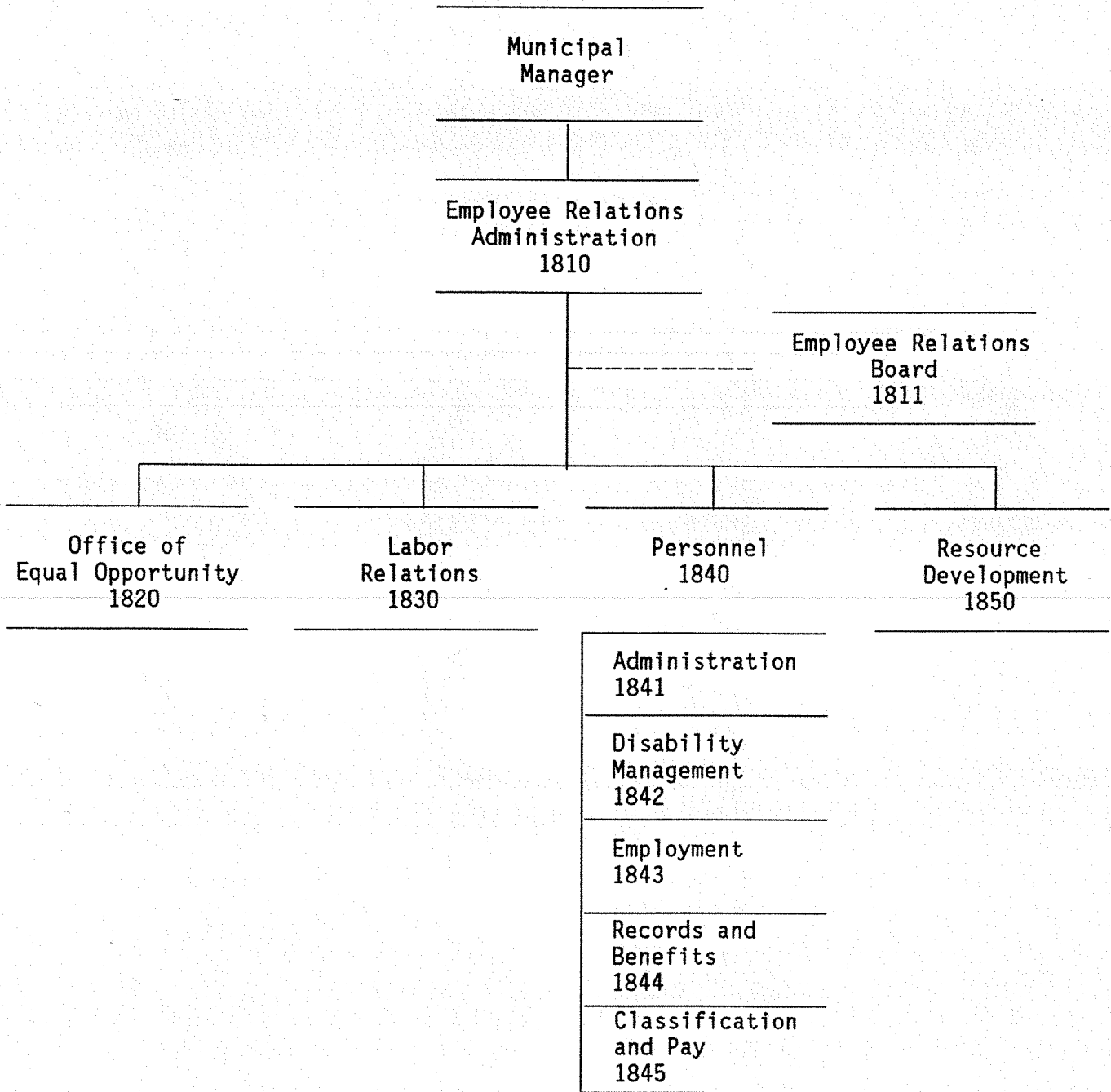


# **EMPLOYEE RELATIONS**

# EMPLOYEE RELATIONS

EMPLOYEE RELATIONS



**DEPARTMENT SUMMARY**

**DEPARTMENT**

**EMPLOYEE RELATIONS**

**MISSION**

To provide comprehensive human resource systems and services for the Municipality in a responsive, efficient, equitable and professional manner so that the Municipal work force can provide required services to the public as measured by the demand for our services and organizational support.

**MAJOR PROGRAMMING HIGHLIGHTS**

- Develop and implement programs to promote employees' awareness of health cost management and achieve effective health cost containment.
- Negotiate competitive compensation, cost containment and productivity provisions under labor contracts for Municipal employee organizations.
- Provide training programs for Municipal employees in areas of management development and team building, customer relations, career planning, and interpersonal communications to enable the employee to better serve the public.
- Conduct classification reviews to ensure that employee duties and responsibilities are commensurate with the funding level authorized for positions.
- Conduct organizational reviews to assist Municipal departments in meeting program objectives and community service priorities without additional service costs.
- Coordinate Municipal compliance with the Drug Free Workplace Act and UMTA drug testing requirements.
- Provide education and coordinate safety, affirmative action and disability management programs.
- Maintain an automated personnel/payroll system for payroll processing and to develop and provide human resources information.
- Ensure equitable participation of minority/women businesses in Municipal contracting opportunities.

**RESOURCES**

	1990	1991
Direct Costs	\$ 2,142,540	\$ 2,503,850
Program Revenues	\$ 10,000	\$ 10,000
Personnel	28FT	28FT

1991 RESOURCE PLAN

DEPARTMENT: EMPLOYEE RELATIONS

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1990 REVISED	1991 BUDGET	1990 REVISED				1991 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EMPLOYEE RELATIONS ADMIN	134,770	125,450	2			2	2			2
EMPLOYEE RELATIONS BOARD	25,000	36,330								
EQUAL OPPORTUNITY	186,600	187,660	3			3	3			3
LABOR RELATIONS	628,560	854,190	4			4	4			4
OFFICE OF PERSONNEL	1,001,870	1,130,130	17			17	17			17
OFFICE RESOURCE DEVELOP	165,740	170,090	2			2	2			2
OPERATING COST	2,142,540	2,503,850	28			28	28			28
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	2,142,540	2,503,850								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	1,585,120	1,415,960								
TOTAL DEPARTMENT COST	3,727,660	3,919,810								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	3,698,145	3,873,060								
FUNCTION COST	29,515	46,750								
LESS PROGRAM REVENUES	10,000	10,000								
NET PROGRAM COST	19,515	36,750								

