

EMPLOYEE RELATIONS

EMPLOYEE RELATIONS

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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 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 UMTA drug testing requirements.
- Provide education and coordinate 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

	1993	1994
Direct Costs	\$2,317,660	\$2,732,650
Program Revenues	\$ 10,000	\$ 10,000
Personnel	28FT	30FT

1994 RESOURCE PLAN

DEPARTMENT: EMPLOYEE RELATIONS

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1993 REVISED	1994 BUDGET	1993 REVISED			1994 BUDGET				
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EMPLOYEE RELATIONS ADMIN	148,680	149,150	2			2	2			2
EQUAL OPPORTUNITY	216,390	284,020	3			3		4		4
LABOR RELATIONS	560,300	945,180	4			4		5		5
OFFICE OF PERSONNEL	1,247,570	1,260,200	18			18		18		18
OFFICE RESOURCE DEVELOP	144,720	94,100	1			1		1		1
OPERATING COST	2,317,660	2,732,650	28			28		30		30
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	2,317,660	2,732,650								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	1,094,940	1,147,400								
TOTAL DEPARTMENT COST	3,412,600	3,880,050								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	3,301,030	3,807,080								
FUNCTION COST	111,570	72,970								
LESS PROGRAM REVENUES	10,000	10,000								
NET PROGRAM COST	101,570	62,970								

1994 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EMPLOYEE RELATIONS ADMIN	140,850	2,290	7,290		150,430
EQUAL OPPORTUNITY	265,710	1,080	6,340	10,890	284,020
LABOR RELATIONS	358,130	3,320	586,320		947,770
OFFICE OF PERSONNEL	1,120,220	28,120	121,460		1,269,800
OFFICE RESOURCE DEVELOP	80,190	11,000	4,190		95,380
DEPT. TOTAL WITHOUT DEBT SERVICE	1,965,100	45,810	725,600	10,890	2,747,400
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	1,950,350	45,810	725,600	10,890	2,732,650

RECONCILIATION FROM 1993 REVISED BUDGET TO 1994 BUDGET REQUEST

DEPARTMENT: EMPLOYEE RELATIONS

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1993 REVISED BUDGET:	\$2,317,660	28		
1993 ONE-TIME REQUIREMENTS:				
- Pension Consulting	(50,000)			
- Contributions to Resource Development from Others	(44,500)			
- APDEA, JCC Negotiation	(85,000)			
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1994:				
- Salary and Benefits Adjustments	(5,590)			
- Non-Personal Services Inflation Adjustment	5,790			
- Police Negotiations Savings	(100,000)			
1993 CONTINUATION LEVEL:	\$2,038,360			
UNFUNDED CURRENT SERVICE LEVELS:				
- Audit Job Sites, Analyze ADA Requirements	(35,000)			
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- Mandated Increase - APDEA Negotiations	125,000			
- Mandated Increase - IAFF Negotiations	125,000			
- Mandated Increase - JCC Negotiations	75,000			
- Mandated Increase - ML&P & IBEW Negotiations	100,000			
- Mandated Increase - AMEA Negotiations	75,000			
- Mandated Increase - Labor Relations Specialist	70,000	1		
- Mandated Increase - Contract for Wage Survey	60,000			
- Mandated Increase - Monitor Contractor Compliance with OEO Requirements	64,000	1		
- Mandated Increase - Annual Valuation of Liabilities of Police/Fire Retiree Medical Program	30,000			
- Mandated Increase - ADA Compliance	2,500			
MISCELLANEOUS INCREASES (DECREASES):				
- Miscellaneous Increases	2,790			
1994 BUDGET REQUEST:	\$2,732,650	30FT	0PT	0T

1994 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.

1993 PERFORMANCES:

- Managed and directed the work activities of the department's four program offices/agencies.
- Allocated resources necessary to meet Municipal and department goals.
- Participated in administrative activities before the Assembly and the boards, commissions and task forces supported by the department.
- Oversaw the development of strategies to compliment the cost containment goals of the Municipality.

1994 PERFORMANCE 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.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	132,720		\$	140,890		\$	139,570	
SUPPLIES		2,290			2,290			2,290	
OTHER SERVICES		315,500			5,500			7,290	
CAPITAL OUTLAY		150			0			0	
TOTAL DIRECT COST:	\$	450,660		\$	148,680		\$	149,150	

WORK MEASURES:

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

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

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: OFFICE OF PERSONNEL
 PROGRAM: Personnel Administration

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.

1993 PERFORMANCES:

- Managed the work activities of three personnel program units.
- Supported labor negotiations and on-going contract administration through direct participation and provision of technical staff support on personnel management issues.
- Participated in cost containment activities.
- Participated in organizational review activities.

