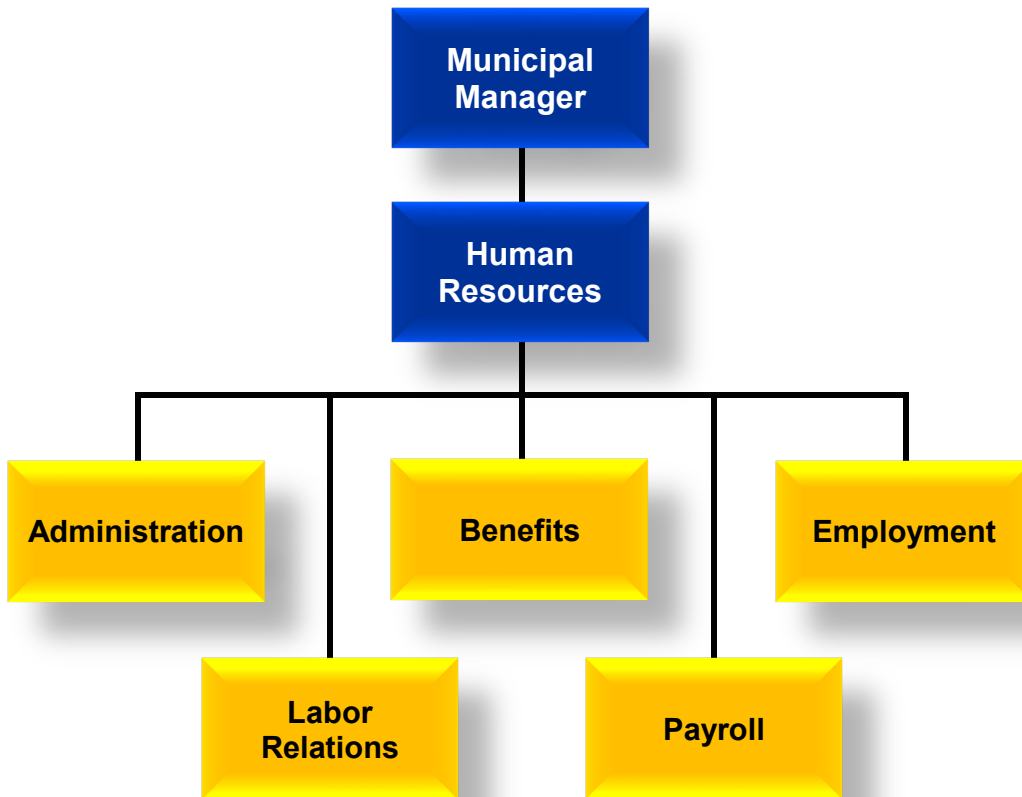


# Human Resources



## Human Resources

### Description

The Municipality of Anchorage Human Resources 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. Human Resources 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. Human Resources is responsible for assuring compliance with all employment related rules, regulations, laws, and collective bargaining agreements

### 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 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.

### Divisions

- The Benefits Division develops, maintains, and administers cost effective and competitive employee benefit programs. It is also responsible for health, wellness, and retirement benefit administration.
- The Employment & Records Division attracts qualified individuals to fill vacant positions within the Municipality, provides for a classification system that describes positions, establishes qualifications, groups them into like series, and determines appropriate pay ranges. It also administers and maintains the official system of record for municipal employee personnel and medical information.
- The Labor Relations Division negotiates and administers collective bargaining agreements and applies personnel rules. It is also responsible for policy development, implementation, and interpretation while promoting a high-quality workforce and collaborative relationship between management, employees, and union organizations.
- The Payroll Division provides tools and information necessary to maintain consistent and effective payroll processes. It also incorporates all pertinent payroll information into our intranet sites and makes necessary payroll documents readily available and easily retrievable.

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



**Economic Recovery – Build a city that attracts and retains a talented workforce, is hospitable to entrepreneurs and business owners, provides a strong environment for economic growth, attract new and innovative industries to Anchorage, and expand the tourism opportunities of Southcentral Alaska.**

- 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.



**Increased Development – Work to streamline the Anchorage development process and provide incentives to bring capital projects to the city. Foster an atmosphere that welcomes business investment through stable taxes and restrained government spending.**

- Develop meaningful and cost-effective employee benefit options.
- Expand the diversity of the Municipalities' workforce by using innovative recruitment practices.



**Exemplary Municipal Operations – Improve the efficiency and effectiveness of Municipal operations to deliver services faster and better.**

- 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.
- Leverage technology to provide employees with self-service access to administrative information and processes.
- Savings resulting from employees choosing lower cost benefit options.

## Human Resources Department Summary

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
<b>Direct Cost by Division</b>				
HR Administration	1,949,036	2,010,701	1,965,393	(2.25%)
HR Benefits	483,795	541,992	554,573	2.32%
HR Employment	1,723,493	1,656,109	1,679,383	1.41%
HR Labor Relations	1,040,408	1,238,590	1,257,665	1.54%
HR Payroll	1,229,065	1,243,473	1,337,954	7.60%
<b>Direct Cost Total</b>	<b>6,425,796</b>	<b>6,690,865</b>	<b>6,794,968</b>	<b>1.56%</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(4,884,697)	(5,258,466)	(5,362,568)	1.98%
<b>Function Cost Total</b>	<b>1,541,100</b>	<b>1,432,399</b>	<b>1,432,400</b>	<b>-</b>
Program Generated Revenue	(138,870)	(134,850)	(134,850)	-
<b>Net Cost Total</b>	<b>1,402,229</b>	<b>1,297,549</b>	<b>1,297,550</b>	<b>-</b>
<b>Direct Cost by Category</b>				
Salaries and Benefits	6,117,698	6,398,165	6,502,268	1.63%
Supplies	42,423	21,038	26,500	25.96%
Travel	3,107	-	-	-
Contractual/Other Services	245,728	252,228	247,700	(1.80%)
Debt Service	-	-	-	-
Equipment, Furnishings	16,839	19,434	18,500	(4.81%)
<b>Direct Cost Total</b>	<b>6,425,796</b>	<b>6,690,865</b>	<b>6,794,968</b>	<b>1.56%</b>
<b>Position Summary as Budgeted</b>				
Full-Time	41	41	41	-
Part-Time	-	-	-	-
<b>Position Total</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>-</b>

