

**FY 2020–2021 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 2021

- 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.
- Negotiate new collective bargaining agreements with Alaska Public Employees Association (APEA, Laborers' Local 942, and Alaska State Employees Association (ASEA).
- 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 provide training to managers, timekeepers and Borough employees.
- Develop and implement archival system for NovaTime timesheets for both the old and the new systems.
- Provide employee support for Employee Online Self Service.
- Continue implementing new Training Tracking and Notification Software to track all required staff trainings.
- Setup notification system within the tracking software to notify managers and employees when certifications or licenses are about to expire.
- Develop and implement required trainings such as EEO, Harassment, Drug Free Workplace, which are required annually.
- Continue oversight of the Workforce Strategic Plan, including various components such as career laddering, staff training, development, and retention strategies.
- Manage grievances and other complaints. Respond to Labor Relations Agency, EEOC, ASCHR and other Government Agency requests. Respond to ethics complaints.
- Coordinate with Equal Employment Opportunity (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.
- Develop and Implement supervisor training for FNSB directors and managers.

Significant Budget Changes

- No significant budget changes.

Previous Year's Accomplishments

- Successfully transition of the Human Resources Director position.
- Completed transition from NovaTime Starz to NovaTime SaaS.
- Acquired and began implementation of training tracking software system.
- Implemented new Performance Management Tool.
- Completed Salaries and Emoluments Commission bi-annual recommendations.
- Successfully reduced the number of 457 plans from three to two.
- Continued individual training programs for participants in the Workforce Strategic Plan. Provided management training through Rapid Learning programs, and other on-site trainings.
- Completed scanning of all active personnel files into electronic filing system.
- Provided outreach services to support recruitment activities in support of EEO and Affirmative Action goals. Attended several job fairs, and coordinated a military/public entity job fair.
- 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.
- Continued efforts relating to Affordable Care Act reporting of 1094 and 1095-C through ONESolution.