1991 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EMPLOYEE RELATIONS ADMIN	118,840	2,390	5,500		126,730
EMPLOYEE RELATIONS BOARD			36,330		36,330
EQUAL OPPORTUNITY	182,730	2,430	4,420		189,580
LABOR RELATIONS	263,820	2,000	590,960		856,780
OFFICE OF PERSONNEL	910,880	37,580	185,270	6,000	1,139,730
OFFICE RESOURCE DEVELOP	121,110	15,000	35,260		171,370
DEPT. TOTAL WITHOUT DEBT SERVICE	1,597,380	59,400	857,740	6,000	2,520,520
LESS VACANCY FACTOR	16,670				16,670
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	1,580,710	59,400	857,740	6,000	2,503,850

RECONCILIATION FROM 1990 REVISED TO 1991 BUDGET
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DEPARTMENT: EMPLOYEE RELATIONS

	DIRECT COSTS	POSITIONS		
		FT	PT	T
<b>1990 REVISED BUDGET:</b>	\$ 2,142,540	28FT		
<b>Amount Required to Continue Existing Programs in 1991:</b>	80,690			
<b>REDUCTIONS TO EXISTING PROGRAMS:</b>				
- None				
<b>EXPANSIONS IN EXISTING PROGRAMS:</b>				
- None				
<b>NEW PROGRAMS:</b>				
- Drug testing and compliance with Drug Free Workplace Act	160,000			
<b>MISCELLANEOUS INCREASES (DECREASES):</b>				
- Allowance for Inflation	(31,400)			
- Professional services for labor relations and contract negotiations	250,000			
- Employee Relations Board activities	(10,000)			
- Police and Fire Retiree Medical study	(34,000)			
- Projected 2% Contract Reduction	(16,590)			
- Projected Benefit Reduction	(36,920)			
- Projected Wage Adjustment	(470)			
<b>1991 BUDGET</b>	<b>\$ 2,503,850</b>	<b>28FT</b>		

# 1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS  
 PROGRAM: Personnel Administration

DIVISION: EMPLOYEE RELATIONS ADMIN

**PURPOSE:**

To direct, coordinate, and assist the activities of four offices supporting the municipal workforce and to provide departmental input on proposed municipal activities, policies, plans, and reorganizations.

**1990 PERFORMANCES:**

- Continue to manage and direct the work activities of the department's four program offices/agencies.
- Process and participate in administrative actions before the Assembly and the Boards supported by the department.
- Receive and respond to requests for program interpretations.
- Provide technical support and strategy development for labor negotiations.
- Implement departmental planning and evaluation system.
- Oversee development of Municipal substance abuse policies and procedures.
- Oversee the development of employee benefit strategies to complement the cost containment goals of the Municipality.

**1991 OBJECTIVES:**

- Continue to manage and direct the work activities of the department's four program offices/agencies.
- Utilize departmental planning and evaluation system to allocate resources necessary to meet department objectives.
- Receive and respond to requests for program interpretations.
- Process and participate in administrative actions before the Assembly and the Boards supported by the department.
- Provide oversight and direction on substance abuse policies.
- Provide technical support and strategy direction on labor negotiations.
- Oversee the development of employee benefit strategies to complement the cost containment goals of the Municipality

**RESOURCES:**

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	124,400		\$	126,880		\$	117,560	
SUPPLIES		2,390			2,390			2,390	
OTHER SERVICES		9,550			5,500			5,500	
TOTAL DIRECT COST:	\$	136,340		\$	134,770		\$	125,450	

**PERFORMANCE MEASURES:**

- Board/Commissions supported 2                      2                      2
- Responses/interpretations provided 120                      120                      120
- Board/Assembly action items submitted 40                      40                      40

30 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS  
PROGRAM: Personnel Administration

DIVISION: OFFICE OF PERSONNEL

PURPOSE:

To coordinate the work efforts to meet employment needs of the municipality and to support the municipal workforce through administration of a charter-mandated merit personnel system.

1990 PERFORMANCES:

- Manage the work activities of four personnel program units.
- Support labor negotiations through provision of technical staff support on personnel management issues.
- Participate in organizational review projects.
- Provide direct support for master labor agreement negotiations.
- Participate in cost containment activities.

1991 OBJECTIVES:

- Manage the work activities of four personnel program units.
- Support labor negotiations through provision of technical staff support on personnel management issues.
- Participate in organizational review projects.
- Provide direct support for labor agreement negotiations as required.
- Participate in cost containment activities.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	84,830		\$	80,600		\$	81,110	
SUPPLIES		200			200			200	
OTHER SERVICES		2,370			2,600			2,580	
TOTAL DIRECT COST:	\$	87,400		\$	83,400		\$	83,890	

PERFORMANCE MEASURES:

- Labor contract negotiations supported 2 6 5
- Organizational effectiveness projects supported 5 3 5
- Percent of time spent supporting labor relations activities 50 70 40

30 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS  
PROGRAM: Employment Services

DIVISION: OFFICE OF PERSONNEL

PURPOSE:

To provide employment services to meet staffing requirements of the municipality through employee promotion, transfer and new hire.

1990 PERFORMANCES:

- Receive and process 600 requests for personnel.
- Receive and process 5,000 applications for promotion, transfer and new hire.
- Maintain computerized employment recordkeeping system in support of merit standards, EEO, affirmative action and litigation reporting.
- Conduct recruitment for Police Officer and Firefighter academies.
- Transition recordkeeping and reporting system from TIF to AS.
- Implement and conduct background investigations on selected positions.

