



CITY OF NOME HUMAN RESOURCES



Quarterly Report – FY25 Q1: July, August, September -2024

Cynthia Gray | HR Manager | October 9, 2024

RECRUITMENT/RETENTION

New Hires/Separation/end- Q1 Activity: July, August, September

New Hire/Full-Time	5
New Hire/Temporary	3
Resignations/Separation	12
Retirement	0
Transfer	0

CURRENT JOB VACANCIES ADVERTISED:

1. City Manager
2. Police Officer I/II
3. Police Dispatcher/Communications Officer I
4. Assistant City Manager
5. Port Director
6. Attendant-Nome Recreation Center
7. Deputy City Clerk
8. Library Clerk -Evenings/Saturday

*See City of Nome Website "Jobs" for full listing of vacant jobs –(scan QR Code below)



PERSONNEL PROJECTS

Human Resources continues to work on various HR Goals and objectives:

- Human Resources participated in another Citywide Job Fair on 9/11 hosted by State of Alaska-Nome Job Center, held at NWCC.
- Recruitment -Advertise vacancies citywide
- Work with supervisors to hire new staff, onboarding new staff, orientation for review of benefits-ongoing training
- Employee benefit enrollment -health insurance and retirement continuous

- Employee Relations-Managers request to discipline and review of Employee discipline process/policies-conduct meetings with supervisors , training
- Review HR Functions/processes and prioritize needs of CON departments
- Personnel Policy Review and update plans
- Job Description review and update
- Employee file review/compliance
- Collaboration and preparation with City Manger for CBA Employee Union Negotiations

EMPLOYEE BENEFITS

- Review City benefits and plans available to employee/staff for flyer/benefit sheet to distribute to all staff
- Reconcile Insurance Billing/monthly
- HR is coordinating with Alaska Department of Retirement & Benefits for a site visit to Nome to schedule and meet with CON employees for retirement services in November 2024

STAFF RECOGNITION/EMPLOYEE ACTIVITIES/FUNCTIONS

No activities planned this quarter.