Human Resources

Anchorage: Performance. Value. Results

Mission

Implementation of sound fiscal and management policies through development and administration of municipal budgets.

Core Services

- Define position requirements, assure appropriate compensation, recruit qualified employees, and complete on-boarding process.
- Assure accuracy and security of employee information and administration of personnel actions.
- Provide consistent Human Resources policy direction.
- Negotiate and administer collective bargaining agreements and personnel rules; and to advise management with respect to workforce management.
- Efficiently operate programs that attract and retain qualified employees, promote productivity and wellness, minimize time lost and provide employees with opportunities for financial security in retirement.
- Provide and administer health and welfare programs that assist in attracting and retaining qualified employees.

Accomplishment Goals

- Centralize and streamline administrative functions to improve performance and conserve resources.
- Improve the administration, consistency, and accuracy of the position classification system.
- Negotiate fiscally responsible collective bargaining agreements with economic terms that do not to exceed average 5-year CPI.
- Negotiate and administer collective bargaining agreements that maximize management flexibility.
  technology to provide employees with self-service access to administrative information and processes.
- Savings resulting from employees choosing lower cost benefit options.
- Attract and retain a productive, qualified workforce while adhering to all federal, state and local laws, regulations and agreements.
- Expand the pool of qualified candidates available to fill Municipal positions.
- Develop meaningful and cost-effective employee benefit options.
- Expand the diversity of the Municipalities' workforce by using innovative recruitment practices.
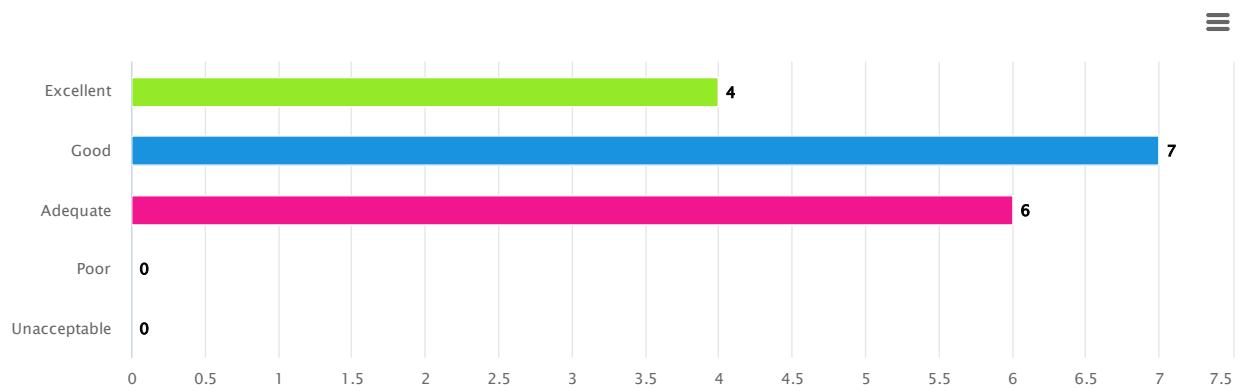
Performance Measures
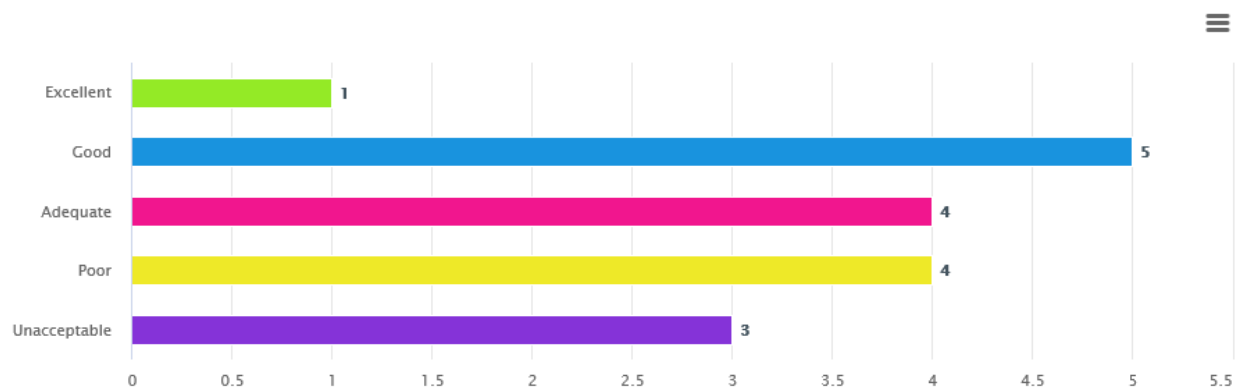
Progress in achieving goals will be measured by:

Effectiveness of the Benefit information on Muniverse.
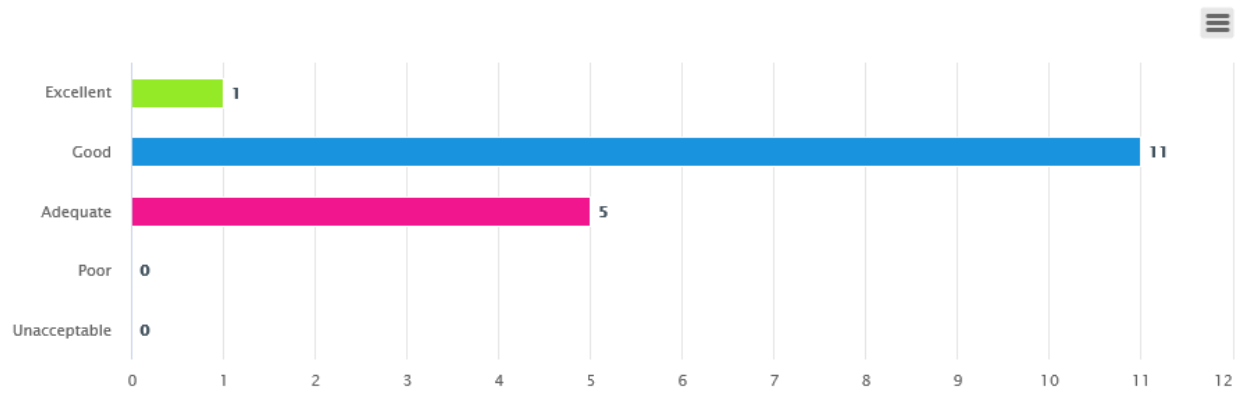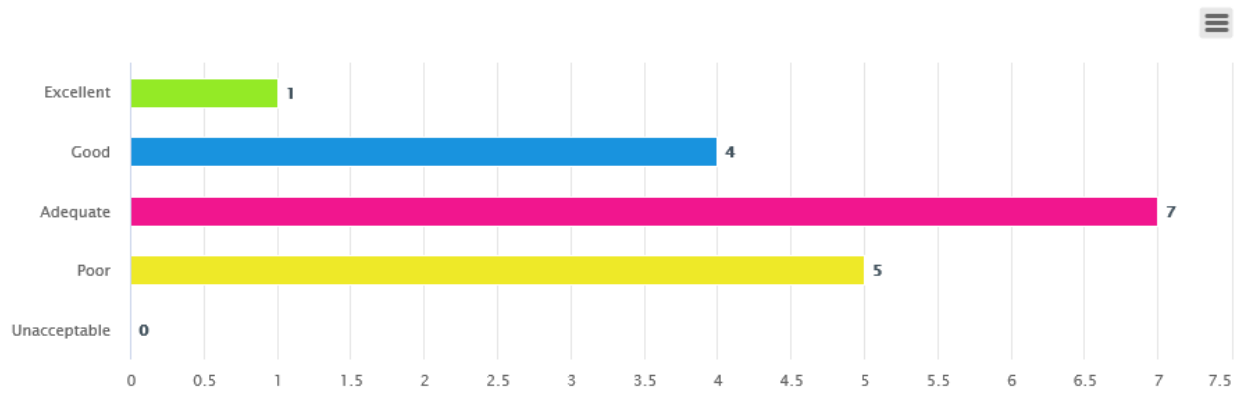

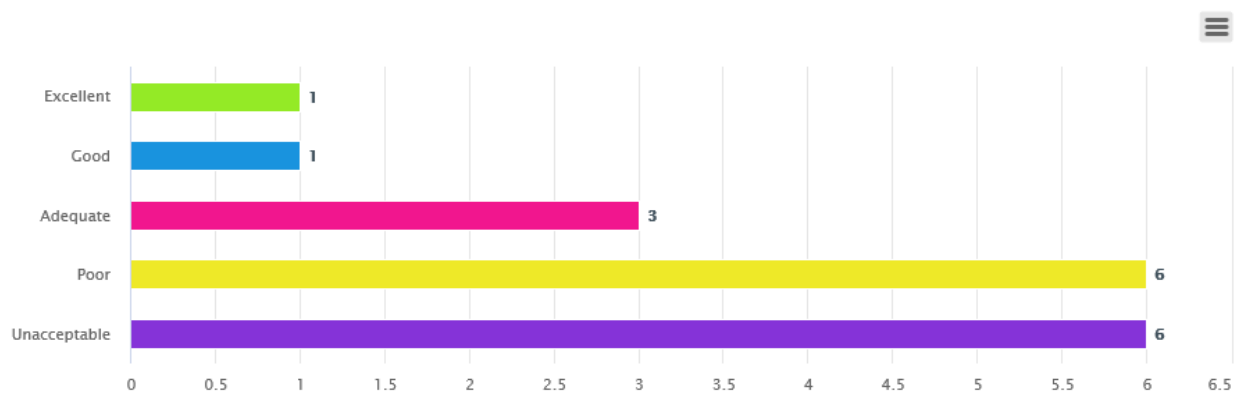How effectively the Benefits Team responds to questions/concerns.