1991 OBJECTIVES:

- Receive and process 600 requests for personnel.
- Receive and process 5,000 applications for employment.
- Maintain computerized employment recordkeeping system in support of merit system, EEO and affirmative action requirements.
- Conduct drug screening on successful applicants for selected safety sensitive positions.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	103,100		\$	100,620		\$	106,410	
SUPPLIES		1,500			1,500			1,400	
OTHER SERVICES		8,000			8,000			7,940	
TOTAL DIRECT COST:	\$	112,600		\$	110,120		\$	115,750	

PERFORMANCE MEASURES:

- Job vacancies filled	1,000	600	600
- Applications received	5,000	5,000	5,000
- Number of pre-employment physical exams	150	175	200

30 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
15, 22, 28



1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS  
PROGRAM: Classification and Pay

DIVISION: OFFICE OF PERSONNEL

PURPOSE:

To maintain classification plans through recommendations for establishing new classes and revisions of existing classes, developing new and revising existing class specifications and recommending proper allocation of positions to Municipality of Anchorage Classification Plans.

1990 PERFORMANCES:

- Conduct desk audits to determine proper classifications.
- Conduct position studies and prepare recommendations for proper classification allocations.
- Participate in salary surveys to insure competitiveness in the job market and equity within the Municipality.
- Provide technical assistance to all Municipal departments on proper classification and assist in reorganizations.
- Continue to update Municipal position descriptions to insure current data is on file and to insure we have position descriptions for all authorized Municipal positions.
- Make class specification documents available to departments through the office automation system.
- Automate class study and recruitment logs to facilitate tracking capabilities.

1991 OBJECTIVES:

- Update bargaining unit definitions contained in AMC 3.70.190.
- Conduct salary comparison survey of selected benchmark positions.
- Implement classification and pay changes necessary as a result of labor negotiations.
- Conduct desk audits to determine proper classifications and levels for selected classifications.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	194,390		\$	210,200		\$	207,320	
SUPPLIES		2,500			4,300			4,300	
OTHER SERVICES		5,200			11,480			2,730	
TOTAL DIRECT COST:	\$	202,090		\$	225,980		\$	214,350	

PERFORMANCE MEASURES:

- Position audits	500	400	400
- Desk audits	75	100	100
- Labor market salary survey	0	2	2
- Class specifications reviewed and updated	50	35	35

30 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
4, 20, 21

# 1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS                      DIVISION: OFFICE OF PERSONNEL  
PROGRAM: Affirmative Action/Disability Mgmt Admn

## PURPOSE:

Coordinate efforts to hire and retain qualified minority, female and handicapped employees; promote a safe workplace; decrease accident costs and frequency; return injured employees to work; comply with the Drug Free Workplace Act and ensure a work environment free from substance abuse.

## 1990 PERFORMANCES:

- Continue efforts to achieve a workforce which is balanced in terms of race and gender and to provide employment opportunities for the disabled.
- Evaluate and monitor efforts of appointing authorities to achieve goals relating to: affirmative action, disability management and safety.
- Report activities relating to: achieving goals and timetables and accident rates, using automated systems.
- Promote supervisory/employee awareness of safety, affirmative action, disability management and substance abuse programs through training and communications.
- Coordinate federal and state reporting requirements for affirmative action and safety programs.
- Develop Municipal policy statement in compliance with the Drug Free Workplace Act.
- Develop and implement testing, recordkeeping, discipline, reasonable suspicion and training programs in support of the goal of a workplace free from substance abuse.

## 1991 OBJECTIVES:

- Continue efforts to achieve a workforce which is balanced in terms of race and gender and to provide employment opportunities for the disabled.
- Evaluate efforts of appointing authorities to achieve goals established for the affirmative action, safety, disability and substance abuse programs.
- Promote supervisory/employee awareness of safety, affirmative action, disability management and substance abuse programs through training and communications.
- Coordinate federal and state reporting requirements for affirmative action, safety and substance abuse.
- Administer testing, recordkeeping, discipline, reasonable suspicion and training programs in support of the goal of a workplace free from substance abuse.
- Evaluate program effectiveness by monitoring the use of employee assistance program, voluntary and involuntary rehabilitation, return to work agreements, supervisory assistance requests and training response.

1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS                      DIVISION: OFFICE OF PERSONNEL  
 PROGRAM: Affirmative Action/Disability Mgmt Admn  
 RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES			\$ 70,660			\$ 71,890			\$ 72,330
SUPPLIES			1,260			1,260			15,260
OTHER SERVICES			3,930			5,610			142,470
CAPITAL OUTLAY			0			0			6,000
TOTAL DIRECT COST:			\$ 75,850			\$ 78,760			\$ 236,060

PERFORMANCE MEASURES:

- Affirmative Action/ Harassment training sessions			20			4			6
- Affirmative Action/ Safety reports			5			3			4
- Responses to requests for assistance with program compliance.			45			45			45
- Contacts with community groups to support affirmative action			8			8			8
- Substance abuse awareness programs			10			25			35
- Drug Detection and Discipline training courses			0			13			20
- Drug tests administered (random, pre-employ- ment, accident etc.)			20			50			200
- Program effectiveness evaluations			1			1			3
- Evaluate handicapped/ disability programs			0			1			1

30 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 5, 16, 27

# 1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS                      DIVISION: OFFICE OF PERSONNEL  
PROGRAM: Records and Benefits Administration

## PURPOSE:

Direct, coordinate and support the Municipal employee records and benefits programs. Provide inter and intra departmental employee relations and personnel support.

## 1990 PERFORMANCES:

- Continue to provide direction and coordination for records and benefits activities.
- Prepare regular non-represented employee bulletins and management newsletters to communicate pertinent information.
- Provide labor costing information to labor relations and the negotiating teams.
- Design and implement use of employee handbook to enhance new employee orientation and provide a resource for current employees.
- Provide staff support to Employee Incentive Committee including enhanced communications regarding merit award and suggestion programs.
- Participate in study of police and fire retiree medical liabilities to determine alternative benefit design and funding options.
- Participate in employee benefits cost containment activities.
- Provide technical advice to departments on the performance appraisal system.
- Update supervisor's performance appraisal handbook.

## 1991 OBJECTIVES:

- Continue to provide direction and coordination for records and benefits activities.
- Prepare regular communications to employees, supervisors and managers on a variety of pertinent topics.
- Provide labor costing information to labor relations and the negotiating teams.
- Develop automated labor costing system.
- Provide staff support to the Employee Incentive Committee.
- Participate in employee benefits cost containment activities.
- Provide technical assistance and support to department supervisors on the performance appraisal system.
- Explore options for implementing a municipal wide dependent care assistance program.

