

# **EMPLOYEE RELATIONS**

# EMPLOYEE RELATIONS

Municipal  
Manager

Employee Relations  
Administration  
1810

Office of  
Equal Opportunity  
1820

Labor  
Relations  
1830

Personnel  
1840

Resource  
Development  
1850

Administration  
1841

Disability  
Management  
1842

Records and  
Benefits  
1844

Classification/  
Employment Svcs.  
Division  
1845

**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 basic training for Municipal employees to meet merit system requirements.
- 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 Federal Transit Administration 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.
- Coordinate Municipal compliance with the Americans with Disabilities Act (ADA).
- Operate comprehensive recruitment and employment program to provide adequate staffing to Municipal agencies.

**RESOURCES**

	1992	1993
Direct Costs	\$ 2,888,620	\$ 2,218,360
Program Revenues	\$ 10,000	\$ 10,000
Personnel	30FT	28FT

1993 RESOURCE PLAN

DEPARTMENT: EMPLOYEE RELATIONS

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1992 REVISED	1993 BUDGET	1992 REVISED				1993 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EMPLOYEE RELATIONS ADMIN	450,660	148,680	2			2	2			2
EMPLOYEE RELATIONS BOARD	24,920									
EQUAL OPPORTUNITY	205,370	216,390	3			3	3			3
LABOR RELATIONS	608,490	560,300	5			5	4			4
OFFICE OF PERSONNEL	1,414,560	1,194,270	18			18	18			18
OFFICE RESOURCE DEVELOP	184,620	98,720	2			2	1			1
OPERATING COST	2,888,620	2,218,360	30			30	28			28
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	2,888,620	2,218,360								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	1,267,720	1,100,090								
TOTAL DEPARTMENT COST	4,156,340	3,318,450								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	3,794,800	3,256,240								
FUNCTION COST	361,540	62,210								
LESS PROGRAM REVENUES	10,000	10,000								
NET PROGRAM COST	351,540	52,210								

1993 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EMPLOYEE RELATIONS ADMIN	142,170	2,290	5,500		149,960
EQUAL OPPORTUNITY	211,840	1,080	3,470		216,390
LABOR RELATIONS	288,150	2,500	272,240		562,890
OFFICE OF PERSONNEL	1,121,960	30,620	51,290		1,203,870
OFFICE RESOURCE DEVELOP	83,760	10,000	6,240		100,000
DEPT. TOTAL WITHOUT DEBT SERVICE	1,847,880	46,490	338,740		2,233,110
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	1,833,130	46,490	338,740		2,218,360

<b>RECONCILIATION FROM 1992 REVISED TO 1993 BUDGET REQUEST</b>
----------------------------------------------------------------

**DEPARTMENT: EMPLOYEE RELATIONS**

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
<b>1992 REVISED BUDGET:</b>	\$ 2,888,620	30		
<b>1992 ONE-TIME REQUIREMENTS:</b>				
- Court Judgment	(310,000)			
- Police and Fire Retiree Medical Plan Development	(90,000)			
- Police and Fire Retiree Medical Committee Professional Services	(28,000)			
- Americans with Disabilities Act Implementation Costs	(51,590)			
<b>AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1993:</b>				
- Salary and Benefits Adjustments	108,970			
- Non-Personal Services Inflation Adjustment	19,810			
<b>TRANSFERS TO/FROM OTHER DEPARTMENTS:</b>				
- Employee Relations Board Moved to Non-Departmental Budget	(24,920)			
<b>1992 CONTINUATION LEVEL:</b>	\$ 2,512,890			
<b>REDUCTIONS IN COSTS OF EXISTING PROGRAMS:</b>				
- Contracts, Supplies and Services for Resource Development	(90,390)✓	(1)		
- Support for Grievance/Arbitration Resolution	(56,730)✓	(1)		
- Newspaper Advertising of Positions	(3,500)✓			
- Contractual Services for Labor Relations Matters	(33,230)✓			
- Wage Survey	(60,000)✓			
- Substance Abuse Testing	(77,800)✓			
<b>EXPANSIONS IN EXISTING PROGRAMS:</b>				
- Compliance with Americans with Disabilities Act	35,000			
<b>NEW PROGRAMS:</b>				
- None				
<b>MISCELLANEOUS INCREASES (DECREASES):</b>				
- Non-Personal Service Inflation Reduction	(7,880)			
<b>1993 BUDGET</b>	<u>\$ 2,218,360</u>	<u>28FT</u>	<u>OPT</u>	<u>OT</u>

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

DEPARTMENT: EMPLOYEE RELATIONS                      DIVISION: EMPLOYEE RELATIONS ADMIN  
PROGRAM: Employee Relations Administration

## 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.

## 1992 PERFORMANCES:

- 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 compliment the cost containment goals of the Municipality.
- Provide centralized administrative support for the operating divisions.
- Provide oversight and direction on compliance with the Americans with Disabilities Act.

## 1993 OBJECTIVES:

- Manage and direct the work activities of the department's four program offices/agencies.
- Allocate resources necessary to meet Municipal and department objectives.
- Participate in administrative activities before the Assembly and the boards, commissions and task forces supported by the department.
- Oversee the development of strategies to compliment the cost containment goals of the Municipality.

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

DEPARTMENT: EMPLOYEE RELATIONS                      DIVISION: EMPLOYEE RELATIONS ADMIN

PROGRAM: Employee Relations Administration

RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	118,420		\$	132,720		\$	140,890	
SUPPLIES		2,390			2,290			2,290	
OTHER SERVICES		5,500			315,500			5,500	
CAPITAL OUTLAY		0			150			0	
TOTAL DIRECT COST:	\$	126,310		\$	450,660		\$	148,680	

PERFORMANCE MEASURES:

- Board/Commission/ Task Forces supported		2		2		3
- Responses/interpre- tations provided		120		150		150
- Board/Assembly action items prepared		40		50		50
- State/federal legislation reviewed and responded to		25		0		0
- Professional services contracts monitored		10		0		0

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
1, 12

# 1993 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.

## 1992 PERFORMANCES:

- Negotiate contracts and contract modifications.
- Participate in cost containment activities.
- Process grievances, arbitrations, Employee Relations Board hearings, and disciplinary procedures.
- Provide guidance to managers and supervisors on labor agreement and personnel rules interpretation and implementation.
- Conduct training sessions for managers and supervisors on labor relations policies and procedures.
- Complete arbitration with the (International Association of Fire Firefighters (IAFF).
- Prepare for Anchorage Police Department Employees Association (APDEA) wage reopener negotiations.
- Administer discipline program including training and advice, as well as final approval of all discipline.