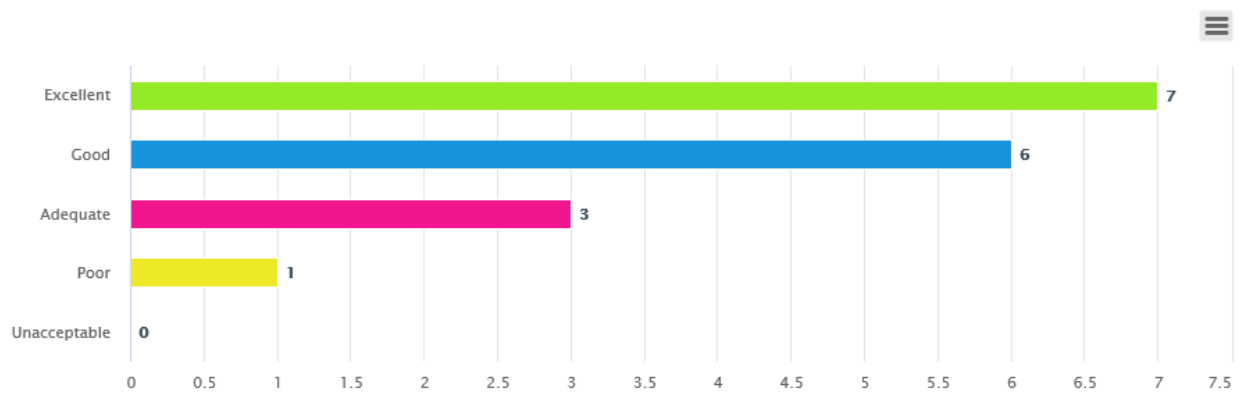How effectively the Classification Team responds to questions/concerns.

The resources and tools available to fill out a position description and/or position change form.


Rating	Count
Excellent	1
Good	4
Adequate	7
Poor	5
Unacceptable	0

The timeliness on classification actions.

Rating	Count
Excellent	1
Good	1
Adequate	3
Poor	6
Unacceptable	6

How effectively the Employment Team responds to questions/concerns.

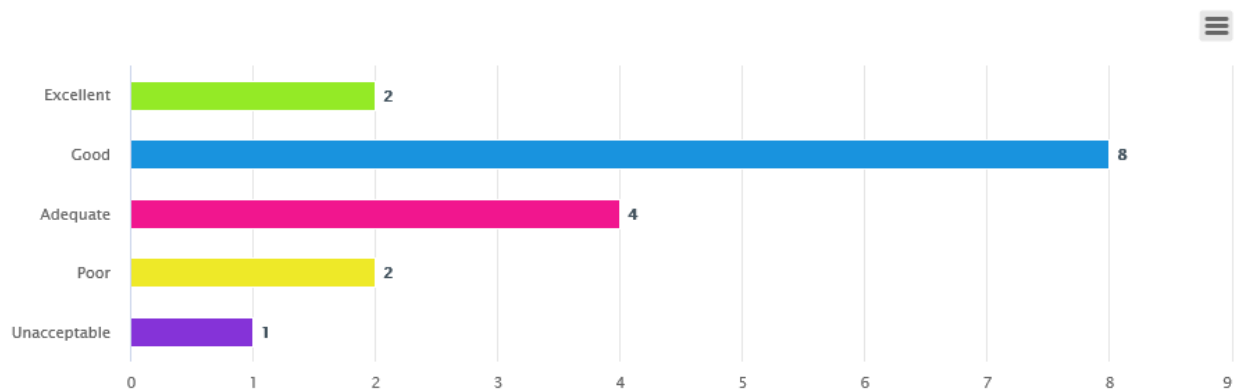| Rating	Count
Excellent	7
Good	6
Adequate	3
Poor	1
Unacceptable	0