1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS                      DIVISION: OFFICE OF PERSONNEL  
 PROGRAM: Records and Benefits Administration  
 RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	143,460		\$	143,460		\$	144,800	
SUPPLIES		600			600			860	
OTHER SERVICES		5,450			30,450			25,050	
TOTAL DIRECT COST:	\$	149,510		\$	174,510		\$	170,710	
PERFORMANCE MEASURES:									
- Management bulletins issued			0			11			12
- Employee merit awards			20			25			25
- Employee suggestions processed			15			25			25
- Assembly memoranda generated			15			15			15
- Actuarial valuation conducted			0			1			1
- Performance evaluations more than 30 days overdue			500			400			0

30 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 2, 30

# 1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS                      DIVISION: OFFICE OF PERSONNEL  
PROGRAM: Municipal Employee Benefits Program

## PURPOSE:

To administer a comprehensive, centralized employee benefits program.

## 1990 PERFORMANCES:

- Implement negotiated or statutory changes in insurance and other employee benefit programs, including design, enrollment, education, preparation of handbooks etc.
- Conduct annual Flexible Benefits Plan enrollment, 401(k) enrollment and assist in Deferred Compensation plan enrollment and administration.
- Review and possibly modify cash receipt system for collection of self payment for insurance coverage (e.g. COBRA, satellite groups).
- Solicit proposals and select a firm(s) to provide the employee assistance program and managed mental health program for AMEA and non-represented employees.
- Solicit proposals and select a firm(s) to administer the health, life, disability and utilization review programs.

## 1991 OBJECTIVES:

- Implement negotiated or statutory changes in insurance and other employee benefit programs, including design, enrollment, education, preparation of handbooks, etc.
- Conduct annual Flexible Benefits plan enrollment, 401(k) enrollment and assist in deferred compensation plan enrollment.
- Expand 401(k) investment options in compliance with DOL requirements.
- Re-emphasize the importance of pre-retirement planning by conducting pre-retirement planning workshops and using other communications tools.
- Conduct employee communications programs, health screening, wellness programs etc. to emphasize the importance of good health and good consumer behavior to the Municipality and individual employees.
- Implement new insurance contract following award in conjunction with 1990 Request for Proposal for the health, life and disability coverage.

1991 PROGRAM PLAN

DEPARTMENT: EMPLOYEE RELATIONS                      DIVISION: OFFICE OF PERSONNEL  
 PROGRAM: Municipal Employee Benefits Program  
 RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	3	0	0	3	0	0
PERSONAL SERVICES			\$ 75,140			\$ 131,110			\$ 140,810
SUPPLIES			5,170			5,170			5,170
OTHER SERVICES			1,890			1,980			2,150
TOTAL DIRECT COST:			\$ 82,200			\$ 138,260			\$ 148,130
PROGRAM REVENUES:			\$ 11,500			\$ 10,000			\$ 10,000

PERFORMANCE MEASURES:

- Insurance premium payment processed		12		12		12
- Annual enrollment in flex plan		820		1,600		820
- Hardship withdrawals from salary deferral plans		35		25		25
- Terminated employees purchasing insurance		100		100		100
- Retirement workshops conducted		0		1		4
- Insurance claims audit conducted		0		1		1
- Insurance claims verifications conducted		0		5		5
- Summary benefit plan descriptions written		0		2		5
- Retiree service and earning verifications		100		120		120
- Dependent eligibility verifications		0		360		360

30 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 10, 17

1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS                      DIVISION: OFFICE OF PERSONNEL  
 PROGRAM: Municipal Employee Records Programs

PURPOSE:

To provide a centralized comprehensive employee records program for 3400 active municipal employees.

1990 PERFORMANCES:

- Continue to provide personnel/payroll training program for departmental payroll clerks.
- Revise payroll clerk training manual as necessary.
- Implement pay, benefit and other contractual changes as a result of completed labor negotiations.
- Issue updated employee identification cards for 1000 employees.
- Process 20,000 personnel actions to reflect transactions affecting Municipal employees (personal data, contract changes, etc.).
- Continue to monitor unemployment insurance decisions and file appeals when warranted.

1991 OBJECTIVES:

- Continue to provide personnel/payroll training program for departmental payroll clerks.
- Implement pay, benefit and other contractual changes as a result of completed labor negotiations.
- Process 20,000 personnel actions to reflect transactions affecting Municipal employees (personal data, contract changes, etc.).
- Continue to monitor unemployment insurance decisions and file appeals when warranted.
- Perform a comprehensive review of the personnel/payroll system reports and their utilization and implement changes to increase their effectiveness.
- Update desk procedures for records specialists and records clerk.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	110,750		\$	144,100		\$	148,500	
SUPPLIES		10,390			10,390			10,390	
OTHER SERVICES		2,350			2,350			2,350	
TOTAL DIRECT COST:	\$	123,490		\$	156,840		\$	161,240	

PERFORMANCE MEASURES:

- Personnel actions processed	20,000	20,000	20,000
- Service awards provided	650	650	500
- Payroll clerk meetings conducted	10	4	6
- Unemployment insurance hearings attended	50	15	20

30 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 1, 23



1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS  
PROGRAM: Employee Relations Board

DIVISION: EMPLOYEE RELATIONS BOARD

PURPOSE:

To fulfill the role of the Employee Relations Board as set forth under AMC 3.70 and to provide adequate staff support to the Employee Relations Board.

1990 PERFORMANCES:

- Draft, hold hearings and implement Board operating procedures.
- Receive, schedule and hear unfair labor practice complaints (ULPs).
- Receive, schedule and hear petitions for bargaining unit clarification.
- Prepare a Board docket report of cases filed, heard and closed.
- Prepare a booklet containing an index and information of all cases before the Employee Relations Board from 1976 to 1990.
- Utilize the services of a student intern to enhance Board support.

1991 OBJECTIVES:

- Receive, schedule and hear unfair labor practice complaints (ULPs).
- Receive, schedule and hear petitions for bargaining unit clarification.
- Maintain a Board docket of cases filed, heard and closed.
- Utilize the services of a student intern to enhance Board support.
- Review Board operating procedures to ensure they meet the needs of the Board and affected parties.

