
Human Resources Department

Anchorage: Performance. Value. Results.

HR Department Mission

Our mission is to nurture and empower the Municipality of Anchorage's human resources through a dual focus on the Employee Life Cycle and the Labor Relations Strategic Function. We hold ourselves accountable, ensuring that every action resonates with the citizens we serve. Guided by unwavering integrity and a commitment to excellence, we manage the entire spectrum of human resources—from recruitment to departure. Our approach is rooted in equity and equal opportunity, celebrating diversity, fostering inclusivity, and driving innovation. By exceeding expectations, we create a positive impact on our communities, building a stronger, more vibrant future for all.

HR Department Core Services

Our department delivers a comprehensive range of core services focused on accountability and Excellence: We align positions with industry standards and internal structures for an effective organization. Through these services, we uphold our commitment to deliver meaningful results for citizens while maintaining accountability and integrity in all operations.

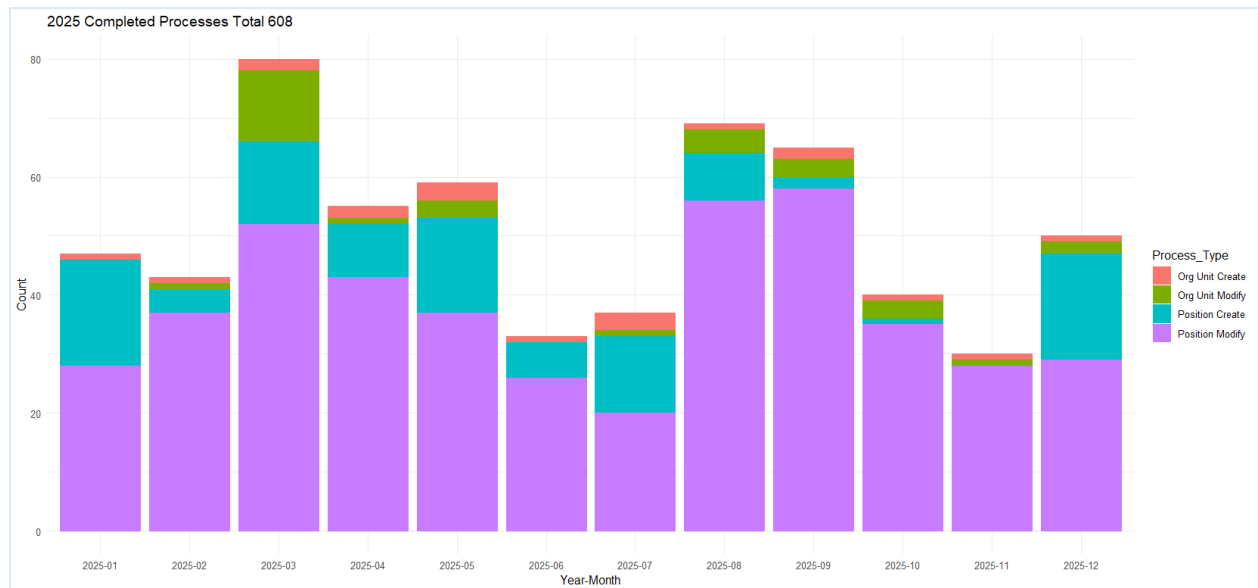
- **Recruitment:** We carefully manage recruitment, prioritizing fairness and transparency in selecting top candidates.
- **Payroll:** Ensures timely and accurate payroll processing, and ensures all governmental payroll required reporting and payments are done accurately and on time.
- **Classification:** We align positions with industry standards and internal structure for effective organization.
- **Labor/Employee Relations:** Fostering positive workplace dynamics, we resolve conflicts and promote harmony.
- **Supervisor Development:** Equipping supervisors with effective leadership skills through tailored training.
- **Compensation:** Designing and/or collectively bargain fair and competitive compensation structures to attract and retain talent.
- **Customer Support:** Proactively addressing concerns and facilitating solutions for both the employees and management.
- **Strategic Planning:** Aligning human resources initiatives with municipal and organizational goals for impactful outcomes.

