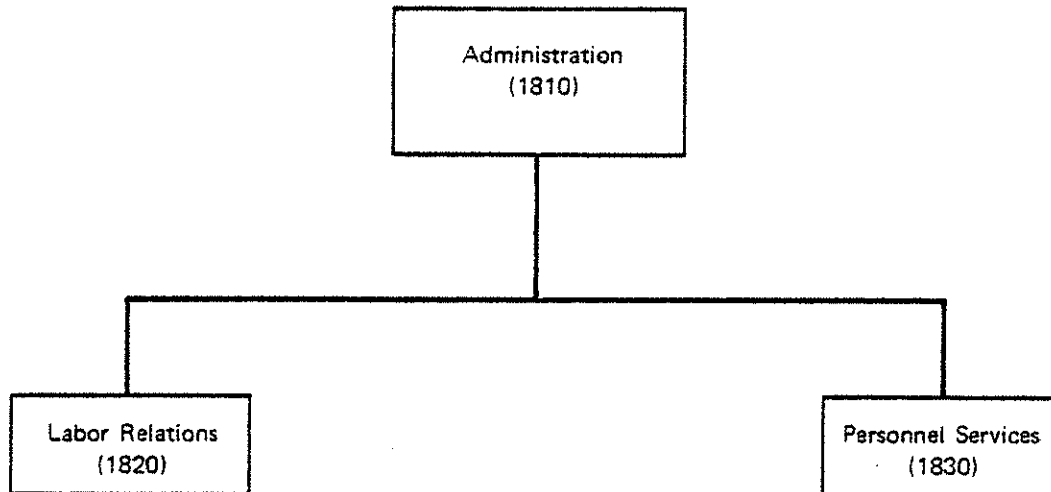


ORGANIZATION CHART
DEPARTMENT OF EMPLOYEE RELATIONS



DEPARTMENT OF EMPLOYEE RELATIONS

The Department of Employee Relations is responsible for providing Municipal departments and agencies with a qualified, trained work force, providing uniform personnel rates which comply with local, state and federal law, and managing Municipal labor relations activities.

Office of Labor Relations - This office is charged with the negotiation, interpretation, costing and administration of all labor agreements; the administration and interpretation of the Personnel Rules as they apply to labor agreements and union represented employees; with representation of the Municipality in all grievance and arbitration matters; and with maintaining an on-going labor relations training program for supervisory personnel. The office also represents the Municipality before the Employee Relations Board.

Office of Personnel - This office is responsible for providing Municipal departments with a qualified workforce through administration of promotional and public recruitment and examining programs; supporting that workforce in accordance with merit system standards required under federal, state and municipal laws and the Municipal Charter; administration of classification, compensation and benefits programs; administration of workforce development programs including productivity and special merit awards, employee assistance, and educational assistance; processing employee status changes; and maintaining a comprehensive employee records system. In 1981, funding for the employee assistance and employee productivity program has been increased.

DEPARTMENT

Employee Relations

ACCOUNT NUMBER	DIVISIONS/SECTIONS	1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1810	Administration	104,770	118,470	133,850	-0-	-0-
1820	Labor Relations	121,900	142,070	146,290	276,810	276,810
1830	Personnel	585,340	824,040	833,320	780,910	780,910
	Direct Organizational Cost	812,010	1,084,580	1,113,460	1,057,720	1,057,720
	Add Intragovernmental Charges	441,320	511,120	505,620	448,220	446,690
	Total Departmental Cost	1,253,330	1,595,700	1,619,080	1,505,940	1,504,410
	Less Intragovernmental Charges	1,004,190	1,303,240	1,431,160	1,269,870	1,268,460
	Function Cost	249,140	292,460	187,920	236,070	235,950
	Less Revenues	-0-	-0-	50,000	121,200	121,200
	Local Tax Cost	249,140	292,460	137,920	114,870	114,750