1994 PERFORMANCE 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:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	85,980		\$	90,890		\$	89,910	
SUPPLIES		200			200			200	
OTHER SERVICES		2,810			2,720			2,290	
TOTAL DIRECT COST:	\$	88,990		\$	93,810		\$	92,400	

WORK MEASURES:

- Labor contract negotiations supported		3		2		5
- Cost containment/reduction projects managed		5		5		7
- Percent of time directly spent on labor relations activities		40		40		40

46 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 37

1994 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.

1993 PERFORMANCES:

- Conducted four salary surveys of selected benchmark positions to determine where the Municipality competitively stood in relation to the market.
- Conducted 100 desk audits to determine proper classifications and levels for selected classifications.
- Updated 500 position descriptions and class specifications to comply with federal law and new requirements.
- Participated in 10 surveys conducted by other employers.

1994 PERFORMANCE 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.
- Participate in surveys conducted by other employers.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	240,760		\$	260,920		\$	256,900	
SUPPLIES		3,400			3,400			3,400	
OTHER SERVICES		63,230			1,100			61,100	
TOTAL DIRECT COST:	\$	307,390		\$	265,420		\$	321,400	

WORK MEASURES:

- Position audits	400	400	400
- Desk audits	100	100	100
- Labor market salary survey	4	0	2
- Class specifications reviewed and updated	35	35	35
- Salary surveys participated in	10	10	10
- Grievances, arbitration and litigation actions supported	6	6	6

46 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
4, 9, 21, 32, 40

1994 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.

1993 PERFORMANCES:

- Received and processed 600 requests for personnel.
- Received and processed 7,500 applications for employment.
- Maintained computerized employment recordkeeping system in support of merit system, EEO and Affirmative Action requirements.
- Conducted drug screening on successful applicants for selected safety sensitive positions.
- Conducted recruitment for firefighters for future fire academies.
- Conducted recruitment for police officers for future police academies.

1994 PERFORMANCE 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.
- Conduct recruitment for police officers for future police academies.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	121,910		\$	127,140		\$	124,950	
SUPPLIES		1,400			1,400			1,400	
OTHER SERVICES		8,000			5,480			8,500	
TOTAL DIRECT COST:	\$	131,310		\$	134,020		\$	134,850	

WORK MEASURES:

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

46 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
10, 17, 42, 46

1994 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.

1993 PERFORMANCES:

- Provided direction and coordination for Records and Benefits program activities.
- Prepared regular communications to employees, supervisors and managers on a variety of pertinent topics.
- Provided labor costing information to labor relations in support of wage reopeners and contract negotiations.
- Provided staff support to the Employee Incentive Committee.
- Participated in employee benefits cost containment activities.
- Provided technical assistance and support to department supervisors on the performance appraisal system.
- Implemented approved solution to unfunded Police and Fire Retiree Medical liability.

1994 PERFORMANCE 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 the Anchorage Telephone Utility in the development of their benefit program and personnel/ payroll system.

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

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

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	150,120		\$	148,970		\$	149,320	
SUPPLIES		860			4,110			4,110	
OTHER SERVICES		121,600			2,600			34,900	
TOTAL DIRECT COST:	\$	272,580		\$	155,680		\$	188,330	

WORK MEASURES:

- Management bulletins issued		10		6		12
- Employee merit awards		15		15		15
- Employee suggestions processed		7		10		10
- Assembly memoranda generated		15		25		25
- Actuarial valuation conducted		0		0		1
- Performance evaluations more than 30 days overdue		350		400		400
- Employee of the Year Nominations Received		15		15		15
- Work Unit of the Year nominations received		15		15		15

46 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 3, 16, 34, 44, 45

1994 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.

1993 PERFORMANCES:

- Provided personnel/payroll training program for departmental payroll clerks.
- Implemented pay, benefit and other contractual changes required by labor contracts.
- Processed personnel actions to reflect employment and personal transactions affecting Municipal employees.
- Monitored unemployment insurance decisions and field appeals when warranted.
- Assisted the Anchorage Telephone Utility (ATU) in their efforts to transition to a separate personnel records system for ATU employees.
- Updated Payroll Clerks Manual.

1994 PERFORMANCE 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.
- Continue to assist the Anchorage Telephone Utility (ATU) in their efforts to implement a separate personnel/payroll system for ATU employees.

