Work Session
January 18, 2024

Human Resources Presentation
But older workers participate at a lower rate...

Annual Alaska Labor Force Participation Rate by Age

Excerpt from Dr. Kevin Berry presentation to Alaska Municipal League November 2023

Sources: Alaska Department of Labor and Workforce Development Research and Analysis and US Bureau of Labor Statistics
Who is left?

- 18% of people aged 25-54 are not in the labor force and do not want a job (parenting/school/disabled/retired)
- 2% of people aged 25-54 are not in the labor force and want a job
  - 1.2% did not search for work in the last year
  - 0.24% were not available to work now
  - 0.56% are marginally attached to the labor force
Alaska Unemployed Person per Job Opening Ratio
Annual Average

For most of 2023 there were five (5) employees in the Employment Unit, three of which were primarily responsible for managing postings.
## MOA Hiring Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Requisition Create --&gt; Approval</th>
<th>Approval --&gt; Posting Create</th>
<th>Posting Create --&gt; First Referral</th>
<th>Applicant Referred --&gt; Decision on Applicant</th>
<th>Decision --&gt; Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median Days:</td>
<td>1</td>
<td>4</td>
<td>19</td>
<td>18</td>
<td>11</td>
</tr>
</tbody>
</table>

### Step Description:

- **Time frame from creation of requisition to final approval.**
- **Time frame from final approval to creation of Posting.**
- **Time frame from creation of Posting to when the first applicant is referred to the Department.**
- **Time frame from when HR refers applicants to when department makes decisions to reject or hire.**
- **Time frame from decision to hire to hire date.**

### Department Role:

- Department user creates requisition. Department Director may need to approve.
- Department reviews application materials, performs interviews and makes decisions to reject or hire.

### HR Role:

- HR Deputy Director approves. (Police, Fire, O&M, and Public Transportation are exempted from HR Deputy Director review.)
- Employment Specialist assigned to requisition and creates job posting.
- Employment Specialist performs initial review of applicants and makes referrals to department. Applicants screened on disclosed criminal convictions, previously barred from employment with MOA, and minimum qualifications.
- Employment Specialist makes verbal offer of employment. Upon acceptance, appointment letter is provided. Criminal background check is run. Verification of licenses and certifications.

### Notes:

- Minimum posting time: Internal postings - 5 days or by CBA. External postings: - 7 days.
- New hire needs to provide notice to current employer.
In 2023 there were 374 separations. The years of service upon separation was calculated for each separation and displayed in a histogram.

56% (107) had less than 1 year of service upon separation.

Total number of hires for 2023: 369

We know these people are moving to other employers because they are not applying for unemployment insurance benefits.

In 2023 there were 374 separations. The years of service upon separation was calculated for each separation and displayed in a histogram.

Source: HR Analytic Services
## Classification Unit – 2023 Workload

### Processes Completed

<table>
<thead>
<tr>
<th>Process Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify Position</td>
<td>412</td>
</tr>
<tr>
<td>Create Position</td>
<td>38</td>
</tr>
<tr>
<td>Modify Org Unit</td>
<td>14</td>
</tr>
<tr>
<td>Create Org Unit</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Completed Processes</strong></td>
<td><strong>469</strong></td>
</tr>
</tbody>
</table>
Efforts to Streamline:

- Eliminated any supplemental questions not directly connected to the MQs
- Changed the screening perspective from “screen out” to “screen in” by empowering Employment staff to do proactive outreach with candidates who need help
- Conducted or took part in over a dozen job fairs last year, including the Mayors First Annual fair in January
Organization Realignment

- Completely restaffed the Employment Division
- Merged the Employment and Records divisions to eliminate duplicative work processes
- Due to the reorganization, was able to turn a position into a full-time municipal recruiter
Upcoming Efforts:

- Mayor’s Job Fair targeting summer positions and youth employment with MOA
- Exit survey program
- Recruiter to develop dept specific recruitment plans