

**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**

	1993	1994
Direct Costs	\$ 400,120	\$ 406,650
Program Revenues	\$ 43,080	\$ 43,120
Personnel	6FT 1PT	6FT 1PT

1994 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1993 REVISED	1994 BUDGET	1993 REVISED		1994 BUDGET					
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	400,120	406,650	6	1		7	6	1		7
OPERATING COST	400,120	406,650	6	1		7	6	1		7
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	400,120	406,650								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	77,310	88,080								
TOTAL DEPARTMENT COST	477,430	494,730								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	477,430	494,730								
LESS PROGRAM REVENUES	43,080	43,120								
NET PROGRAM COST	434,350	451,610								

1994 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	380,020	2,710	29,960		412,690
DEPT. TOTAL WITHOUT DEBT SERVICE	380,020	2,710	29,960		412,690
LESS VACANCY FACTOR	6,040				6,040
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	373,980	2,710	29,960		406,650

<b>RECONCILIATION FROM 1993 REVISED BUDGET TO 1994 BUDGET</b>
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**DEPARTMENT: EQUAL RIGHTS COMMISSION**

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1993 REVISED BUDGET:	\$ 400,120	6	1	0
1993 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1994:				
- Salaries and Benefits Adjustment	(3,230)			
- Non-Personal Services Inflation Adjustment	940			
1993 CONTINUATION LEVEL:	<u>\$ 397,830</u>			
UNFUNDED CURRENT SERVICE LEVELS:				
- None				
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Personnel Services	4,800			
- Supplies	710			
- Other Services and Changes	4,250			
- Non-Personal Services Inflation Absorption	(940)			
1994 BUDGET:	<u>\$ 406,650</u>	<u>6FT</u>	<u>1PT</u>	<u>0T</u>

## 1994 PROGRAM PLAN

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

### PURPOSE:

Manage the agency & monitor enforcement of the civil rights laws of the MOA prohibiting discrimination; provide support to Commissioners; investigate assigned civil rights complaints; represent agency in administrative hearings; draft proposed ordinances, resolutions & AIMS for Commission.

### 1993 PERFORMANCES:

- Provided management of administrative, investigative and Commissioner actions.
- Reviewed for approval completed AERC investigations within 15 days of recommendation.
- Docketed co-filed complaints within 10 days of receipt.
- Reviewed for adoption co-filed complaint investigations within 30 days of closure.
- Support Commissioner activities.
- Monitored budget, accounting and contract activities.
- Provided Commissioners with stipends for commission meetings.
- Completed intake interviews within 5 days of assignment.
- Prepared and filed AERC complaints.
- Completed approximately 75% of AERC investigations within 180 days.
- Generated reports on the Equal Employment Opportunity Commission reporting computer system for AERC case management/tracking.
- Respond to inquiries by the public for outreach presentations.

### 1994 PERFORMANCE OBJECTIVES:

- Provide management of administrative & investigative actions and support commissioner activities.
- 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.
- Attend meetings of groups addressing community concerns.
- Budgeting, accounting, contract monitoring and payroll.
- Complete intake interviews for assigned questionnaires within 5 days of assignment; prepare and file discrimination complaints.
- Complete AERC investigations within 180 days of filing of complaint.
- Generate reports for AERC case management/tracking and EEOC as mandated by EEOC contract.
- Receive and record approximately 1,500 inquiries per year.
- Represent agency in administrative proceedings.

