

**AFFIRMATIVE ACTION PROGRAM
FOR
PROTECTED VETERANS**

Municipality of Anchorage

Plan Year: 1/1/2023 to 12/31/2023

CONTACT INFORMATION

Contractor: Municipality of Anchorage. Hereinafter,
"Anchorage" or "MOA".
Chief Equity Officer: Uluaio "Junior" Aumavae
Chief Human Resource Officer (Acting): Raylene Griffith
Executive Director Office of Equal Opportunity: Erica Barry

EQUAL EMPLOYMENT OPPORTUNITY POLICY
41 CFR Section 60-300.44(a)

It is MOA policy to provide equal employment and advancement opportunities to all qualified individuals. To achieve this goal, the Municipality is committed to taking affirmative action to employ and advance in employment protected veterans. All personnel actions – including compensation, benefits, recruitment, hiring, training, and promotion of persons in all job titles – are administered without regard to protected veteran status, and all employment decisions are based solely on valid job requirements. In addition, employees and applicants are protected from harassment, threats, coercion, intimidation, or discrimination for:

1. Filing a complaint;
2. Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of 38 USC Section 4212, Section 503 of the Rehabilitation Act of 1973, or any other Federal, State, or local law requiring equal opportunity for protected veterans;
3. Opposing any act or practice made unlawful by 38 USC Section 4212, Section 503 of the Rehabilitation Act of 1973, or any other Federal, State or local law requiring equal opportunity for protected veterans; or
4. Exercising any other right protected by 38 USC Section 4212, Section 503 of the Rehabilitation Act of 1973.

This EEO policy has the full support of top management. Consistent with AMC 3.20.140.A.2, responsibility for implementation of this EEO policy has been assigned to the MOA's EEO Coordinator. Furthermore, Anchorage has designed and implemented an audit and reporting system to monitor and maintain its compliance with the aforementioned Acts.

A copy of the Equal Employment Opportunity statement that reaffirms Anchorage's commitment to protected veterans is posted in a form that is accessible and understandable to an individual with a disability.

HARASSMENT
41 CFR Section 60-300.44(e)

Anchorage develops and maintains procedures to ensure no employee is harassed on the basis of his or her status as a protected veteran.

SPOUSES OF PROTECTED VETERANS
41 CFR Section 60-300.21(e)

It is the policy of Anchorage not to exclude or deny equal jobs or benefits to, or otherwise discriminate against, a qualified individual because of the individual's relationship or association with a protected veteran. This includes spouses and other family members.

EXTERNAL DISSEMINATION OF POLICY
41 CFR Section 60-300.44(f)

Anchorage undertakes appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit protected veterans, including the following:

1. Anchorage notifies all applicants of the EEO policy and invites them to self-identify. Application forms affirm Anchorage's commitment to equal employment opportunity. All employment advertisements and notices to recruitment sources state this EEO policy.
2. Outreach and recruitment activities the MOA undertakes, as needed, include enlisting the assistance and support of the Department of Defense Transition Assistance Program (TAP) (or any subsequent program that, in whole or in part, might replace TAP) in recruiting protected veterans, and developing on-the-job training opportunities for them, in order to fulfill Anchorage's commitment to provide them equal employment opportunity.
3. All employment openings (except executive and top management jobs, positions that are filled internally, positions sent to the union hall, and positions lasting three days or less) are listed at the appropriate state employment services office – namely, the State of Alaska Department of Labor and Workforce Development's Alaskajobs website.
4. Formal briefing sessions and facility tours may be conducted with representatives from recruiting sources to explain current and future job openings, position descriptions, worker specifications, and the selection process. Follow-ups with these resources and feedback on disposition of applicants are conducted when appropriate.
5. Protected veterans are considered for all available positions for which they may be qualified and for which they apply.
6. Municipal Code provides an interview preference for protected veterans.
7. When appropriate, efforts may be made to participate in work-study programs with Department of Veterans Affairs rehabilitation facilities that specialize in training or educating disabled veterans.

ASSESSMENT OF EXTERNAL OUTREACH AND RECRUITMENT EFFORTS
41 CFR Section 60-300.44(f)(3)

Each year, the MOA reviews the outreach and recruitment efforts it has taken over the previous twelve months to evaluate their effectiveness in identifying and recruiting qualified protected veterans. Each evaluation is documented, including (at a minimum) the criteria used to evaluate the effectiveness of each effort and the conclusion as to whether each effort and the totality of the efforts proved effective. Included in these criteria are the Data Collection Analyses for the current year and the previous two years. If Anchorage concludes the totality of its efforts are not effective in identifying and recruiting qualified protected veterans, alternative outreach and recruitment efforts are identified and implemented.

The MOA’s veteran utilization exceeds the presumed availability of 5.5%.

2023 MOA Workforce	# Veterans	Percent
2400	302	12.6%

Outreach during 2022 primarily consists of advertising vacancies to the public and current MOA employees through the MOA’s recruiting website. Table 1 displays the results of this outreach.

Table 1

Total Applicants (All Job Groups)	Not Veteran		Veteran		Total Placements (Hires and Promotions)	Not Veteran		Veteran	
5299	4641	87.58%	658	12.42%	506	443	87.55%	63	12.45%

The MOA is proud to exceed the hiring benchmark for veterans.

