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# Equity and Inclusion Department

*Anchorage: Performance. Value. Results.*

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## **Mission**

The Office of Equity and Inclusion (OEI) was formed to assure Municipal services are accessible, uplift the voices and concerns of residents and encourage public participation. The Chief Equity Officer represents the Municipality on community issues in a variety of forums, and assures the Municipality remains federally compliant with Language Access and Equal Employment Opportunity policies. In addition, the OEI collaborates with Human Resources to recruit, compensate, retain and promote the best talent to ensure the Municipality is a fair and rewarding place to work.

## **Direct Services**

### **Office of Equity and Inclusion:**

- Supports and manages Municipal Policies and Programs.
- Participates in the drafting and scoring process of various Municipal RFP's.
- Helps to assure communities of color, the disability community, immigrants and refugees, LGBTQ+ residents, veterans and all community members have equal access and representation in local government.
- Ensures Municipal compliance with Language Access laws.
- Develops education alongside Indigenous Leaders to assure Municipal employees understand the Municipality's government-to-government relationship to the Native Village of Eklutna.
- Creates multi-media and online communications to encourage public engagement in municipal government and share out the work happening at the MUNI.
- Supports Human Resources in their efforts to recruit, compensate, retain and promote the best talent and assure the Municipality is a fair and rewarding place to work.
- Analyzes indicators and progress related to addressing systemic disparities.
- Develops and coordinates reports and supporting materials to be presented to the Mayor and Assembly for information or action.
- As the EEO Officer, the CEO assures the Municipality is compliant as an Equal Employment Opportunity employer with current EEO policies, as mandated by federal law.
- Develops consistent communication and feedback mechanisms with residents and the OEI.
- Develops and fosters key community partnerships to deepen relationships with community stakeholders and non-profits.
- Participates in community collaborations on behalf of the Municipality.
- Prepares clear, concise, and comprehensive correspondence, reports, proclamations, and other written materials.

**Performance Measures:** Promote the Municipality as an outstanding place of employment and help reduce barriers to entry, advocate for a positive, collaborative work environment and maintain strong community connections to uplift the voices of all municipal residents.

Progress in achieving goals shall be measured by:

**Measure #1:** Increase cross-departmental and external collaboration on **special projects**, thereby encouraging collaboration and equity (5% annually)

**Measure #2:** Increase direct **HR employment applicant referrals** to assist those in the community who seek to bring their talents to the MUNI (5% annually)

**Measure #3:** Increase **community engagements**, thereby uplifting the voices of residents, community councils, religious leaders and stakeholders alike in municipal government (5% annually)

	Q1	Q2	Q3	Q4
Community / Stakeholder Meetings	5	26	39	18
Language Access Training (DEPT)	N	Y	N	N
EEO Policy Distribution (DEPT)	Y	Y	Y	Y
MOA Applicant Referrals	0	4	6	1
Native Village of Eklutna Training	N	N	Y	N
Social Media Community Members (Muni.Works.AK)	25	368	482	601

NOTE: Native Village of Eklutna / Language Access Training are required on an annual basis

**Measure WC: Managing Workers' Compensation Claims**

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices, we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