## Human Resources Reconciliation from 2023 Revised Budget to 2024 Proposed Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
<b>2023 Revised Budget</b>	6,690,865	41	-	-
<b>Changes in Existing Programs/Funding for 2024</b>				
- Salaries and benefits adjustments	170,603	-	-	-
<b>2024 Continuation Level</b>	<b>6,861,468</b>	<b>41</b>	-	-
<b>2024 One-Time Adjustments</b>				
- Savings due to vacant positions	(66,500)	-	-	-
<b>2024 Proposed Budget</b>	<b>6,794,968</b>	<b>41</b>	-	-

## Human Resources Division Summary

### HR Administration

(Fund Center # 181000, 181079, 181100)

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	1,878,141	1,948,930	1,904,993	(2.25%)
Supplies	38,251	20,738	24,500	18.14%
Travel	2,223	-	-	-
Contractual/Other Services	24,759	21,599	17,400	(19.44%)
Equipment, Furnishings	5,663	19,434	18,500	(4.81%)
<b>Manageable Direct Cost Total</b>	<b>1,949,036</b>	<b>2,010,701</b>	<b>1,965,393</b>	<b>(2.25%)</b>
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>1,949,036</b>	<b>2,010,701</b>	<b>1,965,393</b>	<b>-</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(546,807)	(713,152)	(667,843)	(6.35%)
<b>Function Cost Total</b>	<b>1,402,229</b>	<b>1,297,549</b>	<b>1,297,550</b>	<b>-</b>
<b>Net Cost Total</b>	<b>1,402,229</b>	<b>1,297,549</b>	<b>1,297,550</b>	<b>-</b>

#### Position Summary as Budgeted

Full-Time	3	4	4	-
<b>Position Total</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>-</b>

**Human Resources  
Division Detail  
HR Administration**

(Fund Center # 181000, 181079, 181100)

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	1,878,141	1,948,930	1,904,993	(2.25%)
Supplies	38,251	20,738	24,500	18.14%
Travel	2,223	-	-	-
Contractual/Other Services	24,759	21,599	17,400	(19.44%)
Equipment, Furnishings	5,663	19,434	18,500	(4.81%)
<b>Manageable Direct Cost Total</b>	<b>1,949,036</b>	<b>2,010,701</b>	<b>1,965,393</b>	<b>(2.25%)</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>1,949,036</b>	<b>2,010,701</b>	<b>1,965,393</b>	<b>(2.25%)</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(546,807)	(713,152)	(667,843)	(6.35%)
<b>Net Cost</b>				
Direct Cost Total	1,949,036	2,010,701	1,965,393	(2.25%)
Charges by/to Other Departments Total	(546,807)	(713,152)	(667,843)	(6.35%)
<b>Net Cost Total</b>	<b>1,402,229</b>	<b>1,297,549</b>	<b>1,297,550</b>	<b>-</b>

**Position Detail as Budgeted**

	2022 Revised		2023 Revised		2024 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Human Resources Director	1	-	1	-	1	-
Junior Admin Officer	1	-	1	-	1	-
Personnel Director	1	-	1	-	1	-
Special Administrative Assistant II	-	-	1	-	1	-
<b>Position Detail as Budgeted Total</b>	<b>3</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>4</b>	<b>-</b>

## Human Resources Division Summary

### HR Benefits

(Fund Center # 187100)

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	403,871	467,760	480,173	2.65%
Supplies	2,377	-	-	-
Travel	-	-	-	-
Contractual/Other Services	71,004	74,232	74,400	0.23%
Equipment, Furnishings	6,544	-	-	-
<b>Manageable Direct Cost Total</b>	<b>483,795</b>	<b>541,992</b>	<b>554,573</b>	<b>2.32%</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	-	-	-	-
<b>Direct Cost Total</b>	<b>483,795</b>	<b>541,992</b>	<b>554,573</b>	-
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(348,632)	(411,542)	(424,123)	3.06%
<b>Function Cost Total</b>	<b>135,162</b>	<b>130,450</b>	<b>130,450</b>	-
<b>Program Generated Revenue by Fund</b>				
Fund 101000 - Areawide General	135,162	130,450	130,450	-
<b>Program Generated Revenue Total</b>	<b>135,162</b>	<b>130,450</b>	<b>130,450</b>	-
<b>Net Cost Total</b>	-	-	-	-

#### Position Summary as Budgeted

Full-Time	6	6	6	-
<b>Position Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	-



## Human Resources

### Division Detail

#### HR Benefits

(Fund Center # 187100)

