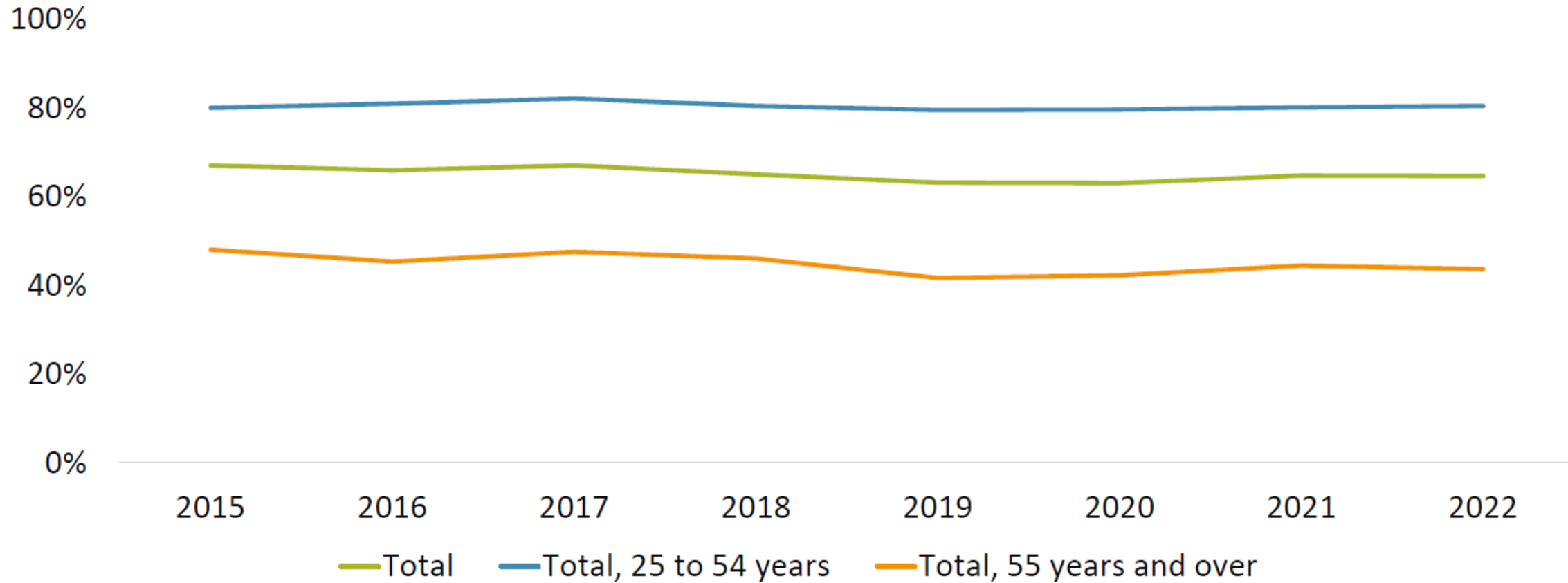


Work Session
January 18, 2024

Human Resources Presentation

But older workers participate at a lower rate...

Annual Alaska Labor Force Participation Rate by Age



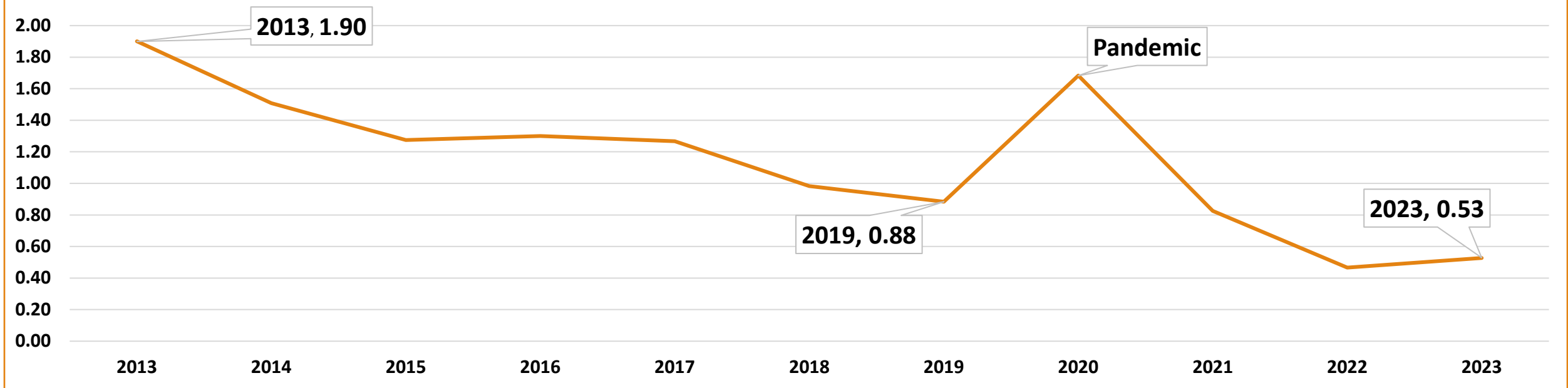
Excerpt from Dr. Kevin Berry
presentation to Alaska Municipal
League November 2023

