

POSSIBLE MOTION

I MOVE TO approve the hire offer for Josh Branthoover as Human Resources Director as recommended by the Municipal Administrator.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: John Leach, Municipal Administrator

Date: July 12, 2024

Subject: Human Resources Director

Background

Sitka's previous Human Resources Director resigned last summer, and the CBS has been actively searching for a replacement since then. Denise Salter, currently serving as the HR Generalist, has taken on many of the HR Director's responsibilities. Kimberly Geariety continues to assist with labor relations and provide legal advice on personnel actions. Both Denise and Kimberly are also managing two significant projects: a reorganization, reclassification, and compensation project, as well as the implementation of an HRIS system from NEOGOV.

Analysis

In late May 2024, we contracted Prothman to assist with the recruitment for the HR Director position. Prothman posted the HR Director position and initiated a nationwide recruiting effort, including direct contact with HR professional organizations. The first review date for applications was June 23, 2024.

By June 22, 2024, we had received 16 applications. Out of these, four candidates were selected for interviews. However, one candidate withdrew from consideration, and another did not attend their interview.

The interview committee, comprising Sara Peterson, Melissa Haley, and Kevin Knox, with Denise Salter attending as an HR representative, conducted interviews on June 26, 2024, and July 2, 2024, for the remaining candidates. The committee unanimously supports the hiring of Joshua Branthoover as our new Human Resources Director and does not see the need for further interviews or additional advertising. I concur with the hiring committee's recommendation.

Joshua Branthoover, Ed.D., SPHR, is a seasoned Human Resources professional with 20 years of experience in the United States Coast Guard, where he served as an enlisted and commissioned officer. He has extensive expertise in program and project management, HR training and development, and personnel management, having led

cross-functional teams to achieve measurable outcomes and enhance performance. Notably, he served as Commanding Officer for two USCG Cutters and as Director of the USCG/U.K. Royal Navy Partnership. He holds a Doctor of Education in Organizational Change & Leadership from the University of Southern California and a Master of Science in Leadership from Duquesne University. Additionally, he is a certified Senior Professional in Human Resources. Joshua's skills include education, research, gap analysis, conflict resolution, and strategic operations. His interests encompass performance/sport dog training, cycling, mindfulness, and volunteering.

Fiscal Note

he Human Resources Director position is funded at Range 37 in the FY25 budget. I made the following offer to Josh, which he has accepted:

- Starting wage at Grade/Step 37F, regular, full-time, exempt, non-represented, and benefitted
- Initial leave balance of 40 hours
- Annual leave accrual rate of 152 hours per year (second tier) as outlined in the Personnel Policies Handbook
- Sick leave accrual rate in accordance with the Personnel Policies Handbook

Recommendation

Approve the hire of Josh Branthoover as Sitka's Human Resources Director under the terms stated above.

Encl: Offer Letter to Josh Branthoover
Resume of Josh Branthoover



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

ADMINISTRATION

100 Lincoln Street | Sitka, Alaska 99835

www.cityofsitka.com

administrator@cityofsitka.org

907-747-1812

July 8, 2024

[VIA EMAIL ONLY]

Joshua Branthoover

[REDACTED]
Sitka, AK 99835
[REDACTED]

Re: Offer Letter for the Position of Human Resources Director

Dear Joshua,

On behalf of the City and Borough of Sitka, I am pleased to make the following offer of employment to you for the position of Human Resources Director with the City and Borough of Sitka as follows:

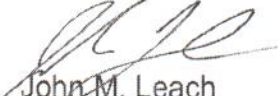
Starting Date:	Proposed for August 1, 2024, or any other earlier date mutually agreed upon.
Starting Salary:	\$121,326.40 (Grade 37, Step F), paid bi-weekly, regular full-time.
Annual Leave Accrual	5.85 hours earned bi-weekly (152 hours per year).
Starting Annual Leave Bank	40 hours to be placed in your leave bank.
Sick Leave Accrual:	As described in the City and Borough of Sitka Personnel Policies Handbook.
Other Benefits:	As described in the City and Borough of Sitka Personnel Policies Handbook.

This offer is effective until 5:00 p.m. Alaska time on Tuesday, July 16, 2024.

Please acknowledge your acceptance by signing and returning this offer by email at hr@cityofsitka.org or in person to Denise Salter. If you do not accept this offer, please email Denise Salter at hr@cityofsitka.org. If you need more time to consider the offer, please contact Human Resources at (907) 747-1816 or my office at (907) 747-1812 before the deadline.

Congratulations Joshua! We are excited about the opportunity to have you join the CBS Leadership Team.

