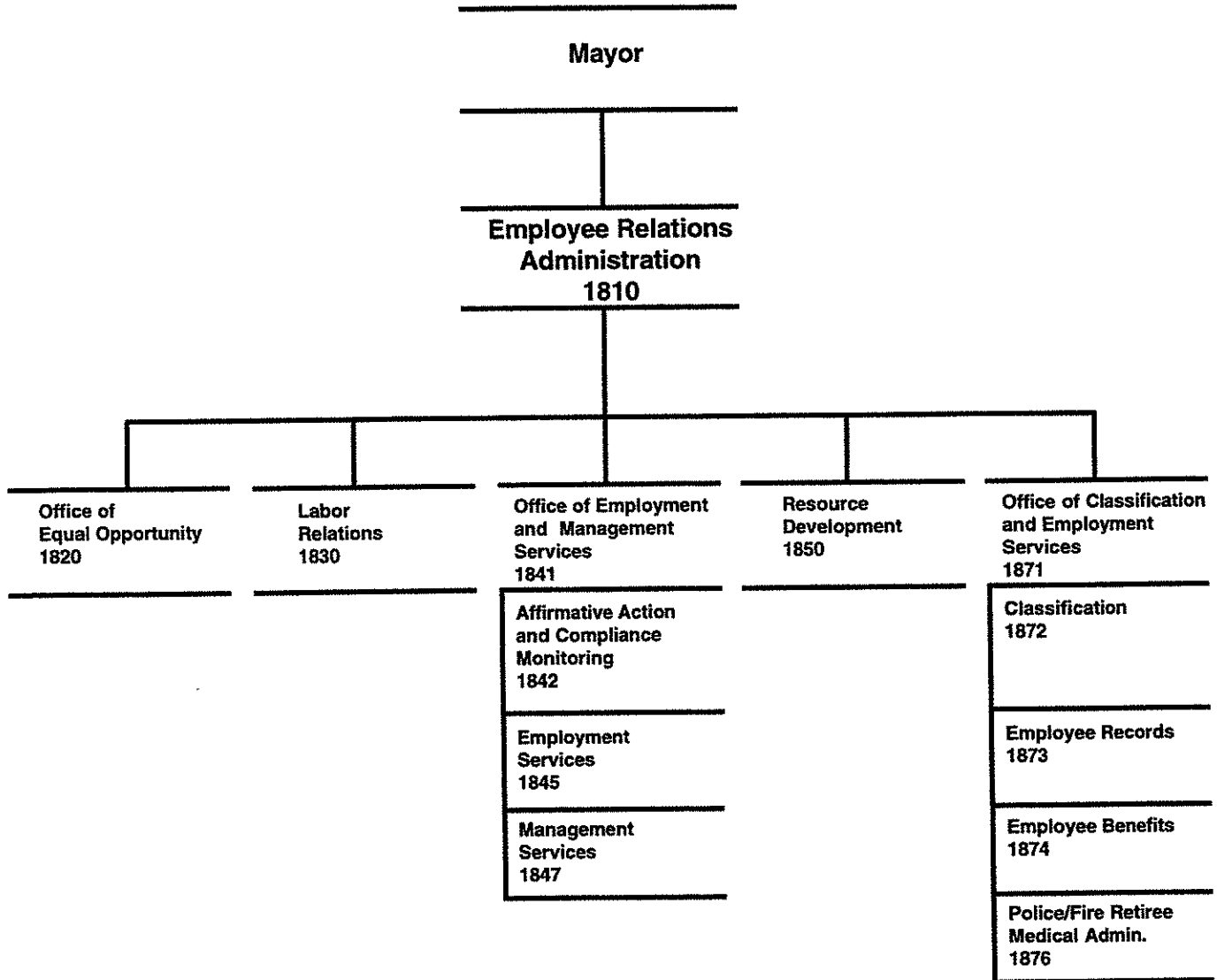


EMPLOYEE RELATIONS

EMPLOYEE RELATIONS



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 Program 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