## 1993 OBJECTIVES:

- Negotiate contracts and contract modifications, including fulfilling meet and confer obligations.
- Represent the Municipality in grievances, arbitrations, Employee Relations Board hearings, and disciplinary actions.
- Provide guidance to managers and supervisors on labor agreement and personnel rules interpretation and implementation.
- Conduct training sessions for managers and supervisors.
- Continue Police and Fire Retiree Health Care Committee negotiations.
- Administer discipline program including training and advice, as well as final approval of all discipline.
- Prepare for 1994 negotiations with Joint Crafts Council (JCC), International Brotherhood of Electrical Workers (IBEW)/Municipal Light and Power (ML&P) and Anchorage Municipal Employees Association (AMEA).
- Conduct APDEA wage reopener negotiations; mediation, factfinding and interest arbitration.
- Preparation and start of 1994 IAFF negotiations for complete contract.



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

DEPARTMENT: EMPLOYEE RELATIONS

DIVISION: LABOR RELATIONS

PROGRAM: Labor Relations

RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	5	0	0	4	0	0
PERSONAL SERVICES	\$	263,470		\$	324,390		\$	285,560	
SUPPLIES		2,000			2,000			2,500	
OTHER SERVICES		660,850			274,500			272,240	
CAPITAL OUTLAY		0			7,600			0	
TOTAL DIRECT COST:	\$	926,320		\$	608,490		\$	560,300	

PERFORMANCE MEASURES:

- Contracts negotiated		1		2		2
- Grievances processed		140		200		140
- Grievances resolved		130		200		130
- Grievance arbitrations		35		55		35
- Operating procedures developed and implemented		2		2		3
- Interest arbitrations		5		2		1
- Disciplinary actions processed		185		200		200
- Arbitration hearings scheduled and coordinated		50		60		50
- Meet and confer meetings conducted		0		3		0
- Contracts prepared for		1		2		2

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
8, 14, 19, 25, 31, 32, 33

# 1993 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.

## 1992 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 Disadvantaged/Women Business Enterprise (D/WBE) requirements.
- Assure the 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.

## 1993 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.

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

DEPARTMENT: EMPLOYEE RELATIONS  
 PROGRAM: Equal Opportunity  
 RESOURCES:

DIVISION: EQUAL OPPORTUNITY

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	182,120		\$	199,470		\$	211,840	
SUPPLIES		2,430			1,430			1,080	
OTHER SERVICES		4,470			4,470			3,470	
TOTAL DIRECT COST:	\$	189,020		\$	205,370		\$	216,390	

PERFORMANCE MEASURES:

- Informal complaints reviewed		75		62		55
- D/WBE directories distributed		2,000		2,000		2,000
- D/WBE certifications		400		400		400
- Coordinate formal complaints		30		31		26
- Contract Compliance Certifications		400		400		400
- Onsite D/WBE reviews		250		250		250
- State, local and federal compliance reports compiled		28		28		28
- Provide training and orientation (in hours)		112		112		112
- Establish D/WBE goals on projects		84		82		75
- Contract compliance (EEO) performance reports input		1,300		1,300		1,200
- Provide ATU with Contract Compliance Contractor lists		0		0		12
- Review & monitor ATU informal/formal discrimination complaints		0		0		12
- Incorporate ATU stats for MOA annual reports		0		0		10

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 6, 15, 24

## 1993 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.

### 1992 PERFORMANCES:

- Review and propose changes to tuition assistance policy.
- Complete revenue generating project with Federal agency in customer service.
- Facilitate several team building/organizational development projects with utilities and general government agencies.
- Overcome budget reductions through individually negotiated agreements with utilities and general government agencies.
- Offer a substantive training program for management and support staff (quarterly calendar).
- Promote utilization of internship program.
- Sponsor several special training courses (e.g. speed reading).
- Redesign core supervisory and leadership courses.
- Develop proposed strategy for implementing a total quality management program within the Municipality.
- Provide consultative support to organization in developing strategies for managing change (downsizing).

### 1993 OBJECTIVES:

- To continue implementation by agency of customer service programs.
- To promote continuous improvement through team building and other organizational efforts.
- To propose strategy and process for implementing total quality management program.
- To continue to offer quarterly calendar of management, professional and support staff training.
- To provide support to organizations in developing standards of performance.
- To update management development curriculum.
- To continue administration of tuition assistance and internship programs.
- To update core support staff training curriculum.
- To provide and promote the learning resource center.
- To pilot new supervisors' skills based training for supervisors.
- To re-introduce career planning process for employees.
- To continue to provide out-placement, resume and referral assistance.

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

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

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	1	0	0
PERSONAL SERVICES	\$	120,740		\$	132,440		\$	82,480	
SUPPLIES		15,000			14,460			10,000	
OTHER SERVICES		34,260			37,180			6,240	
CAPITAL OUTLAY		0			540			0	
TOTAL DIRECT COST:	\$	170,000		\$	184,620		\$	98,720	
PERFORMANCE MEASURES:									
- Hours of spec. agency training, consulting, prep and development			1,130			1,030			1,030
- Days of training			75			30			30
- Courses or group processes facilitated annually			55			20			25
- Employee participation			750			300			300
- Number of courses rated at least 7 on 1 - 10 scale			36			18			18
- Employees receiving training in customer service			195			195			0
- Days of training in customer service			12			12			0
- Employees receiving individual consultative support			0			0			40

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 7, 22

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

DEPARTMENT: EMPLOYEE RELATIONS  
PROGRAM: Personnel Administration

DIVISION: OFFICE OF PERSONNEL

PURPOSE:

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

1992 PERFORMANCES:

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

1993 OBJECTIVES:

- Manage the work activities of three personnel program units.
- Support labor negotiations and on-going contract administration through provision of technical staff support on personnel management issues.
- Participate in organizational review activities.
- Participate in cost containment activities.

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	\$	81,650		\$	85,980		\$	90,890	
SUPPLIES		200			200			200	
OTHER SERVICES		2,580			2,810			2,720	
TOTAL DIRECT COST:	\$	84,430		\$	88,990		\$	93,810	

PERFORMANCE MEASURES:

- |                                                                |    |    |    |
|----------------------------------------------------------------|----|----|----|
| - Labor contract negotiations supported                        | 6  | 3  | 2  |
| - Cost containment/reduction projects managed                  | 5  | 5  | 5  |
| - Percent of time directly spent on labor relations activities | 80 | 40 | 40 |

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

26

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

DEPARTMENT: EMPLOYEE RELATIONS  
PROGRAM: Classification

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.