The resources and tools available to complete a recruitment and hire an employee.
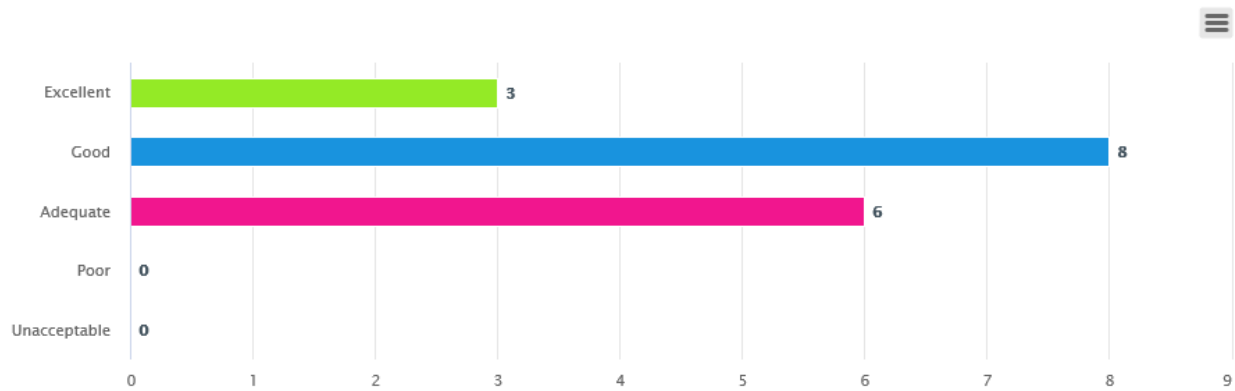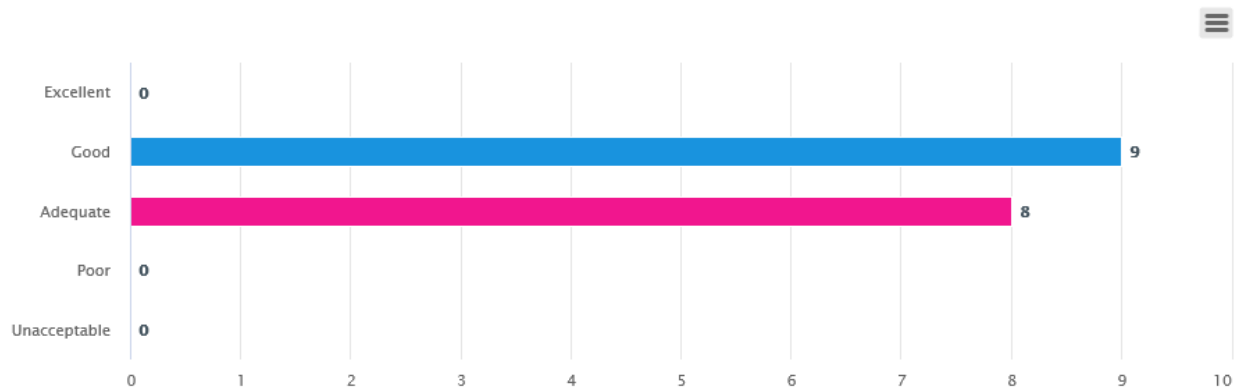