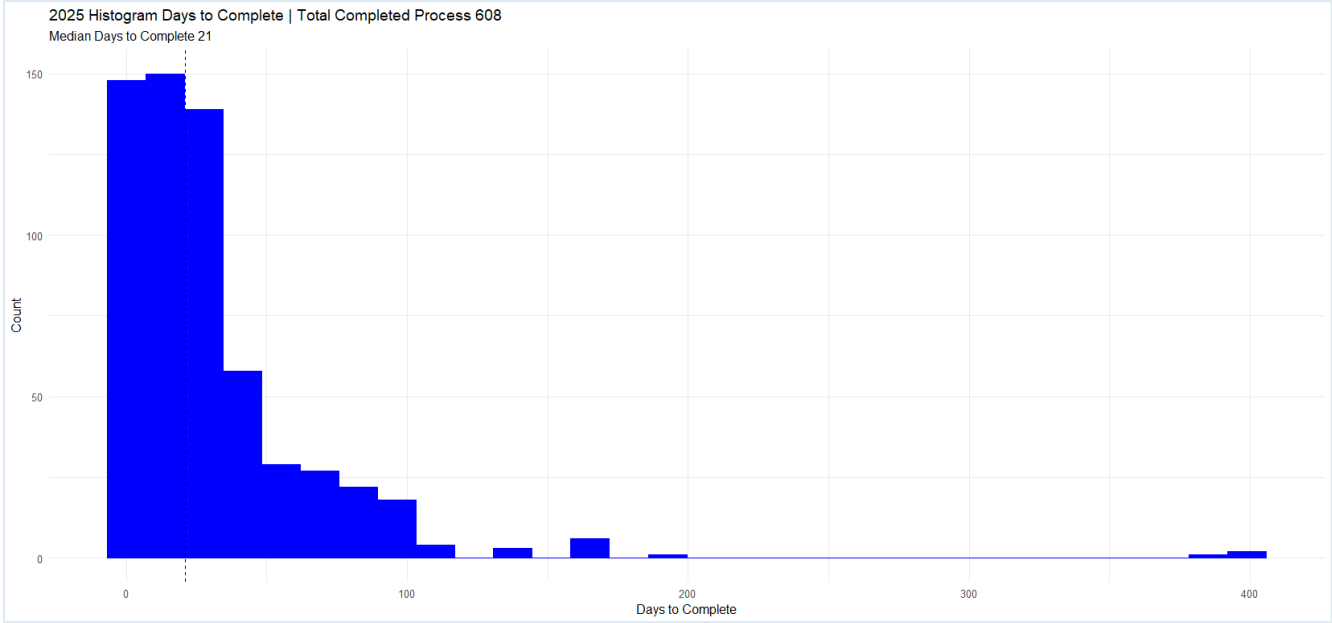
Classification Division
Human Resources Department
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Performance Measure #1

Workflow Process Completion and Timeliness

Process Type	Count	Median Days to Complete
Org Unit Create	19	12
Org Unit Modify	31	22
Position Create	109	30
Position Modify	449	16
Total	608	21

