

**FY 2017–2018 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.

Objectives for FY 2018

- 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 collective bargaining agreements for Alaska Public Employees Association (APEA), Laborers' Local 942, and Alaska State Employees Association (ASEA). Current contracts expire on June 30, 2018.
- Provide contract management for Alaska Public Employees Association (APEA), Laborers' Local 942, and Alaska State Employees Association (ASEA) collective bargaining agreements.
- Continue to refine and enhance procedures, workflow, and training to managers, timekeepers and Borough employees using the NOVATime and Attendance software and its integration with the payroll system.
- Provide employee support for Employee Online Self Service.
- Conduct a review of job classifications and standardize job descriptions.
- 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 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.
- Coordinate with EEO to update Affirmative Action Program, address any identified goals in the recruiting area.
- Continue scanning and archiving efforts to include electronic storage of paystubs, personnel files, recruitment files and other related documents.
- Organize electronic files within the evolving records management structure.
- 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.
- Work with One Solution development team to develop and implement Applicant Online.
- Develop new file layouts to extract employee data from One Solution to import into the State of Alaska's new Employer Services.

Significant Budget Changes

- None.

Previous Year's Accomplishments

- Transitioned ONESolution financial systems software for HR and Payroll.
- Complete FTA Tri-Annual Drug & Alcohol & EEO Audit.
- Upgraded NovaTime software (a Time and Attendance system).
- Updated individual training programs for participants in the Workforce Strategic Plan. Re-advertised the program to existing staff and completed intake process for four new members.
- Upgraded a new employee self-service system integrated with One Solution- Employee Online, to include W2 Information and working on ability to update information online (W4, personal demographic, etc.).
- Coordinated with School District officials to provide effective EEO service, including training for Borough employees.
- 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.
- Wrote or refined several new reports to extract employee data information for distribution to employees and for internal use.
- Implemented Affordable Care Act reporting of 1094 and 1095-C through One Solution.