Sincerely,



John M. Leach
Municipal Administrator

I accept this offer and terms of employment

 12 JUL 2024
Signature / Date

Cc: Human Resources [via email only]

Joshua W. Branthoover, Ed.D., SPHR



June 1, 2024

City & Borough of Sitka
100 Lincoln Street
Sitka, AK 99835

Dear Hiring Committee Members:

I have spent my career developing motivated and proficient teams who work in challenging environments worldwide. I understand the demanding requirements that organizations face every day. My aim is to develop a Human Resources team that recruits, onboards, and develops team members who are ready and capable of carrying out their vital work. As Sitka's Human Resources Director, my goal will be to use my education and experience to perform a comprehensive gap analysis across the workforce, identify areas for growth, and ensure our employees are performing at the required levels to meet organizational goals. I look forward to being a strategic partner within the City of Sitka leadership team to build the culture and achieve the goals set by leadership. My education and work background provide a unique combination that enables me to assess workplace cultures and performance to identify gaps not aligned with leadership and organizational goals. I am passionate about uncovering these shortfalls and working at the organization, team, and individual levels to develop data-driven solutions that increase motivation and performance, resulting in a healthier and more satisfying work environment.

I earned an Ed.D. in Organizational Change and Leadership from the University of Southern California and an MS in Leadership from Duquesne University. I had the rare opportunity to complete my advanced education on my own time while serving in leadership roles as a Commissioned Officer in the United States Coast Guard. This allowed me to benefit from real-world dynamic leadership issues and scholarly practice in some of the most demanding environments. I first moved to Sitka in 2004 and have lived here multiple times as work allowed, deciding to remain here indefinitely with my family. My love for Sitka is born out of the challenges we face and the profound opportunities we have to create a community that is among the best places in the world to live. It would be an honor to serve as the Sitka Human Resources Director, reducing liability by ensuring compliance with the law and creating a safe and healthy work environment for our valuable employees. Thank you for reviewing my application and for potentially giving me the opportunity to continue serving our great city in this capacity.

Respectfully,

Joshua Branthoover

Joshua Branthoover, Ed.D., SPHR

Educator – Researcher – Empathetic Leader – Program/Project Manager

SUMMARY

Accomplished & certified Human Resources professional with experience in designing, implementing, & assessing complex programs & projects. Demonstrated ability to achieve measurable outcomes & enhance performance while overseeing cross-functional teams in dynamic & high-pressure settings. Skilled & adaptable leader with a data-driven approach, recognized for delivering top-quality support to stakeholders. Extensive educational & operational background in human resource training & development, onboarding, & personnel management.

PROFESSIONAL EXPERIENCE

United States Coast Guard (USCG) – Enlisted & Commissioned Officer **Feb 2004 to Jul 2024**

The USCG is the premier maritime military organization with global operations. Chose voluntary retirement after 20 years of honorable service to pursue other opportunities.

Chief Executive Officer (Captain) – USCG ship *Kukui* in Sitka, AK **Jun 2022 to Jul 2024**

Senior leader with absolute responsibility leading 49-member team in the safe operation of a 225', 2000-ton \$33M military ship. Oversaw human resources, budget, operations, & performance of all aspects of organization.

- Responsible for onboarding, training, development, recognition, pay accuracy, & promotion process for all team members.
- Spearheaded research-driven leadership, productivity, and stress management initiatives.
- Conducted training sessions on communication, accountability, and conflict resolution models.
- Integrated daily mindfulness practices into the schedule and provided instruction on goal attainment and innovation best practices, resulting in increased productivity and improved personnel well-being.
- Developed directives, policies, and procedures for clear guidance to team members for maximum effectiveness.
- Designed performance improvement plans, monitored progress, took appropriate actions as necessary.
- Managed employee investigation process including recognizing ethical lapses & providing process guidance to investigation team. Trusted to make employee accountability decisions & firing recommendations to safeguard organization.
- Managed \$431K annual budget and accountable for \$34M in assets.

Director – USCG/U. K. Royal Navy Partnership in Portsmouth, U. K. **Jun 2020 to Jun 2022**

Senior leader of USCG team operating in the United Kingdom responsible for human resources, team well-being, & performance in partnership with foreign country.

- Directed & supported 30+ member team of American citizens adapting to life in foreign country through onboarding process to new organization & culture including training, housing, banking, & all aspects of acclimating for success.
- Responsible for travel reimbursements, pay accuracy, health readiness, and compliance with local laws.
- Liaised with senior U. K. Royal Navy leadership to define strategic partnership goals & ensure execution of global objectives.
- Expertly assessed the foreign country and foreign organization culture, rapidly adapted to and solved challenges.
- Effectively conveyed knowledge to team members and families, ensured smooth integration and understanding of local customs and protocols.

- Provided clear and concise written communication for high-level engagements, contributing valuable input for international collaboration.
- Established alliances and networked with leadership to support and learn from international partners, enhancing workplace relationships and improving team performance.
- Initiated and carried out public affairs campaign highlighting team achievements that was recognized and used as an example throughout organization for similar programs.
- Interviewed team members' families to produce white paper to share challenges of living in foreign country during COVID-19 pandemic with highest levels of organization leadership.
- Continually adapted to challenges to ensure best care and productivity of team.

Chief Executive Officer (Captain) – USCG ship *Henry Blake* in Everett, WA **Aug 2018 to Jun 2020**

Senior leader with absolute responsibility leading 24-member team in the safe operation of a 175', 800-ton \$16M military ship. Oversaw human resources, budget, operations, & performance of all aspects of organization.