1994 PROGRAM PLAN

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

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	173,780		\$	180,570		\$	180,250	
SUPPLIES		10,390			6,750			6,750	
OTHER SERVICES		2,350			1,650			1,650	
CAPITAL OUTLAY		3,100			0			0	
TOTAL DIRECT COST:	\$	189,620		\$	188,970		\$	188,650	
WORK MEASURES:									
- Personnel actions processed		18,000			17,000			17,000	
- Service awards provided		500			500			500	
- Payroll clerk meetings conducted		6			4			6	
- Unemployment insurance hearings attended		20			19			19	
- New employee orientations conducted		108			102			102	
- Written employment verifications processed		2,000			2,000			2,000	
- Identification cards issued		500			500			500	
- Active personnel files maintained		3,200			3,200			3,200	
- Confidential medical files maintained on Municipal employees		2,500			2,500			2,500	

46 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 13, 23, 25

1994 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.

1993 PERFORMANCES:

- Conducted annual flexible benefits plan enrollment, 401(k) enrollment.
- Emphasized the importance of pre-retirement planning by conducting pre-retirement planning workshops and using other communications tools.
- Conducted 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.
- Assisted in Deferred Compensation Plan enrollment.
- Prepared requests for proposals or extend contracts with benefits providers and/or insurance carriers as appropriate.

1994 PERFORMANCE 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.

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

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

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	206,550		\$	225,570		\$	231,850	
SUPPLIES		5,170			6,500			6,500	
OTHER SERVICES		2,150			54,850			5,040	
TOTAL DIRECT COST:	\$	213,870		\$	286,920		\$	243,390	
PROGRAM REVENUES:	\$	10,000		\$	10,000		\$	10,000	

WORK MEASURES:

- Insurance premium payment processed		12		12		12
- Annual enrollment in flex plan		820		860		850
- Hardship withdrawals from salary deferral plans		18		25		25
- Terminated employees purchasing insurance		100		100		100
- Retirement workshops conducted		0		2		5
- Summary benefit plan descriptions written		6		6		3
- Retiree service and earning verifications		120		120		120
- New hire benefits orientation		104		104		104
- RFP and benefit contracts prepared or renewed		3		3		3
- Cost containment committee meetings facilitated		7		12		16
- 457/401(k) open enrollments conducted/facilitated		4		4		5
- Investment management/recordkeeping/trustee contracts administered		2		5		5
- 401(k)/457 Committee meetings supported		12		24		24
- Investment performance analyses conducted		0		0		0
- Benefits newsletters produced		0		3		4

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

1994 PROGRAM PLAN

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.

1993 PERFORMANCES:

- Continued efforts to achieve a workforce which is balanced in terms of race and gender and to provide employment opportunities for the disabled.
- Evaluated efforts of appointing authorities to achieve goals established for the affirmative action, disability and substance abuse programs.
- Promoted supervisor/employee awareness of affirmative action, harrassment, disability management, workforce diversity and substance abuse programs and the Americans with Disabilities Act through training and communications.
- Coordinated federal and state reporting requirements for affirmative action, safety and substance abuse.
- Evaluated program effectiveness by monitoring the frequency of return-to-work contracts, supervisory assistance requests and training response.
- Coordinated Municipal activities to achieve compliance with the Americans with Disabilities Act.
- Administered substance abuse testing program.

1994 PERFORMANCE OBJECTIVES:

- Continue efforts to achieve a workforce which is balanced in terms of race and gender and to provide employment opportunities for the disabled.
- Evaluate efforts of appointing authorities to achieve goals established for the affirmative action, disability and substance abuse programs.
- Promote supervisor/employee awareness of affirmative action, harrassment, disability management, workplace diversity, and substance abuse programs and 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.

1994 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:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	74,960		\$	78,100		\$	77,440	
SUPPLIES		15,260			8,260			5,760	
OTHER SERVICES		120,580			36,390			7,980	
TOTAL DIRECT COST:	\$	210,800		\$	122,750		\$	91,180	
WORK MEASURES:									
- Affirmative Action/ Harassment training sessions			6			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			35			4			0
- Drug Detection and Discipline training courses			20			4			0
- Drug tests managed (pre-employment, post- accident, etc.)			35			80			80
- Program effectiveness evaluations			2			4			2
- Evaluate Municipal programs for compliance with ADA			3			5			0
- Supervisor/Manager ADA Awareness Training			4			6			6
- Random substance abuse tests managed			0			50			250
- Workplace diversity training			0			3			4
- Impact of including ADA provisions in employ- ment activities			0			1			0

46 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 5, 35, 41

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: LABOR RELATIONS
PROGRAM: Labor Relations

PURPOSE:

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

1993 PERFORMANCES:

- Negotiated contracts and contract modifications, including fulfilling meet and confer obligations.
- Represented the Municipality in grievances, arbitrations, Employee Relations Board hearings, and disciplinary actions.
- Provided guidance to managers and supervisors on labor agreement and personnel rules interpretation and implementation.
- Conducted training sessions for managers and supervisors.
- Continued Police and Fire Retiree Health Care Committee negotiations.
- Administered discipline program including training and advice as well as final approval of all disciplinary actions.
- Prepared for 1994 negotiations with Joint Crafts Council (JCC), International Brotherhood of Electrical Workers (IBEW/Municipal Light and Power (ML&P), Anchorage Municipal Employees Association (AMEA), Anchorage Police Department Employees Association (APDEA), and the International Association of Firefighters (IAFF).
- Completed APDEA wage reopener negotiations.

