

City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda - Final

City Council

Wednesday, May 5, 2021

6:30 PM

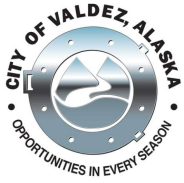
Council Chambers

Work Session (Departmental Report: Human Resources)

WORK SESSION AGENDA - 6:30 pm

Transcribed minutes are not taken for Work Sessions. Audio is available upon request.

1. [Verbal Presentation: Human Resources Department](#)



City of Valdez

212 Chenega Ave.
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Legislation Text

File #: 21-0223, **Version:** 1

ITEM TITLE:

Verbal Presentation: Human Resources Department

SUBMITTED BY: Rhea Cragun, Human Resources Director

FISCAL NOTES:

Expenditure Required: n/a

Unencumbered Balance: n/a

Funding Source: n/a

RECOMMENDATION:

Receive and file

SUMMARY STATEMENT:

Ongoing series of department operations-reporting to Council

Human Resources

Administration Division

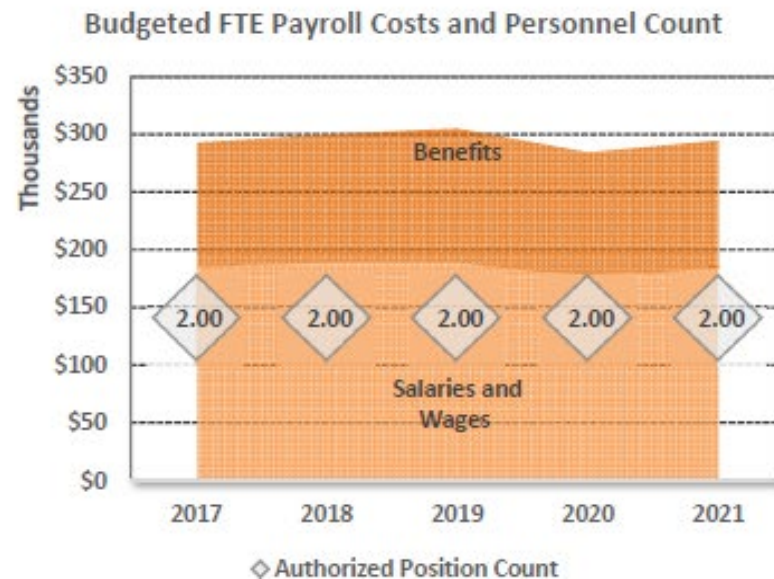
Overview

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	410,286	393,263	405,069	389,673	403,405

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