1992 PERFORMANCES:

- Conduct salary survey of selected benchmark positions.
- Conduct desk audits to determine proper classifications and levels for selected classifications.
- Implement procedures to comply with new Americans With Disabilities Act (ADA).
- Update position descriptions and class specifications to comply with federal law and new requirements.

1993 OBJECTIVES:

- Conduct salary survey of selected benchmark positions.
- Conduct desk audits to determine proper classifications and levels for selected classifications.
- Update position descriptions and class specifications to comply with federal law and new requirements.

RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	208,890		\$	240,760		\$	260,920	
SUPPLIES		4,300			3,400			3,400	
OTHER SERVICES		1,130			63,230			1,100	
TOTAL DIRECT COST:	\$	214,320		\$	307,390		\$	265,420	

PERFORMANCE MEASURES:

- Position audits	400	400	400
- Desk audits	100	100	100
- Labor market salary survey	1	4	0
- Class specifications reviewed and updated	35	35	35
- Salary surveys participated in	10	10	10
- Grievances, arbitration and litigation actions supported	15	6	6

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
4, 9, 21, 34

# 1993 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.

## 1992 PERFORMANCES:

- Provide direction and coordination for Records and Benefits program activities.
- Prepare regular communications to employees, supervisors and managers on a variety of pertinent topics.
- Provide labor costing information to labor relations in support of wage reopeners.
- 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.
- Participate in negotiations to address the Police and Fire Retiree Medical liability.

## 1993 OBJECTIVES:

- Provide direction and coordination for Records and Benefits program activities.
- Prepare regular communications to employees, supervisors and managers on a variety of pertinent topics.
- Provide labor costing information to labor relations in support of wage reopeners and contract negotiations.
- 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.
- Implement approved solution to unfunded Police and Fire Retiree Medical liability.



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

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

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	145,630		\$	150,120		\$	148,970	
SUPPLIES		860			860			4,110	
OTHER SERVICES		83,600			121,600			2,600	
TOTAL DIRECT COST:	\$	230,090		\$	272,580		\$	155,680	

PERFORMANCE MEASURES:

- Management bulletins issued		5		12		12
- Employee merit awards		15		15		15
- Employee suggestions processed		5		7		10
- Assembly memoranda generated		15		15		25
- Actuarial valuation conducted		1		0		0
- Performance evaluations more than 30 days overdue		350		350		400
- Employee of the Year Nominations Received		18		15		15
- Work Unit of the Year nominations received		15		15		15

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 3, 16, 37, 38

# 1993 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 comprehensive centralized employee records program for active municipal employees.

## 1992 PERFORMANCES:

- Provide personnel/payroll training program for departmental payroll clerks.
- Implement pay, benefit and other contractual changes required by labor contracts.
- Process personal actions to reflect transactions affecting Municipal employees (personal data, contract changes, etc.).
- Monitor unemployment insurance decisions and file appeals when warranted.
- Create a master inventory of all historical personnel/payroll records available.
- Implement a system for maintaining certain confidential personnel records in separate files (i.e. medical records).

## 1993 OBJECTIVES:

- Provide personnel/payroll training program for departmental payroll clerks.
- Implement pay, benefit and other contractual changes required by labor contracts.
- Process personnel actions to reflect employment and personal transactions affecting municipal employees.
- Monitor unemployment insurance decisions and file appeals when warranted.
- Assist the Anchorage Telephone Utility (ATU) in their efforts to implement a separate personnel/payroll system for ATU employees.

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

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

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	149,770		\$	173,780		\$	180,570	
SUPPLIES		10,390			10,390			6,750	
OTHER SERVICES		2,350			2,350			1,650	
CAPITAL OUTLAY		0			3,100			0	
TOTAL DIRECT COST:	\$	162,510		\$	189,620		\$	188,970	

PERFORMANCE MEASURES:

- Personnel actions processed	17,600	18,000	17,000
- Service awards provided	500	500	500
- Payroll clerk meetings conducted	6	6	6
- Unemployment insurance hearings attended	18	20	19
- New employee orientations conducted	108	108	102
- Written employment verifications processed	2,000	2,000	2,000
- Identification cards issued	500	500	500
- Active personnel files maintained	3,300	3,200	3,200
- Confidential medical files maintained on Municipal employees	0	2,500	2,500

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 2, 13, 23, 29

## 1993 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.

### 1992 PERFORMANCES:

- Conduct annual flexible benefits plan enrollment, 401(k) enrollment.
- Expand 401(k) investment options.
- 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.
- Assist in Deferred Compensation Plan enrollment.
- Prepare Requests for Proposals or extend contracts with benefits providers and/or insurance carriers as appropriate.
- Implement changes to retiree medical programs.

### 1993 OBJECTIVES:

- Conduct annual flexible benefits plan enrollment, 401(k) enrollment.
- 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.
- Assist in Deferred Compensation Plan enrollment.
- Prepare requests for proposals or extend contracts with benefits providers and/or insurance carriers as appropriate.

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

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

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	167,760		\$	206,550		\$	225,770	
SUPPLIES		5,170			5,170			6,500	
OTHER SERVICES		2,150			2,150			4,850	
TOTAL DIRECT COST:	\$	175,080		\$	213,870		\$	237,120	
PROGRAM REVENUES:	\$	10,000		\$	10,000		\$	10,000	

PERFORMANCE MEASURES:

- Insurance premium payment processed		12		12		12
- Annual enrollment in flex plan		1,820		800		800
- Hardship withdrawals from salary deferral plans		25		25		25
- Terminated employees purchasing insurance		100		100		100
- Retirement workshops conducted		0		2		4
- Insurance claims audit conducted		1		1		1
- Insurance claims verifications conducted		5		5		5
- Summary benefit plan descriptions written		3		6		6
- Retiree service and earning verifications		120		120		120
- New hire benefits orientation		0		104		104
- Benefit contracts prepared or renewed		3		5		4
- Cost containment committee meetings facilitated		0		12		12
- 457/401(k) open enrollments conducted/facilitated		2		4		4
- Investment management/recordkeeping contracts administered		1		2		2
- Participants in pre-retirement planning sessions		0		75		0

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 11, 18, 20, 27

## 1993 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 disabled employees; return injured employees to work; comply with the Drug Free Workplace Act and ensure a work environment free from substance abuse. Ensure compliance with provisions of the Americans with Disabilities Act.

### 1992 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 efforts of appointing authorities to achieve goals established for the affirmative action, disability and substance abuse programs.
- Promote supervisor/employee awareness of affirmative action, harrassment, disability management and substance abuse programs and the Americans with Disabilities Act through training and communications.
- Coordinate federal and State reporting requirements for affirmative actions, safety and substance abuse.
- Administer substance abuse testing program.
- Evaluate program effectiveness by monitoring the frequency of return-to-work contracts, supervisory assistance requests and training response.
- Coordinate Municipal implementation of the Americans with Disabilities Act, including self-evaluation analysis, transition planning and reasonable accommodations.

### 1993 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 acheive goals established for the affirmative action, disability and substance abuse programs.
- Promote supervisor/employee awareness of affirmative action, harrassment, disability management and substance abuse programs and the Americans with Disabilities Act through training and communications.
- Coordinate federal and State reporting requirements for affirmative action, safety and substance abuse.
- Administer substance abuse testing program.
- Evaluate program effectiveness by monitoring the frequency of return-to-work contracts, supervisory assistance requests and training response.
- Coordinate Municipal activities to achieve compliance with the Americans with Disabilities Act.

1993 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:

	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	\$	72,820		\$	74,960		\$	78,100	
SUPPLIES		15,260			15,260			8,260	
OTHER SERVICES		143,970			120,580			36,390	
CAPITAL OUTLAY		6,000			0			0	
TOTAL DIRECT COST:	\$	238,050		\$	210,800		\$	122,750	

PERFORMANCE MEASURES:

- Affirmative Action/ Harassment training sessions		4		6		6
- Affirmative Action/ Safety reports		4		4		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 conducted		25		35		0
- Drug Detection and Discipline training courses		6		20		0
- Drug tests managed (pre-employment, post- accident, etc.)		50		50		80
- Program effectiveness evaluations		3		2		2
- Evaluate Municipal programs for compliance with ADA		4		3		5
- Supervisor/Manager ADA Awareness Training		2		4		6
- Random tests managed		0		0		50

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 5, 28, 30, 35

1993 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.

1992 PERFORMANCES:

- Receive and process requests for personnel.
- Receive and process applications for employment.
- Maintain computerized employment recordkeeping system in support of merit system, Equal Employment Opportunity (EEO) and Affirmative Action requirements.
- Conduct drug screening on successful applicants for selected safety sensitive positions.
- Conduct recruitment for police officers for future police academies.

1993 OBJECTIVES:

- Receive and process requests for personnel.
- Receive and process 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.
- Conduct recruitment for firefighters for future fire academies.

RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	107,190		\$	121,910		\$	127,140	
SUPPLIES		1,400			1,400			1,400	
OTHER SERVICES		8,000			8,000			1,980	
TOTAL DIRECT COST:	\$	116,590		\$	131,310		\$	130,520	

PERFORMANCE MEASURES:

- Job vacancies filled	600	600	600
- Applications received	5,000	5,000	4,500
- Number of pre-employment physical exams	100	100	100

38 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
10, 17, 36



BPAB010R  
09/22/92  
145148

M U N I C I P A L I T Y O F A N C H O R A G E  
1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

1 1810-EMPLOYEE RELATIONS ADMIN CB  
0172-Employee Relations Admini OF  
SOURCE OF FUNDS, THIS SVC LEVEL: 3

IGC SUPPORT

This level includes the Employee Relations Director. This will provide the resources necessary to respond to only the most basic requests and support only essential program requirements. No resources will be available to address new program areas. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	96,270	1,390	5,500	0	0	103,160

2 1844-RECORDS AND BENEFITS CB  
0057-Municipal Employee Record OF  
SOURCE OF FUNDS, THIS SVC LEVEL: 16

IGC SUPPORT

This level of service funds one records specialist to conduct new employee orientation and termination processing. This position would enter basic employment data into the personnel/payroll system reflecting new hire, promotion and termination actions. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	39,210	4,750	1,400	0	0	45,360

3 1844-RECORDS AND BENEFITS CB  
0627-Records and Benefits Admi OF  
SOURCE OF FUNDS, THIS SVC LEVEL: 16

IGC SUPPORT

Direct and coordinate the employee records and benefits activities. 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 ad hoc task forces, committees and programs. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	84,980	2,610	600	0	0	88,190

BPAB010R  
 09/22/92  
 145148

M U N I C I P A L I T Y O F A N C H O R A G E  
 1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
4	1845-CLASS & EMPLOYMENT SVCS 0141-Classification	CB	1	Maintain existing classification and pay plans. Provide minimal assistance to departments in restructuring efforts to meet their personnel requirements. Assist departmental efforts to recruit qualified employees. (CB)
	SOURCE OF FUNDS, THIS SVC LEVEL:		9	
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	82,930	2,400	800	0	0	86,130

5	1842-AFFIRMATIVE ACTION 0005-Affirmative Action/Disabi	CB	1	Administer affirmative action, substance abuse and disability management programs to meet the goals established in the Affirmative Action Plan, the modified work plan and the substance abuse policies and procedures. Coordinate Municipal activities to achieve compliance with the Americans with Disabilities Act. (CB)
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	78,100	3,260	2,890	0	0	84,250

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

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	80,020	100	2,670	0	0	82,790

BPAB010R  
09/22/92  
145148

MUNICIPALITY OF ANCHORAGE  
1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

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

IGC SUPPORT

1 To provide: leadership and management  
OF training through calendar and specific  
7 to agency contracts; consultation on  
total quality management, customer serv-  
ice program strategies, team building,  
planning, change management; maintain  
support for existing customer service  
programs and agency efforts to install  
standards of performance. Emphasis is  
on consultative role. (CB)

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	82,480	2,000	6,240	0	0	90,720

8 1830-LABOR RELATIONS  
0272-Labor Relations  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

1 Assist department personnel in the  
OF management of their separate labor  
17 relations programs. (CB)

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	88,210	0	19,860	0	0	108,070

9 1845-CLASS & EMPLOYMENT SVCS  
0141-Classification  
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

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

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	68,870	500	200	0	0	69,570

BPAB010R  
 09/22/92  
 145148

M U N I C I P A L I T Y O F A N C H O R A G E  
 1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
10	1845-CLASS & EMPLOYMENT SVCS 0188-Employment Services SOURCE OF FUNDS, THIS SVC LEVEL:  IGC SUPPORT	CB	3 OF 9	Provide limited recruitment activities for Municipal departments. Provide coordination of pre-employment physical exams. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	75,070	1,400	500	0	0	76,970

11	1844-RECORDS AND BENEFITS 0063-Municipal Employee Benefi SOURCE OF FUNDS, THIS SVC LEVEL:  IGC SUPPORT PROGRAM REVENUES · 10,000	CB	4 OF 16	Administer health, life and disability insurance programs. Administer flexible benefit program including dependent care Administer salary deferral programs including 401(k) and 457 deferred comp. Participate in cost containment efforts to reduce health care insurance costs. Prepare employee communications to ensure understanding of all benefit programs. (CB)
----	-------------------------------------------------------------------------------------------------------------------------------------------------	----	---------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	72,270	2,500	3,050	0	0	77,820

12	1810-EMPLOYEE RELATIONS ADMIN 0172-Employee Relations Admini SOURCE OF FUNDS, THIS SVC LEVEL:  IGC SUPPORT	CB	2 OF 3	This level provides basic support to the Employee Relations Director and the department by providing for a Senior Office Associate. We will have the basic resources necessary to respond to requests and support essential program requirements. (CB)
----	------------------------------------------------------------------------------------------------------------------------	----	--------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	44,620	900	0	0	0	45,520

BPAB010R  
09/22/92  
145148

MUNICIPALITY OF ANCHORAGE  
1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

13	1844-RECORDS AND BENEFITS	CB	5	This level of service provides funding for a Records Supervisor position to ensure the timely and accurate maintenance of the personnel/payroll system, provide technical assistance to departmental payroll clerks, prepare required reporting, and provide for basic employee services such as employment verification, ID cards, etc. (CB)
	0057-Municipal Employee Record		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		16	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	67,870	1,000	250	0	0	69,120

14	1830-LABOR RELATIONS	CB	3	This level provides funding for one labor relations specialist to support a partially centralized labor relations program. Process some discipline, greivances and arbitrations. Provide training and advice to department managers and supervisors. Negotiate labor contracts and amendments. (CB)
	0272-Labor Relations		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		17	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	81,170	1,500	3,940	0	0	86,610

15	1820-EQUAL OPPORTUNITY	CB	2	Ensure equitable opportunity to Disadvantaged/Women Business Enterprises to participate in municipal contracting strengthen certification procedures and compliance with regulations by validating information through onsite interviews. (CB)
	0282-Equal Opportunity		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	84,070	550	600	0	0	85,220

BPAB010R  
 09/22/92  
 145148

M U N I C I P A L I T Y O F A N C H O R A G E  
 1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

16	1844-RECORDS AND BENEFITS	CB	6	This level of service provides funding for secretarial support for the Records and Benefits section, and the Employee Relations Board. Support is also provided to the divisions of Employee Relations which do not have dedicated secretarial support. (CB)
	0627-Records and Benefits Admi		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		16	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	39,990	1,500	2,000	0	0	43,490

.17	1845-CLASS & EMPLOYMENT SVCS	CB	4	Provide recruitment services to all Municipal agencies in support of their personnel needs. Conduct testing. Maintain automated recordkeeping systems. (CB)
	0188-Employment Services		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		9	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	52,070	0	0	0	0	52,070

18	1844-RECORDS AND BENEFITS	CB	3	This level of service provides funding for a Benefits Specialist position which conducts new employee benefit orientation and informs terminating employees of benefit options. This position answers routine employee inquiries, maintains automated system for enrollment/payment for self-pay and processes disability and life insurance claims and dependent care reimburse(CB)
	0063-Municipal Employee Benefi		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		16	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	39,780	4,000	200	0	0	43,980

BPAB010R  
09/22/92  
145148

MUNICIPALITY OF ANCHORAGE  
1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

19	1830-LABOR RELATIONS	CB	2	Provide secretarial and clerical support
	0272-Labor Relations		OF	for the centralized labor relations
	SOURCE OF FUNDS, THIS SVC LEVEL:		17	function. Maintain discipline,
	IGC SUPPORT			grievance and arbitration logs and
				files. Type grievance responses,
				arbitration briefs, side letters,
				proposals and general correspondence,
				and respond to general inquiries. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	43,910	500	0	0	0	44,410

20	1844-RECORDS AND BENEFITS	CB	8	Provide internal analysis and
	0063-Municipal Employee Benefi		OF	recommendations on the health insurance
	SOURCE OF FUNDS, THIS SVC LEVEL:		16	program in support of cost containment
	IGC SUPPORT			goals. Prepare proposals/contracts for
				employee benefit programs (health, life
				Employee Assistance Program, Utilizatio
				Review). Monitor financial position of
				insurance programs. Prepare summary
				plan descriptions to ensure employee
				understanding of insurance programs.(CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	63,380	0	900	0	0	64,280

21	1845-CLASS & EMPLOYMENT SVCS	CB	5	Analysis and design of pay plans,
	0141-Classification		OF	including development of alternative
	SOURCE OF FUNDS, THIS SVC LEVEL:		9	pay structures. On-going salary admin-
	IGC SUPPORT			istration, including conducting and
				participating in salary and benefits
				surveys to determine Municipal position
				relative to selected markets. Performs
				classification studies and analysis.
				(CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	67,870	500	100	0	0	68,470

BPAB010R  
 09/22/92  
 145148

M U N I C I P A L I T Y O F A N C H O R A G E  
 1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

22	1850-OFFICE RESOURCE DEVELOP 0244-Employee & Organizational SOURCE OF FUNDS, THIS SVC LEVEL:	CB	3	A credible program requires resources
			0F	to: purchase course materials and multi-
			7	media support products (workbooks, assessments, videos) essential to updating and the effective delivery of training and organizational development. (CB)

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	8,000	0	0	0	8,000

23	1844-RECORDS AND BENEFITS 0057-Municipal Employee Record SOURCE OF FUNDS, THIS SVC LEVEL:	CB	7	Maintain employee records including
			0F	personnel files for all active and
			16	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. (CB)

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	32,860	500	0	0	0	33,360

24	1820-EQUAL OPPORTUNITY 0282-Equal Opportunity SOURCE OF FUNDS, THIS SVC LEVEL:	CB	3	Maintain manual and computer terminal
			0F	data for the Office of Equal Opportunity
			5	Statistical reports monitoring Minority Business goals and Contract Compliance, and equal opportunity requirements. Provide statistical and staff support, greet public and respond to routine inquiries regarding sponsored programs in the Office Of Equal Opportunity. (CB)

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	47,750	430	200	0	0	48,380



BPAB010R  
09/22/92  
145148

M U N I C I P A L I T Y O F A N C H O R A G E  
1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