COMMENTARY

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.
Employee Relations	1800	Administration	1810		

FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	87,440	99,260	110,220	-0-	-0-
2000	Supplies	470	800	860	-0-	-0-
3000	Other Services & Charges	16,860	17,720	22,030	-0-	-0-
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	-0-	690	740	-0-	-0-
DIRECT ORGANIZATIONAL COST		104,770	118,470	133,850	-0-	-0-
6000	Intragovernmental Charges	21,760	26,330	27,350	-0-	-0-
BUDGET UNIT COST		126,530	144,800	161,200	-0-	-0-
7000	Intragovernmental Revenue	126,530	144,800	161,200	-0-	-0-
FUNCTION COST		-0-	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	-0-	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		-0-	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		-0-	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
Employee Relations Director		23E	1	1	-0-	-0-
Senior Office Associate		10N F	1	1	-0-	-0-
TOTAL			2	2	-0-	-0-
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			-0-			

DEPT.	UNIT NO.	DIV.	UNIT NO.	SEC.	UNIT NO.
Employee Relations	1800	Labor Relations	1820		

MISSION

To represent the Municipality in labor relations matters, including negotiation of labor agreements and adjudication of grievance filings and appeals.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

One Labor Relations Director, one Labor Relations Manager, one Senior Administrative Officer, one Senior Office Associate, and one CETA position along with supporting equipment and space, prepare for negotiation of labor agreements, response to grievances and represent the Municipality at arbitrations. Training of supervisors in labor relations and administration of labor agreements is also performed regularly.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
Five labor agreements	Negotiate five agreements	Five labor agreements
3,200 requests for agreement interpretations	Administer labor agreements	3,200 responses
208 disciplinary actions	Interpret agreements	208 determinations
156 grievances	Review and advise management on disciplinary actions	156 grievances resolved
70 arbitrations	Represent Municipality in arbitration cases	70 arbitrations concluded
335 supervisors	Train supervisors in labor relations	335 supervisors trained
Six cases filed with Employee Relations Board	Represent Municipality before Employee Relations Board	Six cases presented to Employee Relations Board

CHANGES FROM CURRENT LEVEL

None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Training sessions	3	14	14
Employee Relations Board rulings	6	6	6
Labor agreements concluded	6	5	5
Grievances resolved	50	50	50
Cases decided favorably for Municipality	91%	90%	90%

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.
Employee Relations	1800	Labor Relations	1820		
FINANCIAL RESOURCES		1979	1980	1981	
		ACTUAL	REVISED	REQUESTED	APPROVED
1000 Personal Services		88,490	102,990	103,880	210,900
2000 Supplies		1,030	1,770	1,920	2,780
3000 Other Services & Charges		31,990	37,080	40,250	62,150
4000 Debt Service		-0-	-0-	-0-	-0-
5000 Capital Outlay		390	230	240	980
DIRECT ORGANIZATIONAL COST		121,900	142,070	146,290	276,810
6000 Intragovernmental Charges		122,310	150,390	161,770	88,810
BUDGET UNIT COST		244,210	292,460	308,060	365,620
7000 Intragovernmental Revenue		-0-	-0-	120,140	129,550
FUNCTION COST		244,210	292,460	187,920	236,070
Local Revenue:					
Taxes Other Than Property		-0-	-0-	-0-	-0-
Licenses and Permits		-0-	-0-	-0-	-0-
Fines and Forfeitures		-0-	-0-	-0-	-0-
Charges for Services		-0-	-0-	-0-	-0-
Other Local Revenue		-0-	-0-	-0-	-0-
Total Local Revenue		-0-	-0-	-0-	-0-
State Revenue		-0-	-0-	50,000	30,000
Federal Revenue		-0-	-0-	-0-	-0-
Fund Balance Appropriated		-0-	-0-	-0-	91,200
TOTAL REVENUES		-0-	-0-	50,000	121,200
LOCAL TAXES REQUIRED		244,210	292,460	137,920	174,870
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981	
				REQUESTED	APPROVED
Labor Relations Director		23E	-0-	-0-	1
Senior Administrative Officer		15N F	1	1	1
Labor Relations Manager		21E	1	1	1
Senior Office Associate		10N E	-0-	-0-	1
TOTAL			2	2	4
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			1		

