRATION AND MANAGEMENT OF CONTRACTS (Pre-req NMP 142 & NMP 211)**

For the second round of recertification (continuing recertification) this class will offer a hands-on workshop on NM Procurement Code intricacies with a focus on problem solving. Interactive topics include: The Solicitation – what to include in your procuring documents and how to handle a protest; The Contract – contract protections to ensure your legal footing in a dispute with contractors, how to determine non-performance, what to do if you need to cancel a contract, the importance of adhering to board policy, and more!

****NMP 214 – ADDRESSING COMMON AUDIT FINDINGS (Pre-req NMP 212 & NMP 213)**

This class explores the importance of external audits. Participants will discuss external audit risk factors, internal controls, audit findings and best practices. After completing this class, students will achieve a higher level of understanding to address and prevent audit findings.

****NMP 215 – DOCUMENTING DELIVERABLES IN YOUR CONTACTS (Pre-req NMP 212 & NMP 213)**

Documenting deliverables in your contracts starts with a well-prepared solicitation. CPOs will review the importance of building a solid foundation of information and requirements in the solicitation that will ultimately provide the tools necessary to measure, monitor, and document the deliverables that you have set up in your contract.

****NMP 216 – RFP Best Practices (Pre-req NMP 214 & NMP 215)**

This RFP practices class focuses on selected, proven RFP processes and procedures that were implemented to increase communication, clarity, and participation while reducing protests.

****NMP 217: Risk Management in Procurement (Pre-req NMP 214 & NMP 215)**

Procurement has evolved from being a compliance and cost-cutting process to an integral partner that adds to an entity's success. Risk management in procurement has strong implications in protecting taxpayers' funds by mitigating risk in purchases and contracts. This class will discuss identifying risks, analyzing its impact, and controlling consequences.

****NMP 218: Complex Procurements (Pre-req NMP 216 & NMP 217)**

This class gives knowledge about varied issues that can arise in complex procurements and contracts. Students will engage in problem solving through the use of case studies and discussions with other CPOs.

RISK MANAGEMENT

RM 101- SAFETY BASICS

This class provides an overview of safety and health programs and basic General Industry OSHA topics. The specific OSHA topics covered are personal protective equipment, hazard communication, walking and working surface audits and OSHA's accident recordkeeping and reporting requirements. Participants will work independently and in small groups to demonstrate their ability to conduct workplace inspections and assessments.

RM 102- ERGONOMICS FOR EVERYONE

This class covers workstation evaluation and design; biomechanics; and considerations when selecting proper tools.

RM 103- ACCIDENT INVESTIGATION AND ROOT CAUSE ANALYSIS

This class provides participants with the basic skills necessary to conduct a workplace accident investigation and determine the root causes of accidents. This course reviews basic accident investigation procedure and describes accident analysis to include event charting and casual analysis. Upon completion of this class participants will have demonstrated their ability to complete event charting for a small example accident.

RM 105 – RISK INSURANCE (Pre-req. NMF 244)

This class is a primer to Risk Management and the various insurance coverages that State and Local entities maintain. The students will gain a broad understanding of insurance coverage and perils they insure against.

RM 113 – SELECTED LAWS RELATED TO COSTLY CLAIMS

This class provides a basic understanding of the laws which generate the majority of claims in the public sector: Common law of torts, New Mexico Tort Claims Act, Civil Rights, and Due Process.

RM 131 – EMPLOYEE BENEFITS

In this class, you'll learn about the key components of health benefits. You'll learn mandates brought forth through the Affordable Care Act, the four common types of medical plans, and the benefits commonly offered and how they work.

RM 132- OSHA COMPLIANCE SURVEY

This class covers an overview of 1910 general industry regulatory standards and 1926 construction industry regulatory standards.

RM 139- CREATING A SAFETY-ORIENTED CULTURE

This class provides an understanding of the elements needed to create a positive safety culture. This class reviews the purpose, roles and responsibilities of safety committees and how they directly impact an organization. Students will gain the knowledge necessary to evaluate their organization's safety training and its impact on safety culture.

RM 142 – RISK FINANCE

This class provides an overview of the various types of risk financing options for public entities. Participants will learn how to calculate total cost of risk and how to determine their organizations optimum risk retention. Participants will calculate a pure loss ratio and learn how loss ratios measure the performance of a risk financing program.

RM 211 CONTRACTUAL RISK TRANSFER (Pre-req. RM 113)

This class provides students with an overview of the various types of risk transfer and indemnification agreements within contracts. Students will learn that an adequate contractual risk transfer includes requirements for insurance coverage and policy endorsements to ensure proper funding for indemnification. Students will learn how to review certificates of liability to determine compliance with contract provisions.

RM 231 WORKERS' COMPENSATION

This class provides the basics for understanding the New Mexico workers' compensation system. You will learn why we have workers' compensation coverage, what coverage is, ideas to create a safe workplace, and the importance of prompt reporting. This class will also outline how workers'

compensation benefits work, the value of returning injured workers back to work, and outline the litigation process.

RM 232- JOB HAZARD ANALYSIS

This class provides students with the knowledge and skills needed to conduct a job hazard analysis (JHA). Students will learn what a job hazard analysis is, how to identify hazards, and how to conduct a step-by-step job hazard analysis.

