



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

Human Resources
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MEMORANDUM

To: City and Borough of Sitka (CBS) Assembly
From: Josh Branthoover, Assistant Municipal Administrator
Date: September 3, 2025
Subject: Human Resources Quarterly Report, June thru August 2025

Staff & Hours

- 1) The Human Resources (HR) Office staff consists of an HR Generalist II and a new HR Assistant position working directly with the Assistant Municipal Administrator for HR support within the organization.
- 2) HR office hours are normally 8:00 AM to 4:30 PM Monday – Friday. The HR Office is commonly open during the “normal” lunch hour to allow for maximum availability to care for employee issues and concerns.

Duties & Responsibilities

- 1) Legal Compliance: Sitka is subject to local, state, and federal laws in addition to Supreme Court case decisions and executive orders. Some of these include:
 - a) Wage and Hour Laws
 - b) Immigration Reform and Control Act
 - c) Employment Law
 - d) Equal Employment Opportunity
 - e) Family and Medical Leave Act (FMLA)
 - f) Alaska Family Leave Act (AFLA)
 - g) Fair Labor Standards Act (FLSA)
 - h) Workers Compensation
 - i) Benefits (Voluntary & Mandatory)
 - j) Storing, protecting, and maintaining sensitive/confidential/medical information
- 2) Policies & Procedures: Interpreting and ensuring compliance with CBS Personnel Policies Handbook.
- 3) HR Information System (HRIS) implementation and management (NEOGOV). The system is

designed to manage the complete “life cycle” of an employee from vacancy advertisement and application management, onboarding, training delivery and tracking, certification and licensure accountability, employee position information, class specifications, performance evaluations, and an electronic data management system for comprehensive personnel file management including retention schedule. We are finishing final buildout with FY26 changes, reorganization modifications, etc. before rolling out to the rest of employees to ensure they see accurate information in the system.

4) Labor Relations:

a) Collective Bargaining was enacted by a vote of the citizens on October 4, 2005, and enacted into local law with Ordinance No. 2005-30. The law is found in the Sitka General Code at Section 2.08.125. Most employees who work for Sitka are represented by a union.

b) There are four unions that represent CBS employees:

- (1) Alaska State Employees Association (ASEA) with 59 represented positions
- (2) Public Safety Employees Association (PSEA) with 24 represented positions
- (3) International Brotherhood of Electrical Workers (IBEW) with 20 represented positions
- (4) Sitka Fire Fighters Union, International Association of Fire Fighters (IAFF) with 12 positions

c) Collective Bargaining Agreement expiration:

- (1) ASEA June 30, 2028
- (2) PSEA June 30, 2026
- (3) IBEW June 30, 2025
- (4) IAFF June 30, 2025

d) Collective Bargaining Agreements require Assembly approval prior to implementation.

Negotiations have continued to take a significant amount of time this past quarter.

e) HR is responsible for day-to-day collective bargaining agreement management including assisting employees and managers with contract interpretation, grievances, payroll, etc.

5) Benefit Administration: HR provides oversight and coordination regarding benefit eligibility and enrollment including input regarding rates and plan design. CBS has several benefit programs, some mandated by law and others as per policy or collective bargaining agreement that include:

a) Premiera Blue Cross/Blue Shield of Alaska health, vision, and dental. Open enrollment in July went well.

b) Supplemental medical, life, and EAP

Staffing Status

1) We have 24 budgeted positions we are seeking to fill resulting in around an 87% fill rate across all CBS departments.

2) We hired 17 temporary and ten full-time employees for various positions this quarter.

- 3) We are having success with NEOGOV job vacancy management and applicant tracking in the background and governmentjobs.com/career/sitka for job vacancy advertising to the public. We continue to see noteworthy applicant pools for many of our positions. Scan the QR code for a quick look:

