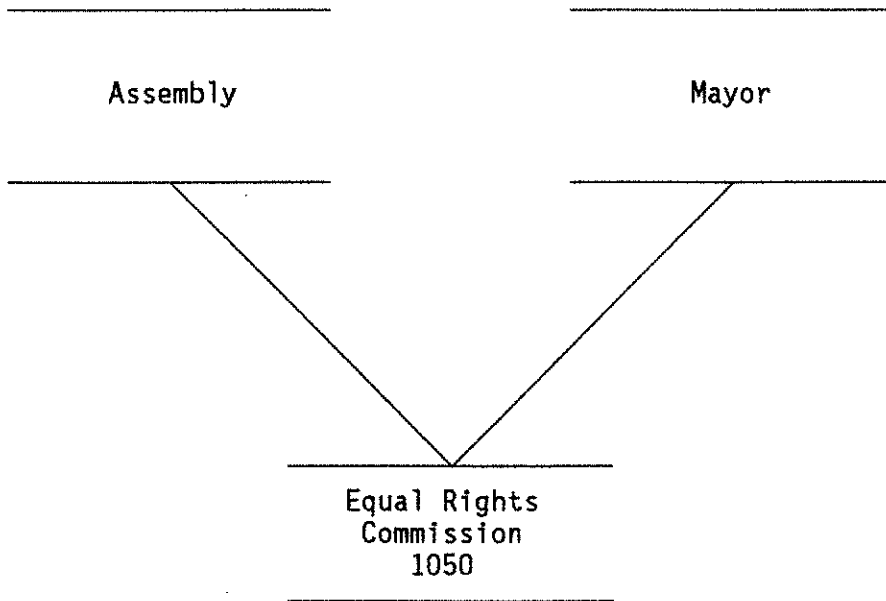


**EQUAL RIGHTS
COMMISSION**

EQUAL RIGHTS COMMISSION



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
EQUAL RIGHTS COMMISSION	484,050	400,120	8			8
OPERATING COST	484,050	400,120	8			8
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	484,050	400,120				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	82,280	78,210				
TOTAL DEPARTMENT COST	566,330	478,330				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0				
FUNCTION COST	566,330	478,330				
LESS PROGRAM REVENUES	94,530	43,080				
NET PROGRAM COST	471,800	435,250				

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	\$ 400,120	6FT	1PT	0T

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 PROGRAM PLAN

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

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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
1993 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

1	1050-EQUAL RIGHTS COMMISSION	CB	1	Ultimate responsibility for all case activity, actions of subordinates; sets office standards for quality/productivity; support service to 9 member commission; monitors federal revenue contracts & federal & state investigations; provides commissioners with stipends for meetings; responds to inquiries; performs complaint intake screening; conducts investigations. CI
	0032-Agency Operations/Code En		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	
	TAX SUPPORT			
	PROGRAM REVENUES	43,080		

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
5	0	0	294,640	2,000	14,220	0	0	310,860

2	1050-EQUAL RIGHTS COMMISSION	CB	2	Aids Executive Director on compliance aspects of case processing; advises Executive Director/staff concerning unusual/non-routine questions of jurisdiction interpretation & procedure under the Ordinance. CB
	0342-Legal		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	
	TAX SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	65,200	0	890	0	0	66,090

3	1050-EQUAL RIGHTS COMMISSION	CO	3	Provides Hearing Examiners to conduct and prepare written recommendations after public hearings. Provides legal services for Commissioners. CO
	0626-Commissioner Hearings/Leg		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	
	TAX SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	4,320	0	0	4,320

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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
 1993 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

4	1050-EQUAL RIGHTS COMMISSION 0626-Commissioner Hearings/Leg	CO	4	Costs associated with hearings and/or
	SOURCE OF FUNDS, THIS SVC LEVEL:		OF	legal expenses for Commissioners. CO
	TAX SUPPORT		8	

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

5	1050-EQUAL RIGHTS COMMISSION 0033-Legal/Investigative Suppo	CO	5	Provide legal/investigative secretarial
	SOURCE OF FUNDS, THIS SVC LEVEL:		OF	support on a part time basis; provide
	TAX SUPPORT		8	information to the public prior to
				appointment with investigative staff.
				(CO)
	PROGRAM REVENUES	0		

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	12,570	0	280	0	0	12,850

SUBTOTAL OF FUNDED SERVICE LEVELS, EQUAL RIGHTS COMMISSION

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	1	0	372,410	2,000	25,710	0	0	400,120

----- DEPARTMENT OF EQUAL RIGHTS COMMISSION FUNDING LINE -----
 400,120

6	1050-EQUAL RIGHTS COMMISSION 0342-Legal	CO	6	Return clerical position to full time.
	SOURCE OF FUNDS, THIS SVC LEVEL:		OF	CO
			8	

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	35,180	0	0	0	0	35,180
1	(1)							

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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
 1993 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

7	1050-EQUAL RIGHTS COMMISSION	CA	8	To investigate assigned civil rights
	0032-Agency Operations/Code En		0F	complaints alleging violations of AMC
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	title 5. (CA)

PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	47,750	0	450	0	0	48,200

8	1050-EQUAL RIGHTS COMMISSION	CO	7	Hearing Examiner to conduct hearings an
	0626-Commissioner Hearings/Leg		0F	prepare written recommendations after
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	hearings. CO
	TAX SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	12,550	0	0	12,550

TOTALS FOR DEPARTMENT OF EQUAL RIGHTS COMMISSION , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
7	2	0	455,340	2,000	38,710	0	0	496,050