	1996	1997
Direct Costs	\$2,771,250	\$2,580,150
Program Revenues	\$ 20,500	\$ 20,500
Personnel	31FT 1PT	31FT 1PT

1997 RESOURCE PLAN

DEPARTMENT: EMPLOYEE RELATIONS

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1996 REVISED	1997 BUDGET	1996 REVISED		1997 BUDGET	
			FT	PT	T	TOTAL
EMPLOYEE RELATIONS ADMIN	196,260	221,550	3			3
EQUAL OPPORTUNITY	265,050	269,010	4			4
LABOR RELATIONS	331,880	170,920	1			1
EMPLOYMENT/MANAGEMENT SVS	754,520	706,110	9			9
OFFICE RESOURCE DEVELOP	192,560	194,710	2			2
CLASS & EMPLOYEE SVCS	855,980	842,850	12	1		13
POLICE/FIRE RET MED LIAB	175,000	175,000				
OPERATING COST	2,771,250	2,580,150	31	1		32
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	2,771,250	2,580,150				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	1,451,280	1,539,320				
TOTAL DEPARTMENT COST	4,222,530	4,119,470				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	3,941,760	3,853,680				
FUNCTION COST	280,770	265,790				
LESS PROGRAM REVENUES	20,500	20,500				
NET PROGRAM COST	260,270	245,290				

1997 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EMPLOYEE RELATIONS ADMIN	210,530	2,790	9,510		222,830
EQUAL OPPORTUNITY	258,350	1,430	7,230	2,000	269,010
LABOR RELATIONS	91,430	1,290	80,790		173,510
EMPLOYMENT/MANAGEMENT SVS	628,470	15,280	67,480		711,230
OFFICE RESOURCE DEVELOP	147,740	30,600	17,650		195,990
CLASS & EMPLOYEE SVCS	707,710	23,250	115,610	760	847,330
POLICE/FIRE RET MED LIAB			175,000		175,000
DEPT. TOTAL WITHOUT DEBT SERVICE	2,044,230	74,640	473,270	2,760	2,594,900
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	2,029,480	74,640	473,270	2,760	2,580,150

RECONCILIATION FROM 1996 REVISED BUDGET TO 1997 BUDGET

DEPARTMENT: EMPLOYEE RELATIONS

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1996 REVISED BUDGET:	\$ 2,771,250	31	1	0
1996 ONE-TIME REQUIREMENTS:				
- Evaluate Testing Procedures for Public Safety Positions	(20,000)			
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1997:				
- Salaries and Benefits Adjustment	(19,880)			
- Non-Personal Services Inflation Adjustment	8,990			
1996 CONTINUATION LEVEL:	\$ 2,740,360	31	1	0
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- Section 218 Social Security Participation Agreement	10,000			
UNFUNDED CURRENT SERVICE LEVELS:				
- None				
MISCELLANEOUS INCREASES (DECREASES)				
- Reduce Labor Negotiations	(145,000)			
- Reduce Labor Relations Assistance Costs	(20,000)			
- Reduce Costs for Investment Advisor	(7,500)			
- Reduce Consulting Costs	(5,000)			
- Increase Supplies and Fund Travel in Class & Emp	7,150			
- Fund Outreach Recruitment and Travel for Recruitment	5,920			
- Increase Retiree Medical Valuation	2,500			
- Miscellaneous Increases	710			
- Inflation Absorption	(8,990)			
1997 BUDGET REQUEST:	\$ 2,580,150	31 FT	1 PT	0 T

1997 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. To prepare the department's budget and review state, federal and Municipal legislation.

