



CITY OF NOME HUMAN RESOURCES



Quarterly Report – FY25 Q2: October, November, December -2024

Cynthia Gray | HR Manager | January 17, 2025

RECRUITMENT/RETENTION

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

New Hire/Full-Time	4
New Hire/Temporary	16
Resignations/Separation	4
Retirement	0
Transfer/promotion	1

CURRENT JOB VACANCIES ADVERTISED:

1. Library Clerk/Evenings/Saturday
2. City Manager
3. Interim City Manager
4. Accounting Clerk
5. DV/SA Advocate-NPD
6. Police Officer I/II
7. Police Dispatcher/communications Officer
8. Attendant-Rec Center

*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:

- CBA Employee Union Negotiations completed. New CBA approved for (3) years
- 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
- Personnel Policy Review and update -working with AMLJIA to update
- Employee evaluation process review-working with AMLJIA to finalize Evaluation process requirements and new tool

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
- 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

City of Nome Employee Christmas Party -December 13, 2024 successful party to celebrate Christmas with festive dinner and recognition with games and prizes.