

# Human Resources

Administration Division

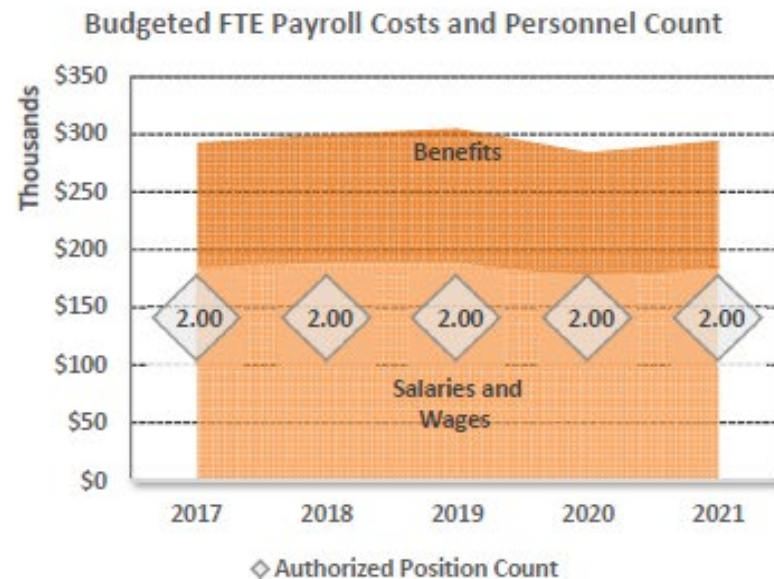
# Overview

## HUMAN RESOURCES

### Mission:

*The mission of the human resources department is to support the goals and challenges of the City of Valdez by providing services that promote a work environment characterized by fair treatment of all employees, open communications, personal accountability, trust and mutual respect. We will seek and provide solutions to workplace issues that support and optimize the operating principles of the City.*

|                                    | FTE  |
|------------------------------------|------|
| DIRECTOR                           | 1.00 |
| HR SPECIALIST/BENEFITS COORDINATOR | 1.00 |
| Grand Total                        | 2.00 |



# Budget History

| Authorized Position Count |      |      |      |      |      |
|---------------------------|------|------|------|------|------|
|                           | 2017 | 2018 | 2019 | 2020 | 2021 |
| HUMAN RESOURCES           | 2    | 2    | 2    | 2    | 2    |

| Adopted Budget       | 2017           | 2018           | 2019           | 2020           | 2021           |
|----------------------|----------------|----------------|----------------|----------------|----------------|
| FTE Payroll          | 292,624        | 299,613        | 304,903        | 284,206        | 294,512        |
| Other                | <u>117,662</u> | <u>93,650</u>  | <u>100,166</u> | <u>105,466</u> | <u>108,893</u> |
| Operational Expenses | <b>410,286</b> | <b>393,263</b> | <b>405,069</b> | <b>389,673</b> | <b>403,405</b> |

# Overview

## **Work Force**

- Regular employees
  - (included Full and Part Time): 134
- Temporary employees: 45

## **Talent Acquisition**

- Total number of requisitions: 45
- Number of hires:
  - 11 Regular employees
  - 42 Temporary employees

## **Health and Wellness**

- Benefits enrollment: 392 fy20
- Active participants in Healthy Merits: 80

## **Safety**

- Reportable Claims
  - 2020: 3 reportable claims
  - YTD 2021: 0 reportable claims

# Accomplishments

## **Completed**

Employee Personnel Regulations  
Completion and Adoption

COVID-19 Legal compliance and  
response

NeoGov Eforms

SHRM Certifications

Benefits renewal

Health and Safety

AKOSH Consultant Inspection

Employee Recognition

## **In Progress**

Personnel Regulations  
Acknowledgment and Training

Policy and Procedure

Online Hiring Center (OHC) in NeoGov

Diversity, Equity and Inclusion (DE&I)  
Analysis

Annual training for HR Department

HR Provided Trainings for managers  
and employees

AML Loss Control Incentive Pilot  
Program

# Long-Range Plans

- Job Analysis / Evaluation

- Across Departments
- Correct Classification
- Correct Job Description

Better fit and opportunities

- DE&I Plan

- Development
- Implementation
- Assessment

Real Data/ Real Time

- Time to Hire and Other Recruitment Metrics

- Analysis and data once OHC is fully rolled out

Real Data/ Real Time

- Track and Analyze Personnel Actions

- Moving the Personnel Action request to Eforms for better efficiency and tracking of HR actions

Real Data/ Real Time

# Closing Thoughts

## Our Vision for the Future: **Be the Employer of Choice**

- Job and Position fit
  - Opportunity
  - Succession Planning
  - Career Growth
- Culture of Diversity Equity and Inclusion
  - DE&I: looking beyond hiring and onboarding
- Real Data Real Time
  - Better analytics
  - Better value added to the strategic plan of the City