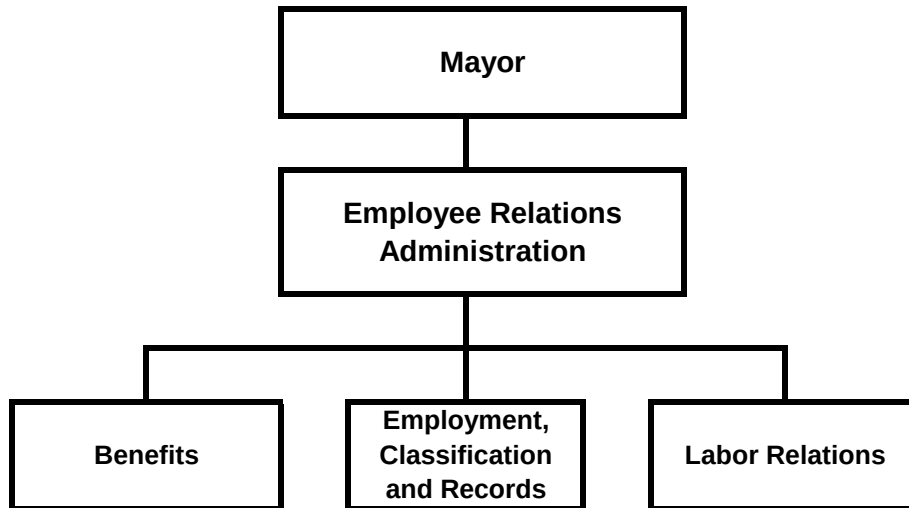




**Municipality of Anchorage**

# **Employee Relations**

# Employee Relations



## Employee Relations

### Description

The Municipality of Anchorage Employee Relations Department provides employment services, maintains records and benefits for current and past employees, and assists departments and employees in delivering quality services to the public. It is also responsible for assuring compliance with all employment related rules, regulations, laws and agreements. It works closely with the various employee unions in the development and administration of collective bargaining agreements and promotes positive relationships through the use of progressive human resource principles, practices and programs.

### Department 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 Employee Relations 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.

### Divisions:

- Employment & Records
  - o Attract qualified individuals to fill vacant positions within the Municipality. Provide for a classification system that describes positions, establishes qualifications, groups them into like series, and determines appropriate pay ranges. Administer and maintain the official system of record for municipal employee personnel and medical information.
- Labor Relations
  - o To negotiate and administer collective bargaining agreements and apply personnel rules. Responsible for policy development, implementation and interpretation. Promote a high quality workforce and collaborative relationships between management and union organizations.
- Benefits
  - o Develop, maintain and administer cost effective and competitive employee benefit programs. Responsible for health, wellness and retirement benefit administration.

### Department Goals that Contribute to Achieving the Mayor's Vision:

**Vision:**  Exemplary Municipal Operations

#### Employee Relations Department

- Attract and retain a productive, qualified workforce while adhering to all federal, state and local laws, regulations and agreements
- Centralize administrative functions to improve performance and conserve resources

## Employee Relations Department Summary

|                                     | 2012<br>Actuals  | 2013<br>Revised  | 2014<br>Proposed | 14 v 13<br>% Chg       |
|-------------------------------------|------------------|------------------|------------------|------------------------|
| <b>Direct Cost by Division</b>      |                  |                  |                  |                        |
| Benefits                            | 526,119          | 1,151,034        | 978,598          | <14.98%>               |
| Employee Relations Admin            | 302,272          | 465,256          | 479,963          | 3.16%                  |
| Employment                          | 783,840          | 1,190,958        | 1,266,677        | 6.36%                  |
| Labor Relations                     | 491,965          | 1,030,272        | 831,825          | <19.26%>               |
| <b>Direct Cost Total</b>            | <b>2,104,196</b> | <b>3,837,521</b> | <b>3,557,062</b> | <b>&lt;7.31%&gt;</b>   |
| <b>Intragovernmental Charges</b>    |                  |                  |                  |                        |
| Charges by Other Departments        | 655,028          | 1,502,509        | 1,459,517        | <2.86%>                |
| Charges to Other Departments        | (2,603,214)      | (5,443,843)      | (4,861,341)      | <10.70%>               |
| <b>Function Cost Total</b>          | <b>156,009</b>   | <b>(103,813)</b> | <b>155,238</b>   | <b>&lt;249.54%&gt;</b> |
| Program Generated Revenue           | (136,784)        | (121,450)        | (121,450)        | -                      |
| <b>Net Cost Total</b>               | <b>19,226</b>    | <b>(225,263)</b> | <b>33,788</b>    | <b>&lt;115.00%&gt;</b> |
| <b>Direct Cost by Category</b>      |                  |                  |                  |                        |
| Salaries and Benefits               | 1,929,057        | 3,327,571        | 3,347,112        | 0.59%                  |
| Supplies                            | 8,698            | 12,750           | 12,750           | -                      |
| Travel                              | 2,430            | 7,230            | 7,230            | -                      |
| Contractual/Other Services          | 158,307          | 479,570          | 179,570          | <62.56%>               |
| Debt Service                        | -                | -                | -                | -                      |
| Equipment, Furnishings              | 5,703            | 10,400           | 10,400           | -                      |
| <b>Direct Cost Total</b>            | <b>2,104,196</b> | <b>3,837,521</b> | <b>3,557,062</b> | <b>&lt;7.31%&gt;</b>   |
| <b>Position Summary as Budgeted</b> |                  |                  |                  |                        |
| Full-Time                           | 18               | 31               | 31               |                        |
| Part-Time                           | 4                | -                | -                |                        |
| <b>Position Total</b>               | <b>22</b>        | <b>31</b>        | <b>31</b>        |                        |