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	403,871	467,760	480,173	2.65%
Supplies	2,377	-	-	-
Travel	-	-	-	-
Contractual/Other Services	71,004	74,232	74,400	0.23%
Equipment, Furnishings	6,544	-	-	-
<b>Manageable Direct Cost Total</b>	<b>483,795</b>	<b>541,992</b>	<b>554,573</b>	<b>2.32%</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>483,795</b>	<b>541,992</b>	<b>554,573</b>	<b>2.32%</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(348,632)	(411,542)	(424,123)	3.06%
<b>Program Generated Revenue</b>				
406580 - Copier Fees	254	150	150	-
406620 - Reimbursed Cost-Employee Relations	134,908	130,300	130,300	-
<b>Program Generated Revenue Total</b>	<b>135,162</b>	<b>130,450</b>	<b>130,450</b>	<b>-</b>
<b>Net Cost</b>				
Direct Cost Total	483,795	541,992	554,573	2.32%
Charges by/to Other Departments Total	(348,632)	(411,542)	(424,123)	3.06%
Program Generated Revenue Total	(135,162)	(130,450)	(130,450)	-
<b>Net Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### Position Detail as Budgeted

	2022 Revised		2023 Revised		2024 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Personnel Analyst II	3	-	3	-	3	-
Personnel Director	1	-	1	-	1	-
Senior Staff Accountant	1	-	1	-	1	-
Special Administrative Assistant II	1	-	1	-	1	-
<b>Position Detail as Budgeted Total</b>	<b>6</b>	<b>-</b>	<b>6</b>	<b>-</b>	<b>6</b>	<b>-</b>

## Human Resources Division Summary

### HR Employment

(Fund Center # 184500)

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	1,642,721	1,569,132	1,589,083	1.27%
Supplies	534	-	-	-
Travel	-	-	-	-
Contractual/Other Services	79,733	86,977	90,300	3.82%
Equipment, Furnishings	504	-	-	-
<b>Manageable Direct Cost Total</b>	<b>1,723,493</b>	<b>1,656,109</b>	<b>1,679,383</b>	<b>1.41%</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>1,723,493</b>	<b>1,656,109</b>	<b>1,679,383</b>	<b>-</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(1,722,987)	(1,655,709)	(1,678,983)	1.41%
<b>Function Cost Total</b>	<b>505</b>	<b>400</b>	<b>400</b>	<b>-</b>
<b>Program Generated Revenue by Fund</b>				
Fund 101000 - Areawide General	505	400	400	-
<b>Program Generated Revenue Total</b>	<b>505</b>	<b>400</b>	<b>400</b>	<b>-</b>
<b>Net Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Position Summary as Budgeted</b>				
Full-Time	14	13	13	-
<b>Position Total</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>-</b>

**Human Resources**  
**Division Detail**  
**HR Employment**  
(Fund Center # 184500)

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	1,642,721	1,569,132	1,589,083	1.27%
Supplies	534	-	-	-
Travel	-	-	-	-
Contractual/Other Services	79,733	86,977	90,300	3.82%
Equipment, Furnishings	504	-	-	-
<b>Manageable Direct Cost Total</b>	<b>1,723,493</b>	<b>1,656,109</b>	<b>1,679,383</b>	<b>1.41%</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>1,723,493</b>	<b>1,656,109</b>	<b>1,679,383</b>	<b>1.41%</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(1,722,987)	(1,655,709)	(1,678,983)	1.41%
<b>Program Generated Revenue</b>				
406625 - Reimbursed Cost-NonGrant Funded	505	400	400	-
<b>Program Generated Revenue Total</b>	<b>505</b>	<b>400</b>	<b>400</b>	<b>-</b>
<b>Net Cost</b>				
Direct Cost Total	1,723,493	1,656,109	1,679,383	1.41%
Charges by/to Other Departments Total	(1,722,987)	(1,655,709)	(1,678,983)	1.41%
Program Generated Revenue Total	(505)	(400)	(400)	-
<b>Net Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Position Detail as Budgeted**

	2022 Revised		2023 Revised		2024 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Coordinator	1	-	1	-	1	-
Human Resources Professional III	2	-	2	-	2	-
Human Resources Professional IV	1	-	1	-	1	-
Human Resources Professional V	1	-	-	-	-	-
Personnel Analyst I	2	-	2	-	2	-
Personnel Analyst II	5	-	5	-	5	-
Personnel Technician III	2	-	2	-	2	-
<b>Position Detail as Budgeted Total</b>	<b>14</b>	<b>-</b>	<b>13</b>	<b>-</b>	<b>13</b>	<b>-</b>

## Human Resources Division Summary

### HR Labor Relations

(Fund Center # 184100)

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	976,478	1,181,459	1,203,665	1.88%
Supplies	161	-	-	-
Travel	84	-	-	-
Contractual/Other Services	59,555	57,131	54,000	(5.48%)
Equipment, Furnishings	4,129	-	-	-
<b>Manageable Direct Cost Total</b>	<b>1,040,408</b>	<b>1,238,590</b>	<b>1,257,665</b>	<b>1.54%</b>
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>1,040,408</b>	<b>1,238,590</b>	<b>1,257,665</b>	<b>-</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(1,040,408)	(1,238,590)	(1,257,665)	1.54%
<b>Function Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<hr/> <hr/>				
<b>Position Summary as Budgeted</b>				
Full-Time	7	7	7	-
<b>Position Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>-</b>