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

CB 4 This level provides funding for one  
OF labor relations specialist position to  
17 support of the centralized a centralize  
labor relations program. Process  
discipline, grievances and arbitrations  
Provide training and advice to depart-  
mental managers and supervisors.  
Negotiate labor contracts and  
amendments. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	72,270	500	1,940	0	0	74,710

26 1841-PERSONNEL ADMIN  
0138-Personnel Administration  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

CB 1 Provide direction and support to the  
OF personnel activities to insure coord-  
1 inated work efforts to aid agencies in  
meeting their employment needs. Admin-  
ister a Charter-required merit personnel  
system. Provide support to special pro-  
jects and programs affecting the  
Municipal workforce and directly support  
labor relations activities. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	90,890	200	2,720	0	0	93,810

27 1844-RECORDS AND BENEFITS  
0063-Municipal Employee Benefi  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

CB 9 Provide support for salary deferral  
OF programs (401(k) and 457) and retire-  
16 ment programs (PERS and PFRS). Enroll  
401(k) plan participants, monitor and  
reconcile recordkeeping reports.  
Prepare employee communications on  
pension benefit programs. Serve as  
liaison between Public Employees Retirement  
System and participants. (CB)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	50,340	0	700	0	0	51,040

BPAB010R  
09/22/92  
145148

MUNICIPALITY OF ANCHORAGE  
1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
28	1842-AFFIRMATIVE ACTION 0005-Affirmative Action/Disabi SOURCE OF FUNDS, THIS SVC LEVEL:	NM	8	This level of funding provides the resources for the Employee Relations Department to make the program changes necessary to comply with the Americans with Disabilities Act. These include training materials, modifications to forms and procedures and acquisition of assistive devices. (NM)
	IGC SUPPORT		8	Department to make the program changes necessary to comply with the Americans with Disabilities Act. These include training materials, modifications to forms and procedures and acquisition of assistive devices. (NM)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	5,000	0	0	0	5,000

29	1844-RECORDS AND BENEFITS 0057-Municipal Employee Record SOURCE OF FUNDS, THIS SVC LEVEL:	CB	10	This level of service provides funds for a Records Specialist to process necessary personnel and personal actions for Municipal employees. This position is responsible for document preparation and editing of personnel actions to ensure accuracy and consistency. Employee services such as employment verification, identification cards and service awards would be provided. (CB)
	IGC SUPPORT		16	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	40,630	500	0	0	0	41,130

30	1842-AFFIRMATIVE ACTION 0005-Affirmative Action/Disabi SOURCE OF FUNDS, THIS SVC LEVEL:	NM	7	This level of funding provides the resources for professional services to audit job sites, analyze essential job functions and make recommendations on reasonable accommodations for disabled applicants and employees to ensure Municipal compliance with the requirements of the Americans with Disabilities Act. (NM)
	IGC SUPPORT		8	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	30,000	0	0	30,000

BPAB010R  
 09/22/92  
 145148

M U N I C I P A L I T Y O F A N C H O R A G E  
 1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ RANK PROGRAM	SL CODE	SVC LVL	
31	1830-LABOR RELATIONS 0272-Labor Relations SOURCE OF FUNDS, THIS SVC LEVEL:	CA	8	Provide experienced labor relations assistance to represent the Municipality in grievance arbitrations. (Note: this is completely separate from interest arbitration.) (CA)
	IGC SUPPORT		17	

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	0	0	46,500	0	0	46,500

32	1830-LABOR RELATIONS 0272-Labor Relations SOURCE OF FUNDS, THIS SVC LEVEL:	CO	9	Prepare for and negotiate the 1994 Police contract. The current contract expires in December 1993. The goal is to reduce personnel costs and regain management rights. This will require involvement of experienced negotiators and legal advice. Completion of the 1993 wage reopener negotiations may involve factfinding and arbitration in early 1993. (CO)
	IGC SUPPORT		17	

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	0	0	175,000	0	0	175,000

33	1830-LABOR RELATIONS 0272-Labor Relations SOURCE OF FUNDS, THIS SVC LEVEL:	CO	13	Prepare for and commence the negotiation process for the Fire 1994 contract. The goal is to reduce personnel costs and regain certain management rights. This will necessitate involvement of experienced negotiators and legal advice in the preparation stages and start of negotiations which must start in 1993. (CO)
	IGC SUPPORT		17	

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

BPAB010R  
09/22/92  
145148

M U N I C I P A L I T Y O F A N C H O R A G E  
1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
34	1845-CLASS & EMPLOYMENT SVCS 0141-Classification	CB	6	Provide secretarial support to the Classification and Pay Manager.
	SOURCE OF FUNDS, THIS SVC LEVEL:		9	Maintain classification files and records. Process routine requests for flex-staffing. Complete appropriate paperwork to document classification actions. (CB)
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	41,250	0	0	0	0	41,250

35	1842-AFFIRMATIVE ACTION 0005-Affirmative Action/Disabi	CA	4	Administer a substance abuse testing program as required by federal law for safety sensitive positions in the Transit Department and other identified safety sensitive and sensitive positions in the Municipality. (CA)
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	3,500	0	0	3,500

36	1845-CLASS & EMPLOYMENT SVCS 0188-Employment Services	CB	8	This level of service provides funding for physical examinations for newly hired or current employees to determine their capabilities to perform the essential functions of the position. (CB)
	SOURCE OF FUNDS, THIS SVC LEVEL:		9	
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	1,480	0	0	1,480

37	1844-RECORDS AND BENEFITS 0627-Records and Benefits Admi	CA	11	This level of service provides funding to support the annual recognition of employees in the Employee of the Year program. This includes both individual awards and recognition of the outstanding work units. (CA)
	SOURCE OF FUNDS, THIS SVC LEVEL:		16	
	IGC SUPPORT			

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

BPAB010R  
09/22/92  
145148

M U N I C I P A L I T Y O F A N C H O R A G E  
1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
38	1844-RECORDS AND BENEFITS 0627-Records and Benefits Admi SOURCE OF FUNDS, THIS SVC LEVEL:	CA	12 OF 16	This level of service provides funding to support the Employee Incentive Program, which includes the merit award and employee suggestion programs. (CA)
	IGC SUPPORT			

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	14,000	0	0	0	0	14,000

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

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
28	0	0	1,833,130	46,490	338,740	0	0	2,218,360

