

**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	\$ 446,050
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
EQUAL RIGHTS COMMISSION	439,790	446,050	6			6
OPERATING COST	439,790	446,050	6			6
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	439,790	446,050				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	101,270	193,580				
TOTAL DEPARTMENT COST	541,060	639,630				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0				
FUNCTION COST	541,060	639,630				
LESS PROGRAM REVENUES	55,000	55,000				
NET PROGRAM COST	486,060	584,630				

1997 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	399,960	2,700	41,090	2,300	446,050
DEPT. TOTAL WITHOUT DEBT SERVICE	399,960	2,700	41,090	2,300	446,050
LESS VACANCY FACTOR					
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	399,960	2,700	41,090	2,300	446,050

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

**DEPARTMENT: EQUAL RIGHTS COMMISSION**

	<b>DIRECT COSTS</b>	<b>POSITIONS</b>		
		<b>FT</b>	<b>PT</b>	<b>T</b>
<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	4,890			
- Non-Personal Services Inflation Adjustment	1,370			
<b>1996 CONTINUATION LEVEL:</b>	\$ 446,050	6	0	0
<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 REQUEST:</b>	\$ 446,050	6 FT	0 PT	0 T

## 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		\$	399,960	
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		\$	446,050	
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

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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  
1997 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

1	1050-EQUAL RIGHTS COMMISSION	CB	1	Manage the agency and monitor enforce-
	0032-Agency Operations/Code En		OF	ment of the Civil Rights Laws of the
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	MOA prohibiting discrimination;
	TAX SUPPORT			provide service support to 9-member
				Commission; provide Commissioners with
	PROGRAM REVENUES	39,500		stipends for meetings; monitor federal
				contract; respond to inquiries; conduct
				complaint in-take screening; conduct
				investigations; conduct 1 public
				hearing.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	225,390	2,700	24,700	0	2,300	255,090

2	1050-EQUAL RIGHTS COMMISSION	CO	2	Complete intake interviews for assigned
	0032-Agency Operations/Code En		OF	questionnaires within 5 days of assign-
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	ment. Prepare and file discrimination
	TAX SUPPORT			complaints. Complete AERC investiga-
				tions within 180 days of filing of
	PROGRAM REVENUES	12,000		complaint.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	113,430	0	3,890	0	0	117,320

3	1050-EQUAL RIGHTS COMMISSION	CO	3	Conduct second public hearing and
	0032-Agency Operations/Code En		OF	fund the third Human Relations
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	Specialist.
	TAX SUPPORT			
	PROGRAM REVENUES	3,500		

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	61,140	0	7,500	0	0	68,640



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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  
 1997 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT	BUDGET UNIT/	SL	SVC	
RANK	PROGRAM	CODE	LVL	
4	1050-EQUAL RIGHTS COMMISSION	NH	4	Increase contract for outside legal
	0032-Agency Operations/Code En		OF	services.
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	
	TAX SUPPORT			

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

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 SUBTOTAL OF FUNDED SERVICE LEVELS, EQUAL RIGHTS COMMISSION . . . . .

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	0	0	399,960	2,700	41,090	0	2,300	446,050

----- DEPARTMENT OF EQUAL RIGHTS COMMISSION FUNDING LINE -----  
 . . . . . 446,050

TOTALS FOR DEPARTMENT OF EQUAL RIGHTS COMMISSION , FUNDED AND UNFUNDED . . . . .

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	0	0	399,960	2,700	41,090	0	2,300	446,050