



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HUMAN RESOURCES DEPARTMENT

100 Lincoln Street | Sitka, Alaska 99835

www.cityofsitka.com

hr@cityofsitka.org

907-747-1816

To: City and Borough of Sitka Assembly

From: Human Resources Department

Date: March 20, 2023

Subject: Human Resources Department Overview

Staff and Hours

- Human Resource Department ("HR") staffing consists of a Human Resources Generalist II and a Temporary HR Assistant, reporting to the Municipal Administrator.
- HR office hours are normally 8:00 a.m. to 4:30 p.m. The HR office is open during the normal lunch hour, Noon to 12:30 p.m. for the convenience of both employees and citizens.

Duties and Responsibilities

Legal Compliance:

Sitka is subject to federal, state, local laws, supreme court case decisions and executive orders.

- Wage and Hour Laws
- Immigration Reform and Control Act
- E m p l o y m e n t L a w
- Equal Employment Opportunity
- Family and Medical Leave and Alaska Family Leave Act
- Workers Compensation
- Benefits (Voluntary and Mandatory)
- Storing, protecting and maintaining sensitive, confidential and medical information

Policies and Procedures:

- Personnel Policies Handbook (adopted by ordinance) 2021
 - Preparing for annual review

Compensation / Job Classification Review:

- In progress
 - Job Description Workshop for all Department heads is scheduled for March 21, 2024
 - Agreement from REDW is being reviewed to complete Comp study

Labor Relations

- 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.
- Four (4) unions represent employees in Sitka.
 - Alaska State Employees Association (75 general government positions)
 - Public Safety Employees Association (26 positions)
 - International Brotherhood of Electrical Workers (20 positions)
 - Sitka Fire Fighters Union, International Association of Fire Fighters (8 positions)
- | Unions: | Contract Expiration: |
|---------|----------------------|
| ○ ASEA | June 30, 2025 |
| ○ PSEA | June 30, 2025 |
| ○ IBEW | June 30, 2025 |
| ○ IAFF | June 30, 2025 |
- Contracts require Assembly approval prior to implementation.
- HR is responsible for day-to-day contract administration, assisting employees and managers with contract interpretation, grievances, etc.

Recruitment and Onboarding

- HR is primarily responsible for managing recruiting and onboarding processes.
- Currently there are 23 vacancies: 20 Full-time, 3 Temporary.
- Hired: 10 since 01/01/2024
- Interview in progress for the following positions: none at this time
- Most difficult recruitment areas continue to be in the following areas and departments:
 - Police – police officers and dispatchers
 - Electric Utility – Lineman
 - Skilled and Professional Positions

Performance Management and Employee Development

- HR is responsible for maintaining and managing City job descriptions. Assists leaders with updates to ensure that all job descriptions are accurate. Current job descriptions are available for public review on the Municipal web. We are in the process of a citywide job description review.
- HR partners with people leaders to arrive at respectful and mutually beneficial solutions to correct and/or enhance performance. Coaches and counsels team members.

HRIS System

- HRIS Implementation with NEOGOV is currently underway

Benefit Administration

Sitka has several benefit programs, some mandated by law others by policy or collective bargaining agreement. They include the following:

- Blue Cross Health, Vision and Dental
- Supplemental medical, life and EAP
- Coordination of Annual Open Enrollment
- Provides input with respect to rates, coordination and plan design.

Personnel Files

- Active Personnel Files will be moved from Laserfische and held in the new NEOGOV HRIS portal



