

**EQUAL RIGHTS
COMMISSION**

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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 Program Highlights

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

Resources

	1994	1995
Direct Costs	\$ 403,840	\$ 396,410
Program Revenues	\$ 43,120	\$ 56,700
Personnel	6FT 1PT	5FT 2PT

1995 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1994 REVISED	1995 BUDGET	1994 REVISED				1995 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	403,840	396,410	6	1		7	5	2		7
OPERATING COST	403,840	396,410	6	1		7	5	2		7
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	403,840	396,410								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	88,080	94,780								
TOTAL DEPARTMENT COST	491,920	491,190								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	491,920	491,190								
LESS PROGRAM REVENUES	43,120	56,700								
NET PROGRAM COST	448,800	434,490								

1995 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	363,990	2,710	22,070	7,640	396,410
DEPT. TOTAL WITHOUT DEBT SERVICE	363,990	2,710	22,070	7,640	396,410
LESS VACANCY FACTOR					
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	363,990	2,710	22,070	7,640	396,410

RECONCILIATION FROM 1994 REVISED BUDGET TO 1995 BUDGET

DEPARTMENT: EQUAL RIGHTS COMMISSION

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1994 REVISED BUDGET:	\$ 403,840	6	1	0
1994 ONE-TIME REQUIREMENTS:				
- None				
1994 BUDGET REDUCTIONS (1995 IMPACT):				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1995:				
- Salaries and Benefits Adjustment	10,450			
- Non-Personal Services Inflation Adjustment	1,110			
1994 CONTINUATION LEVEL:	<u>\$ 415,400</u>	<u>6</u>	<u>1</u>	<u>0</u>
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- Purchase New Computer System	7,640			
UNFUNDED CURRENT SERVICE LEVELS:				
- Reduce Principle Office Associate to Part-Time	(25,190)	(1)	1	
MISCELLANEOUS INCREASES (DECREASES):				
- Miscellaneous Account Changes	(1,440)			
1995 BUDGET:	<u>\$ 396,410</u>	<u>5FT</u>	<u>2PT</u>	<u>0T</u>

1995 P R O G R A M P L A N

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.

1994 PERFORMANCES:

- Provided management of administrative and investigative actions and supported commissioner activities.
- Reviewed for approval completed AERC investigations within 15 days of recommendation.
- Docketed co-filed complaint investigations within 30 days of closure.
- Reviewed for adoption co-filed complaint investigations within 30 days of closure.
- Attended meetings of groups addressing community concerns.
- Developed budget and monitored Federal payroll.
- Completed intake interviews for assigned questionnaires within 5 days of assignment.
- Developed reports for EEOC case management as mandated by Federal contract.
- Received and recorded approximately 1,500 inquiries per year.
- Represented agency in administrative proceedings.

1995 PERFORMANCE OBJECTIVES:

- Provide management of administrative & investigative actions and support Commissioner activities. Provide Commissioners with Hearing Examiners to conduct hearings.
- Budgeting, accounting, contract monitoring & payroll. Docket cases within 5 days of receipt, support Executive Director & Commissioner activities.
- Review new complaints & investigations & review for adoption co-filed complaint investigations within 30 days of closure. Represent agency in administrative proceedings.
- Complete intake interviews for assigned questionnaires within 5 days of assignment; prepare & file discrimination complaints. Complete AERC investigations within 180 days of filing of complaint.
- Provide community outreach.
- Provide AERC staff with secretarial support.
- Receive and record inquiries. Maintain law library.

1995 PROGRAM PLAN

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

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	1	0	6	1	0	5	2	0
PERSONAL SERVICES	\$	372,410		\$	371,170		\$	363,990	
SUPPLIES		1,500			2,710			2,710	
OTHER SERVICES		26,210			29,960			22,070	
CAPITAL OUTLAY		0			0			7,640	
TOTAL DIRECT COST:	\$	400,120		\$	403,840		\$	396,410	
PROGRAM REVENUES:	\$	43,080		\$	43,120		\$	56,700	
WORK MEASURES:									
- Discrimination complaints filed		295			290			290	
- Regular commission meetings		17			5			4	
- Inquiry telephone calls		1,490			1,500			1,500	
- Discrimination complaints assigned		190			190			210	
- Investigations completed		144			220			220	
- Formal proceedings before chair/commission		12			10			10	
- Assigned intake questionnaires		260			200			200	
- Outreach presentations		17			20			36	
- Investigations reviewed		144			220			220	
- Draft proposed ordinances/resolutions/AIMs		5			1			2	
- Log assignment of intake questionnaires		260			200			200	
- Docket and inventory co-filed cases		105			80			80	
- Inquiries and public calls received		7,450			7,110			7,110	
- Conduct hearings and issue draft findings within 60 days		0			2			2	

4 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 1, 2, 3, 4