**Human Resources**  
**Division Detail**  
**HR Labor Relations**  
(Fund Center # 184100)

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	976,478	1,181,459	1,203,665	1.88%
Supplies	161	-	-	-
Travel	84	-	-	-
Contractual/Other Services	59,555	57,131	54,000	(5.48%)
Equipment, Furnishings	4,129	-	-	-
<b>Manageable Direct Cost Total</b>	<b>1,040,408</b>	<b>1,238,590</b>	<b>1,257,665</b>	<b>1.54%</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>1,040,408</b>	<b>1,238,590</b>	<b>1,257,665</b>	<b>1.54%</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(1,040,408)	(1,238,590)	(1,257,665)	1.54%
<b>Net Cost</b>				
Direct Cost Total	1,040,408	1,238,590	1,257,665	1.54%
Charges by/to Other Departments Total	(1,040,408)	(1,238,590)	(1,257,665)	1.54%
<b>Net Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Position Detail as Budgeted**

	2022 Revised		2023 Revised		2024 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Deputy Officer	-	-	1	-	1	-
Human Resources Professional II	-	-	-	-	2	-
Human Resources Professional III	2	-	2	-	2	-
Human Resources Professional IV	1	-	-	-	-	-
Labor Relations Manager	1	-	1	-	1	-
Personnel Analyst II	3	-	3	-	1	-
<b>Position Detail as Budgeted Total</b>	<b>7</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>7</b>	<b>-</b>

## Human Resources Division Summary

### HR Payroll

(Fund Center # 132300, 132379, 132371, 132372)

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	1,216,487	1,230,884	1,324,354	7.59%
Supplies	1,100	300	2,000	566.67%
Travel	800	-	-	-
Contractual/Other Services	10,677	12,289	11,600	(5.61%)
<b>Manageable Direct Cost Total</b>	<b>1,229,065</b>	<b>1,243,473</b>	<b>1,337,954</b>	<b>7.60%</b>
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>1,229,065</b>	<b>1,243,473</b>	<b>1,337,954</b>	<b>-</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(1,225,862)	(1,239,473)	(1,333,954)	7.62%
<b>Function Cost Total</b>	<b>3,203</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<b>Program Generated Revenue by Fund</b>				
Fund 101000 - Areawide General	3,203	4,000	4,000	-
<b>Program Generated Revenue Total</b>	<b>3,203</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<b>Net Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Position Summary as Budgeted</b>				
Full-Time	11	11	11	-
<b>Position Total</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>-</b>

## Human Resources Division Detail HR Payroll

(Fund Center # 132300, 132379, 132371, 132372)

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	1,216,487	1,230,884	1,324,354	7.59%
Supplies	1,100	300	2,000	566.67%
Travel	800	-	-	-
Contractual/Other Services	10,677	12,289	11,600	(5.61%)
<b>Manageable Direct Cost Total</b>	<b>1,229,065</b>	<b>1,243,473</b>	<b>1,337,954</b>	<b>7.60%</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>1,229,065</b>	<b>1,243,473</b>	<b>1,337,954</b>	<b>7.60%</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(1,225,862)	(1,239,473)	(1,333,954)	7.62%
<b>Program Generated Revenue</b>				
406621 - Reimbursed Cost-Payroll Fee	3,203	4,000	4,000	-
<b>Program Generated Revenue Total</b>	<b>3,203</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<b>Net Cost</b>				
Direct Cost Total	1,229,065	1,243,473	1,337,954	7.60%
Charges by/to Other Departments Total	(1,225,862)	(1,239,473)	(1,333,954)	7.62%
Program Generated Revenue Total	(3,203)	(4,000)	(4,000)	-
<b>Net Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Position Detail as Budgeted**

	2022 Revised		2023 Revised		2024 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Coordinator	2	-	2	-	2	-
Deputy Officer	1	-	1	-	1	-
Personnel Analyst II	-	-	1	-	1	-
Personnel Technician III	-	-	1	-	1	-
Principal Administrative Officer	1	-	-	-	-	-
Senior Accountant	3	-	2	-	2	-
Senior Admin Officer	1	-	1	-	1	-
Senior Staff Accountant	3	-	3	-	3	-
<b>Position Detail as Budgeted Total</b>	<b>11</b>	<b>-</b>	<b>11</b>	<b>-</b>	<b>11</b>	<b>-</b>

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## Human Resources

*Anchorage: Performance. Value. Results*

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### **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; 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**

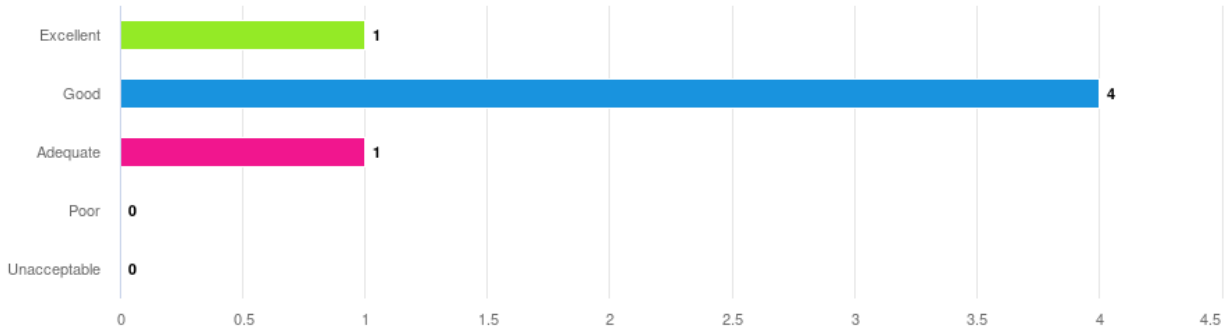
- Centralize and streamline administrative functions to improve performance and conserve resources.
- Improve the administration, consistency, and accuracy of the position classification system.
- Negotiate fiscally responsible collective bargaining agreements with economic terms that do not to exceed 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 Municipality's workforce by using innovative recruitment practices.