1994 PERFORMANCE 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 disciplinary actions.
- Conduct negotiations with Joint Crafts Council (JCC), International Brotherhood of Electrical Workers (IBEW)/Municipal Light and Power (ML&P) and Anchorage Municipal Employees Association (AMEA).
- Negotiate APDEA and IAFF labor agreements: mediation, factfinding and interest arbitration.

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

DEPARTMENT: EMPLOYEE RELATIONS
 PROGRAM: Labor Relations
 RESOURCES:

DIVISION: LABOR RELATIONS

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	5	0	0	4	0	0	5	0	0
PERSONAL SERVICES	\$	324,390		\$	285,560		\$	355,540	
SUPPLIES		2,000			2,500			3,320	
OTHER SERVICES		274,500			272,240			586,320	
CAPITAL OUTLAY		7,600			0			0	
TOTAL DIRECT COST:	\$	608,490		\$	560,300		\$	945,180	

WORK MEASURES:

- Contracts negotiated		2		1		7
- Grievances processed		150		130		140
- Grievances resolved		150		130		130
- Grievance arbitrations		35		35		40
- Interest arbitrations		2		1		7
- Disciplinary actions processed		150		200		24
- Meet and confer meetings conducted		3		12		0

46 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 8, 14, 19, 26, 27, 28, 29, 30, 31, 36, 39, 43

1994 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.

1993 PERFORMANCES:

- Reduced informal and formal complaints of discrimination through training and education.
- Coordinated the Municipality's response to formal complaints.
- Provided assistance to municipal departments and agencies to ensure that the Municipality complied with D/WBE requirements.
- Assured that the D/WBE certification program complied with federal standards.
- Provided assistance to municipal departments and agencies to ensure that the Municipality complied with Contract Compliance program requirements.
- Performed construction project onsite reviews.
- Assured that the Contract Compliance program fulfilled the Federal assistance recipient obligations.
- Collected and compiled data for required program reports.
- Published and updated the D/WBE Directory.

1994 PERFORMANCE 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 fulfils the Federal assistance recipient obligations.
- Collect and compile data for required program reports.

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

DEPARTMENT: EMPLOYEE RELATIONS
 PROGRAM: Equal Opportunity
 RESOURCES:

DIVISION: EQUAL OPPORTUNITY

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	4	0	0
PERSONAL SERVICES	\$	199,470		\$	211,840		\$	265,710	
SUPPLIES		1,430			1,080			1,080	
OTHER SERVICES		4,470			3,470			6,340	
CAPITAL OUTLAY		0			0			10,890	
TOTAL DIRECT COST:	\$	205,370		\$	216,390		\$	284,020	
WORK MEASURES:									
- Informal complaints reviewed		62			55			55	
- D/WBE directories distributed		2,000			2,000			2,000	
- D/WBE certifications		400			400			400	
- Coordinate formal complaints		31			26			31	
- 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			142	
- Establish D/WBE goals on projects		82			75			75	
- Contract compliance (EEO) performance reports input		1,300			1,300			1,300	
- Provide ATU with Contract Compliance Contractor lists		0			12			12	
- Review & monitor ATU informal/formal discrimination complaints		0			12			12	
- Incorporate ATU stats for MOA annual reports		0			10			10	
- On-site visits to construction projects		0			0			400	
- Utilization reports received and reviewed		0			0			468	

46 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 6, 15, 24, 33

1994 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.

1993 PERFORMANCES:

- Implemented customer service programs in major division of a utility.
- Redesigned specific to organization training on customer service.
- Updated skills training in customer service.
- Implemented project management course.
- Offered quarterly calendar of training.
- Provided support to at least one major division in implementing standards of performance.
- Administered tuition assistance program.
- Offered several new management and support staff courses.
- Provided consultative support for five separate organizations in team building, managing change, conflict mediation, operational and strategic planning.
- Provided career planning and out-placement support to Municipal employees.