INTERNAL DISSEMINATION OF POLICY
41 CFR Section 60-300.44(g)

Anchorage has developed the following internal procedures to communicate its commitment and obligation to engage in affirmative action efforts to employ and advance in employment qualified protected veterans. These procedures are designed to foster understanding, acceptance, and support among executive, management, supervisory, and other employees, and to encourage such persons to take the necessary actions to meet the MOA's obligation.

1. Anchorage Notices. The EEO policy statement is posted on employee bulletin boards and/or posted electronically in a manner and place that ensures protected veterans are informed of its contents. This notice states the name of the EEO Coordinator, communicates top-level management's support of this policy, and explains to whom questions, comments, or complaints should be directed. A statement is included that employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Vietnam Era Veterans' Readjustment Assistance Act. All required state and federal EEO notices also are posted on bulletin boards.
2. Union Contracts. A non-discrimination clause is included in any union contract and all such contracts are reviewed to ensure they are non-discriminatory. Anchorage notifies union officials and/or employee representatives of its nondiscrimination policy and requests their cooperation.
3. Other procedures that may be implemented as needed include:
 - a. Discussing Anchorage's overall commitment, top-level management support, and implementation of the Affirmative Action Plan with management personnel, making clear the Mayor's support for the plan;
 - b. Informing all employees and prospective employees of Anchorage's commitment to engage in affirmative action to increase employment opportunities for qualified protected veterans;
 - c. Publicizing Anchorage's affirmative action policy in local or state newspapers, magazines, annual reports, the MOA website, the Anchorage Municipal Code, and/or other media;
 - d. Thoroughly discussing the policy during employee orientation and in management training programs; and/or
 - e. Including protected veterans among the employees who are featured in employee handbooks or similar publications for employees.

AUDIT AND REPORTING SYSTEM
41 CFR Section 60-300.44(h)

Anchorage has designed, implemented, and documented an audit and reporting system that:

1. Measures the effectiveness of its Affirmative Action Program;
2. Indicates any need for remedial action;
3. Determines the degree to which the Affirmative Action Program's objectives have been attained;
4. Ascertains whether protected veterans and individuals with known disabilities have the opportunity to participate in all sponsored educational, training, recreational, and social activities; and
5. Measures compliance with the Affirmative Action Program's specific obligations.

The Human Resources Department monitors the Affirmative Action Program and prepares quarterly Affirmative Action Program audit reports.

RESPONSIBILITY FOR IMPLEMENTATION
41 CFR Section 60-300.44(i)

Erica Barry and Raylene Griffith will direct the activities of the Affirmative Action Program, in collaboration with Junior Aumavae. Erica Barry and Raylene Griffith have Mayor Bronson's and top-level management's full support to implement the MOA's Affirmative Action Program.

Erica Barry and Raylene Griffith are responsible for:

1. Ensuring policies are followed by developing policy statements, overseeing the Affirmative Action Program, and engaging in necessary internal and external communication with managers, supervisors and employees, among others;
2. Identifying and discussing with management any problem areas;
3. Co-developing with management solutions for any identified problem areas;
4. Maintaining an audit and reporting system to monitor the progress of the MOA's Affirmative Action Program;
5. Informing management of latest developments in the areas of affirmative action and equal employment opportunity;
6. Ensuring the policy statement and required posters are posted on bulletin boards and/or electronic postings; and
7. Ensuring employees placed through these policies are not harassed or otherwise subjected to unlawful discrimination.

In addition, Junior Aumavae will assist by serving as MOA liaison for community groups, governmental agencies, organizations for protected veterans and vocational rehabilitation organizations.

TRAINING
41 CFR Section 60-300.44(j)

All personnel involved in recruitment, screening, selection, promotion, discipline, and related processes are trained to ensure proper implementation of the commitments and objectives set forth in this Affirmative Action Program.

BENCHMARKS FOR HIRING VETERANS
41 CFR Section 60-300.45

Benchmarks are set on an annual basis using one of the two mechanisms described below:

1. A benchmark equaling the national percentage of veterans in the civilian labor force, which is published and updated annually on the OFCCP website; or
2. A benchmark that takes into account: (i) the average percentage of veterans in the civilian labor force in the State of Alaska over the preceding three years, as calculated by the Bureau of Labor Statistics and published on the OFCCP website; (ii) the number of veterans, over the previous four quarters, who were participants in the employment service delivery system in the State of Alaska, as tabulated by the Veterans' Employment and Training Service and published on the OFCCP website; (iii) the applicant ratio and hiring ratio for the previous year, based on the data collected pursuant to § 60-300.44(k); (iv) the MOA's recent assessments of the effectiveness of its external outreach and recruitment efforts, as set forth in § 60-300.44(f)(3); and (v) any other factors, including but not limited to the nature of the MOA's job openings and/or their locations, which would tend to affect the availability of qualified protected veterans.

Anchorage has chosen to establish a benchmark equaling the national percentage of veterans in the civilian labor force, which is 5.5%. The benchmark is not a rigid and inflexible quota that must be met, nor should it be considered a ceiling or a floor for the employment of protected veterans. Instead, the purpose of establishing benchmarks is to create a quantifiable method by which Anchorage can measure its progress toward achieving equal employment opportunity for protected veterans.

Veteran Hiring Benchmark: 5.5%

Total Applicants (All Job Groups)	Not Veteran		Veteran		Total Placements (Hires and Promotions)	Not Veteran		Veteran	
	Count	Percentage	Count	Percentage		Count	Percentage	Count	Percentage
5299	4641	87.58%	658	12.42%	506	443	87.55%	63	12.45%

The MOA is proud to exceed the Hiring Benchmark.