Budget Performance Report

Fiscal Year to Date 03/20/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Division 500 - Administrative									
Department 001 - Administrator & Assembly									
Sub-Department 900 - Human Resources									
5110									
5110.001	Regular Salaries/Wages	168,126.40	(75,000.00)	93,126.40	2,971.10	.00	16,437.85	76,688.55	18
5110.002	Holidays	.00	.00	.00	321.20	.00	2,889.20	(2,889.20)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	1,908.40	(1,908.40)	+++
5110.004	Overtime	.00	.00	.00	602.25	.00	782.93	(782.93)	+++
5110.010	Temp Wages	.00	.00	.00	1,596.00	.00	33,558.50	(33,558.50)	+++
5110 - Totals		\$168,126.40	(\$75,000.00)	\$93,126.40	\$5,490.55	\$0.00	\$55,576.88	\$37,549.52	60%
5120									
5120.001	Annual Leave	.00	.00	.00	.00	.00	4,247.42	(4,247.42)	+++
5120.002	SBS	10,306.13	.00	10,306.13	336.57	.00	3,671.82	6,634.31	36
5120.003	Medicare	2,437.83	.00	2,437.83	79.61	.00	840.16	1,597.67	34
5120.004	PERS	36,987.85	.00	36,987.85	856.80	.00	5,743.93	31,243.92	16
5120.005	Health Insurance	53,843.16	.00	53,843.16	.00	.00	9,621.37	44,221.79	18
5120.006	Life Insurance	14.16	.00	14.16	.00	.00	4.37	9.79	31
5120.007	Workmen's Compensation	470.62	.00	470.62	15.37	.00	167.69	302.93	36
5120.011	PERS on Behalf	9,326.45	.00	9,326.45	.00	.00	.00	9,326.45	0
5120 - Totals		\$113,386.20	\$0.00	\$113,386.20	\$1,288.35	\$0.00	\$24,296.76	\$89,089.44	21%
5201									
5201.000	Training and Travel	17,465.00	.00	17,465.00	.00	.00	1,090.85	16,374.15	6
5201 - Totals		\$17,465.00	\$0.00	\$17,465.00	\$0.00	\$0.00	\$1,090.85	\$16,374.15	6%
5204									
5204.001	Cell Phone Stipend	300.00	.00	300.00	.00	.00	75.00	225.00	25
5204 - Totals		\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$75.00	\$225.00	25%
5206									
5206.000	Supplies	6,100.00	.00	6,100.00	.00	.00	532.57	5,567.43	9
5206 - Totals		\$6,100.00	\$0.00	\$6,100.00	\$0.00	\$0.00	\$532.57	\$5,567.43	9%
5211									
5211.000	IT Fees	21,381.00	.00	21,381.00	.00	.00	14,254.00	7,127.00	67
5211 - Totals		\$21,381.00	\$0.00	\$21,381.00	\$0.00	\$0.00	\$14,254.00	\$7,127.00	67%
5212									
5212.000	Contracted Services	36,569.00	190,000.00	226,569.00	5,039.08	25,562.50	69,367.62	131,638.88	42
5212 - Totals		\$36,569.00	\$190,000.00	\$226,569.00	\$5,039.08	\$25,562.50	\$69,367.62	\$131,638.88	42%
5222									
5222.000	Postage	300.00	.00	300.00	.00	.00	.00	300.00	0
5222 - Totals		\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%



Budget Performance Report

Fiscal Year to Date 03/20/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Division 500 - Administrative									
Department 001 - Administrator & Assembly									
Sub-Department 900 - Human Resources									
5224									
5224.000	Dues and Publications	7,759.00	.00	7,759.00	.00	.00	74.71	7,684.29	1
5224 - Totals		\$7,759.00	\$0.00	\$7,759.00	\$0.00	\$0.00	\$74.71	\$7,684.29	1%
5226									
5226.000	Advertising	19,110.00	.00	19,110.00	.00	.00	3,177.95	15,932.05	17
5226 - Totals		\$19,110.00	\$0.00	\$19,110.00	\$0.00	\$0.00	\$3,177.95	\$15,932.05	17%
Sub-Department 900 - Human Resources Totals		\$390,496.60	\$115,000.00	\$505,496.60	\$11,817.98	\$25,562.50	\$168,446.34	\$311,487.76	38%
Department 001 - Administrator & Assembly Totals		\$390,496.60	\$115,000.00	\$505,496.60	\$11,817.98	\$25,562.50	\$168,446.34	\$311,487.76	38%
Division 500 - Administrative Totals		\$390,496.60	\$115,000.00	\$505,496.60	\$11,817.98	\$25,562.50	\$168,446.34	\$311,487.76	38%
EXPENSE TOTALS		\$390,496.60	\$115,000.00	\$505,496.60	\$11,817.98	\$25,562.50	\$168,446.34	\$311,487.76	38%
Fund 100 - General Fund Totals									
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS		390,496.60	115,000.00	505,496.60	11,817.98	25,562.50	168,446.34	311,487.76	38%
Fund 100 - General Fund Totals		(\$390,496.60)	(\$115,000.00)	(\$505,496.60)	(\$11,817.98)	(\$25,562.50)	(\$168,446.34)	(\$311,487.76)	
Grand Totals									
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS		390,496.60	115,000.00	505,496.60	11,817.98	25,562.50	168,446.34	311,487.76	38%
Grand Totals		(\$390,496.60)	(\$115,000.00)	(\$505,496.60)	(\$11,817.98)	(\$25,562.50)	(\$168,446.34)	(\$311,487.76)	