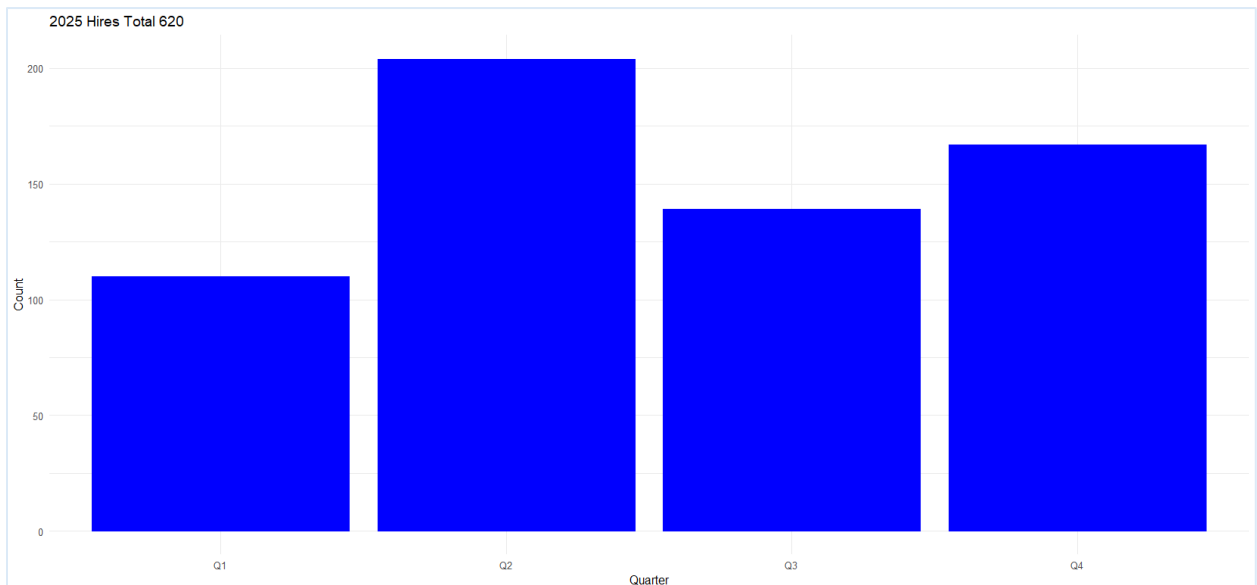
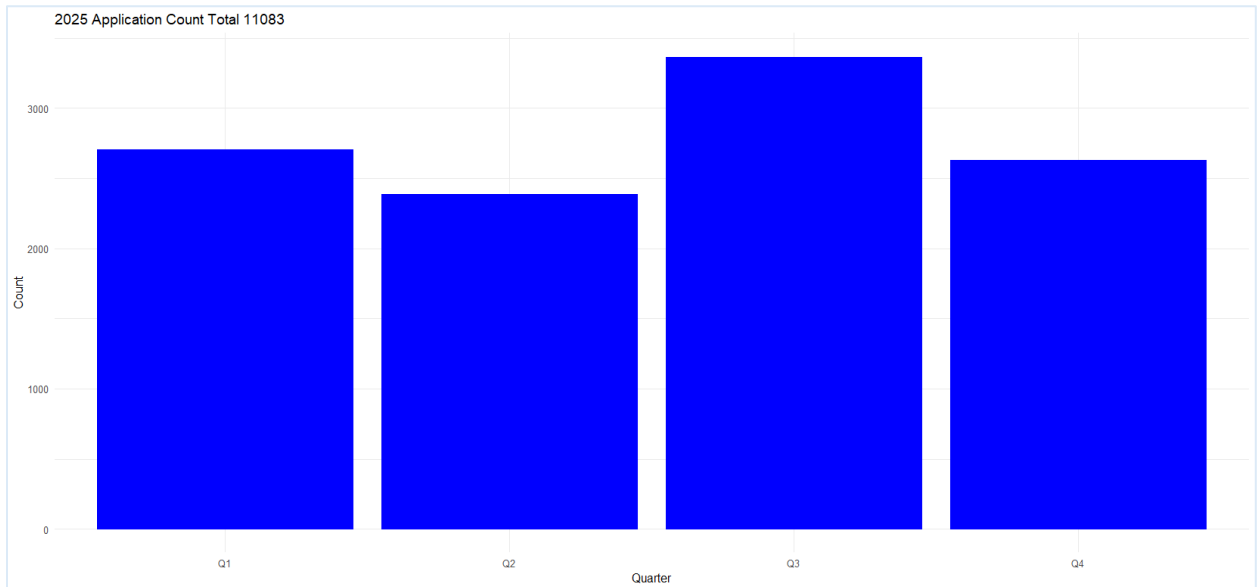