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			0			0			36,330
TOTAL DIRECT COST:	\$		0	\$		0	\$		36,330

PERFORMANCE MEASURES:

- Unfair labor practice hearings		5		5		5
- Jurisdiction hearings conducted		4		4		8
- Mediators selected		2		2		4
- Factfinder/Arbitrator procedures overseen		2		2		4

30 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
24, 29

# 1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS  
PROGRAM: Labor Relations

DIVISION: LABOR RELATIONS

## PURPOSE:

Labor Relations administration, contract negotiation and interpretation, grievance and arbitration handling.

## 1990 PERFORMANCES:

- Negotiate contracts and contract modifications.
- Continue to participate in cost containment activities.
- Provide support and engage in processing of grievances, arbitrations, Employee Relations Board hearings and disciplinary procedures.
- Provide technical assistance and guidance to managers and supervisors on labor agreement interpretation and implementation.
- Conduct orientation and training sessions for managers and supervisors on labor relations policies and procedures.
- Negotiate a master labor agreement with AMEA, JCC, and IBEW.
- Complete factfinding/arbitration with APDEA.
- Prepare for IAFF labor negotiations.

## 1991 OBJECTIVES:

- Negotiate contracts and contract modifications.
- Continue to participate in cost containment activities.
- Provide support and engage in processing of grievances, arbitrations, Employee Relations Board hearings and disciplinary procedures.
- Provide technical assistance and guidance to managers and supervisors on labor agreement interpretation and implementation.
- Conduct orientation and training sessions for managers and supervisors on labor relations policies and procedures.
- Complete negotiations with the IAFF, including factfinding/arbitration.
- Complete arbitration process with APDEA and prepare for full contract negotiations for the following year's contract.
- Continue negotiation process on the Master Labor Agreement with AMEA, JCC and IBEW or re-negotiate four separate labor contracts with those bargaining representatives.

1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS

DIVISION: LABOR RELATIONS

PROGRAM: Labor Relations

RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	241,660		\$	255,930		\$	261,230	
SUPPLIES		1,000			1,000			2,000	
OTHER SERVICES		86,720			461,630			590,960	
TOTAL DIRECT COST:	\$	329,380		\$	718,560		\$	854,190	

PERFORMANCE MEASURES:

- Contracts negotiated		3		4		1
- Grievances processed		138		140		140
- Grievances resolved		90		130		130
- Grievance arbitrations		35		35		35
- Operating procedures developed and implemented		2		2		2
- Interest arbitrations		1		5		5
- Disciplinary actions processed		181		200		200
- Professional services contracts administered		1		2		0
- Arbitration hearings scheduled and coordinated		50		50		0

30 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
11, 12, 13, 25, 26

# 1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS  
PROGRAM: Equal Opportunity

DIVISION: EQUAL OPPORTUNITY

## PURPOSE:

To monitor the compliance of the Municipality and its contractors with the requirements of municipal, state, and federal laws regarding Equal Employment, Minority Business Enterprise, Contract Compliance, and to educate and to assist the public sector and municipal employees in these areas.

## 1990 PERFORMANCES:

- Reduce informal and formal complaints of discrimination through training and education.
- Coordinate the Municipality's response to formal complaints.
- Provide assistance to municipal departments and agencies to ensure that the Municipality complies with D/WBE requirements.
- Assure that D/WBE certification program complies with federal standards.
- Publish and update the D/WBE Directory.
- Provide assistance to municipal departments and agencies to ensure that the Municipality complies with Contract Compliance program requirements.
- Collect and compile data for required program reports.

## 1991 OBJECTIVES:

- Reduce informal and formal complaints of discrimination through training and education.
- Coordinate the Municipality's response to formal complaints.
- Provide assistance to municipal departments and agencies to ensure that the Municipality complies with D/WBE requirements.
- Assure that D/WBE certification program complies with federal standards.
- Publish and update the D/WBE Directory.
- Provide assistance to municipal departments and agencies to ensure that the Municipality complies with Contract Compliance program requirements.
- Perform construction project onsite reviews.
- Assure Contract Compliance program fulfills the Federal assistance recipient obligations.
- Collect and compile data for required program reports.

1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS  
 PROGRAM: Equal Opportunity  
 RESOURCES:

DIVISION: EQUAL OPPORTUNITY

	1989 REVISIED			1990 REVISIED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES			\$ 167,070			\$ 179,730			\$ 180,810
SUPPLIES			2,430			2,430			2,430
OTHER SERVICES			4,440			4,440			4,420
TOTAL DIRECT COST:			\$ 173,940			\$ 186,600			\$ 187,660

PERFORMANCE MEASURES:

- Informal complaints reviewed		50		75		75
- D/WBE directories distributed		2,000		2,000		2,000
- D/WBE certifications		400		400		400
- Coordinate formal complaints		0		30		30
- Contract Compliance Certifications		0		400		400
- Onsite D/WBE reviews		0		250		250
- State, local and federal compliance reports compiled		0		28		28
- Provide training and orientation (in hours)		0		112		112
- Establish D/WBE goals on projects		84		84		84
- Contract compliance (EEO) performance reports input		1,300		1,300		1,300
- Contract Compliance onsite reviews		12		12		0
- Contract Compliance project/report monitoring		100		100		0

30 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 6, 18, 19

## 1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS                      DIVISION: OFFICE RESOURCE DEVELOP  
PROGRAM: Employee & Organizational Development

### PURPOSE:

To deliver training and consultative services in a way which meets merit system requirements and promotes employee productivity, professional management practices, organizational excellence and customer first service for Municipal agencies seeking support in carrying out their mission.

### 1990 PERFORMANCES:

- Implementation of standards of performance in the Library.
- Facilitate design and delivery of six new courses, including selection interviewing and labor relations followup course.
- Provision of limited out-placement services (resume development and referral) for employees in layoff status.
- Implementation of the professional manager certification program.
- Participation in the design and implementation of the Employee Relations sponsored management newsletter.
- Facilitate implementation of a formal departmental planning process.
- Implementation of a new (replacement) customer relations skills based program for local government.
- Design and facilitation of four team building projects.
- Review and update training and educational assistance policy and procedure.
- Develop and implement through a quarterly calendar training courses (in days) meeting performance measures.