----- DEPARTMENT OF EMPLOYEE RELATIONS FUNDING LINE -----  
 . . . . . 2,219,250

39	1845-CLASS & EMPLOYMENT SVCS 0188-Employment Services SOURCE OF FUNDS, THIS SVC LEVEL:	CB	9 OF 9	This level of service provides funds to advertise position vacancies in local newspapers and other appropriate recruitment sources. (CB)
	IGC SUPPORT			

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	0	0	3,500	0	0	3,500

40	1850-OFFICE RESOURCE DEVELOP 0244-Employee & Organizational SOURCE OF FUNDS, THIS SVC LEVEL:	CB	6 OF 7	To provide high demand skills-based training for managers, supervisors and professional staff. Consultant delivery of training will free up internal staff to implement standards of performance and update some courses. (CB)
	IGC SUPPORT			

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	0	0	16,500	0	0	16,500

BPAB010R  
 09/22/92  
 145148

M U N I C I P A L I T Y O F A N C H O R A G E  
 1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

41	1850-OFFICE RESOURCE DEVELOP	CA	2	To provide essential support staff and
	0244-Employee & Organizational		0F	customer service training; develop and
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	administer quarterly training calendar;
				administer tuition assistance and
	IGC SUPPORT			internship programs; maintain training
				records management system; offer career
				counseling and resume preparation for
				displaced employees; promote/maintain
				resource center; coordinate external
				computer training. (CA)

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	60,100	1,000	790	0	0	61,890

42	1842-AFFIRMATIVE ACTION	CO	5	This level of service provides funding
	0005-Affirmative Action/Disabi		0F	for four types of substance abuse tests
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	for employees occupying critical
				sensitive positions. Tests include:
	IGC SUPPORT			pre-employment, reasonable suspicion-
				post-accident and return-to-work. (

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	14,000	0	0	14,000

43	1842-AFFIRMATIVE ACTION	CA	2	Train and educate Municipal employees
	0005-Affirmative Action/Disabi		0F	and supervisors on the provisions of
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	the Drug Free Workplace Act and the
				Municipal Substance Abuse Policy.
	IGC SUPPORT			Manage the testing, recordkeeping,
				rehabilitation and return to work
				activities in compliance with Municipal
				policies. Coordinate disciplinary
				action with Labor Relations and the
				supervisor. (CA)

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

BPAB010R  
 09/22/92  
 145148

M U N I C I P A L I T Y O F A N C H O R A G E  
 1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

44	1842-AFFIRMATIVE ACTION	CA	6	This level of service provides funding for three types of substance abuse testing for employees occupying jobs which are not determined to be safety sensitive or critical, in terms of the risk of Municipal liability. Types of tests include: reasonable suspicion, post-accident and return-to-work. (CA)
	0005-Affirmative Action/Disabi		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	3,000	0	0	3,000

45	1844-RECORDS AND BENEFITS	ND	16	This level of services provides for legal and employee benefits consulting services for the Retirement Committee responsible for the administration of the Municipality's 401(k) and 457 Deferred Compensation Plan. Complex legal, investment, financial and benefits questions encountered in the operation of these programs require expert advice. (ND)
	0063-Municipal Employee Benefi		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		16	

IGC SUPPORT

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

46	1850-OFFICE RESOURCE DEVELOP	CA	7	To provide for basic high demand skills-based courses for clerical and administrative support staff. (CA)
	0244-Employee & Organizational		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	

IGC SUPPORT

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

BPAB010R  
 09/22/92  
 145148

M U N I C I P A L I T Y O F A N C H O R A G E  
 1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

47	1844-RECORDS AND BENEFITS	ND	14	Conduct an annual valuation of the
	0627-Records and Benefits Admi		OF	liabilities of the police and fire
	SOURCE OF FUNDS, THIS SVC LEVEL:		16	retiree medical program. This will
				provide the Municipality with
				current information on the unfunded
				liability and the annual service cost
				of the program. Take steps necessary
				to implement any solutions to the
				retiree medical liability developed by
				the Retiree Medical Liability Commit(ND)

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	20,000	0	0	20,000

48	1830-LABOR RELATIONS	ND	14	Provide experience labor relations
	0272-Labor Relations		OF	assistance for the Police and Fire
	SOURCE OF FUNDS, THIS SVC LEVEL:		17	Retiree Health Care negotiations.
				(ND)

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	36,000	0	0	36,000

49	1850-OFFICE RESOURCE DEVELOP	CA	4	A credible program requires adding new
	0244-Employee & Organizational		OF	courses and resources to meet organiza-
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	tional and individual development needs.
				This provides for purchase of materials
				in support of the design and delivery of
				new courses and organizational develop-
				ment projects. (CA)

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	12,500	0	0	0	12,500



BPAB010R  
09/22/92  
145148

M U N I C I P A L I T Y O F A N C H O R A G E  
1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

50	1850-OFFICE RESOURCE DEVELOP 0244-Employee & Organizational SOURCE OF FUNDS, THIS SVC LEVEL:	CA	5 OF 7	To provide American Management Association sponsored satellite conferences; for example, women in leadership, black managers forum, secretaries briefing. To acquire books and other multi-media resources for the management library and learning resource center. A training program needs diversity to be successful. (CA)
----	----------------------------------------------------------------------------------------------------	----	--------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

IGC SUPPORT

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

51	1810-EMPLOYEE RELATIONS ADMIN 0172-Employee Relations Admini SOURCE OF FUNDS, THIS SVC LEVEL:	ND	3 OF 3	This level adds an Administrative Officer to provide centralized department-wide management services, to coordinate departmental activities and to provide departmental input on proposed Municipal activities, policies, plans and reorganizations resulting in more productive use of line program managers in their respective areas of responsibility. (ND)
----	-----------------------------------------------------------------------------------------------------	----	--------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	56,730	1,000	0	0	0	57,730

52	1845-CLASS & EMPLOYMENT SVCS 0141-Classification SOURCE OF FUNDS, THIS SVC LEVEL:	CO	7 OF 9	This level of service provides funds with which to hire a professional consulting firm to conduct a survey of the compensation aspects of the local market. The results of the survey(s) will be used in annual wage reopeners. (CO)
----	-----------------------------------------------------------------------------------------	----	--------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	30,000	0	0	30,000

BPAB010R  
 09/22/92  
 145148

M U N I C I P A L I T Y O F A N C H O R A G E  
 1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

53	1844-RECORDS AND BENEFITS	ND	15	Administer the performance appraisal and Municipal productivity programs.
	0627-Records and Benefits Admi		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		16	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. (ND)