2012 Actuals reflect 2013 and 2014 Employee Relations organization structure and exclude Office of Equal Opportunity division positions (2) and costs (\$153,848), that transferred to Municipal Manager department in 2013.

## Employee Relations

### Reconciliation from 2013 Revised Budget to 2014 Proposed Budget

|                                                      | Direct Costs     | Positions |          |          |
|------------------------------------------------------|------------------|-----------|----------|----------|
|                                                      |                  | FT        | PT       | T        |
| <b>2013 Revised Budget</b>                           | 3,837,521        | 31        | -        | -        |
| <b>2013 One-Time Requirements</b>                    |                  |           |          |          |
| - Reverse one-time funding of Classification Study   | (300,000)        | -         | -        | -        |
| <b>Changes in Existing Programs/Funding for 2014</b> |                  |           |          |          |
| - Salary and benefits adjustments                    | 48,310           | -         | -        | -        |
| <b>2014 Continuation Level</b>                       | <b>3,585,831</b> | <b>31</b> | <b>-</b> | <b>-</b> |
| <b>2014 Proposed Budget Changes</b>                  |                  |           |          |          |
| - Increase Vacancy Factor                            | (28,769)         | -         | -        | -        |
| <b>2014 Proposed Budget</b>                          | <b>3,557,062</b> | <b>31</b> | <b>-</b> | <b>-</b> |

## Employee Relations Division Summary

### Benefits

(Fund Center # 187100)

|                                     | 2012<br>Actuals | 2013<br>Revised  | 2014<br>Proposed | 14 v 13<br>% Chg      |
|-------------------------------------|-----------------|------------------|------------------|-----------------------|
| <b>Direct Cost by Category</b>      |                 |                  |                  |                       |
| Salaries and Benefits               | 501,373         | 1,151,034        | 978,598          | <14.98%>              |
| Travel                              | -               | -                | -                |                       |
| Contractual/Other Services          | 24,746          | -                | -                |                       |
| <b>Manageable Direct Cost Total</b> | <b>526,119</b>  | <b>1,151,034</b> | <b>978,598</b>   | <b>&lt;14.98%&gt;</b> |
| Debt Service                        | -               | -                | -                |                       |
| <b>Direct Cost Total</b>            | <b>526,119</b>  | <b>1,151,034</b> | <b>978,598</b>   | <b>&lt;14.98%&gt;</b> |
| <b>Revenue by Fund</b>              |                 |                  |                  |                       |
| Fund 101000 - Areawide General      | 135,962         | 121,450          | 121,450          | -                     |
| <b>Revenue Total</b>                | <b>135,962</b>  | <b>121,450</b>   | <b>121,450</b>   | <b>-</b>              |

### Positions as Budgeted

|                                    | 2012 Revised |           | 2013 Revised |           | 2014 Proposed |           |
|------------------------------------|--------------|-----------|--------------|-----------|---------------|-----------|
|                                    | Full Time    | Part Time | Full Time    | Part Time | Full Time     | Part Time |
| Benefits Analyst                   | -            | -         | 1            | -         | -             | -         |
| Deputy Director                    | -            | 1         | 1            | -         | -             | -         |
| Human Resource Pro                 | 1            | -         | -            | -         | -             | -         |
| Human Resource Pro II              | 1            | -         | -            | -         | -             | -         |
| Human Resource Pro III             | -            | -         | 1            | -         | -             | -         |
| Leave Administrator                | -            | 1         | 2            | -         | 2             | -         |
| Leave Coordinator                  | -            | -         | 1            | -         | 1             | -         |
| Personnel Analyst II               | -            | -         | 2            | -         | 3             | -         |
| Personnel Analyst III              | -            | -         | 1            | -         | 1             | -         |
| Personnel Director                 | -            | -         | -            | -         | 1             | -         |
| Program & Policy Director          | -            | 1         | 1            | -         | 1             | -         |
| Senior Accountant                  | 1            | -         | 1            | -         | 1             | -         |
| <b>Positions as Budgeted Total</b> | <b>3</b>     | <b>3</b>  | <b>11</b>    | <b>-</b>  | <b>10</b>     | <b>-</b>  |