### 1991 OBJECTIVES:

- To promote executive Manager and Director level team building and strategy development session.
- To propose strategy and process for implementing organizational change.
- To continue to offer quarterly calendar of management, professional and support staff training.
- To continue to provide limited out placement, resume and referral assistance.
- To implement standards of performance in one new agency or major division within an agency.
- To implement professional management certification program.
- To provide follow up support to agencies with standards of performance.
- To continue implementation by agency of customer service programs.
- To update support staff training curriculum.
- To provide and promote the learning resource center.
- To support the objective of enhancing the status of the non-represented employee group and the management team.

1991 P R O G R A M P L A N

DEPARTMENT: EMPLOYEE RELATIONS                      DIVISION: OFFICE RESOURCE DEVELOP  
 PROGRAM: Employee & Organizational Development  
 RESOURCES:

	1989 REVISED			1990 REVISED			1991 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	101,640		\$	114,880		\$	119,830	
SUPPLIES		15,000			15,000			15,000	
OTHER SERVICES		35,300			35,860			35,260	
TOTAL DIRECT COST:	\$	151,940		\$	165,740		\$	170,090	
PERFORMANCE MEASURES:									
- Hours of agency training, consulting, prep and development			750			900			1,130
- Days of calendared training			75			75			75
- Courses calendared and delivered annually			50			50			50
- Employee participation in calendared courses			650			700			750
- Number of calendared courses rated at least 7 on 1-10 scale			45			45			36
- Employees receiving training in customer service			125			125			195
- Days of training in customer service			8			8			12
- Employees developing standards of performance			100			125			125
- Days of training in standards of performance			6			8			8

30 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 7, 8, 9

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M U N I C I P A L I T Y O F A N C H O R A G E  
1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

EPT	BUDGET UNIT/	SVC
ANK	PROGRAM	LVL

1 1844-RECORDS AND BENEFITS  
0057-Municipal Employee Record  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 Establish and maintain employee  
OF personnel files for 3400 active and  
8 several thousand inactive employees.  
Process all personnel actions for  
employees, e.g. new hires, promotions,  
reclasses, terminations. Train 50  
payroll clerks as field liaisons.  
Implement labor contract changes in  
pay. Administer a variety of employee  
programs.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	121,510	10,390	2,350	0	0	134,250

2 1844-RECORDS AND BENEFITS  
0627-Records and Benefits Admi  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 Direct and coordinate the employee  
OF records and benefits activities.  
8 Provide inter and intra departmental  
support for employee relations and  
personnel programs. Provide support  
for labor relations activities by  
developing costing information.  
Support employee incentive committee  
and other employee productivity  
programs.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	144,800	860	5,450	0	0	151,110

3 1810-EMPLOYEE RELATIONS ADMIN  
0172-Personnel Administration  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 This level includes the Employee Rela-  
OF tions Director and a Senior Office  
1 Associate. We will have the resources  
necessary to respond to requests and  
support essential program requirements.  
We will have minimal resources to  
address new program areas.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	117,560	2,390	5,500	0	0	125,450



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M U N I C I P A L I T Y O F A N C H O R A G E  
1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT BUDGET UNIT/ SVC  
RANK PROGRAM LVL

4 1845-CLASSIFICATION AND PAY 1 Maintain existing classification and  
0141-Classification and Pay OF pay plans. Provide minimal assistance  
SOURCE OF FUNDS, THIS SVC LEVEL: 3 to departments in restructuring efforts  
to meet their personnel requirements.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	97,090	3,300	2,430	0	0	102,820

5 1842-AFFIRMATIVE ACTION 1 Administer safety, disability manage-  
0005-Affirmative Action/Disabi OF ment and affirmative action programs to  
SOURCE OF FUNDS, THIS SVC LEVEL: 4 ensure achievement of goals established  
in the Municipal Safety Program,  
IGC SUPPORT Affirmative Action Plan, Disability  
Management Plan and the modified work  
policies and procedures.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	72,330	3,260	5,230	0	0	80,820

6 1820-EQUAL OPPORTUNITY 1 Management of Office of Equal  
0282-Equal Opportunity OF Opportunity for all mandated activities.  
SOURCE OF FUNDS, THIS SVC LEVEL: 5 Provide support for resolution of  
TAX SUPPORT internal complaints and early resolution  
IGC SUPPORT of formal complaints.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	68,460	1,000	3,030	0	0	72,490

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MUNICIPALITY OF ANCHORAGE  
1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

7 1850-OFFICE RESOURCE DEVELOP  
0244-Employee & Organizational  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

1 Internal staff will conduct core course  
OF for management development and provide  
6 consultative services to agencies to  
deliver customer service, team building  
and related specific-to-agency training.  
Provide career transition support and  
maintain basic support for agencies with  
standards of performance in place.  
Administer tuition assistance program.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	119,830	5,000	4,370	0	0	129,200

8 1850-OFFICE RESOURCE DEVELOP  
0244-Employee & Organizational  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

2 Utilize external sources in the deliver  
OF of courses for management and support  
6 staff development. This will provide  
(1) for enhanced scope, quality and  
frequency in management areas and (2)  
continuation of support staff training  
training for performance and product-  
ivity improvement. External support will  
allow internal staff to dedicate time  
to implement standards of performance.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	28,660	0	0	28,660

9 1850-OFFICE RESOURCE DEVELOP  
0244-Employee & Organizational  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

3 A credible training and development pro  
OF gram requires resources (1) to maintain  
6 currency of existing courses and the  
resource learning center, (2) to support  
the internal design and delivery of  
courses and projects and (3) to purchase  
course materials and multi-media support  
products essential to the delivery of  
training programs. These resources  
result in reduced program design time.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	10,000	2,230	0	0	12,230

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M U N I C I P A L I T Y O F A N C H O R A G E  
1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

10 1844-RECORDS AND BENEFITS  
0063-Municipal Employee Benefi  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT  
PROGRAM REVENUES 10,000

3 Administer health, life and disability  
OF insurance programs. Administer flexible  
8 benefit program including dependent care  
Administer salary deferral programs  
including 401(k) and 457 deferred comp.  
Serve as liaison between PERS and  
employees about retirement. Participate  
in cost containment efforts to reduce  
health care insurance costs.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	92,020	5,170	2,150	0	0	99,340

11 1830-LABOR RELATIONS  
0272-Labor Relations  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

