



CITY OF NOME HUMAN RESOURCES



Quarterly Report – FY25 Q3: January, February, March -2025

Cynthia Gray | HR Manager | March 9, 2025

RECRUITMENT/RETENTION

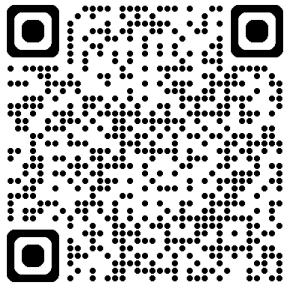
New Hires/Separation/end- Q2 Activity: October, November, December

New Hire/Full-Time	1
New Hire/Temporary	2
Resignations/Separation	3
Retirement	0
Transfer/promotion	0

CURRENT JOB VACANCIES ADVERTISED:

1. Museum Collections Assistant
2. DV/SA Advocate-NPD
3. Police Officer I/II
4. Police Dispatcher/communications Officer
5. Attendant-Rec Center
6. Building Maintenance Worker I, II, III
7. Grant Writer

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



8.

PERSONNEL PROJECTS

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

- Personnel Policy Review and update -working with City Attorney to revamp personnel policies
- Meeting with PR Firm and Assistant City Manager to review new personnel policies to review and approve-related to PR and social media and internet use
- Coordinate City Manager Recruitment and site visit for interviews
- 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

EMPLOYEE BENEFITS

- Administration + HR currently working with NJU to obtain Broker and shop for Health Insurance options for FY26
- Review City benefits and plans available to employee/staff for flyer/benefit sheet to distribute to all staff
- Reconcile Insurance Billing/monthly

STAFF RECOGNITION/EMPLOYEE ACTIVITIES/FUNCTIONS

No activities