

**FY 2022–2023 Budget
Fairbanks North Star Borough**

PROGRAM BUDGET SUMMARY

DEPARTMENT OF HUMAN RESOURCES – PERSONNEL/PAYROLL DIVISION

MISSION/Program Description

THE MISSION OF THE PERSONNEL/PAYROLL DIVISION IS TO PROVIDE PROFESSIONAL SERVICES TO THE BOROUGH AND TO ENSURE ADEQUATE LEVELS OF HUMAN CAPITAL ARE AVAILABLE WHEN NEEDED. Maintain a quality personnel/payroll resource management system and maintain legal employment practices that support strategic Borough goals and fulfill workforce needs. Develop workforce strategic planning process and programs; provide and coordinate meaningful employee training programs. Serve as liaison between management and the various unions.

Major Long-Term Issues and Concerns

- Ability to attract qualified applicants and to retain qualified and trained staff. Recruiting difficulties continue for highly technical positions.
- Maintaining and updating knowledge of ever-changing regulations.
- Integration of ONESolution capabilities into our business practices to include automation enhancement and electronic storage capabilities.
- Security and protection of health and other confidential information maintained in Human Resources.

Objectives for FY 2023

- Provide human resource services for the Borough and its employees. Maintain current personnel, payroll, employment, and financial policies/practices to comply with changing federal and state laws.
- Implement collective bargaining agreement changes for newly bargained contracts.
- Provide contract management for current collective bargaining agreements.
- Continue scanning and archiving efforts to include electronic storage of personnel and payroll documents.
- Continue to refine and enhance NovaTime procedures, and implement the training into NEOGOV Learn for managers, timekeepers, and Borough employees.
- Research and implement a new timekeeping system. Create an archival system for current NovaTime timesheets.
- Provide employee support for Employee Online Self Service.
- Provide required training to staff, such as Equal Employment Opportunity EEO, Harassment, Drug-Free Workplace, etc., and track those training.
- Setup notification system within the tracking software to notify managers and employees when certifications or licenses are about to expire.
- Continue oversight of employee development, including various components such as career ladders, training, and retention strategies.
- Manage grievances and other complaints. Respond to Labor Relations Agency, Equal Employment Opportunity Commission EEOC, ASCHR, and other Government Agency requests. Respond to ethics complaints.
- Coordinate with EEO, ensuring that the Borough's Affirmative Action Program provides fair and equitable treatment in all aspects of the employment process.
- Respond to Family Medical Leave (FML) and ADA reasonable accommodation requests, and manage both programs.
- Continue support to the Policy Review Committee by reviewing and updating Borough-wide policies and procedures.
- Maintain and provide support and training to managers for the Borough's Performance Management System.
- Recommend and implement HR process improvements, including onboarding and recruiting processes.
- Research all-encompassing HRIS software. Continue electronic records system conversion.
- Development of supervisor training for FNSB directors and managers.
- Research and implement an employee recognition system.
- Conduct a classification and compensation analysis.

Significant Budget Changes

- No significant budget changes.

Previous Year's Accomplishments

- Developed and implemented training and development for all Borough Employees through NEOGOV Learn.
- Successfully negotiated all collective bargaining agreements.
- Administered COVID-19 and Families First Coronavirus Response Act programs.
- Administered telecommuting agreements, flexible work schedules, and work from home orders in response to COVID-19.
- Administered all aspects of FML and Borough leave programs.
- Maintained all compliance reporting requirements for COVID-19.
- Continued individual training programs for participants in the Workforce Strategic Plan. Provided management training through Rapid Learning and other on-site training.
- Completed scanning of all active personnel files into an electronic filing system.
- Provided outreach services to support recruitment activities supporting EEO and Affirmative Action goals.
- Coordinated Borough-wide Policy Review, served as team leader and clerical support to the committee.
- Effectively handled ethics complaints, EEOC complaints, unfair labor practices, and union grievances.
- Continued efforts relating to Affordable Care Act reporting of 1094 and 1095-C through ONESolution.
- Updated tracking of Recruitments resulting in time-saving year-end tasks, rebuilt borough-wide org chart.