
Equity and Inclusion Department

Anchorage: Performance. Value. Results.

Mission

The Office of Equity and Inclusion (OEI) was formed to assure Municipal services are accessible, uplift the voices of residents and encourage public participation in local government. The Chief Equity Officer represents the Municipality in a variety of forums and provides internal support to embed equity into Municipal operations. The OEI delivers the annual Native Village of Eklutna training to MOA employees and assures the Municipality remains federally compliant with Language Access and EEO policies. In addition, the OEI collaborates with Human Resources with essential support structures designed to empower employees, recruit the best talent, and promote the Municipality as a fair and rewarding place to work.

Direct Services

Office of Equity and Inclusion:

- Supports and manages Municipal Policies and Programs.
- Manages and implements the Municipal Language Access Program to ensure federal and Municipal compliance.
- Develops and hosts annual Language Access training for department Language Access Representatives, providing year-around guidance.
- 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.
- Per (AO 2020-137(S)), develops and hosts annual educational opportunities for municipal employees to learn about the government-to-government relationship between the MOA and the Sovereign Native Village of Eklutna.
- Creates multi-media and online communications (Muni.Works.AK) to foster engagement in local 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.
- In collaboration with Human Resources, monitors employee transfer and exit interviews – which provide important feedback for (internal) growth and improvement.
- 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.
- Provides internal and external support to directors/community partners on equity concerns throughout the Municipality on various issues including housing, large scale events and access to outdoor spaces.
- Develops and coordinates reports and supporting materials to be presented to the Mayor and Assembly for information and/or action.
- Facilitates and supports community-driven initiatives in partnership with the Mayor's Office, to include "Visit with the Mayor", "Promoter Round-Up", "The Good Neighbor Fund" and "Faith Based Leadership" gatherings.
- Develops and fosters key community partnerships to deepen relationships with community stakeholders and non-profits on behalf of the Municipality.
- Prepares clear, concise, and comprehensive correspondence, reports, proclamations, and other written materials.
- Participates and assists in the selection process of the Mayor's Arts/Community Grants.

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 partnerships on **Special Projects**, thereby encouraging collaboration and equity (5% annually)

Measure #2: Increase **OEI-led Initiatives** in the name of workforce retention, thereby promoting the MUNI as the best employer and strengthening workplace culture (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 Engagements	14				
Language Access Training (DEPT)	N				
EEO Policy Distribution (DEPT)	Y				
OEI-led Initiatives	0				
Native Village of Eklutna Training	N				
Special Projects	2				
Social Media Community Members (Muni.Works.AK)	612				

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