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# CITY OF NOME HUMAN RESOURCES



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Quarterly Report – Q4: April, May, June -2024

Cynthia Gray | HR Manager | July 17, 2024

## RECRUITMENT/RETENTION

### New Hires/Resignation Q4 Activity: April, May, June

<b>New Hire/Full-Time</b>	<b>2</b>
<b>New Hire/Temporary</b>	<b>8</b>
<b>Resignations</b>	<b>3</b>
<b>Retirement</b>	<b>1</b>
<b>Transfer</b>	<b>1</b>

## CURRENT JOB VACANCIES ADVERTISED:

1. Assistant City Manager for Economic Development & Planning
2. Port Director
3. Office Manager/Accounting Tech II-Port/Finance
4. Museum Aide-Seasonal
5. Police Officer I/II Recruitment
6. Police Dispatcher/Communications Officer

\*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 hosted first City-wide Job Fair on June 7, 2024-this proved to be a very successful event. All businesses who participated expressed interest to host it again and community was very receptive to efforts to fill company vacancies
- Recruitment -Advertise vacancies/work with supervisors to hire new staff, onboarding new staff, orientation for review of benefits
- Employee benefit enrollment -health insurance and retirement
- Employee Relations-Managers request to discipline and review of Employee discipline process/policies
- Policy review and update started

## EMPLOYEE BENEFITS

- Health Insurance Open enrollment ended May 31, 2024. Employees who missed enrolling in coverage had an opportunity to add/change coverage
- HR is coordinating with Alaska Department of Retirement & Benefits for a site visit to Nome to schedule and meet with City of Nome employees for retirement services

## STAFF RECOGNITION/EMPLOYEE ACTIVITIES/FUNCTIONS

No activities planned this quarter.



**JOB FAIR** HOSTED BY CITY OF NOME

**Organizations in Attendance:**

- Bering Straits Regional Housing Authority
- Norton Sound Health Corporation
- Nome Public Schools
- Graphite One
- Bering Straits Native Corporation
- Kawerak, Inc.
- Visit Nome/Nome Chamber
- Norton Sound Economic Development Corporation
- Nome Joint Utility System
- City of Nome

10am - 3pm **FRIDAY JUNE 7, 2024**

Job fair location **OLD SAINT JOE'S TOWN HALL**

Don't miss the chance to attend the City of Nome hosted job fair, where you can meet with city and town officials face-to-face and learn about job openings in your field.

**FOR MORE INFORMATION**

Contact HR Manager Cynthia Gray  
907-443-8622  
cgray@nomealaska.org

**CITY OF NOME**

A man in a grey hoodie and a high-visibility safety vest is standing in front of a yellow circle on a blue and yellow background, pointing towards the text on the right.