

**EQUAL RIGHTS
COMMISSION**

EQUAL RIGHTS COMMISSION

Assembly

Mayor

Equal Rights
Commission
1050

DEPARTMENT SUMMARY

DEPARTMENT

EQUAL RIGHTS COMMISSION

MISSION

To enforce Title 5 (Equal Rights) of the Anchorage Municipal Code through screening, docketing, investigating, and prosecuting complaints of discrimination; and, to eliminate illegal discrimination in the Municipality of Anchorage.

MAJOR PROGRAMMING HIGHLIGHTS

- Receive and process inquiries regarding illegal discrimination and agency operations.
- Docket and investigate discrimination complaints.
- Continue outreach efforts with emphasis on education to prevent illegal discrimination.
- Provide support services throughout the year to the Equal Rights Commissioners.

RESOURCES

	1992	1993
Direct Costs	\$ 484,050	\$ 400,120
Program Revenues	\$ 94,530	\$ 43,080
Personnel	8FT	6FT 1PT

1993 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1992 REVISED	1993 BUDGET	1992 REVISED		1993 BUDGET					
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	484,050	400,120	8			8	6	1		7
OPERATING COST	484,050	400,120	8			8	6	1		7
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	484,050	400,120								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	82,280	77,310								
TOTAL DEPARTMENT COST	566,330	477,430								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	566,330	477,430								
LESS PROGRAM REVENUES	94,530	43,080								
NET PROGRAM COST	471,800	434,350								

1993 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	378,450	2,000	25,710		406,160
DEPT. TOTAL WITHOUT DEBT SERVICE	378,450	2,000	25,710		406,160
LESS VACANCY FACTOR	6,040				6,040
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	372,410	2,000	25,710		400,120

RECONCILIATION FROM 1992 REVISED TO 1993 BUDGET REQUEST
--

DEPARTMENT: EQUAL RIGHTS COMMISSION

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1992 REVISED BUDGET:	\$ 484,050	8		
1992 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1993:				
- Salaries and Benefits Adjustment	10,330			
- Non-Personal Services Inflation Adjustment	1,310			
TRANSFERS TO/FROM OTHER DEPARTMENTS:				
- None				
1992 CONTINUATION LEVEL:	\$ 495,690			
REDUCTIONS IN COSTS OF EXISTING PROGRAMS:				
- Reduce Secretary to Part-time	(35,180)	(1)		1
- Eliminate Housing Specialist	(48,200)	(1)		
- Personal Services	(9,060)			
- Overtime	(1,810)			
EXPANSIONS IN EXISTING PROGRAMS:				
- None				
NEW PROGRAMS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Other Miscellaneous Accounts	(1,320)			
1993 BUDGET REQUEST	<u>\$ 400,120</u>	<u>6FT</u>	<u>1PT</u>	<u>OT</u>

1993 PROGRAM PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:
PROGRAM: Agency Operations/Code Enforcement

PURPOSE:

To manage the agency and monitor enforcement of the civil rights laws of the Municipality of Anchorage prohibiting discrimination; to provide Commissioners with stipends for commission meetings; and to investigate assigned civil rights complaints alleging violations of AMC, Title 5.

1992 PERFORMANCES:

- Provide management of administrative, investigative and Commissioner actions.
- Review for approval completed Anchorage Equal Rights Commission (AERC) investigations within 15 days of recommendation.
- Docket co-filed complaints within 10 days of receipt.
- Review for adoption co-filed complaint investigations within 30 days of closure.
- Support Commissioner activities.
- Budgeting, accounting, and contract monitoring.
- Provide Commissioners with stipends for commission meetings.
- To complete intake interviews for assigned intake questionnaires within 5 days of assignment.
- To prepare and file AERC complaints.
- To complete approximately 70% of AERC investigations within 180 days.
- Generate reports on the Equal Employment Opportunity Commission Reporting Computer System for AERC case management/tracking.

1993 OBJECTIVES:

- Provide management of administrative, investigative and Commissioner actions.
- Review for approval completed AERC investigations within 15 days of recommendation.
- Docket co-filed complaints within 10 days of receipt.
- Review for adoption co-filed complaint investigations within 30 days of closure.
- Support Commissioner activities.
- Budgeting, accounting, and contract monitoring.
- Provide Commissioners with stipends for commission meetings.
- To complete intake interviews for assigned intake questionnaires within 5 days of assignment.
- To prepare and file AERC complaints.
- To complete approximately 75% of AERC investigations within 180 days.
- Generate reports on the Equal Employment Opportunity Commission Reporting Computer System for AERC case management/tracking.