### **Performance Measures**

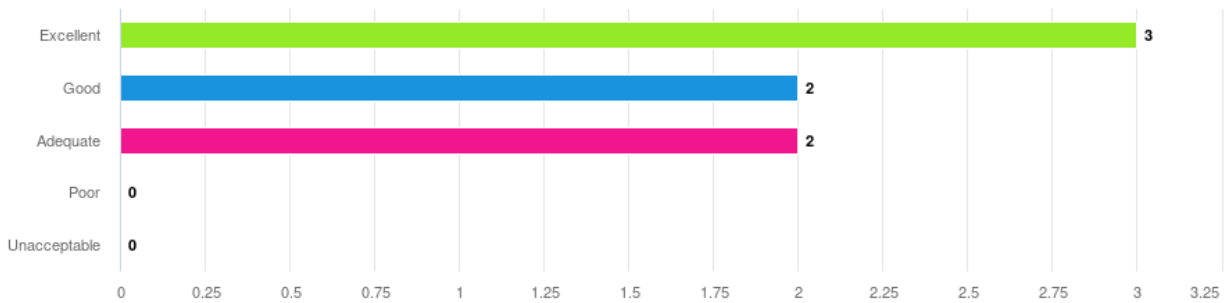
Progress in achieving goals will be measured by:



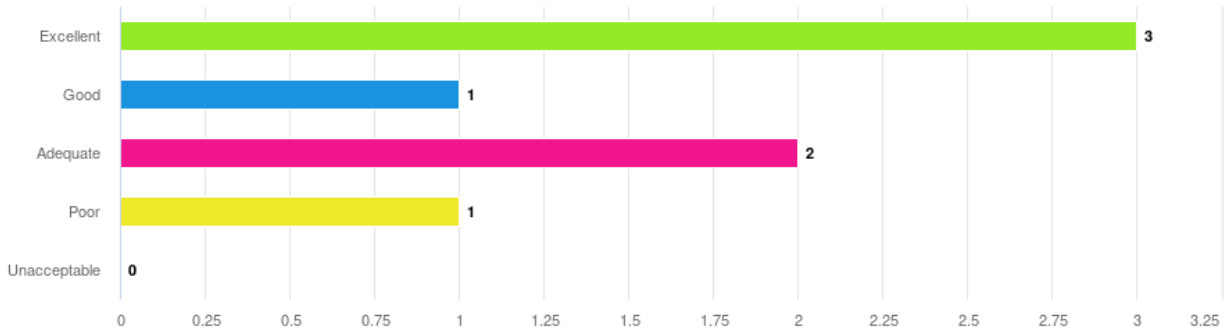
1. Overall, how would you rate the new online pay correction form regarding usability?



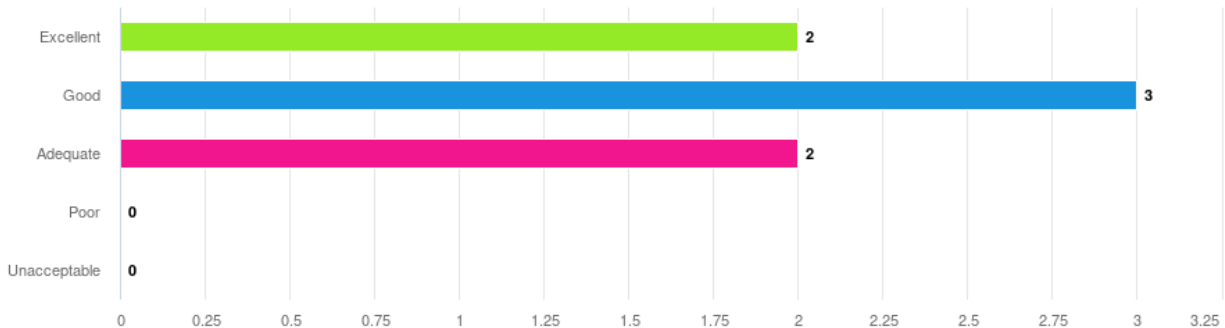
2. How would you rate the continuous improvements Central Payroll has made to help ensure accuracy in pay?



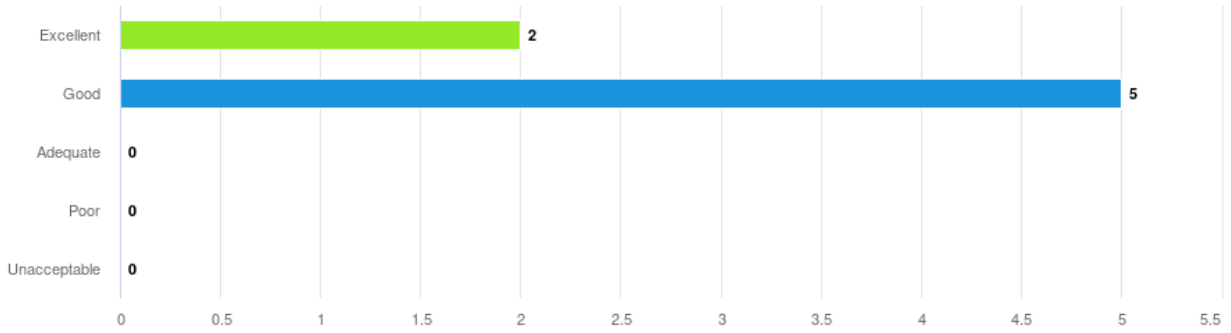
3. Rate how timely the Central Payroll team responds to inquiries?