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	56,730	0	0	0	0	56,730

54	1820-EQUAL OPPORTUNITY	ND	4	Administer & monitor the Municipality and its contractors with contract compliance dictated by AMC 7.50. Assist municipal contractors in meeting EEO requirements. Investigate and reach resolution and settlement of complaints of discrimination and non-compliance filed against municipal contractors. Maintain statistical data for required reports. (ND)
	0282-Equal Opportunity		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	56,730	0	0	0	0	56,730

55	1820-EQUAL OPPORTUNITY	ND	5	Support staff for Office of Equal Opportunity. Perform all general clerical duties. (ND)
	0282-Equal Opportunity		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	34,280	0	0	0	0	34,280

BPAB010R  
 09/22/92  
 145148

M U N I C I P A L I T Y O F A N C H O R A G E  
 1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

56	1830-LABOR RELATIONS	ND	16	Resources to research and assist the
	0272-Labor Relations		OF	Municipal Attorney's staff with files,
	SOURCE OF FUNDS, THIS SVC LEVEL:		17	documents, affidavits and testimony
				for the International Brotherhood of
				Electrical Workers Trust Fund law suit.
				(ND)
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	4,630	0	0	0	0	4,630

57	1830-LABOR RELATIONS	ND	7	Provide experienced labor relations
	0272-Labor Relations		OF	attorney assistance for the purpose of
	SOURCE OF FUNDS, THIS SVC LEVEL:		17	representing the Municipality before
				the Employee Relations Board on major
				issues and cases. (ND)
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	60,000	0	0	60,000

58	1830-LABOR RELATIONS	ND	15	Resources to research and assist the
	0272-Labor Relations		OF	Municipal Attorney's staff with files,
	SOURCE OF FUNDS, THIS SVC LEVEL:		17	documents, affidavits and testimony for
				the K-9 lawsuit. (ND)
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	4,630	0	0	0	0	4,630

59	1844-RECORDS AND BENEFITS	ND	13	This level of service provides funding
	0063-Municipal Employee Benefi		OF	for materials for employee education
	SOURCE OF FUNDS, THIS SVC LEVEL:		16	workshops and handouts to ensure
				employee understanding of social
				security and pension plans which cost
				the Municipality in excess of \$16
				million in contributions each year.
				Pre-retirement planning is an important
				employee benefit aspect. (ND)

BPAB010R  
 09/22/92  
 145148

MUNICIPALITY OF ANCHORAGE  
 1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT BUDGET UNIT/ SL SVC  
 RANK PROGRAM CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	5,000	0	0	0	5,000

60 1842-AFFIRMATIVE ACTION ND 3 This level provides funding for a new  
 0005-Affirmative Action/Disabi OF position to define requirements for  
 SOURCE OF FUNDS, THIS SVC LEVEL: 8 compliance with federal statutes and  
 regulations affecting Municipal  
 IGC SUPPORT agencies. This position will prepare  
 policies and procedures and administer  
 compliance programs to insure mainten-  
 ance of funding and avoidance of  
 financial penalties and liabilities.  
 (ND)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	56,730	0	0	0	0	56,730

61 1830-LABOR RELATIONS ND 17 Provide experienced labor relations  
 0272-Labor Relations OF assistance for the renegotiation of the  
 SOURCE OF FUNDS, THIS SVC LEVEL: 17 Anchorage Municipal Employees  
 Association contract and/or all other  
 IGC SUPPORT labor agreements as a result of the  
 Employee Relations Board ruling on an  
 unfair labor practice charge.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	100,000	0	0	100,000

62 1830-LABOR RELATIONS CA 5 Provide labor relations services  
 0272-Labor Relations OF required by code and labor contracts:  
 SOURCE OF FUNDS, THIS SVC LEVEL: 17 joint labor management committees, meet  
 and confer obligations, increased  
 IGC SUPPORT grievance/arbitration activity and  
 administrative hearings. Assist with  
 increase in activity expected from lay  
 offs. This level allows us to reduce  
 reliance on private attorneys to deal  
 with day-to-day labor relations mat' 1)

BPAB010R  
09/22/92  
145148

MUNICIPALITY OF ANCHORAGE  
1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	56,730	0	0	0	0	56,730

63	1830-LABOR RELATIONS		ND	10	Preparation for negotiation of the craft
	0272-Labor Relations			OF	labor agreement for 1994. The goal
	SOURCE OF FUNDS, THIS SVC LEVEL:			17	is to significantly reduce personnel
	IGC SUPPORT				costs and regain certain management
					rights. This will necessitate involve-
					ment of experienced negotiators and
					legal advice in the preparation stages
					for successful negotiations in 1994,
					including mediation, fact finding and
					interest arbitration. (ND)

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	30,000	0	0	30,000

64	1830-LABOR RELATIONS		ND	12	Preparation for negotiation of the ligh
	0272-Labor Relations			OF	and power labor contract. The goal is t
	SOURCE OF FUNDS, THIS SVC LEVEL:			17	significantly reduce personnel costs an
	IGC SUPPORT				regain certain management rights. This
					will necessitate involvement of exper-
					enced negotiators and legal advice in
					the preparation stages for successful
					negotiations in 1994, including
					mediation, fact finding and interest
					arbitrations. (ND)

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

65	1830-LABOR RELATIONS		ND	6	This funding level will provide for
	0272-Labor Relations			OF	centralized payment of expenses related
	SOURCE OF FUNDS, THIS SVC LEVEL:			17	to arbitrations and other statutory
	IGC SUPPORT				administrative hearings, ensuring promp
					and accurate payment. It will allow
					more efficient and effective means of
					capturing, monitoring and reporting
					arbitration expenses for each case.
					(ND)

BPAB010R  
 09/22/92  
 145148

M U N I C I P A L I T Y O F A N C H O R A G E  
 1993 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT BUDGET UNIT/ SL SVC  
 RANK PROGRAM CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	50,000	0	0	50,000

66	1830-LABOR RELATIONS				ND	11	Preparation for negotiation of the AMEA	
	0272-Labor Relations					OF	labor agreement. The goal is to	
	SOURCE OF FUNDS, THIS					17	significantly reduct personnel costs and	
	IGC SUPPORT						to regain certain management rights.	
							This will require involvement of	
							experienced negotiators and legal advice	
							in the preparation stages for successful	
							negotiations in 1994, including	
							mediation, fact finding and interest	
							arbitration. (ND)	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	30,000	0	0	30,000

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
35	0	0	2,220,420	79,490	769,530	0	0	3,069,440