DEPT. Employee Relations	UNIT NO. 1800	DIV. Personnel	UNIT NO. 1830	SEC.	UNIT NO.
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MISSION

To provide the Municipality of Anchorage with a qualified workforce and support that workforce in accordance with merit system standards required under federal, state, and Municipal laws and the Municipal Charter.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

One manager, seven professional, seven clerical support positions and one CETA position to insure provision of personnel services to Municipal management, employees and the public in recruitment, selection, training, classification, compensation, records and benefits services, employee development, and related workforce enhancement programs consistent with policy objectives of the Municipality and applicable law.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
1,000 vacancies to be filled by promotion; 1,600 applicants	Examine, certify, and coordinate selections	1,000 positions filled by promotion or transfer
500 open vacancies; 4,000 applicants	Examine, certify, and coordinate selections	500 positions filled through open recruitment
3,200 positions; 570 estimated classification requests	Review and analyze proper classification of 570 Municipal positions	570 classification recommendations to management
Ordinance requirement for external pay information	Organize and conduct area-wide pay survey	Pay and benefit report prepared and distributed
3,100 employees	Develop and coordinate training programs	Training provided to estimated 280 employees
3,100 employees; 20,000 changes in employee status	Administer all benefit programs; process status changes and maintain employee record system	3,100 employees provided appropriate benefits; 20,000 status changes processed; record systems maintained

CHANGES FROM CURRENT LEVEL

There are two major changes in service levels for 1981, both of which reflect mandated program changes. The first is the provision of an employee assistance program for all employees; the second is the provision of a centralized employee productivity program as provided under AO 79-195.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Examine, certify, and coordinate promotions	610	700	1,000
Examine, certify, and coordinate new hires	860	950	500
Process classification requests	592	580	570
Conduct local salary survey	1	1	1
Provide employee training	110	180	280
Process employee status changes	20,000	18,000	20,000

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Employee Relations	1800	Personnel	1830			
FINANCIAL RESOURCES			1979	1980	1981	
			ACTUAL	REVISED	REQUESTED	RECOMMENDED
1000	Personal Services	467,310	550,780	577,790	527,370	527,370
2000	Supplies	8,730	26,890	22,810	21,500	21,500
3000	Other Services & Charges	105,110	244,820	225,910	225,500	225,500
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	4,190	1,550	6,810	6,540	6,540
DIRECT ORGANIZATIONAL COST		585,340	824,040	833,320	780,910	780,910
6000	Intragovernmental Charges	297,250	334,400	316,500	359,410	355,890
BUDGET UNIT COST		882,590	1,158,440	1,149,820	1,140,320	1,136,800
7000	Intragovernmental Revenue	877,660	1,158,440	1,149,820	1,140,320	1,136,800
FUNCTION COST		4,930	-0-	-0-	-0-	-0-
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	-0-	-0-	-0-	-0-	-0-
	Total Local Revenue	-0-	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
TOTAL REVENUES		-0-	-0-	-0-	-0-	-0-
LOCAL TAXES REQUIRED		4,930	-0-	-0-	-0-	-0-
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
Personnel Manager		21E	1	1	1	1
Personnel Analyst III		16N B-F	3	3	3	3
Personnel Analyst II		14N B-F	3	3	3	4
Personnel Analyst I		12N C-D	1	1	1	1
Office Associate		9N B-F	3	3	3	1
Senior Office Assistant		8N B-C	2	2	2	2
Office Assistant		7N B-D	2	2	2	2
TOTAL			15	15	15	15
NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:			1			