1993 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:
 PROGRAM: Agency Operations/Code Enforcement
 RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	6	0	0	5	0	0
PERSONAL SERVICES	\$	272,600		\$	333,370		\$	294,640	
SUPPLIES		4,210			2,000			2,000	
OTHER SERVICES		20,650			15,250			14,220	
TOTAL DIRECT COST:	\$	297,460		\$	350,620		\$	310,860	
PROGRAM REVENUES:	\$	38,000		\$	94,530		\$	43,080	
PERFORMANCE MEASURES:									
- Discrimination complaints filed and co-filed		256			256			256	
- Regular Commission meetings		5			5			5	
- Commission Committee meetings		48			48			48	
- Discrimination complaints assigned		158			158			158	
- Investigations completed		174			174			174	

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

1

1993 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:
PROGRAM: Legal

PURPOSE:

Represents the agency in Commission staff judicial proceedings.

1992 PERFORMANCES:

- Represent the agency in Commission staff judicial proceedings.
- Review for legal sufficiency draft Anchorage Equal Rights Commission (AERC) complaints.
- Review completed investigations for dismissal or litigation based on investigator recommendation.
- Review filed intake questionnaires within 10 days of receipt.
- Review inquiry records and log for agency statistics.

1993 OBJECTIVES:

- Represent the agency in Commission staff judicial proceedings.
- Review for legal sufficiency draft AERC complaints.
- Review completed investigations for dismissal or litigation based on investigator recommendation.
- Review filed intake questionnaires within 10 days of receipt.
- Review inquiry records and log for agency statistics.

RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	66,330		\$	65,490		\$	65,200	
OTHER SERVICES			0			0			890
TOTAL DIRECT COST:	\$	66,330		\$	65,490		\$	66,090	

PERFORMANCE MEASURES:

- Formal/informal proceedings before Chair/Commission/Judiciary
- | | | |
|----|----|----|
| 72 | 72 | 72 |
|----|----|----|

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

2

1993 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:
PROGRAM: Legal/Investigative Support

PURPOSE:

To provide receptionist service, legal/investigative secretarial support and agency information to the public.

1992 PERFORMANCES:

- To provide receptionist service to include distribution of agency handout information and intake questionnaire.
- To provide the staff attorney with legal secretary support for motion work before the Commission and in Court.
- To provide the investigative staff with secretarial support.
- To assign intake questionnaires.
- To input new complaints on the Equal Employment Opportunity Computer Reporting System.
- To input closed complaints on the Equal Employment Opportunity Computer Reporting System.
- Docket co-filed complaints within 10 days of receipt.
- Provide an inventory of co-filed complaints.

1993 OBJECTIVES:

- To provide receptionist service to include distribution of agency handout information and intake questionnaire.
- To provide the staff attorney with legal secretary support for motion work before the Commission and in Court.
- To provide the investigative staff with secretarial support.
- To assign intake questionnaires.
- Input new complaints on the Equal Employment Opportunity Commission Computer Reporting System.
- Input closed complaints on the Equal Employment Opportunity Commission Computer Reporting System.
- Docket co-filed complaints within 10 days of receipt.
- Provide an inventory of co-filed complaints.

RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	0	1	0
PERSONAL SERVICES	\$	37,970		\$	47,960		\$	12,570	
OTHER SERVICES		600			600			280	
TOTAL DIRECT COST:	\$	38,570		\$	48,560		\$	12,850	

PERFORMANCE MEASURES:

- Intake questionnaires assigned	304	304	304
- Docket co-filed cases	79	79	79
- Inventory of co-filed cases	12	12	12

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

5

1993 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:
PROGRAM: Commissioner Hearings/Legal Expenses

PURPOSE:

To provide Commissioners with Hearing Examiners to conduct hearings and prepare written recommendations after public hearing. To provide legal services for Commissioners in case related issues.

1992 PERFORMANCES:

- Provide Commissioners with Hearing Examiners to conduct hearings and prepare written recommendations after hearings.
- Provide Commissioners with legal services in case related issues.

1993 OBJECTIVES:

- Provide Commissioners with Hearing Examiners to conduct hearings and prepare written recommendations after hearings.
- Provide Commissioners with legal services in case related issues.

RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			17,380			19,380			10,320
TOTAL DIRECT COST:	\$		17,380	\$		19,380	\$		10,320

PERFORMANCE MEASURES:

- Conduct hearing & issue draft findings within 60 days of hearing
- | | | |
|---|---|---|
| 1 | 2 | 2 |
|---|---|---|

5 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
3, 4