**Employee Relations**  
**Division Detail**  
**Benefits**

(Fund Center # 187100)

|                                        | 2012<br>Actuals | 2013<br>Revised  | 2014<br>Proposed | 14 v 13<br>% Chg          |
|----------------------------------------|-----------------|------------------|------------------|---------------------------|
| <b>Direct Cost by Category</b>         |                 |                  |                  |                           |
| Salaries and Benefits                  | 501,373         | 1,151,034        | 978,598          | <14.98%>                  |
| Travel                                 | -               | -                | -                | -                         |
| Contractual/Other Services             | 24,746          | -                | -                | -                         |
| <b>Manageable Direct Cost Total</b>    | <b>526,119</b>  | <b>1,151,034</b> | <b>978,598</b>   | <b>&lt;14.98%&gt;</b>     |
| Debt Service                           | -               | -                | -                | -                         |
| <b>Direct Cost Total</b>               | <b>526,119</b>  | <b>1,151,034</b> | <b>978,598</b>   | <b>&lt;14.98%&gt;</b>     |
| <b>Intra-Governmental Charges</b>      |                 |                  |                  |                           |
| Charges by Other Departments           | 134,472         | 424,727          | 391,375          | <7.85%>                   |
| Charges to Other Departments           | (518,528)       | (1,454,312)      | (1,246,618)      | <14.28%>                  |
| <b>Program Generated Revenue</b>       |                 |                  |                  |                           |
| 406580 - Copier Fees                   | -               | 150              | 150              | -                         |
| 406620 - Rmb Cost-NonGrntFund          | 135,801         | 121,300          | 121,300          | -                         |
| 460070 - MOA Property Sales            | 161             | -                | -                | -                         |
| <b>Program Generated Revenue Total</b> | <b>135,962</b>  | <b>121,450</b>   | <b>121,450</b>   | <b>-</b>                  |
| <b>Net Cost</b>                        |                 |                  |                  |                           |
| Manageable Direct Cost                 | 526,119         | 1,151,034        | 978,598          | <14.98%>                  |
| Debt Service                           | -               | -                | -                | -                         |
| Charges by Other Departments           | 134,472         | 424,727          | 391,375          | <7.85%>                   |
| Charges to Other Departments           | (518,528)       | (1,454,312)      | (1,246,618)      | <14.28%>                  |
| Program Generated Revenue              | (135,962)       | (121,450)        | (121,450)        | -                         |
| <b>Net Cost Total</b>                  | <b>6,101</b>    | <b>(1)</b>       | <b>1,905</b>     | <b>&lt;286518.29%&gt;</b> |

## Employee Relations Division Summary

### Employee Relations Admin

(Fund Center # 181000, 181079, 181100)

|                                     | 2012<br>Actuals | 2013<br>Revised | 2014<br>Proposed | 14 v 13<br>% Chg |
|-------------------------------------|-----------------|-----------------|------------------|------------------|
| <b>Direct Cost by Category</b>      |                 |                 |                  |                  |
| Salaries and Benefits               | 223,811         | 287,306         | 302,013          | 5.12%            |
| Supplies                            | 8,698           | 12,750          | 12,750           | -                |
| Travel                              | 2,430           | 7,230           | 7,230            | -                |
| Contractual/Other Services          | 61,629          | 147,570         | 147,570          | -                |
| Equipment, Furnishings              | 5,703           | 10,400          | 10,400           | -                |
| <b>Manageable Direct Cost Total</b> | <b>302,272</b>  | <b>465,256</b>  | <b>479,963</b>   | <b>3.16%</b>     |
| Debt Service                        | -               | -               | -                |                  |
| <b>Direct Cost Total</b>            | <b>302,272</b>  | <b>465,256</b>  | <b>479,963</b>   | <b>3.16%</b>     |

### Positions as Budgeted

|                                    | 2012 Revised |           | 2013 Revised |           | 2014 Proposed |           |
|------------------------------------|--------------|-----------|--------------|-----------|---------------|-----------|
|                                    | Full Time    | Part Time | Full Time    | Part Time | Full Time     | Part Time |
| Director                           | 1            | -         | 1            | -         | 1             | -         |
| Executive Assistant I              | 1            | -         | -            | -         | -             | -         |
| Executive Assistant II             | -            | -         | 1            | -         | 1             | -         |
| <b>Positions as Budgeted Total</b> | <b>2</b>     | <b>-</b>  | <b>2</b>     | <b>-</b>  | <b>2</b>      | <b>-</b>  |



**Employee Relations****Division Detail****Employee Relations Admin**

(Fund Center # 181000, 181079, 181100)