- Responsible for onboarding, training, development, recognition, pay accuracy, & promotion process for all team members.
- Delivered speech to Canadian Coast Guard senior leaders on recruitment efforts and relating across generational audiences.
- Developed directives, policies, and procedures for clear guidance to team members for maximum effectiveness.
- Designed performance improvement plans, monitored progress, took appropriate actions as necessary.
- Managed employee investigation process including recognizing ethical lapses & providing process guidance to investigation team. Trusted to make employee accountability decisions & firing recommendations to safeguard organization.
- Managed \$250K annual budget & accountable for \$24M in assets.

Deputy Logistics Director – USCG Sector North Carolina in Atlantic Beach, NC **July 2016 to July 2018**

Led 50+ member team responsible for human resources, budget, logistics, & engineering program management for organization's operations within the state of North Carolina.

- Oversaw human resources support for 600 employees including payroll, investigations, & accountability.
- Responsible for execution of \$2.5M annual budget in support of state-wide operations.
- Managed facility, boat, & infrastructure for United States Coast Guard operations across the state.
- Provided articulate daily briefings on human resource matters to organization leadership.
- Drafted and revised organization policies for optimal clarity to team members.

Operations Officer – USCG ship *Sycamore* in Cordova, AK **Jun 2014 to Jun 2016**

Led 20-member team responsible for human resources, finance, culinary delivery, & navigation of 225', 2000-ton military ship based in remote Alaska.

- Responsible for human resources support for 49 employees.
- Planned & executed challenging missions including multi-month deployment to the Arctic.
- Created supportive team environment to enhance training and performance.
- Championed inclusive environment initiatives to ensure opportunity for success for all team members.

Logistics Officer – USCG ship *Steadfast* in Astoria, OR **Jan 2013 to Jun 2014**

Led 20-member team responsible for human resources, finance, culinary delivery, & logistics for 210', 1100-ton military ship.

- Responsible for human resources support for 85 employees.
- Demonstrated compassionate leadership by addressing team member needs, fostered supportive environment for growth and development.

- Directly managed \$400K+ annual budget; sought additional revenue streams & increased budget to more than \$700K.

Instructor/Teacher – USCG Leadership Development Center in New London, CT July 2011 to Dec 2012
Completed Instructor Development Course & taught American Council on Education (ACE) accredited 5-day leadership development course.

- Completed curriculum review, course design, & implemented improvements for accredited leadership course.
- Travelled throughout the country teaching 5-day exportable course to active duty, reserve, & civilian personnel across multiple government organizations.

Learning & Development/Research Consultant

Oct 2020 to Present

Provide research & change intervention services to organizations by performing gap analyses, designing change interventions, & giving guidance for organizational culture & employee behavior change initiatives.

EDUCATION & TRAINING

Doctor of Education, Organizational Change & Leadership – University of Southern California – 4.0 GPA

Master of Science, Leadership – Duquesne University – 4.0 GPA

Bachelor of Arts, Liberal Studies – Thomas Edison State University – 3.55 GPA

40-hour Mediator Training – Community Mediation Inc.

30-hour Transformative Coach Training – CCE-Global Approved Course for Board Certified Coach

Mindfulness Based Stress Reduction Training – Center for Mindfulness, UMass Memorial Health

CERTIFICATIONS

Senior Professional in Human Resources (SPHR) – Human Resources Certification Institute – July 2023

SKILLS & INTERESTS

Skills: Education, research, gap analysis, human resources, employee relations, negotiations, organizational change, leadership development, investigations, conflict resolution/mediation, nonviolent communication, restorative practices, program/project management, process development, strategic operations, operational planning, team building, coaching, inclusion, community building, prosocial behavior development, using technology & process solutions to increase efficiency

Interests: Performance/sport dog training, cycling, mindfulness, meditation, increasing self-awareness, learning, skill development, volunteering

Supplemental Question

I have had a deep love for Sitka since I first moved here in 2004. I have returned to live here as my career allowed, with this being my third and final assignment to Sitka. I met my wife in Sitka in 2004, we have strong family and cultural ties. I am extremely proud to be adopted Tlingit Deisheetaan and I consider myself blessed to be part of this historic community.

Sitka presents many challenges but also exceptional opportunities to build a robust community and continue growing into a place that works for all of our citizens. Housing, cost of living, winter weather, economic variables, and other factors all create challenges to staffing and serving our citizens. Now is a good time to consider this position because my career experience and education have prepared me to take on this significant responsibility. After more than a decade of human resources work, I sought and achieved the Senior Professional in Human Resources certification. Seeing so much potential in Sitka at this time, I requested a voluntary retirement from my current organization to remain in Sitka and allow me to help where opportunity presented itself. I believe that my knowledge, skills, and abilities can help City of Sitka leadership navigate the many challenges they face. I am confident I can help strengthen culture, solve problems, and do my part to ensure the City of Sitka is an employer of choice. While I recognize there will be elements of this job to learn, as we should all be continually striving to do, I know I am the right person at the right time to support the City of Sitka in this role.

I do not need to relocate to Sitka; I am already here. I own a house, have strong family and cultural ties, and plan to stay here indefinitely.