



P.O. Box 46

Kotzebue, Alaska 99752

City Hall (907) 442-3401

Police Dept. (907) 442-3351

Fire Dept. (907) 442-3404

Public Works (907) 442-3401

Human Resources City Council Report

1. Welcomed 10 new employees across various departments.
2. Promoted 2 employees within the organization.
3. Processed 3 resignations from employees across different departments.

Actively Advertising as of May 9th, 2025!

Job Title	Department	Full-Time/Part-Time
Fire Lieutenant	Fire Department	Regular/Full-Time
Office Assistant	Fire Department	Regular/Full-Time
Firefighter/EMT-1, EMT-2, EMT-3, or Paramedic	Fire Department	Regular/Full-Time
EMS/FIRE: First Responder	Fire Department	Regular/Full-Time
City Planner	Planning Department	Regular/Full-Time
Refuse Landfill Supervisor	Public Works	Regular/Full-Time
Refuse Helper	Public Works	Regular/Full-Time
Streets Operator	Public Works	Temporary/Full-Time
Water Treatment Plant Operator	Public Works	Regular/Full-Time
Superintendent	Police Department	Regular/Full-Time
Community Service Officer	Police Department	Regular/Full-Time

Key Accomplishments/Ongoing items:

1. Continued developing Standard Operating Procedures (SOPs) to improve HR process efficiency and consistency.
2. Managed Public Relations (PR) responsibilities, enhancing communication and public engagement for the City.
3. Focused on improving employee relations through clear communication, addressing concerns, and reinforcing City policies.
4. Streamlined the onboarding process by transitioning to Adobe Sign, speeding up document processing and reducing in-person steps.
5. Continued coordinating open enrollment for the 2025-2026 benefits year, ensuring smooth processing of necessary paperwork and assisting employees with their benefits options.