3 Provide basic centralized labor  
OF relations program. Process discipline,  
6 grievances and arbitrations. Provide  
training and advice to departmental  
managers and supervisors. Negotiate  
labor contracts and amendments.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	152,020	1,500	88,490	0	0	242,010

12 1830-LABOR RELATIONS  
0272-Labor Relations  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 Provide secretarial and clerical support  
OF for the centralized labor relations  
6 function. Maintain discipline,  
grievance and arbitration logs and  
files. Type grievance responses,  
arbitration briefs, side letters,  
proposals and general correspondence.  
Schedule meetings, arbitrations, etc.  
and respond to general inquiries.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	37,640	500	0	0	0	38,140

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M U N I C I P A L I T Y O F A N C H O R A G E  
1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

EPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

13	1830-LABOR RELATIONS	1	Assist department personnel in the
	0272-Labor Relations	OF	management of their separate labor
	SOURCE OF FUNDS, THIS SVC LEVEL:	6	relations programs.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	71,570	0	570	0	0	72,140

14	1841-PERSONNEL ADMIN	1	Provide management direction and support
	0138-Personnel Administration	OF	to the personnel activities to
	SOURCE OF FUNDS, THIS SVC LEVEL:	1	insure coordinated work efforts to
	IGC SUPPORT		aid operating departments in meeting
			their employment needs. Administer
			a Charter-required merit personnel
			system. Provide support to special pro
			jects and programs affecting the Muni-
			cipal workforce and assist departments
			in implementing organizational change.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	81,110	200	2,580	0	0	83,890

15	1843-EMPLOYMENT .	2	Provide recruitment services to all
	0188-Employment Services	OF	Municipal agencies in support of their
	SOURCE OF FUNDS, THIS SVC LEVEL:	3	personnel needs. Conduct testing.
	IGC SUPPORT		Maintain automated recordkeeping
			systems.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	42,850	0	1,500	0	0	44,350

16	1842-AFFIRMATIVE ACTION	2	Train and educate Municipal employees
	0005-Affirmative Action/Disabi	OF	and supervisors on the provisions of
	SOURCE OF FUNDS, THIS SVC LEVEL:	4	the Drug Free Workplace Act and the
	IGC SUPPORT		Municipal Substance Abuse Policy.
			Administer the testing, recordkeeping,
			and rehabilitation and return to work
			activities in compliance with Municipal
			policies. Coordinate disciplinary

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1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

action with Labor Relations and the supervisor.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	12,000	107,840	0	6,000	125,840

17 1844-RECORDS AND BENEFITS  
0063-Municipal Employee Benefi  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

4 Provide internal analysis and  
OF recommendations on the health insurance  
8 program in support of cost containment  
goals. Provide support for labor  
negotiations in the health insurance  
area. Prepare communications to ensure  
employee understanding of the insurance  
programs.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	48,790	0	0	0	0	48,790

18 1820-EQUAL OPPORTUNITY  
0282-Equal Opportunity  
SOURCE OF FUNDS, THIS SVC LEVEL:

TAX SUPPORT  
IGC SUPPORT

2 Ensure equitable opportunity to  
OF DBE/WBE businesses to participate in  
5 municipal contracting, strengthen  
certification procedures and compliance  
with regulations by validating  
information through onsite interviews.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	71,340	1,000	1,150	0	0	73,490

19 1820-EQUAL OPPORTUNITY  
0282-Equal Opportunity  
SOURCE OF FUNDS, THIS SVC LEVEL:

TAX SUPPORT  
IGC SUPPORT

3 Design and maintain manual and computer  
OF terminal data for the Office of Equal  
5 Opportunity. Statistical reports to  
monitor the Minority Business goals and  
Contract Compliance EEO requirements.  
Provide statistical and staff support  
meet the public and respond to routine  
inquiries regarding the programs avail-  
able in the Office Of Equal Opportunity.

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1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

EPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	41,010	430	240	0	0	41,680

20 1845-CLASSIFICATION AND PAY  
0141-Classification and Pay  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

2 Process requests from departments for  
OF new positions, reclassifications and  
3 range changes. Assist departments in  
restructuring to meet their personnel  
needs. Recommend bargaining unit  
designations. Review and update class  
specifications to ensure accuracy.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	54,380	500	200	0	0	55,080

21 1845-CLASSIFICATION AND PAY  
0141-Classification and Pay  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

3 Costing analysis of current labor  
OF agreements and proposals submitted by  
3 labor and management. Analysis and  
design of pay plans, including develop-  
ment of alternative pay structures.  
On-going salary administration,  
including conducting and participating  
in salary and benefits surveys to  
determine Municipal position relative t  
selected markets.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	55,850	500	100	0	0	56,450

22 1843-EMPLOYMENT  
0188-Employment Services  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 Provide technical advice to departments  
OF to support the conduct of departmental  
3 employment functions. Provide limited  
recruitment activities for selected  
positions.

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M U N I C I P A L I T Y O F A N C H O R A G E  
1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	63,560	1,400	3,500	0	0	68,460

23 1844-RECORDS AND BENEFITS  
0057-Municipal Employee Record  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

5 Maintain employee records including  
OF personnel files for all active and  
8 inactive employees. This service level  
provides full-time support for file  
maintenance including filing, copying,  
microfiche maintenance and proper  
retention and indexing of personnel  
files.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	26,990	0	0	0	0	26,990

24 1811-EMPLOYEE RELATIONS BOARD  
0534-Employee Relations Board  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 The Employee Relations Board is  
OF responsible for the determination o.  
2 bargaining unit jurisdiction, mediation,  
factfinding/arbitration in the labor  
negotiations process and determination  
on unfair labor practice charges.  
Support for these activities includes  
secretarial services, meeting expenses  
and legal advice.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	2,030	0	0	2,030

25 1830-LABOR RELATIONS  
0272-Labor Relations  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

4 Successful negotiation of the IAFF  
OF labor agreement which expires 3/31/91  
6 requires extraordinary resources and  
support. The goal is to significantly  
reduce personnel costs and regain  
certain management rights. This will  
necessitate experienced negotiators and  
legal advice.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	286,300	0	0	286,300

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M U N I C I P A L I T Y   O F   A N C H O R A G E  
1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