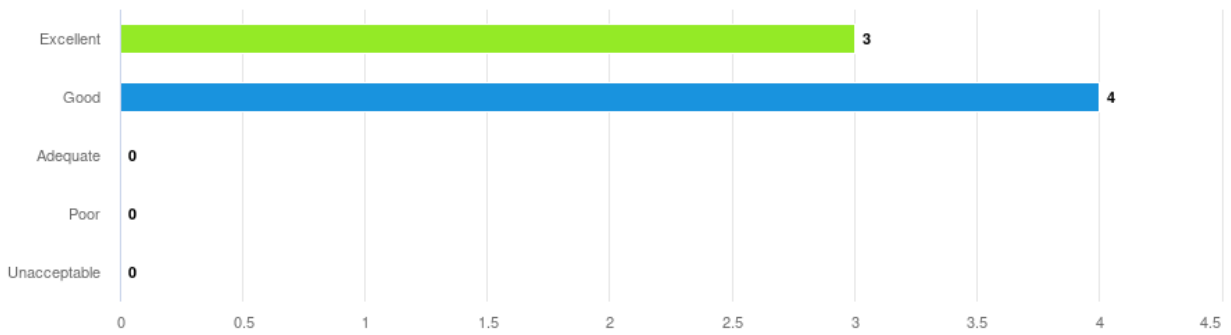
4. Rate the effectiveness of Central Payroll information on Muniverse.



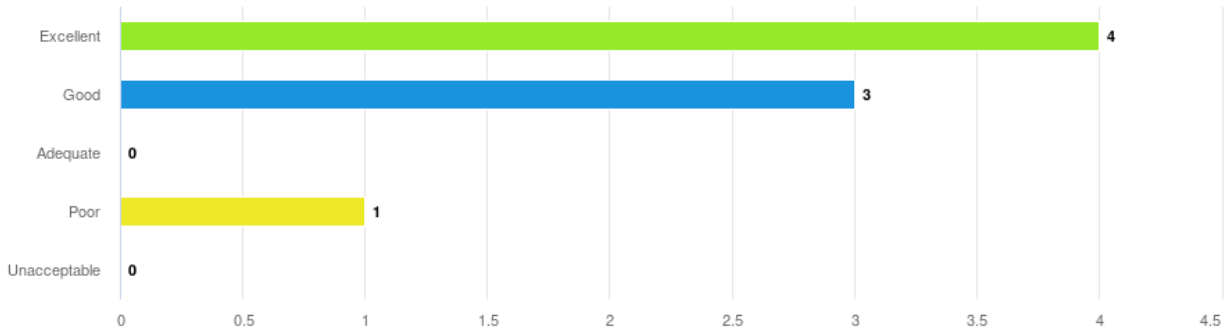
5. How accessible are the materials and information concerning your benefits on Muniverse?



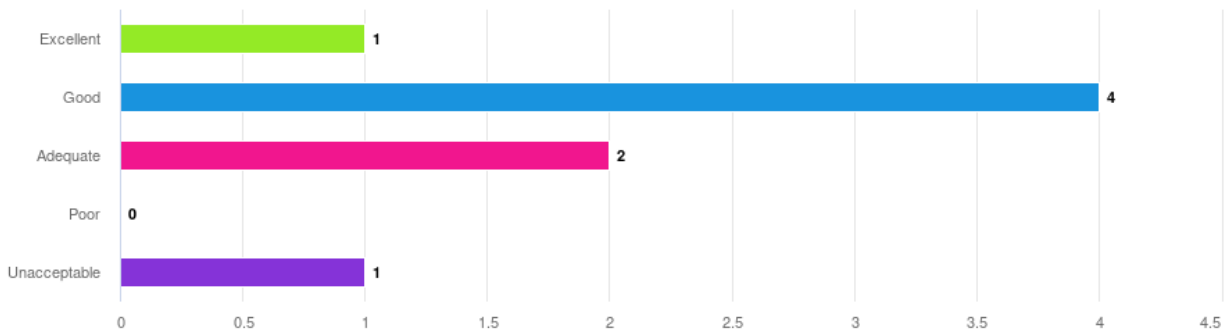
6. Rate how effectively the Benefits Team responds to questions/concerns.



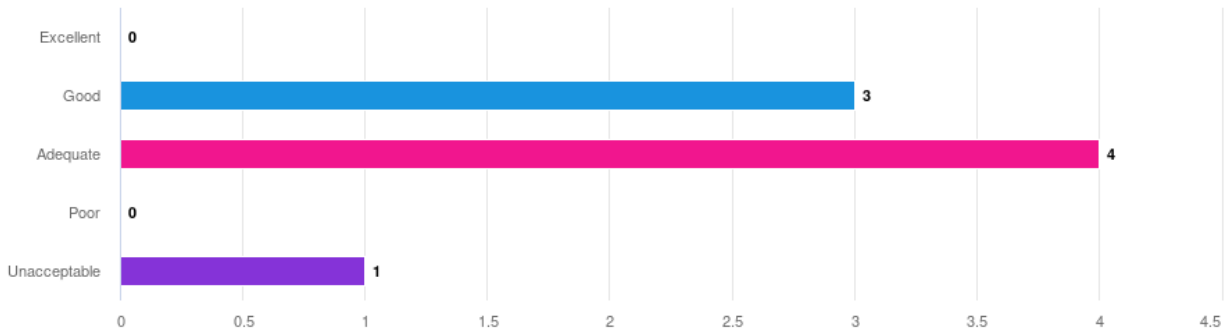
7. Rate how effectively the Employment Team responds to questions/concerns.