1994 PERFORMANCE OBJECTIVES:

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

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

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

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	132,440		\$	126,980		\$	78,910	
SUPPLIES		14,460			11,500			11,000	
OTHER SERVICES		37,180			6,240			4,190	
CAPITAL OUTLAY		540			0			0	
TOTAL DIRECT COST:	\$	184,620		\$	144,720		\$	94,100	
WORK MEASURES:									
- Hours of spec. agency training, consulting, prep and development		1,030			1,030			1,030	
- Days of training		30			30			30	
- Courses or group processes facilitated annually		20			25			25	
- Employee participation		300			300			300	
- Number of courses rated at least 7 on 1 - 10 scale		18			18			18	
- Employees receiving training in customer service		195			0			0	
- Days of training in customer service		12			0			0	
- Employees receiving individual consultative support		0			40			40	

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

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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
1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL
RANK			

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

IGC SUPPORT

CB 1 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.
3

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	93,990	1,390	7,290	0	0	102,670

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

IGC SUPPORT

CB 2 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.
16

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	41,900	4,750	1,400	0	0	48,050

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

IGC SUPPORT

CB 1 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.
16

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	82,920	2,610	2,900	0	0	88,430

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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
 1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	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.
	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	80,950	2,400	800	0	0	84,150

5	1842-AFFIRMATIVE ACTION 0005-Affirmative Action/Disabi	CB	1	Administer affirmative action, substance abuse, workplace diversity and disability management programs to meet the goals established in the Affirmative Action Plan, the Modified Work Policy & Procedure and the Substance Abuse policy and procedures. Coordinate Municipal activities to achieve compliance with the Americans with Disabilities Act.
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	77,440	3,260	4,480	0	0	85,180

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	78,210	100	4,120	0	5,000	87,430

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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
 1994 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

CB 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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	78,910	3,000	4,190	0	0	86,100

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

IGC SUPPORT

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	86,130	0	9,260	0	0	95,390

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

IGC SUPPORT

CB 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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	67,380	500	200	0	0	68,080

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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
 1994 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:	CB	3 OF 9	Provide limited recruitment activities for Municipal departments. Provide coordination of pre-employment physical exams.
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	73,950	1,400	500	0	0	75,850

11	1844-RECORDS AND BENEFITS 0063-Municipal Employee Benefi SOURCE OF FUNDS, THIS SVC LEVEL:	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.
	IGC SUPPORT PROGRAM REVENUES			8,500

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	72,600	2,500	1,950	0	0	77,050

12	1810-EMPLOYEE RELATIONS ADMIN 0172-Employee Relations Admini SOURCE OF FUNDS, THIS SVC LEVEL:	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.
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	45,580	900	0	0	0	46,480

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1994 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.
	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	66,380	1,000	250	0	0	67,630

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, grievances 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	79,340	1,500	3,780	0	0	84,620

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.
	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	82,590	550	2,020	0	0	85,160

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MUNICIPALITY OF ANCHORAGE
1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL
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16 1844-RECORDS AND BENEFITS
0627-Records and Benefits Admi
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 6 This level of service provides funding
OF for secretarial support for the Records
16 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.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	42,580	1,500	2,000	0	0	46,080

17 1845-CLASS & EMPLOYMENT SVCS
0188-Employment Services
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 4 Provide recruitment services to all
OF Municipal agencies in support of their
9 personnel needs. Conduct testing.
Maintain automated recordkeeping
systems.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	51,000	0	0	0	0	51,000

18 1844-RECORDS AND BENEFITS
0063-Municipal Employee Benefi
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 3 This level of service provides funding
OF for a Benefits Specialist position
16 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 reimbursement.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	42,990	4,000	200	0	0	47,190

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MUNICIPALITY OF ANCHORAGE
1994 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		0F	for the labor relations function.
	SOURCE OF FUNDS, THIS SVC LEVEL:		17	Maintain discipline, grievance and
	IGC SUPPORT			arbitration logs and files. Type
				grievance responses, arbitration briefs,
				side letters, proposals and general
				correspondence, and respond to general
				inquiries.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	46,800	500	0	0	0	47,300

20	1844-RECORDS AND BENEFITS	CB	8	Provide internal analysis and
	0063-Municipal Employee Benefi		0F	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, Utilization
				Review). Monitor financial position of
				insurance programs. Prepare summary
				plan descriptions to ensure employee
				understanding of insurance programs.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	64,830	0	900	0	0	65,730

21	1845-CLASS & EMPLOYMENT SVCS	CB	5	Analysis and design of pay plans,
	0141-Classification		0F	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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	66,380	500	100	0	0	66,980

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MUNICIPALITY OF ANCHORAGE
 1994 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 OF 7	A credible program requires resources to: purchase course materials and multi-media support products (workbooks, assessments, videos) essential to updating and the effective delivery of training and organizational development.
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
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 OF 16	Maintain employee records including personnel files for all active and 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.
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	31,940	500	0	0	0	32,440

24	1820-EQUAL OPPORTUNITY 0282-Equal Opportunity SOURCE OF FUNDS, THIS SVC LEVEL:	CB	3 OF 5	Maintain manual and computer terminal data for the Office of Equal Opportunity 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.
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	46,800	430	200	0	0	47,430

