

**County College and the Certified Public Managers Program**  
**AFFILIATE SPECIFIC CLASSES 2009**

<b>NM CERTIFIED PUBLIC ASSESSMENT OFFICER (Assessors Classes)</b>
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**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 103 – BASIC TITLE CONVEYANCE**

This class covers basic 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.

**AO 104 – PROPERTY VALUATION APPEAL**

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 108 – SPECIAL METHOD OF VALUATION: MANUFACTURED HOMES PART I**

This class covers the basics of manufactured homes valuation including statutory and regulatory requirements, distinguishing characteristics of manufactured, modular, prefab & stick built homes and classification and sub-classification issues.

**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 112 – TAX EXEMPT PROPERTIES, QUALIFICATION AND 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 118 – PROPERTY DESIGN AND MANAGEMENT**

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 201 – RIGHTS & RESPONSIBILITIES OF ASSESSORS AND TREASURERS OFFICES (TO 201)**

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.

**AO 203 – ADVANCED TITLE CONVEYANCE (PRE-REQ AO 103)**

This class picks up where Basic Title Conveyance left off and covers 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 206 – NM PROPERTY TAXES: CONSTITUTIONAL PROVISIONS AND COMPARISON WITH OTHER GOVERNMENT REVENUE SOURCES (PRE-REQ PTD 105/AO 106)**

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.

## **AO 208 – SPECIAL METHOD OF VALUATION: MANUFACTURED HOMES PART II**

This class continues the exploration of this special method of valuation by highlighting manufactured homes made permanent and the role 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.

### **NM State Government Classes for Assessors**

**(These are required to earn the NMCPAO Certification)**

PTD 101 (AO 111) Tax Roll Corrections

PTD 102 (AO 204) Defending Property Valuation: Presenting Your Best Case (Pre-Req AO 104)

PTD 103 (AO 105) Abstracts and Certification

DFA 104 (AO 110) Tax Rate Certification, Yield Control, & Interpreting Tax Rate Certificates  
(Pre-Req PTD 103)

PTD 106 (AO107) Special Method of Valuation: Agricultural Property

PTD 107 (AO 102) Personal Property Reporting and Valuation

PTD 108 (AO 117) Assessor Evaluation Standards

## **DETENTION ADMINISTRATORS**

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

This course will train detention administrators on the following: 1) The five major mental illnesses and their symptoms; 2) How to discern brain disorders treatable with medication from socio-pathologies common among criminals; 3) Learning medications used to treat mental illness and their side effects; 4) Familiarizing administrators with mental illness treatment requirements under the law; 5) Managing pharmaceuticals in the detention setting and potentials for misuse in the inmate population; and 6) De-escalation methodology with the mentally ill in a detention setting.

## **NM CERTIFIED COUNTY CLERK (Clerk classes)**

### **CL 101—ELECTION LAW I**

This class covers election law including Federal law & regulations.

### **CL 102—ELECTION LAW II**

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

### **CL 103—ELECTION LAW III**

This class covers election law including NM rules, regulation & 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.

**CL105—THIRD PARTIES, POLITICAL PARTIES & VOTER REGISTRATION**

This class covers third parties and political parties including challengers and watchers as well as voter registration including 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 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.

**CL 201—RIGHTS & RESPONSIBILITIES OF NM COUNTY CLERKS**

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**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 OFFICER**

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 plus 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.

## **NM CERTIFIED COUNTY COMMISSIONER (Commissioner/policy maker classes)**

### **CO 101 – THE ROLES 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 COMMISSIONER**

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**

Elected 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**

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

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

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

This class will serve as an overview of resources, skills and tools to use in the areas of funding, incentives, and proposals with special emphasis on matching appropriate development to the community.

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

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## **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.

## **NM CERTIFIED COUNTY HEALTH CARE OFFICIAL (Health Care Classes)**

### **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**

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 CLASSES**

### **HS 109 – DISASTER PREPAREDNESS**

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 – PREPARING COMMUNITIES FOR AGROTERRORISM (6 hours)**

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 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 – AG EMERGENCY PREPAREDNESS SIMULATION**

This interactive session is a training scenario that will inform county officials of your response in case of a 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.

<b>CERTIFIED NM TREASURY OFFICIAL (Treasurers Classes)</b>
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**TO 101 – RESOURCES FOR TREASURY OFFICIALS**

This class will explore a variety of resources available to NM County Treasurers including online resources (state government, educational, & commercial sources), magazines, and associations to aide in successful operations of their 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. It 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 104 – DEPOSITORY SERVICES**

This class covers the Legislative review, depository contract objectives & policies, selection & monitoring, balance reporting, ACH payments, lockbox agreements, collateral

agreements, criteria regarding where money can be deposited and how to determine your county's classification.

**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 and mobile home collections.

**TO 106 – RFP'S AND CONTRACTS FOR THE COUNTY TREASURER'S OFFICE(PRE-REQ CPM 143)**

This class discusses RFP's and contracts and the need for both, negotiating and constructing contracts, bidding, and when to merge the RFP with other contracts.

**TO 201 – RIGHTS & 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 202 – TREASURY OFFICE REPORTING REQUIREMENTS (PRE-REQ CPM 113)**

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 FOR TREASURY OFFICES (PRE-REQ CPM 141)**

This class presents payment types, cash flow, collateral and FDIC insurance, forecasting, sweep accounts, overnight repurchase contracts and money market funds.

**TO 204- SPECIAL INVESTMENT ISSUES FOR TREASURERS (PRE-REQ CPM 145 & 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, when to buy and sell bonds and what type, importance of laddering investments, when should money be pulled out of investments, and how much should be invested versus cash flow for operating expenses.

**TO 205- FUNDING ISSUES FOR TREASURERS (PRE-REQ CPM 146)**

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

**TO 110 – NEW MEXICO STATUTES FOR TREASURERS (allowable substitution for TO 201)**

This class discusses the implementation and understanding of the NM Constitution and NM State Statutes as they relate to the duties of county treasury officials. The responsibilities of NM County Treasurers per NM Constitution & NM Statutes are reviewed and the impact of state laws on investment decisions explored.