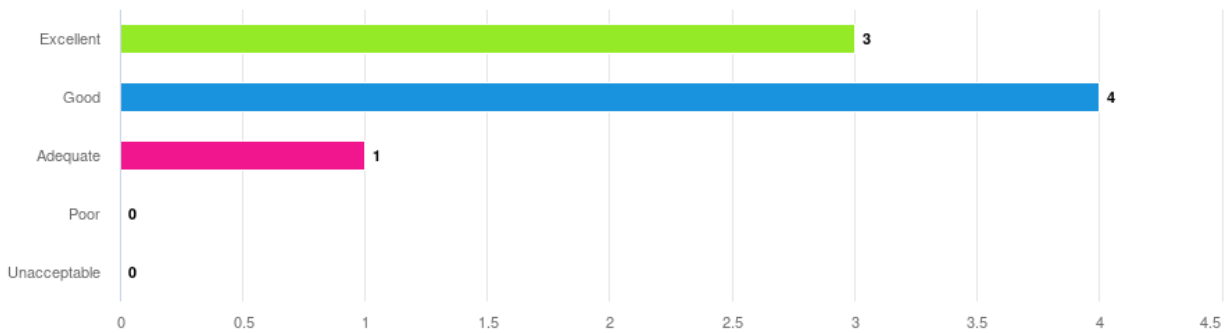
8. Rate the resources and tools available to complete a recruitment and hire an employee.



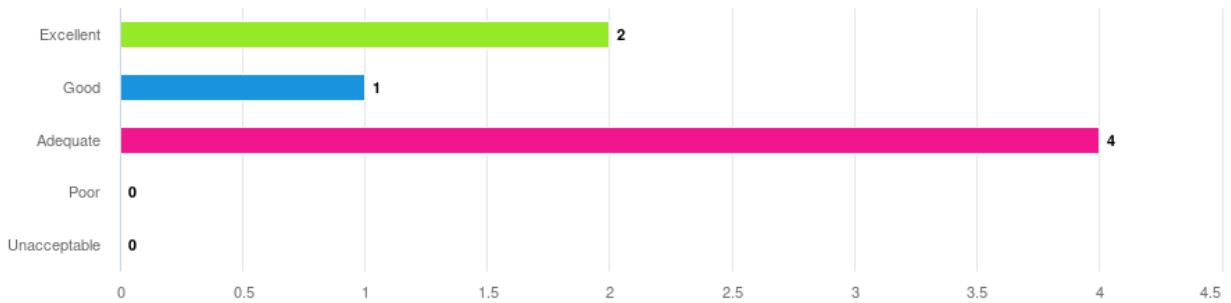
9. Rate the timeliness for recruitments.



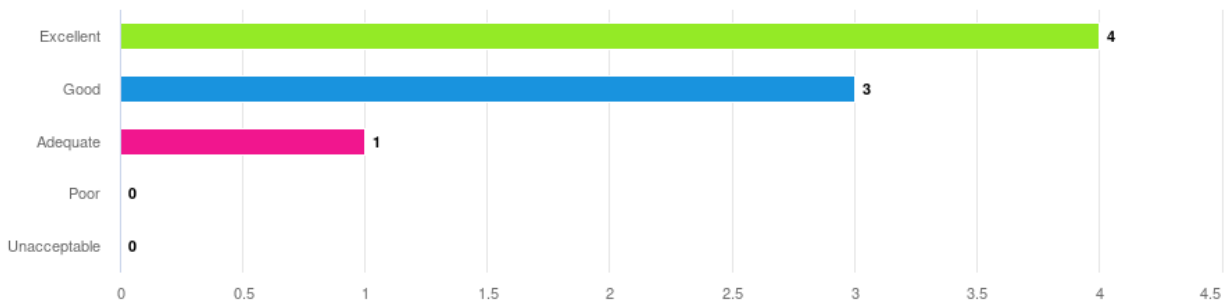
10. Rate how effectively the Records Team responds to questions/concerns.



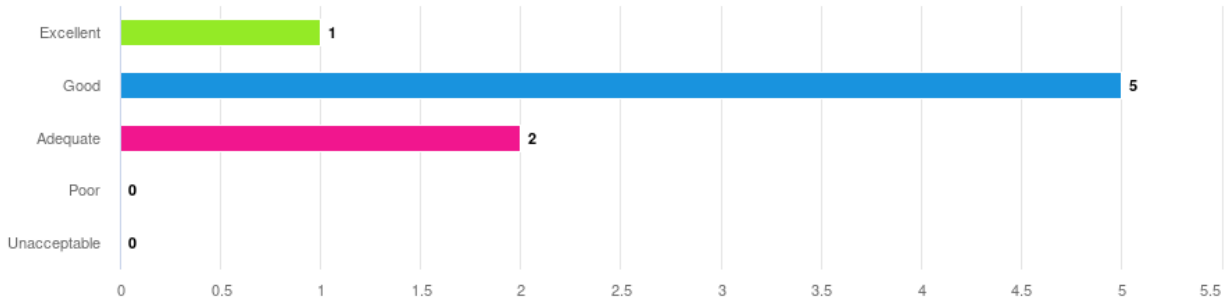
11. Rate the speed and accuracy of Records in fulfilling requests (e.g. records requests, verifications of employment, inputting personnel actions etc.).