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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
 1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS
 DEPT BUDGET UNIT/
 RANK PROGRAM

SL SVC
 CODE LVL

25 1844-RECORDS AND BENEFITS
 0057-Municipal Employee Record
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

CO 10 This level of service provides funds for
 OF a Records Specialist to process
 16 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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	40,030	500	0	0	0	40,530

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

NM 9 Completion of the 1994 APDEA wage
 OF negotiations may involve factfinding and
 17 arbitration in early 1994. Prepare for
 and negotiate the complete APDEA
 contract which expires in December 1994.
 The goal is to reduce personnel costs
 and regain management rights. This will
 require involvement of experienced
 negotiators and legal advice.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	125,000	0	0	125,000

27 1830-LABOR RELATIONS
 0272-Labor Relations
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

NM 13 Negotiation of the Fire contract. The
 OF goal is to reduce personnel costs and
 17 regain certain management rights. This
 will necessitate involvement of exper-
 ienced negotiators and legal advice for
 successful negotiations, including
 mediation, fact finding and interest
 arbitration.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	125,000	0	0	125,000

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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
 1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
28	1830-LABOR RELATIONS 0272-Labor Relations SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	NM	10 OF 17	Negotiation of the craft labor agreement for 1994. The goal is to significantly reduce personnel costs and regain certain management rights. This will necessitate involvement of experienced negotiators and legal advice for successful negotiations including mediation, fact finding and interest arbitration.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	75,000	0	0	75,000

29	1830-LABOR RELATIONS 0272-Labor Relations SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	NM	12 OF 17	Negotiation of the Light and Power labor contract. The goal is to significantly reduce personnel costs and regain certain management rights. This will necessitate involvement of experienced negotiators and legal advice for successful negotiations, including mediation, fact finding and interest arbitration.
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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

30	1830-LABOR RELATIONS 0272-Labor Relations SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	NM	11 OF 17	Negotiation of the AMEA labor agreement. The goal is to significantly reduce personnel costs and to regain certain management rights. This will require involvement of experienced negotiators and legal advice for successful negotiations, including mediation, fact finding and interest arbitration.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	75,000	0	0	75,000

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MUNICIPALITY OF ANCHORAGE
 1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

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

NM 5 This level provides funding for one
 OF Labor Relations Specialist position to
 17 provide services required by Code and
 labor contracts: joint committees, meet
 and confer obligations, increased griev-
 ance activity and 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 matters.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	69,430	570	0	0	0	70,000

32 1845-CLASS & EMPLOYMENT SVCS
 0141-Classification
 SOURCE OF FUNDS, THIS SVC LEVEL:

NM 7 This level of service provides funds
 OF with which to hire a professional
 9 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,
 and labor contract negotiations.

IGC SUPPORT

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

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

NM 4 Monitor compliance of contractors with
 OF the Municipality with D/WBE utilization
 5 toward goals as dictated by AMC 7.60.
 Assist municipal contractors in meeting
 D/WBE reporting requirements. Monitor
 project files to assure that required
 reports are maintained.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	58,110	0	0	0	5,890	64,000

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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
1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

34	1844-RECORDS AND BENEFITS 0627-Records and Benefits Admi SOURCE OF FUNDS, THIS SVC LEVEL:	NM	14 OF 16	Conduct an annual valuation of the liabilities of the police and fire 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 Committee.
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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

35	1842-AFFIRMATIVE ACTION 0005-Affirmative Action/Disabi SOURCE OF FUNDS, THIS SVC LEVEL:	NM	8 OF 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.
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IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	2,500	0	0	0	2,500

36	1830-LABOR RELATIONS 0272-Labor Relations SOURCE OF FUNDS, THIS SVC LEVEL:	CO	4 OF 17	This level provides funding for one labor relations specialist position to support a centralized labor relations program. Process discipline, grievances and arbitrations. Provide training and advice to departmental managers and supervisors. Negotiate labor contracts and amendments.
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IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	73,840	750	1,780	0	0	76,370

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1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

37	1841-PERSONNEL ADMIN 0138-Personnel Administration	CO	1	Provide direction and support to the personnel activities to insure coordinated work efforts to aid agencies in meeting their employment needs. Administer a Charter-required merit personnel system. Provide support to special projects and programs affecting the Municipal workforce and directly support labor relations activities. (CB)
	SOURCE OF FUNDS, THIS SVC LEVEL:		OF	
	IGC SUPPORT		1	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	89,910	200	2,290	0	0	92,400

38	1844-RECORDS AND BENEFITS 0063-Municipal Employee Benefi	CO	9	Provide support for salary deferral programs (401(k) and 457) and retirement 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.
	SOURCE OF FUNDS, THIS SVC LEVEL:		OF	
	IGC SUPPORT		16	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	51,430	0	1,990	0	0	53,420