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



Source: US Bureau of Labor Statistics

2023 Employment Unit Workload

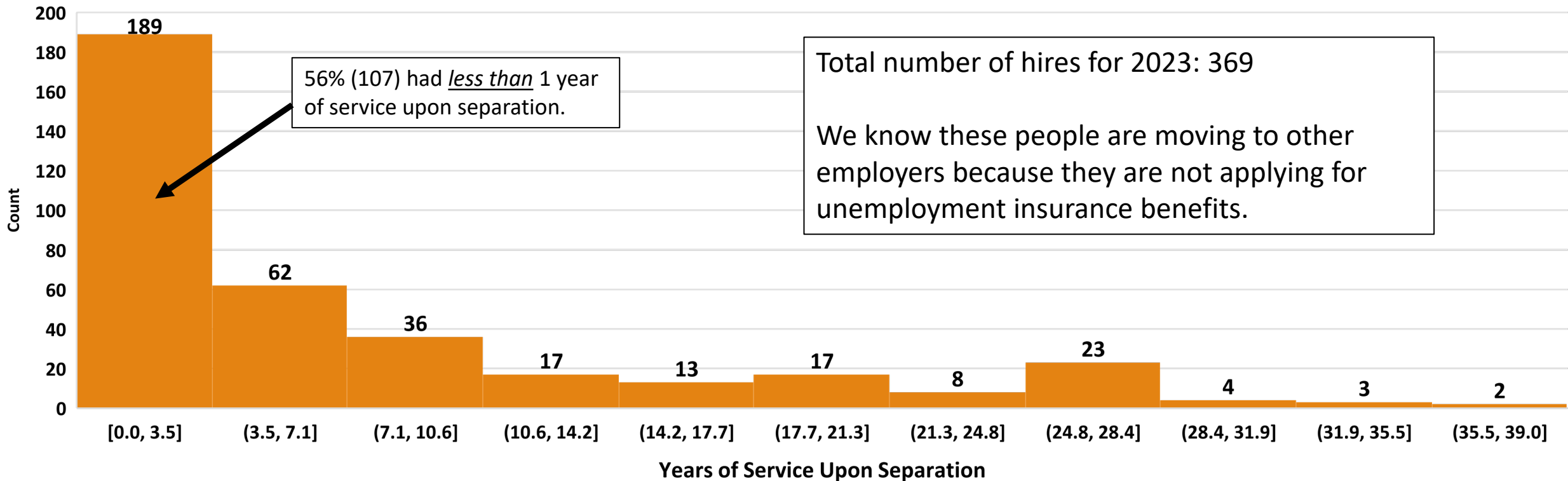
Job Postings Created	733		
Application Count	7147		
Total Employment Actions	816		
Action Type	Total	Regular	Seasonal / Temporary
Hires	561	369	192
Promotion	141	138	3
Appointment Change	117	69	48

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

Step:	Requisition Create --> Approval	Approval --> Posting Create	Posting Create --> First Referral	Applicant Referred --> Decision on Applicant	Decision --> Hire
Median Days:	1	4	19	18	11
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 my 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.

Histogram 2023 Years of Service Upon Separation



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

Classification Unit – 2023 Workload Processes Completed

Process Type	Count
Modify Position	412
Create Position	38
Modify Org Unit	14
Create Org Unit	5
Total Completed Processes	469

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