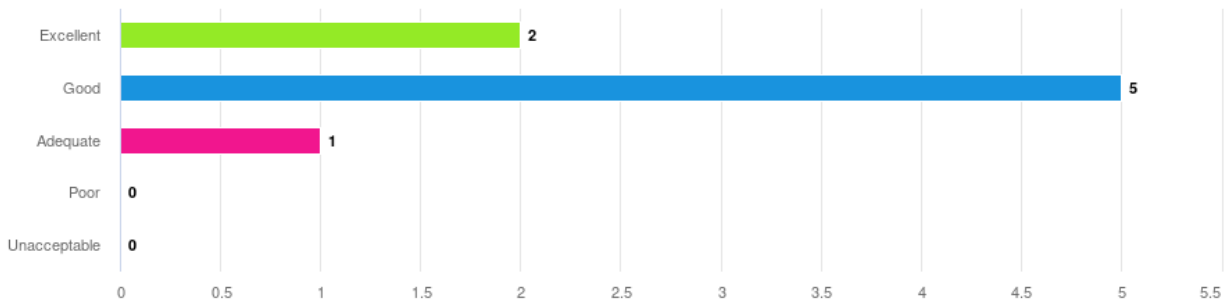
12. Rate how clearly the Labor Relations and Compliance Teams communicate guidance and recommendations and prescribe efficient timelines.



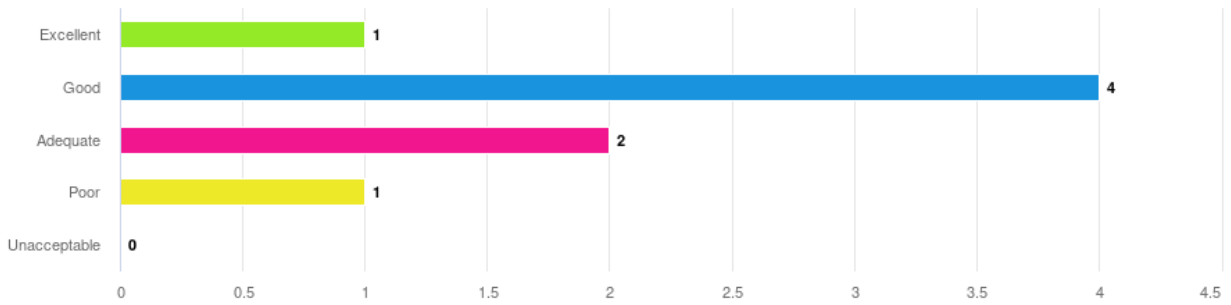
13. Rate the effectiveness the Management Services Training and Development program and offered courses.



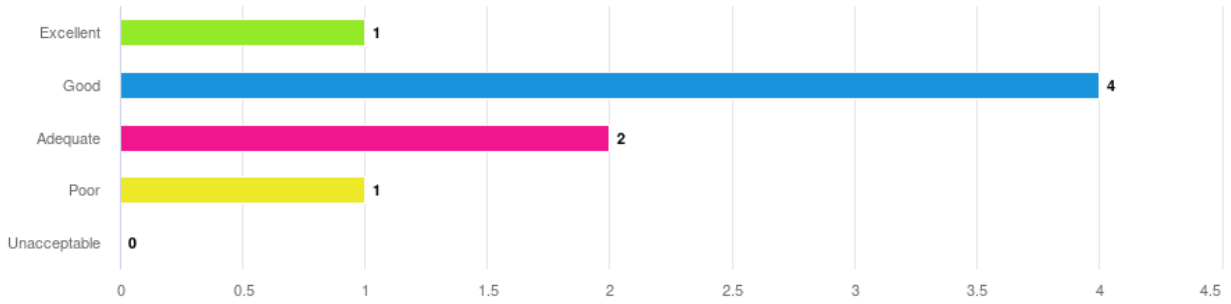
14. Rate the effectiveness of the Labor Relations and Compliance (Substance Abuse) information on Muniverse.



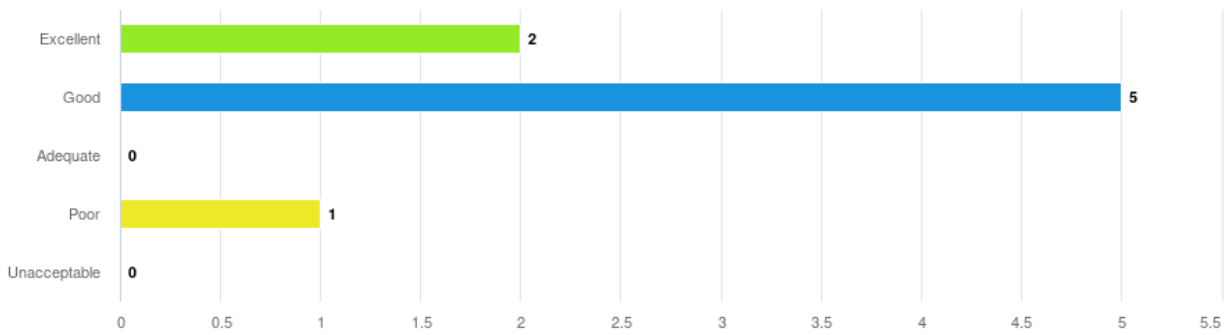
15. Rate how effectively the Classification Team responds to questions and outlines classification action timelines?



16. Rate the resources and tools available on Muniverse/SAP to fill out a position description and/or position change form.



17. Overall, the Human Resources Department performance is...



**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.

