

Submitted by: Chair of the Assembly at the  
Request of the Mayor  
Prepared by: Employee Relations  
Department  
For reading: May 31, 2005

CLERK'S OFFICE

APPROVED

Date: 6-28-05

ANCHORAGE, ALASKA  
AO NO. 2005- 76

AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE SECTION 3.30.063 TO  
REQUIRE SATISFACTORY BACKGROUND CHECKS AND COMPLIANCE WITH POSITION  
SPECIFIC PRE-HIRE REQUIREMENTS AS PART OF A PROCESS FOR CONDITIONAL OFFER  
OF EMPLOYMENT.

THE ANCHORAGE ASSEMBLY ORDAINS

**Section 1.** Anchorage Municipal Code section 3.30.063 is hereby amended to read as follows:

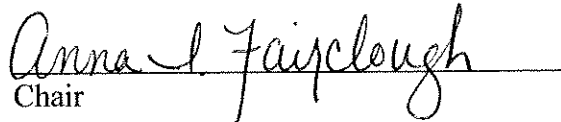
3.30.063 Selection procedure.

- A. The desired selection by the agency head shall be reported to the director. The certification list shall [WILL] be forwarded to the director for appointment action. No offers of employment, transfer or promotion, either oral or written, shall [WILL] be made by anyone but the director.
- B. Any conditional offer of employment for regular, temporary, and/or seasonal employment of new hires and re-hires shall require, prior to employment, a successful completion of a satisfactory background check and compliance with any position specific pre-hire requirements.

(AO No. 79-195; AO No. 97-102, § 7, 8-19-97)

**Section 2:** This ordinance shall take effect July 1, 2005.

PASSED AND APPROVED by the Anchorage Assembly this 28<sup>th</sup> day of June, 2005.

  
Chair

ATTEST

  
Municipal Clerk

**MUNICIPALITY OF ANCHORAGE**  
**Summary of Economic Effects -- General Government**

AO Number: 2005- 76

Title: AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE SECTION 3.30.063 TO REQUIRE SATISFACTORY BACKGROUND CHECKS AND COMPLIANCE WITH POSITION SPECIFIC PRE-HIRE REQUIREMENTS AS PART OF A PROCESS FOR CONDITIONAL OFFER OF EMPLOYMENT

Sponsor: Employee Relations  
 Preparing Agency: Employee Relations  
 Others Impacted:

<b>CHANGES IN EXPENDITURES AND REVENUES:</b>	<b>(In Thousands of Dollars)</b>				
	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>
<b>Operating Expenditures</b>					
1000 Personal Services					
2000 Non-Labor					
3900 Contributions					
4000 Debt Service					
<b>TOTAL DIRECT COSTS:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Add: 6000 Charges from Others					
Less: 7000 Charges to Others					
<b>FUNCTION COST:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>REVENUES:</b>					
<b>CAPITAL:</b>					
<b>POSITIONS: FT/PT and Temp</b>					

**PUBLIC SECTOR ECONOMIC EFFECTS:**

The cost is negligible. Timely internet background checks for the approximately 600 job openings processed by Employee Relations Employment Division per year will cost less than \$1000 per year, and will be absorbed in the current budget.

**PRIVATE SECTOR ECONOMIC EFFECTS:**

Prepared by: \_\_\_\_\_

Telephone: \_\_\_\_\_

Validated by OMB: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

# MUNICIPALITY OF ANCHORAGE

## ASSEMBLY MEMORANDUM

No. AM 372 -2005

Meeting Date: May 31, 2005

1 From: MAYOR

2  
3 Subject: AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE SECTION  
4 3.30.063 TO REQUIRE SATISFACTORY BACKGROUND CHECKS AND  
5 COMPLIANCE WITH POSITION SPECIFIC PRE-HIRE REQUIREMENTS AS  
6 PART OF A PROCESS FOR CONDITIONAL OFFER OF EMPLOYMENT.  
7  
8

9 The Employee Relations Department requests an amendment to section 3.30.063, to insert a  
10 requirement of background checks into the offer of employment process. An offer of employment is  
11 only made to the final candidate selected from the applicant pool. With this amendment, a conditional  
12 offer of employment will require a satisfactory background check. A background check encompasses  
13 criminal history, verifying education (diplomas and/or degrees) and verifying dates of previous  
14 employment. The proposed amendment clarifies compliance with any position specific pre-hire  
15 requirements.  
16

17 The annual cost associated with background checks is less than \$1,000 dollars and will be absorbed in  
18 the current ER budget.  
19

20 THE ADMINISTRATION RESPECTFULLY RECOMMENDS APPROVAL OF THE ORDINANCE  
21 AMENDING SECTION 3.30.063 REQUIRING BACKGROUND CHECKS AS PART OF THE  
22 PROCESS FOR CONDITIONAL OFFERS OF EMPLOYMENT.  
23  
24

25 Prepared by: David K. F. Otto, Director, Employee Relations  
26 Concurrence: Denis C. LeBlanc, Municipal Manager  
27 Respectfully submitted: Mark Begich, Mayor  
28  
29  
30

**Content Information**

**Content ID :** 002820

**Type:** Ordinance - AO

**Title:** An Ordinance Amending AMC Section 3.30.063 to Require Satisfactory Background Checks

**Author:** mooreka

**Initiating Dept:** ER

**Date Prepared:** 4/28/05 4:50 PM

**Assembly Meeting Date**  
**MM/DD/YY:** 5/31/05

**Public Hearing Date**  
**MM/DD/YY:** 6/28/05

M.O.A.  
 2005 MAY 23 PM 2:15  
 CLERKS OFFICE

**Workflow History**

<u>Workflow Name</u>	<u>Action Date</u>	<u>Action</u>	<u>User</u>	<u>Security Group</u>	<u>Content ID</u>
AllOrdinanceWorkflow	4/28/05 4:53 PM	Checkin	mooreka	Public	002820
ER_SubWorkflow	4/28/05 4:54 PM	Approve	ottodk	Public	002820
AllOrdinanceWorkflow	4/29/05 1:36 PM	Reject	mitsonjl	Public	002820
AllOrdinanceWorkflow	5/2/05 12:21 PM	Checkin	mooreka	Public	002820
ER_SubWorkflow	5/2/05 12:39 PM	Approve	mooreka	Public	002820
AllOrdinanceWorkflow	5/3/05 3:01 PM	Reject	mitsonjl	Public	002820
ER_SubWorkflow	5/6/05 10:16 AM	Approve	mooreka	Public	002820
AllOrdinanceWorkflow	5/6/05 10:16 AM	Checkin	mooreka	Public	002820
OMB_SubWorkflow	5/10/05 10:42 AM	Approve	mitsonjl	Public	002820
Legal_SubWorkflow	5/16/05 6:11 PM	Approve	fehlenrl	Public	002820
MuniManager_SubWorkflow	5/20/05 9:31 AM	Approve	leblancdc	Public	002820
MuniMgrCoord_SubWorkflow	5/23/05 8:11 AM	Approve	abbottmk	Public	002820