

Name	Title	Tasks	Decisions	Information	Conditions
Dennis Truillo	Executive Director	managing and organizing entire operation of the Valles Caldera.	How to plan, prioritize for the Valles Caldera. What departments and programs need resources, and where to allocate funding and time.	Departmental status reports, Upper governmental funding information, and status reports of funding.	Federal funding, staffing department progress and status.
Terry McDermott	Communications Manager	Provide technical help and aiding in communication chains between and among departments and levels of organization	What people and departments need communication equipment, how to present certain information to the public and how to portray messages and memos for internal use	Communication needs from employees, marketing reports, and information sharing needs from the organization	Status of Communication systems, meeting and organizational needs of employees, public information sharing needs
Catherine Gonzales	Human Resources Specialist	Payroll, hiring paperwork, answering phones and directing employee questions, new hiring	How to input wages and pay employees, where to place hiring ads and who to hire	staffing needs, people's hourly wages and hours worked, time frames and benchmarks for employees and taxes.	Overtime operations, National staffing and hourly expectations, wage increase or new funding for new hires, change in benefit upcoming tax reporting employees
Darren Toya	IT Technician	Support employees and organization in installation and maintenance of all technological devices. Training and set up on software and uses of technology	What software to use, how best to train everyone on the software and hardware	Software needs of employees, in office email and web package, the training level required for the operating system	maintenance of operational hardware and impending repairs. The status of technological devices
Marie Rodriguez	Natural Resource Coordinator	Monitor and manage the natural resources on the preserve as well as all employees under him	What resources can be harvested or used and how much. How will resources be used and to what degree	Current available resources. What is being used and how. What areas of the preserve have what resources	Natural variability in resource availability, resources use and need the client, the regeneration of resources if disturbed, the associated time frame

Tim Haarmann	Ranch Foreman	Monitor and manage the working ranch associated on the preserve.	How to manage the ranch, what help does he need to work the ranch, what resources to use and where to ranch the cattle?	precipitation data, climate data, grazing pattern data	variations in climate and precipitation, areas where grazing is appropriate and where it is not.
Rob Dixon	Recreation Program Manager	Monitoring and managing all the recreation activities and areas as well as associated employees	How should recreational areas be used? Should certain types of use be allowed in all areas? How do we maximize use and recreation without harming the preserve?	Tourism tracking, land use data, weather, and seasonal patterns	Economic and Tourism conditions in regards to availability of the preserve to outsiders and how people will use it
Mike Trujillo	Hunt Coordinator	Monitor and manage the harvestable species and the taking of species on the preserve including legality	Where are the game species? How to manage the species in order to maximize profits and use while sustaining the population?	species population fluctuations and migration, tags and permits given by the state, federal regulations on species	Federal laws regarding wildlife, population variability (diseases ect..) permits and tags given by the state
John Swigart	GIS Specialist	Provide geographic support to the organization	what spatial products to produce, what spatial information can be used, and how to take data from departments and create a spatial product	field data, departmental needs	what kind of research is occurring on the preserve and what projects require support
Ana Steffen	Cultural Resources Coordinator	Monitor and manage the cultural resources and associated employees	How do we link cultural information with the public? Where are the cultural sites on the preserve and how do we preserve them?	location of cultural sites, archaeological reports from the field, education needs of the public	federal laws regarding archeological sites, funding for research, and educational needs