

**FY 2015–2016 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. The division delivers human resources support to all Borough Departments, manages all personnel and payroll activities, ensuring full compliance with all federal, state and local laws.

Major Long-Term Issues and Concerns

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. Maintain Internet web site and continue development of Intranet and Internet self-service programs.

Objectives for FY 2016

- Provide human resource services for the Borough and its employees. Maintain current personnel, payroll, employment, and financial policies/practices to ensure compliance with changing federal and state law.
- Implement changes arising from the negotiated collective bargaining agreements for Alaska Public Employees Association (APEA), Laborers' Local 942, and Alaska State Employees Association (ASEA).
- Continue to refine and enhance procedures, workflow, and training to managers, timekeepers and Borough employees using the NOVATime and Attendance software and it's integration with current payroll system. .
- Provide employee support for Employee Online Self Service.
- Begin implementation of One Solution financial systems software for Human Resources and Payroll.
- Standardize language within job descriptions including the use of Americans with Disabilities Act (ADA) language.
- Conduct a review of job classifications.
- Continue development of the Workforce Strategic Plan, including various components such as career laddering, staff training, and development and retention strategies.
- Continue development of enhanced reporting methods.
- Manage grievances and contract interpretation. Respond to Labor Relations Agency and other Government Agency requests. Respond to ethics complaints.
- Coordinate Equal Employment Opportunity (EEO) service function, 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, including maintaining hard copy and electronic versions for easy access.

Significant Budget Changes

None.

Previous Year's Accomplishments

- Completed implementation of NovaTime, a Time and Attendance system, including user, timekeeper & supervisor trainings.
- Updated individual training programs for participants in the Workforce Strategic Plan. Re-advertised the program to existing staff and completed intake process.
- Conducted negotiations for three collective bargaining agreements for Alaska Public Employees Association (APEA, Laborers' Local 942, and Alaska State Employees association (ASEA).
- Implemented a new employee self-service system integrated with IFAS - Employee Online.
- Successful completion of the FTA Tri-annual audit.
- Coordinated with School District officials to provide effective EEO service, including training for Borough employees.
- Provided outreach services to support recruitment activities including the Borough's summer hire program.
- Coordinated Borough-wide Policy Review, served as team leader and clerical support to the committee.
- Effectively handled ethics complaints, Equal Employment Opportunity Commission (EEOC) complaints, unfair labor practices and union grievances.