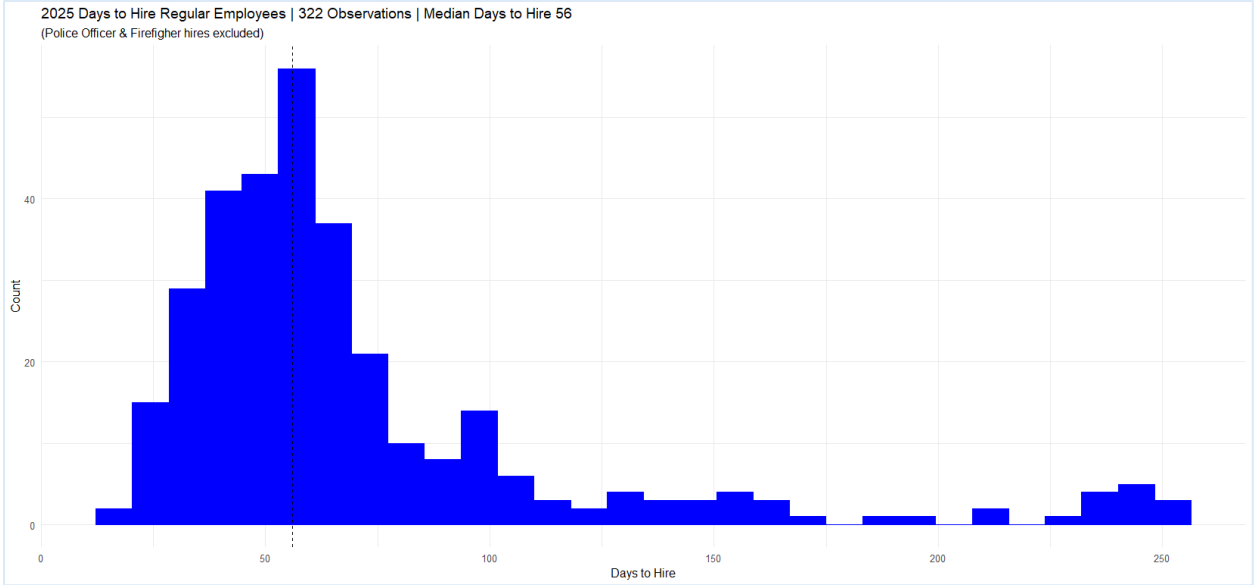


Employment Division
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Performance Measure #1

Hires and Timeliness

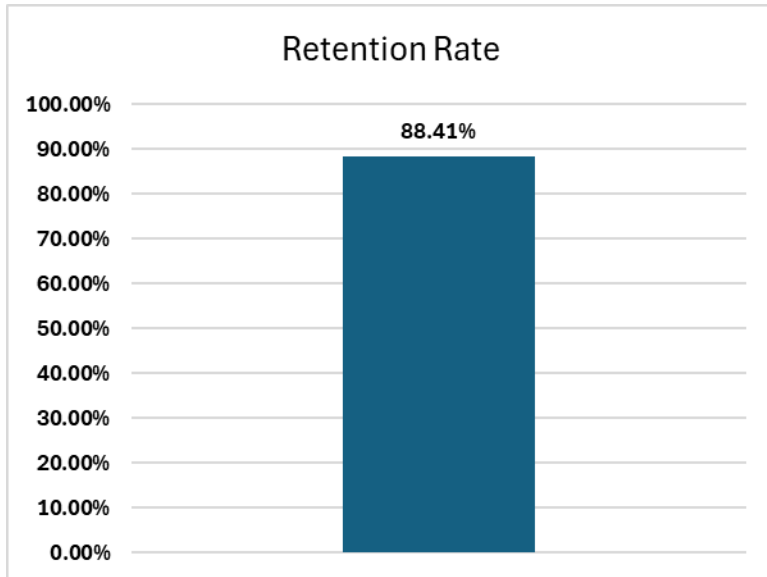




Employee Relations Division
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Performance Measure #1

Gross Retention Rate (Percentage of employees who were employed on the first of the year and also employed on the last day of the year.)



Performance Measure #2

Separations

Action Type	Action Reason	Count
Involuntary Separation	Administrative Separation	7
	Death	3
	Discharge for Cause	2
	Lack of Work	1
	Probationary Separation	33
	Resign in Lieu of Separation	1
	Subtotal	47
Voluntary Separation	Another Job	24
	Military Rotation	1
	Personal	20
	Quit No Notice	13
	Resignation	134
	Retirement	66
	Subtotal	258
Grand Total		305