|                                     | 2012<br>Actuals | 2013<br>Revised | 2014<br>Proposed | 14 v 13<br>% Chg |
|-------------------------------------|-----------------|-----------------|------------------|------------------|
| <b>Direct Cost by Category</b>      |                 |                 |                  |                  |
| <b>Salaries and Benefits</b>        | 223,811         | 287,306         | 302,013          | 5.12%            |
| <b>Supplies</b>                     | 8,698           | 12,750          | 12,750           | -                |
| <b>Travel</b>                       | 2,430           | 7,230           | 7,230            | -                |
| <b>Contractual/Other Services</b>   | 61,629          | 147,570         | 147,570          | -                |
| <b>Equipment, Furnishings</b>       | 5,703           | 10,400          | 10,400           | -                |
| <b>Manageable Direct Cost Total</b> | <b>302,272</b>  | <b>465,256</b>  | <b>479,963</b>   | <b>3.16%</b>     |
| <b>Debt Service</b>                 | -               | -               | -                | -                |
| <b>Direct Cost Total</b>            | <b>302,272</b>  | <b>465,256</b>  | <b>479,963</b>   | <b>3.16%</b>     |
| <b>Intra-Governmental Charges</b>   |                 |                 |                  |                  |
| Charges by Other Departments        | 80,441          | 562,328         | 541,137          | <3.77%>          |
| Charges to Other Departments        | (369,588)       | (1,007,722)     | (991,418)        | <1.62%>          |
| <b>Net Cost</b>                     |                 |                 |                  |                  |
| Manageable Direct Cost              | 302,272         | 465,256         | 479,963          | 3.16%            |
| Debt Service                        | -               | -               | -                | -                |
| Charges by Other Departments        | 80,441          | 562,328         | 541,137          | <3.77%>          |
| Charges to Other Departments        | (369,588)       | (1,007,722)     | (991,418)        | <1.62%>          |
| <b>Net Cost Total</b>               | <b>13,125</b>   | <b>19,862</b>   | <b>29,682</b>    | <b>49.44%</b>    |

## Employee Relations Division Summary Employment

(Fund Center # 184500)

|                                     | 2012<br>Actuals | 2013<br>Revised  | 2014<br>Proposed | 14 v 13<br>% Chg |
|-------------------------------------|-----------------|------------------|------------------|------------------|
| <b>Direct Cost by Category</b>      |                 |                  |                  |                  |
| Salaries and Benefits               | 763,840         | 1,158,958        | 1,234,677        | 6.53%            |
| Travel                              | -               | -                | -                |                  |
| Contractual/Other Services          | 20,000          | 32,000           | 32,000           | -                |
| <b>Manageable Direct Cost Total</b> | <b>783,840</b>  | <b>1,190,958</b> | <b>1,266,677</b> | <b>6.36%</b>     |
| Debt Service                        | -               | -                | -                |                  |
| <b>Direct Cost Total</b>            | <b>783,840</b>  | <b>1,190,958</b> | <b>1,266,677</b> | <b>6.36%</b>     |
| <b>Revenue by Fund</b>              |                 |                  |                  |                  |
| Fund 101000 - Areawide General      | 821             | -                | -                |                  |
| <b>Revenue Total</b>                | <b>821</b>      | <b>-</b>         | <b>-</b>         |                  |

### Positions as Budgeted

|                                    | 2012 Revised |           | 2013 Revised |           | 2014 Proposed |           |
|------------------------------------|--------------|-----------|--------------|-----------|---------------|-----------|
|                                    | Full Time    | Part Time | Full Time    | Part Time | Full Time     | Part Time |
| Human Resource Pro                 | 5            | -         | -            | -         | -             | -         |
| Human Resource Pro II              | 1            | -         | 1            | -         | 1             | -         |
| Human Resource Pro IV              | -            | -         | 1            | -         | 1             | -         |
| Human Resource Pro V               | -            | -         | 1            | -         | 1             | -         |
| Human Resources Coordinator        | 1            | -         | 1            | -         | 1             | -         |
| Personnel Analyst II               | -            | -         | 4            | -         | 4             | -         |
| Personnel Technician I             | 1            | 1         | 2            | -         | 2             | -         |
| Personnel Technician II            | -            | -         | 1            | -         | 1             | -         |
| Records Technician                 | 1            | -         | -            | -         | -             | -         |
| <b>Positions as Budgeted Total</b> | <b>9</b>     | <b>1</b>  | <b>11</b>    | <b>-</b>  | <b>11</b>     | <b>-</b>  |

