

**EQUAL RIGHTS  
COMMISSION**

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# **EQUAL RIGHTS COMMISSION**

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**Assembly**

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**Mayor**

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**Equal Rights  
Commission  
1050**

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**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**

	<b>1996</b>	<b>1997</b>
Direct Costs	\$ 439,790	\$ 448,190
Program Revenues	\$ 55,000	\$ 55,000
Personnel	6FT	6FT

1997 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1996 REVISED	1997 BUDGET	1996 REVISED				1997 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	439,790	448,190	6			6	6			6
OPERATING COST	439,790	448,190	6			6	6			6
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	439,790	448,190								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	101,270	194,500								
TOTAL DEPARTMENT COST	541,060	642,690								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	541,060	642,690								
LESS PROGRAM REVENUES	55,000	55,000								
NET PROGRAM COST	486,060	587,690								

1997 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	402,100	2,700	41,090	2,300	448,190
DEPT. TOTAL WITHOUT DEBT SERVICE	402,100	2,700	41,090	2,300	448,190
LESS VACANCY FACTOR					
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	402,100	2,700	41,090	2,300	448,190

**RECONCILIATION FROM 1996 REVISED BUDGET TO 1997 BUDGET**

**DEPARTMENT: EQUAL RIGHTS COMMISSION**

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
<b>1996 REVISED BUDGET:</b>	\$ 439,790	6		
<b>1996 ONE-TIME REQUIREMENTS:</b>				
- None				
<b>AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1997:</b>				
- Salaries and Benefits Adjustment	7,030			
- Non-Personal Services Inflation Adjustment	1,370			
<b>1996 CONTINUATION LEVEL:</b>	<u>\$ 448,190</u>	<u>6</u>	<u>0</u>	<u>0</u>
<b>FUNDED NEW/EXPANDED SERVICE LEVELS:</b>				
- Increase Legal Services and Public Hearing	5,000			
<b>UNFUNDED CURRENT SERVICE LEVELS:</b>				
- None				
<b>MISCELLANEOUS INCREASES (DECREASES)</b>				
- Overtime	(500)			
- Communication	(800)			
- Travel	(1,890)			
- Dues and Subscriptions	(710)			
- Computer Purchases	(1,100)			
<b>1997 BUDGET:</b>	<u>\$ 448,190</u>	<u>6 FT</u>	<u>0 PT</u>	<u>0 T</u>

## 1997 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.

### 1996 PERFORMANCES:

- Provided management of administrative & investigative actions and supported Commissioner activities. Provided Commissioners with hearing examiners to conduct hearings.
- Performed budgeting, accounting, EEOC contract monitoring and monitored payroll system. Docketed cases within three days of receipt.
- Reviewed new complaints & investigations & reviewed for adoption co-filed complaint investigations within 30 days of closure. Represented agency in administrative proceedings.
- Completed intake interviews for assigned questionnaires within three days of assignment. Prepared and filed discrimination complaints. Completed AERC investigations within 180 days of filing of complaint.
- Provided community outreach.
- Provided AERC staff with secretarial support.
- Received and recorded inquiries.
- Maintained law library.

### 1997 PERFORMANCE OBJECTIVES:

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

1997 P R O G R A M P L A N

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

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	1	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	359,510		\$	395,570		\$	402,100	
SUPPLIES		2,710			2,710			2,700	
OTHER SERVICES		22,070			38,110			41,090	
CAPITAL OUTLAY		7,640			3,400			2,300	
TOTAL DIRECT COST:	\$	391,930		\$	439,790		\$	448,190	
PROGRAM REVENUES:	\$	56,700		\$	55,000		\$	55,000	
WORK MEASURES:									
- Inquiries and telephone calls		1,475			1,500			1,550	
- Log/assign intake questionnaires		200			210			215	
- Discrimination complaints assigned		180			185			200	
- Investigations completed		180			185			185	
- Docket and inventory co-filed cases		180			185			185	
- Conduct hearings and issue draft findings within 60 days		2			2			2	
- Draft proposed ordinances/resolutions/AIMs		2			2			2	
- Regular commission meetings		4			4			4	
- Outreach presentations		36			36			36	

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