1994 P R O G R A M P L A N

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

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	333,370		\$	253,580		\$	249,740	
SUPPLIES		2,000			1,500			2,710	
OTHER SERVICES		15,250			14,890			22,950	
TOTAL DIRECT COST:	\$	350,620		\$	269,970		\$	275,400	
PROGRAM REVENUES:	\$	94,530		\$	43,080		\$	43,120	
WORK MEASURES:									
- Discrimination complaints filed and co-filed		207			242			250	
- Regular Commission meetings		11			20			4	
- Commission Committee meetings		3			6			2	
- Inquiry calls		1,224			1,300			1,500	
- Discrimination complaints assigned		106			141			150	
- Investigations completed		60			72			100	
Formal/informal pro- ceedings before Chair/ Commission/Judiciary		71			90			95	
Assign intake questionnaires		304			304			310	
Outreach presentations		15			12			15	
Investigations reviewed		163			198			200	
Draft proposed ordinances /resolutions/AIMs		3			4			5	

5 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
 1, 4

## 1994 PROGRAM PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:  
PROGRAM: Code Enforcement/Legal Invest. Support

### PURPOSE:

Investigate assigned civil rights complaints alleging violations of AMC, Title 5. Provide legal/investigative secretarial support to the AERC staff. Provide information to the public before appointment with investigative staff. Provide receptionist services.

### 1993 PERFORMANCES:

- Provided receptionist service to include distribution of agency handout information and intake questionnaires.
- Provided the AERC staff with secretarial support.
- Assigned intake questionnaires.
- Entered data on new complaints on the Equal Employment Opportunity Commission (EEOC) Computer Reporting System.
- Input closed complaints on the EEOC Computer Reporting System.
- Docketed co-filed complaints within 10 days of receipt.
- Provided an inventory of co-filed complaints.
- Completed approximately 75% of AERC investigations within 180 days.
- Responded to inquiries by the public for outreach presentations.

### 1994 PERFORMANCE OBJECTIVES:

- Receptionist duties: hand out agency information & intake questionnaires to potential new complainants, complete inquiry records, answer phones.
- Provide AERC Staff with secretarial support.
- Assist Administrative Assistant with assigned duties.
- Production typing for investigators and file set-up for new complaints.
- Input new / closed complaints on federal reporting system.
- Docket co-filed complaints and maintain an inventory.
- Log intake questionnaire assignments, date complaint is filed or questionnaire is filed.
- Contact commissioners to confirm meeting time and date.
- Maintain law library, file updates.
- Complete intake interviews for assigned questionnaires within 5 days of assignment, prepare and file discrimination complaints.
- Complete AERC investigations within 180 days of filing of complaint.



1994 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:  
 PROGRAM: Code Enforcement/Legal Invest. Support  
 RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	1	0	1	1	0
PERSONAL SERVICES	\$	47,960		\$	61,480		\$	68,720	
OTHER SERVICES		600			500			2,210	
TOTAL DIRECT COST:	\$	48,560		\$	61,980		\$	70,930	
WORK MEASURES:									
Log assignment of intake questionnaires			392			442			450
- Docket co-filed cases			83			120			120
- Inventory of co-filed cases			179			250			250
- Investigations completed			60			72			90
- Outreach presentations			4			5			10
5 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:									
2									

1994 P R O G R A M P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION DIVISION:  
PROGRAM: Code Enforcement

PURPOSE:

Investigate assigned civil rights complaints alleging violations of AMC, Title 5.

1993 PERFORMANCES:

- Completed approximately 75% of AERC investigations within 180 days.
- Responded to inquiries by the public for outreach presentations.

1994 PERFORMANCE OBJECTIVES:

- Complete intake interviews for assigned questionnaires within 5 days of assignment; prepare and file discrimination complaints.
- Complete AERC investigations within 180 days of filing of complaint.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	1	0	0	1	0	0
PERSONAL SERVICES			0		57,350			55,520	
OTHER SERVICES			0		500			500	
TOTAL DIRECT COST:			0		57,850			56,020	

WORK MEASURES:

Investigations completed	60	72	90
Outreach presentations	4	5	10

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

3

1994 P R O G R A M P L A N

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

PURPOSE:

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

1993 PERFORMANCES:

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

1994 PERFORMANCE 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:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			0			10,320			4,300
TOTAL DIRECT COST:	\$		0	\$		10,320	\$		4,300

WORK MEASURES:

Conduct hearing & issue draft findings within 60 days of hearing		0		2		0
Opinions/work for Commissioners-legal services/cases in court		20		20		5

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