**Employee Relations**  
**Division Detail**  
**Employment**  
(Fund Center # 184500)

|                                        | 2012<br>Actuals | 2013<br>Revised  | 2014<br>Proposed | 14 v 13<br>% Chg       |
|----------------------------------------|-----------------|------------------|------------------|------------------------|
| <b>Direct Cost by Category</b>         |                 |                  |                  |                        |
| Salaries and Benefits                  | 763,840         | 1,158,958        | 1,234,677        | 6.53%                  |
| Travel                                 | -               | -                | -                | -                      |
| Contractual/Other Services             | 20,000          | 32,000           | 32,000           | -                      |
| <b>Manageable Direct Cost Total</b>    | <b>783,840</b>  | <b>1,190,958</b> | <b>1,266,677</b> | <b>6.36%</b>           |
| Debt Service                           | -               | -                | -                | -                      |
| <b>Direct Cost Total</b>               | <b>783,840</b>  | <b>1,190,958</b> | <b>1,266,677</b> | <b>6.36%</b>           |
| <b>Intra-Governmental Charges</b>      |                 |                  |                  |                        |
| Charges by Other Departments           | 102,835         | 323,696          | 344,915          | 6.56%                  |
| Charges to Other Departments           | (885,854)       | (1,570,701)      | (1,611,592)      | 2.60%                  |
| <b>Program Generated Revenue</b>       |                 |                  |                  |                        |
| 406620 - Rmb Cost-NonGrntFund          | 821             | -                | -                | -                      |
| <b>Program Generated Revenue Total</b> | <b>821</b>      | <b>-</b>         | <b>-</b>         | <b>-</b>               |
| <b>Net Cost</b>                        |                 |                  |                  |                        |
| Manageable Direct Cost                 | 783,840         | 1,190,958        | 1,266,677        | 6.36%                  |
| Debt Service                           | -               | -                | -                | -                      |
| Charges by Other Departments           | 102,835         | 323,696          | 344,915          | 6.56%                  |
| Charges to Other Departments           | (885,854)       | (1,570,701)      | (1,611,592)      | 2.60%                  |
| Program Generated Revenue              | (821)           | -                | -                | -                      |
| <b>Net Cost Total</b>                  | <b>-</b>        | <b>(56,047)</b>  | <b>-</b>         | <b>&lt;100.00%&gt;</b> |

## Employee Relations Division Summary

### Labor Relations

(Fund Center # 184100)

|                                     | 2012<br>Actuals | 2013<br>Revised  | 2014<br>Proposed | 14 v 13<br>% Chg      |
|-------------------------------------|-----------------|------------------|------------------|-----------------------|
| <b>Direct Cost by Category</b>      |                 |                  |                  |                       |
| Salaries and Benefits               | 440,033         | 730,272          | 831,825          | 13.91%                |
| Travel                              | -               | -                | -                |                       |
| Contractual/Other Services          | 51,932          | 300,000          | -                |                       |
| <b>Manageable Direct Cost Total</b> | <b>491,965</b>  | <b>1,030,272</b> | <b>831,825</b>   | <b>&lt;19.26%&gt;</b> |
| Debt Service                        | -               | -                | -                |                       |
| <b>Direct Cost Total</b>            | <b>491,965</b>  | <b>1,030,272</b> | <b>831,825</b>   | <b>&lt;19.26%&gt;</b> |

### Positions as Budgeted

|                                    | 2012 Revised |           | 2013 Revised |           | 2014 Proposed |           |
|------------------------------------|--------------|-----------|--------------|-----------|---------------|-----------|
|                                    | Full Time    | Part Time | Full Time    | Part Time | Full Time     | Part Time |
| Director                           | 1            | -         | 1            | -         | 1             | -         |
| Human Resource Pro                 | 3            | -         | -            | -         | -             | -         |
| Human Resource Pro I               | -            | -         | 2            | -         | 2             | -         |
| Human Resource Pro II              | -            | -         | 1            | -         | 1             | -         |
| Labor Director                     | -            | -         | 1            | -         | -             | -         |
| Personnel Analyst II               | -            | -         | 2            | -         | 3             | -         |
| Special Admin Assistant II         | -            | -         | -            | -         | 1             | -         |
| <b>Positions as Budgeted Total</b> | <b>4</b>     | <b>-</b>  | <b>7</b>     | <b>-</b>  | <b>8</b>      | <b>-</b>  |

**Employee Relations****Division Detail****Labor Relations**

(Fund Center # 184100)

|                                     | 2012<br>Actuals | 2013<br>Revised  | 2014<br>Proposed | 14 v 13<br>% Chg       |
|-------------------------------------|-----------------|------------------|------------------|------------------------|
| <b>Direct Cost by Category</b>      |                 |                  |                  |                        |
| Salaries and Benefits               | 440,033         | 730,272          | 831,825          | 13.91%                 |
| Travel                              | -               | -                | -                | -                      |
| Contractual/Other Services          | 51,932          | 300,000          | -                | -                      |
| <b>Manageable Direct Cost Total</b> | <b>491,965</b>  | <b>1,030,272</b> | <b>831,825</b>   | <b>&lt;19.26%&gt;</b>  |
| Debt Service                        | -               | -                | -                | -                      |
| <b>Direct Cost Total</b>            | <b>491,965</b>  | <b>1,030,272</b> | <b>831,825</b>   | <b>&lt;19.26%&gt;</b>  |
| <b>Intra-Governmental Charges</b>   |                 |                  |                  |                        |
| Charges by Other Departments        | 337,280         | 191,758          | 182,090          | <5.04%>                |
| Charges to Other Departments        | (829,244)       | (1,411,108)      | (1,011,713)      | <28.30%>               |
| <b>Net Cost</b>                     |                 |                  |                  |                        |
| Manageable Direct Cost              | 491,965         | 1,030,272        | 831,825          | <19.26%>               |
| Debt Service                        | -               | -                | -                | -                      |
| Charges by Other Departments        | 337,280         | 191,758          | 182,090          | <5.04%>                |
| Charges to Other Departments        | (829,244)       | (1,411,108)      | (1,011,713)      | <28.30%>               |
| <b>Net Cost Total</b>               | <b>-</b>        | <b>(189,078)</b> | <b>2,202</b>     | <b>&lt;101.16%&gt;</b> |

*Anchorage: Performance. Value. Results*

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## **Administration Division Employee Relations Department**

*Anchorage: Performance. Value. Results*

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### **Mission**

Develop and maintain programs that efficiently and effectively attract, develop and retain qualified employees to provide and support municipal services in accordance with federal, state and municipal law.