26 1830-LABOR RELATIONS  
0272-Labor Relations  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

6 In 1990 the Municipality commenced  
OF negotiations with AMEA, JCC and IBEW  
6 with the intent of entering into a  
master labor agreement. This level of  
service will provide for completion of  
this activity in 1991 in the event  
there is a requirement for four  
separate interest arbitrations.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	215,600	0	0	215,600

27 1842-AFFIRMATIVE ACTION  
0005-Affirmative Action/Disabi  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

3 Administer a random testing program as  
OF required by UMTA for all safety  
4 sensitive positions in the Transit  
Department and other identified safety  
sensitive positions in the Municipality

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	29,400	0	0	29,400

28 1843-EMPLOYMENT  
0188-Employment Services  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

3 Schedule and monitor results of  
OF pre-employment physical exams for  
3 successful applicants for selected  
positions to ensure physical ability  
to perform the duties of the positions.  
Coordinate and schedule the pre-  
employment physical exam program for  
the utilities and police and fire  
personnel.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	2,940	0	0	2,940



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M U N I C I P A L I T Y O F A N C H O R A G E  
1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

29 1811-EMPLOYEE RELATIONS BOARD  
0534-Employee Relations Board  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

2 The workload for the Employee Relations  
OF Board is expected to increase  
2 significantly as a result of labor  
negotiations with all six bargaining  
units. Dedicated clerical support  
and additional contractual services  
for the mediator/factfinder/arbitrator  
anticipated to complete labor  
negotiations are necessary for adequate  
functioning of the Board.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	34,300	0	0	34,300

30 1844-RECORDS AND BENEFITS  
0627-Records and Benefits Admi  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

7 Conduct an annual valuation of the  
OF liabilities of the police and fire  
8 retiree medical program. This will  
provide the Municipality with  
current information on the unfunded  
liability and the annual service c  
of the program.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	19,600	0	0	19,600

SUBTOTAL OF FUNDED SERVICE LEVELS, EMPLOYEE RELATIONS . . . . .

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
28	0	0	1,580,710	59,400	857,740	0	6,000	2,503,850

----- DEPARTMENT OF EMPLOYEE RELATIONS FUNDING LINE -----  
 . . . . . 2,503,850

31 1830-LABOR RELATIONS  
0272-Labor Relations  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

5 Complete the 1990 arbitration process.  
OF Prepare for and commence the full  
6 negotiation process for the next year's  
contract. The goal is to reduce  
personnel costs and regain certain  
management rights. This will  
necessitate experienced negotiators  
and legal advise.

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M U N I C I P A L I T Y O F A N C H O R A G E  
1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	195,000	0	0	195,000

32 1850-OFFICE RESOURCE DEVELOP  
0244-Employee & Organizational  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

4 To place mayoral and executive manage-  
OF ment emphasis on service by providing  
6 resources for a more comprehensive  
effort to implement customer service  
strategies, customer friendly systems  
and appropriate skill based employee  
training for a larger percentage of  
Municipal agencies.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,010	24,000	0	0	1,000	66,010

33 1820-EQUAL OPPORTUNITY  
0282-Equal Opportunity  
SOURCE OF FUNDS, THIS SVC LEVEL:

TAX SUPPORT  
IGC SUPPORT

4 Administer & monitor the Municipality  
OF and its contractors with contract  
5 compliance dictated by AMC 7.50. Assist  
municipal contractors in meeting EEO  
requirements.  
Investigate and reach resolution and  
settlement of complaints of discrimina-  
tion and non-compliance filed against  
municipal contractors. Maintain  
stastical data for required reports.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	47,970	300	400	0	2,000	50,670

34 1844-RECORDS AND BENEFITS  
0627-Records and Benefits Admi  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

8 Administer the performance appraisal  
OF and Municipal productivity programs.  
8 Provide technical assistance to  
supervisors in the preparation of  
standards of performance, performance  
evaluations and the performance  
interview. Support the Employee  
Incentive Committee and actively  
market the merit and suggestion award  
programs.

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M U N I C I P A L I T Y O F A N C H O R A G E  
1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	48,610	0	0	0	0	48,610

35	1820-EQUAL OPPORTUNITY					5	Support staff for OEO office. Perform
	0282-Equal Opportunity					OF	all general clerical duties.
	SOURCE OF FUNDS, THIS SVC LEVEL:					5	
	TAX SUPPORT						
	IGC SUPPORT						

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	26,590	400	100	0	0	27,090

36	1850-OFFICE RESOURCE DEVELOP					5	To provide a facilitated executive
	0244-Employee & Organizational					OF	manager and director level team
	SOURCE OF FUNDS, THIS SVC LEVEL:					6	building and strategy session. To
	IGC SUPPORT						establish contract providing consul-
							ation for executive managers and
							directors on key organizational issues.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	1,500	24,000	0	0	25,500

37	1850-OFFICE RESOURCE DEVELOP					6	To provide more comprehensive
	0244-Employee & Organizational					OF	management development through a more
	SOURCE OF FUNDS, THIS SVC LEVEL:					6	extended implementation of the
	IGC SUPPORT						professional management certification
							program.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	10,000	32,000	0	0	42,000

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1991 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

38 1844-RECORDS AND BENEFITS  
0057-Municipal Employee Record  
SOURCE OF FUNDS, THIS SVC LEVEL:

6 Perform clerical functions in support  
OF of records and benefits activities,  
8 including data input to automated  
tuition assistance log, preparation of  
new employee orientation packets,  
assist in file research for pension  
and benefit eligibility.

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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	27,990	0	0	0	470	28,460

39 1842-AFFIRMATIVE ACTION  
0005-Affirmative Action/Disabi  
SOURCE OF FUNDS, THIS SVC LEVEL:

4 Perform regular and periodic evaluation  
OF of components of the affirmative action  
4 disability management and safety  
programs to ensure conformance with  
defined program goals, objectives and  
statutory requirements. Prepare  
required evaluation reports, goals and  
timetables for compliance reporting and  
internal program assessment.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	34,570	500	1,000	0	4,980	41,050

TOTALS FOR DEPARTMENT OF EMPLOYEE RELATIONS , FUNDED AND UNFUNDED . . . . .

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
34	0	0	1,807,450	96,100	1,110,240	0	14,450	3,028,240