39	1830-LABOR RELATIONS 0272-Labor Relations	CO	8	Provide experienced labor relations assistance to represent the Municipality in grievance arbitrations. (Note: this is completely separate from interest arbitration.)
	SOURCE OF FUNDS, THIS SVC LEVEL:		OF	
	IGC SUPPORT		17	

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

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MUNICIPALITY OF ANCHORAGE
1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
40	1845-CLASS & EMPLOYMENT SVCS 0141-Classification	CO	6	Provide secretarial support to the
	SOURCE OF FUNDS, THIS SVC LEVEL:		9	OF Classification & Employment Services
	IGC SUPPORT			Manager. Maintain classification files and records. Process routine requests for flex-staffing. Complete appropriate paperwork to document classification actions.

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	42,190	0	0	0	0	42,190

41	1842-AFFIRMATIVE ACTION 0005-Affirmative Action/Disabi	CO	4	Administer a substance abuse testing
	SOURCE OF FUNDS, THIS SVC LEVEL:		8	OF program as required by federal law for
	IGC SUPPORT			safety sensitive positions in the Transit Department and other identified safety sensitive and sensitive positions in the Municipality.

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

42	1845-CLASS & EMPLOYMENT SVCS 0188-Employment Services	CO	8	This level of service provides funding
	SOURCE OF FUNDS, THIS SVC LEVEL:		9	OF for physical examinations for newly
	IGC SUPPORT			hired or current employees to determine their capabilities to perform the essential functions of the position.

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

43	1830-LABOR RELATIONS 0272-Labor Relations	CO	17	This service level provides continued
	SOURCE OF FUNDS, THIS SVC LEVEL:		17	OF legal support for IAFF negotiations
	IGC SUPPORT			related to meet and confer obligations.

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

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1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

44 1844-RECORDS AND BENEFITS
0627-Records and Benefits Admi
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 11 This level of service provides funding
OF to support the annual recognition of
16 employees in the Employee of the Year
program. This includes both individual
awards and recognition of the
outstanding work units.

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

45 1844-RECORDS AND BENEFITS
0627-Records and Benefits Admi
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 12 This level of service provides funding
OF to support the Employee Incentive
16 Program, which includes the merit award,
and employee suggestion programs.

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	13,820	0	0	0	0	13,820

46 1845-CLASS & EMPLOYMENT SVCS
0188-Employment Services
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 9 This level of service provides funds
OF to advertise position vacancies in
9 local newspapers and other appropriate
recruitment sources.

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

SUBTOTAL OF FUNDED SERVICE LEVELS, EMPLOYEE RELATIONS

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
30	0	0	1,950,350	45,810	725,600	0	10,890	2,732,650

----- DEPARTMENT OF EMPLOYEE RELATIONS FUNDING LINE -----
 2,732,650

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1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

47	1850-OFFICE RESOURCE DEVELOP 0244-Employee & Organizational SOURCE OF FUNDS, THIS SVC LEVEL:	ND	5 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 update courses and to provide specific to department training and consultative assistance.
	IGC SUPPORT			

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

48	1850-OFFICE RESOURCE DEVELOP 0244-Employee & Organizational SOURCE OF FUNDS, THIS SVC LEVEL:	ND	2 OF 7	To provide essential support staff and customer service training; develop and administer quarterly training calendar; administer tuition assistance and internship programs; maintain training records management system; offer career counseling and resume preparation for displaced employees; promote/maintain resource center; coordinate external computer training.
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	61,460	1,000	790	0	0	63,250

49	1844-RECORDS AND BENEFITS 0063-Municipal Employee Benefi SOURCE OF FUNDS, THIS SVC LEVEL:	ND	16 OF 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.
	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

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 1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

50 1842-AFFIRMATIVE ACTION
 0005-Affirmative Action/Disabi
 SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 7 This level of funding provides the
 OF 8 resources for professional services to
 8 audit job sites, analyze essential job
 functions and make recommendations on
 reasonable accommodations for disabled
 applicants and employees to ensure
 Municipal compliance with the require-
 ments of the Americans with Disabilities
 Act.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	35,000	0	0	35,000

51 1842-AFFIRMATIVE ACTION
 0005-Affirmative Action/Disabi
 SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

ND 2 Train and educate Municipal employees
 OF 8 and supervisors on the provisions of
 8 the Drug Free Workplace Act and
 Municipal Substance Abuse Policies.
 Manage the testing, recordkeeping,
 rehabilitation and return to work
 activities in compliance with Municipal
 policies. Coordinate disciplinary
 action with Labor Relations and the
 supervisor.