### **Core Services**

- Employment and classification to define position requirements; assure appropriate compensation and recruit qualified employees.
- Employment to assure accuracy and security of employee information and administration of personnel actions.
- Labor Relations to negotiate and administer collective bargaining agreements and personnel rules; and to advise management with respect to workforce management.
- Benefits Administration to 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.
- Equal Opportunity to assure compliance with Title VII/AMC 7.50 and to promote and monitor compliance with of the Disadvantaged Business contracting program.

### **Accomplishment Goals**

- Attract and retain a productive, qualified workforce while adhering to all federal, state and local laws, regulations and agreements.
- Centralize administrative functions to improve performance and conserve resources.

### **Performance Measures**

Progress in achieving goals shall be measured by:

**Measure #1: Number of material actions requiring correction as a result of audits or arbitrations.**

### **2012 Audits:**

Incentive Pay Plan – 6 findings

Police and Fire Retiree Medical Trust Two-Year Review – 2 findings

### **2013 Audits:**

None

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## **Employment Division**

### **Employee Relations Department**

*Anchorage: Performance. Value. Results.*

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#### **Purpose**

Attract qualified individuals to fill vacant positions within the Municipality. Provide for a classification system that describes positions, establishes qualifications, groups them into like series, and determines appropriate pay ranges. Administer and maintain the official system of record for municipal employee personnel and medical information.

#### **Direct Services**

Employment and Classification is responsible for:

- Developing and sustaining a fair, efficient, effective, transparent, and equitable recruitment, selection, and hiring process.
- Locating sources of qualified manpower to meet the needs of the Municipality.
- Maintaining and administering a fair and objective system for classifying jobs/positions.
- Creating and maintaining pay grades for comparable work across the Municipality.
- Administering employee records.

#### **Accomplishment Goals**

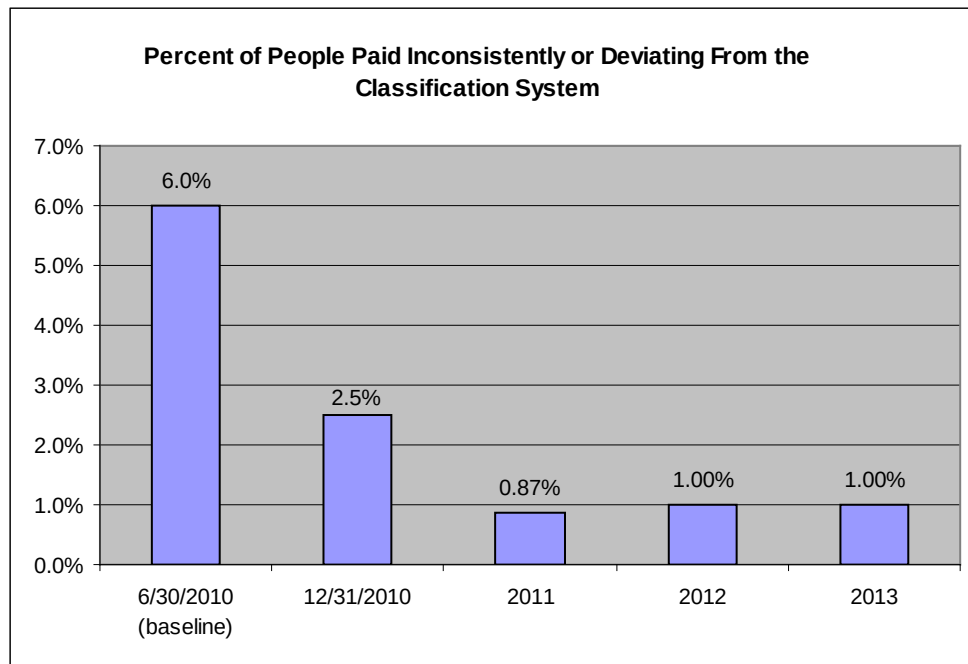
- Improve the administration, consistency, and accuracy of the position classification system.
- Improve the pool of qualified candidates available to fill Municipal positions.