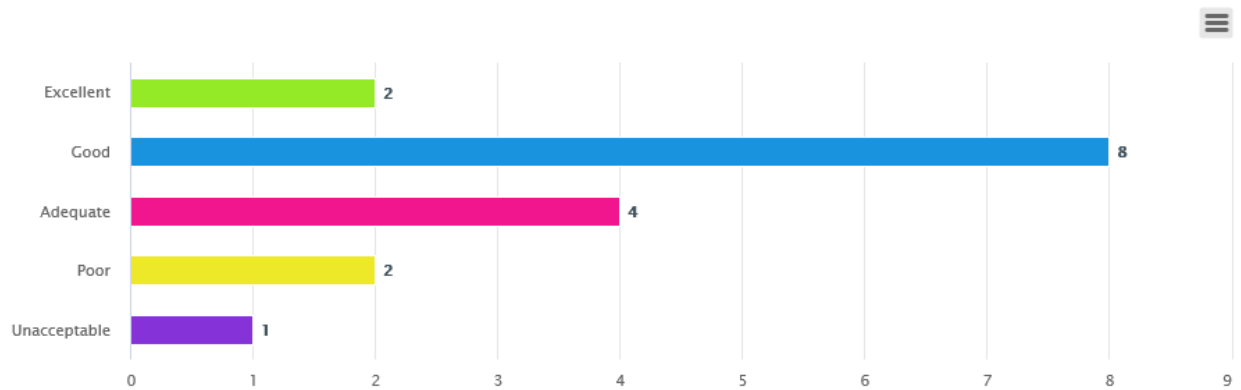
The timeliness for recruitments.
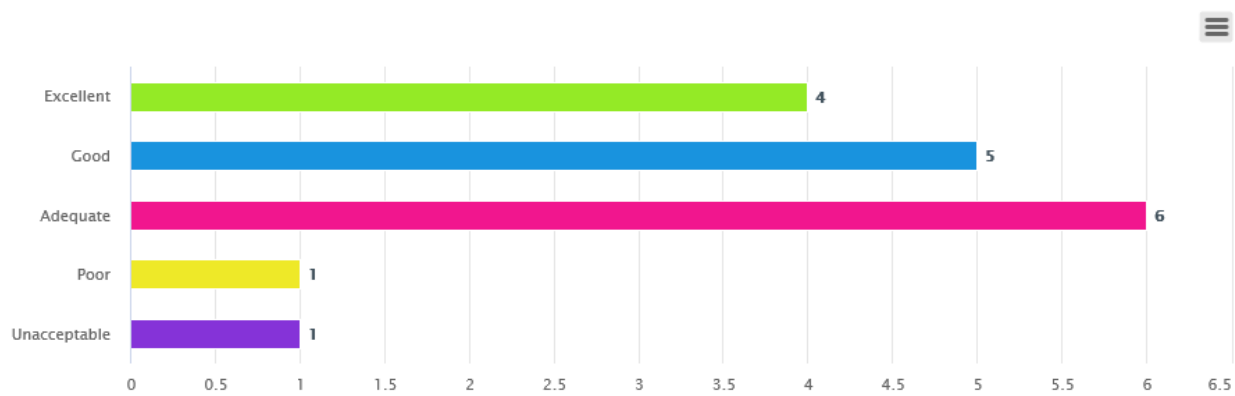
How clearly the Labor Relations and Compliance Teams communicate directives and timelines.

The effectiveness of the Labor Relations information on Muniverse.

Excellent	0
Good	9
Adequate	8
Poor	0
Unacceptable	0

The effectiveness of the Compliance (Substance Abuse) information on Muniverse.

Excellent	2
Good	8
Adequate	4
Poor	2
Unacceptable	1

Overall, the Human Resources Department performance is…

Excellent	1
Good	9
Adequate	3
Poor	3
Unacceptable	1
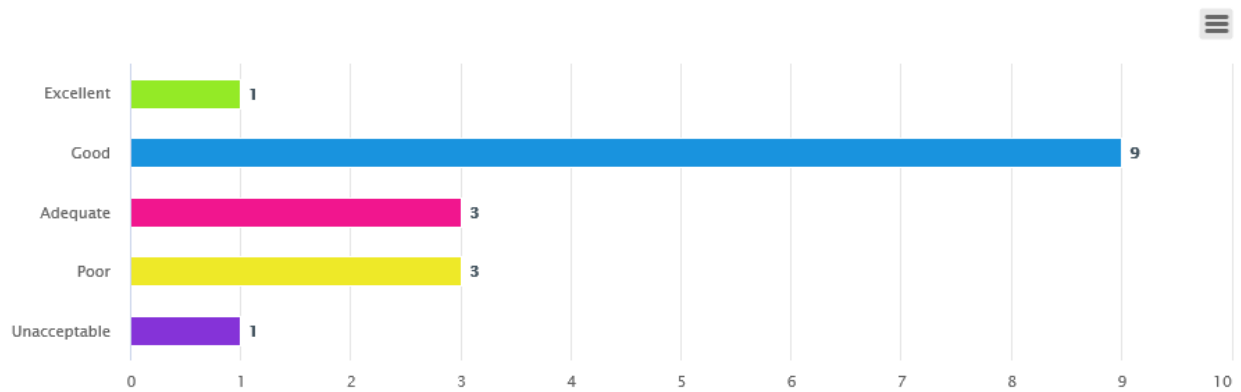
PVR Measure WC: Managing Workers' Compensation Claims

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices, we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

Workers' Compensation Claims
Human Resources
(in Dollars)

$1			
$1			
$1			
$1			
$1			
$1			
$0			
$0			
$0			
$0	$-	$-	$-	$-
$-			

■ 9/30/2020　　■ 12/31/2020　　■ 3/31/2021　　■ 6/30/2021