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

52 1842-AFFIRMATIVE ACTION
 0005-Affirmative Action/Disabi
 SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

ND 5 This level of service provides funding
 OF 8 for four types of substance abuse tests
 8 for employees occupying critical
 sensitive positions. Tests include:
 pre-employment, reasonable suspicion,
 post-accident and return-to-work.

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

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MUNICIPALITY OF ANCHORAGE
1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
53	1850-OFFICE RESOURCE DEVELOP 0244-Employee & Organizational SOURCE OF FUNDS, THIS SVC LEVEL:	ND	6 OF 7	To provide for basic high demand skills-based courses for clerical and administrative support staff.

IGC SUPPORT

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

54	1830-LABOR RELATIONS 0272-Labor Relations SOURCE OF FUNDS, THIS SVC LEVEL:	ND	14 OF 17	Provide experienced labor relations assistance for the Police and Fire Retiree Health Care negotiations.
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IGC SUPPORT

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

55	1850-OFFICE RESOURCE DEVELOP 0244-Employee & Organizational SOURCE OF FUNDS, THIS SVC LEVEL:	ND	4 OF 7	A credible program requires adding new courses and resources to meet organizational and individual development needs. This provides for purchase of materials in support of the design and delivery of new courses and organizational development projects.
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IGC SUPPORT

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

56	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.
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IGC SUPPORT

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1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	55,520	0	0	0	0	55,520

57	1844-RECORDS AND BENEFITS 0627-Records and Benefits Admi SOURCE OF FUNDS, THIS SVC LEVEL:	ND	15	Administer the performance appraisal OF and Municipal productivity programs.
	IGC SUPPORT		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.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	55,520	0	0	0	0	55,520

58	1820-EQUAL OPPORTUNITY 0282-Equal Opportunity SOURCE OF FUNDS, THIS SVC LEVEL:	ND	5	Support staff for Office of Equal OF Opportunity. Perform all general 5 clerical duties.
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	33,690	0	0	0	0	33,690

59	1830-LABOR RELATIONS 0272-Labor Relations SOURCE OF FUNDS, THIS SVC LEVEL:	ND	15	Resources to research and assist the OF Municipal Attorney's staff with files, 17 documents, affidavits and testimony for the International Brotherhood of Electrical Workers Trust Fund law suit.
	IGC SUPPORT			

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

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MUNICIPALITY OF ANCHORAGE
1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
60	1830-LABOR RELATIONS 0272-Labor Relations SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	ND	7 OF 17	Provide experienced labor relations attorney assistance for the purpose of representing the Municipality before the Employee Relations Board on major issues and cases.

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

61	1844-RECORDS AND BENEFITS 0063-Municipal Employee Benefi SOURCE OF FUNDS, THIS SVC LEVEL:	ND	13 OF 16	This level of service provides funding for materials for employee education 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.
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PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	5,000	0	0	0	5,000

62	1842-AFFIRMATIVE ACTION 0005-Affirmative Action/Disabi SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	ND	3 OF 8	This level provides funding for a new position to define requirements for compliance with federal statutes and regulations affecting Municipal agencies. This position will prepare policies and procedures and administer compliance programs to insure maintenance of funding and avoidance of financial penalties and liabilities. Evaluate ways to meet ADA requirements.
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PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	46,800	0	0	0	0	46,800

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DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

63 1830-LABOR RELATIONS
 0272-Labor Relations
 SOURCE OF FUNDS, THIS SVC LEVEL:

ND 6

This funding level provides for centralized payment of expenses related to arbitrations and other statutory administrative hearings, ensuring prompt and accurate payment. It provides a more efficient and effective means of capturing, monitoring and reporting arbitration expenses for each case. Department budgets should be reduced by a like amount.

IGC SUPPORT

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

64 1850-OFFICE RESOURCE DEVELOP
 0244-Employee & Organizational
 SOURCE OF FUNDS, THIS SVC LEVEL:

ND 7

Specific job based technical training is critical to any organization. Technical training increases productivity, efficiency and reduces potential of injury and lost time. This position would serve in a coordinating and support role. The focus would be in the general government area.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	60,720	10,500	26,300	0	0	97,520

65 1830-LABOR RELATIONS
 0272-Labor Relations
 SOURCE OF FUNDS, THIS SVC LEVEL:

ND 16

This service level provides funding to acquire two laptop computers which will be used at negotiations and hearings to supply pertinent information and labor costing data.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	0	0	15,770	15,770

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 1994 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

66	1842-AFFIRMATIVE ACTION	ND	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.
	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

TOTALS FOR DEPARTMENT OF EMPLOYEE RELATIONS , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
36	0	0	2,268,690	86,810	988,190	0	26,660	3,370,350