#### **Performance Measures**

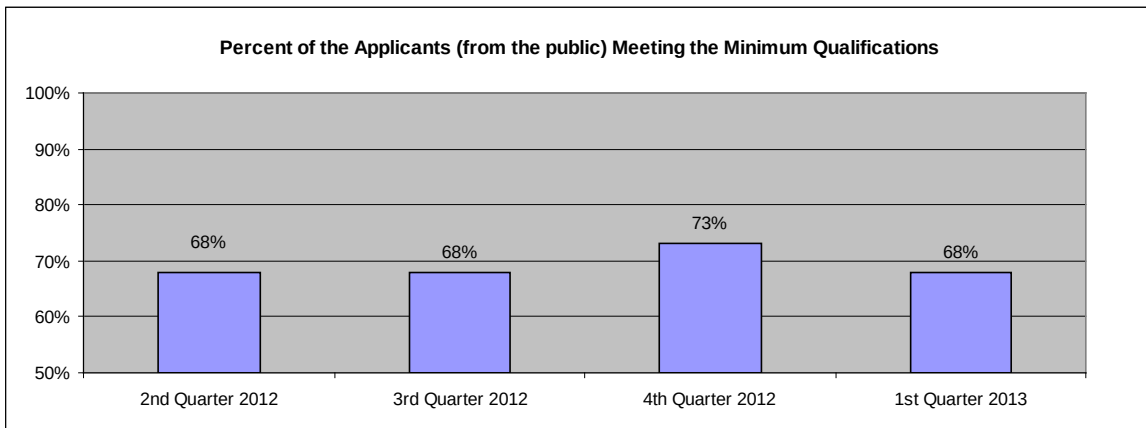
Progress in achieving goals shall be measured by:



**Measure #2: The percentage of employees who are paid inconsistent with established classification standards.**



**Measure #3: Percent of applicants meeting or exceeding position qualifications as a proportion of total applications received.**



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**Labor Relations Division**  
**Employee Relations Department**

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**Purpose**

Negotiate and administer collective bargaining agreements and apply personnel rules.

**Direct Services**

Labor Relations is responsible for:

- Negotiating, interpreting and administering nine (9) collective bargaining agreements and the personnel rules covering all Municipal employees.
- Responding to formal employee grievances.
- Administering the controlled substance abuse program.
- Providing training and consultative guidance to managerial and supervisory personnel on contract administration and other labor relations matters.

**Accomplishment Goals**

- Negotiate fiscally responsible collective bargaining agreements with economic terms that do not to exceed average 3 year CPI.
- Administer collective bargaining agreements to maximize management flexibility.

**Performance Measures**

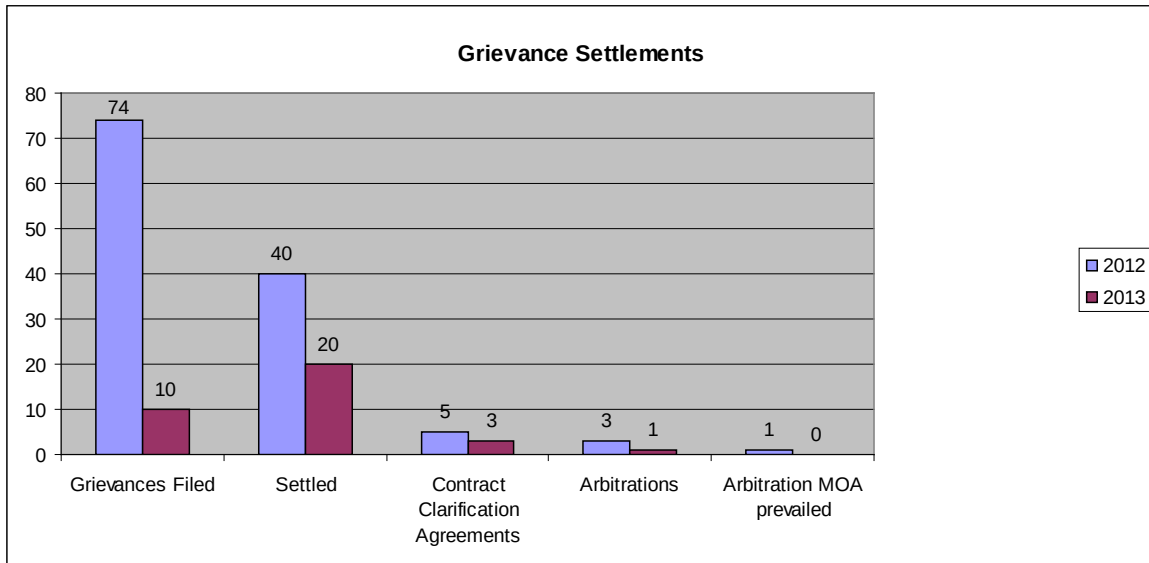
Progress in achieving goals shall be measured by:

**Measure #4: Average overall cost of economic terms of each collective bargaining agreement.**

**2013**

- Plumbers & Pipefitters Local 367 CBA is open in the first quarter of 2013 and awaiting the Alaska Supreme Court Ruling. Ruling received in second quarter and tentative agreement reached on settlement with the Union.
- General Teamsters Local 959 wage increase of 2.0% for 2013 was approved by the Assembly.
- Collective Bargaining Agreement (CBA) negotiations have commenced with Public Employees Local 71 and International Union of Operating Engineers Local 302 both with CBA's expiring June 30, 2013.

**Measure #5: Number of arbitrations in which the MOA prevails preserving management rights.**



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**Benefits Division**  
**Employee Relations Department**  
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**Purpose**

Develop, maintain and administer cost effective and competitive employee benefit programs.