RM 235 – RISK CONTROL

This class provides students with an overview of the five risk control techniques and how to use these techniques to manage the impact of risk to their organization. Students will learn how to apply loss prevention methods to prevent or reduce the probability of a loss and will leave with an understanding that all successful risk control programs require a little salesmanship.

RM 244- RISK ANALYSIS (Pre-Req. CPM 144)

This class provides students with an overview of qualitative and quantitative risk analysis and how statisticians use confidence intervals to measure uncertainty. Students will work independently to build a risk register identifying key risks faced by their organization and will score those risks to determine their likelihood and impact.

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.

NM TAX POLICY

TAX 101- NM TAX POLICY A BASIC OVERVIEW

This class provides a basic overview of tax policy principles. Participants will learn State and Local Government Finance, and understand tax expenditures, pyramiding and other tax policy issues and concepts.

TAX 102- NM GROSS RECEIPTS TAX

This class provides an understanding of general gross receipts tax structure and administration. Participants will learn to identify primary New Mexico exemptions and deductions in the GRT. Specific Tax Expenditures relevant to GRT will be defined.

TAX 103- NM PROPERTY TAX

This Class provides an overview of the basics of property tax valuation, collections and administration. Participants will learn how to calculate total cost of risk and how to determine optimum risk retention. Participants will also learn about the property tax certification and calendar and understand more about related items such as: yield control, tax lightning (3% cap), rate setting, and the beneficiaries of property tax revenue.

TAX 104- NM SPECIALIZED TAXES

This class provides an overview of some of NM's most common miscellaneous specialized taxes including oil and gas severance tax, transportation and fuel taxes, insurance premium tax, lodgers tax, compensating tax, and tobacco, liquor, and cannabis taxes. This class also explores the collection, reporting and payment of common miscellaneous specialized taxes.

TAX 105- NM INCOME TAXES CORPORATE & PERSONAL (Pre-req. TAX 101)

This course examines the structure and operation of New Mexico's corporate and individual income taxes, their connection to federal income taxes and their interaction with taxes of other states.

TAX 106- UNDERSTANDING TAX REPORTS

This class provides an overview of tax reports and resources available from the NM Taxation & Revenue Department and the NM Department of Finance & Administration. Participants will learn how to look up the tax rate for a location and calculate the tax on several common items. This class also explores the taxpayer perspective and explains the mechanics of how to file a NM Gross Receipts Tax return electronically and using paper forms.

TAX 107 – SOURCES OF DATA (WORKSHOP)

This class explores the many sources of data and information necessary to analyze tax policy. As a workshop, it will include interactive hands-on activities designed to familiarize the student with commonly used sources.

TAX 108- MANAGEMENT CONTROLS

This class provides an overview of internal controls for public entities and explains why management controls are important to build public trust. Participants will learn about different types of confidential information used in tax administration, and how oversight and regulation of tax administration agencies helps to ensure that taxpayer information is secure. Data security risks are explained, and participants will learn common red flags to look for to identify email attacks.

TAX 109- ADMINISTRATIVE TOPICS

This course provides an overview of the Tax Administration Act, which outlines a uniform, effective, and fair process for administration of most of the state's tax programs. During the course, participants will learn of the specific powers of the Taxation and Revenue Department, limitations on the Taxation and Revenue Department's powers, and rights and protections for taxpayers.

COUNTY TREASURY OFFICIAL

TO 100–ROLES & RESPONSIBILITIES OF THE ASSESSORS & TREASURERS OFFICES

This class is designed to heighten awareness among 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 and other important 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, statutes, regulations, NM Administrative Code, etc.), magazines and associations to aid in successful operations of offices.

TO 102– CASHIERING AND PAYMENT 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. Fundamentals of cashing including responsibilities, internal controls, and fraud prevention. Taxpayer services will also be covered.

TO 103–LEGAL ISSUES RELEVANT TO THE TREASURER'S OFFICE

This class will explore the different legal issues particular to the County Treasurer's Office including different types of bankruptcy and what each type means to the Treasurer. It will examine the litigation process and review proper court vocabulary for bankruptcies. 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. Special assessments and public liability will also be covered.

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. How to manually calculate taxes including interest and penalties, will also be covered and practiced.

TO 106–PROCUREMENT PROCESS for the TREASURER'S OFFICE (Pre req CPM 143)

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 following investment reporting in accordance with your investment policy, including 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 FOR TREASURY (Pre-req TO 204)

(Take TO 204 & TO 203 both the same day)

This class presents payment types, cash flow, forecasting, sweep accounts; overnight repurchase contracts, money market funds, and other accounting functions. Also included will be investment policy management.

TO 204- MANAGING INVESTMENTS FOR TREASURERS (Take TO 204 & TO 203 both the same day)

(NMFfe)

This class will review the guidelines for investing county funds including investment management objectives, investment portfolio structure and 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- BONDING & FUNDING ISSUES

This class covers the outline of bond election plans and procedures, the role of finance team members, and the importance of documentation. This class also explores funding and reporting issues relating to bonds and other debt.

For curriculum specifics please see the checklists available on our website at <https://nmedge.nmsu.edu/programs/certification.html> where you can also find this catalogue, and our Public Service Specialization class catalogue.

<https://nmedge.nmsu.edu/students/catalog.html>

For more information contact **The NM EDGE** at 505 224 4059 or nmedge@nmsu.edu