**Direct Services**

- Health and wellness benefits administration
- Retirement benefits administration
- Employee benefit program development

**Accomplishment Goals**

- Leverage technology to provide employees with self-service access to administrative information and processes.
- Develop meaningful and cost effective employee benefit options.

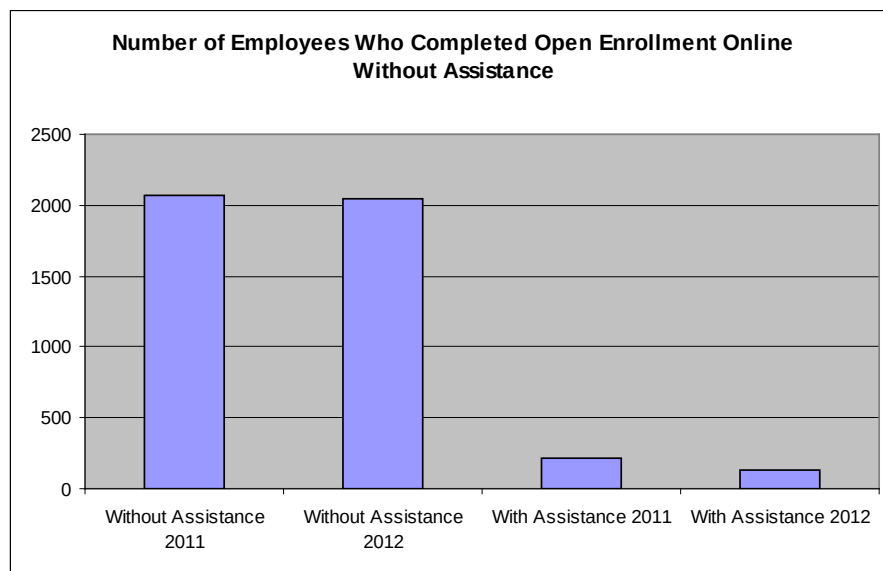
**Performance Measures**

Progress in achieving goals shall be measured by:

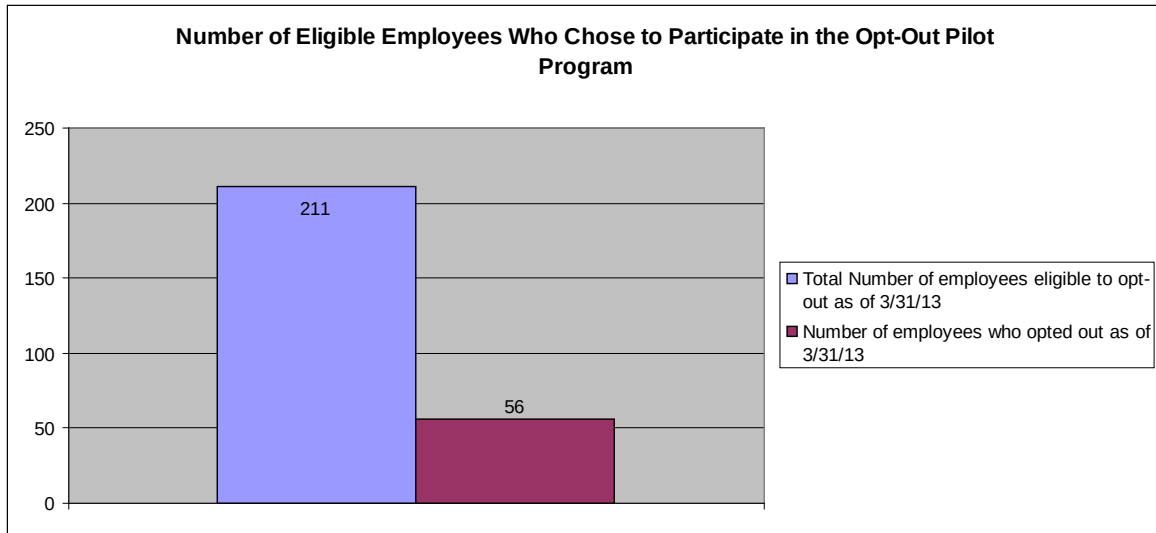
**Measure #6: Number of eligible employees who successfully completed 2012 & 2013 open enrollment on-line without additional instructions or assistance from Employee Relations benefits staff.**

2012 Open Enrollment – 2,066 out of 2,282 employees successfully completed the Online Open Enrollment without additional assistance from Benefits staff in 2011.

2013 Open Enrollment – 2,047 out of 2,181 employees successfully completed the Online Open Enrollment without additional assistance from Benefits staff in 2012.



**Measure #7: Number of eligible employees with other health care coverage who chose to participate in the Opt-Out Pilot Program.**



As of 3/31/2013 there were 121 Non-Rep and Executives, 75 AMEA Members & 15 IBEW Mechanics eligible to participate in the Opt-Out program. Out of this population eligible to participate, 39 of the Non-Rep and Executives, 13 of the AMEA members and 4 of the IBEW Mechanics choose to participate in the Opt-Out program.