1996 PERFORMANCES:

- Managed and directed work activities for the department's four program offices/agencies.
- Allocated resources to meet Municipal and department objectives.
- Participated in administrative activities before the Assembly and the boards, commissions and task forces supported by the department.
- Directed and developed strategies to complement the cost containment goals of the Municipality.
- Administered personal services contracts for outside counsel.
- Administered the department's budget and prepared 1997 budget.
- Monitored federal, state and local legislation.
- Developed human resource policies and procedures for the Municipality.
- Supported Municipal Employee Incentive Committee.
- Developed and managed department's Emergency Management Plan.
- Managed Municipal Fund Raising Initiatives.
- Coordinated department's Management Information System requirements.

1997 PERFORMANCE OBJECTIVES:

- Manage and direct work activities for the department's four program offices/agencies.
- Allocate resources to meet Municipal and department objectives.
- Participate in administrative activities before the Assembly and the boards, commissions and task forces supported by the department.
- Direct and develop strategies to complement the cost containment goals of the Municipality.
- Administer personal services contracts for outside counsel.
- Administer the department's budget and prepare 1998 budget.
- Monitor federal, state and local legislation.
- Develop human resource policies and procedures for the Municipality.
- Support Municipal Employee Incentive Committee.
- Develop and manage department's Emergency Management Plan.
- Manage Municipal Fund Raising Initiatives.
- Coordinate department's Management Information System requirements.

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: EMPLOYEE RELATIONS ADMIN
 PROGRAM: Employee Relations Administration
 RESOURCES:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	149,710		\$	207,520		\$	209,250	
SUPPLIES		2,290			2,790			2,790	
OTHER SERVICES		7,850			14,910			9,510	
DEBT SERVICE		0			860			0	
TOTAL DIRECT COST:	\$	159,850		\$	196,260		\$	221,550	

WORK MEASURES:

- Board/Commission/ Task Forces supported		3		3		3
- Responses/interpre- tations provided		150		150		150
- Board/Assembly action items prepared		50		70		60
- State/federal legislation reviewed and responded to		0		27		30
- Professional services contracts monitored		0		5		10
- Policy and Procedure review for department & the Municipality		0		30		30
- Employee Incentive Committee management		0		15		15

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 1, 12, 18

1997 PROGRAM PLAN

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.

1996 PERFORMANCES:

- Minimized complaints of discrimination through training/education.
- Investigated/resolved informal complaints of discrimination.
- Coordinated the Municipality's response to formal complaints.
- Collected and compiled data for required program reports.
- Updated Municipality's Disadvantaged/Women-owned Business Enter. (D/WBE) program and documents to assure compliance with federal requirements.
- Provided assistance and training to Municipal departments and agencies to insure that the Municipality complied with D/WBE requirements.
- Assured D/WBE certification program complied with Federal standards.
- Published and updated the D/WBE directory.
- Developed/implemented affirmative action programs for D/WBE and contract compliance programs.
- Provided assistance to Municipal departments and agencies to ensure that the Municipality complied with contract compliance program requirements.
- Performed construction/professional services project onsite reviews.
- Investigated complaints of non-compliance with D/WBE requirements.

1997 PERFORMANCE OBJECTIVES:

- Minimize informal/formal complaints of discrimination through training and education. Investigate/resolve informal complaints of discrimination.
- Coordinate the Municipality's response to formal complaints.
- Collect and compile data for required program reports.
- Annual update of the Municipality's D/WBE program and documents to assure compliance with federal requirements.
- Provide assistance and training to Municipal departments and agencies to insure 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.
- Develop and implement affirmative action programs for D/WBE and contract compliance programs.
- Provide assistance to Municipal departments and agencies to ensure that the Municipality complies with contract compliance program requirements.
- Perform construction and professional services project onsite reviews.
- Investigate/resolve complaints of non-compliance with D/WBE requirements.

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

DEPARTMENT: EMPLOYEE RELATIONS
 PROGRAM: Equal Opportunity
 RESOURCES:

DIVISION: EQUAL OPPORTUNITY

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	251,920		\$	256,550		\$	258,350	
SUPPLIES		1,430			1,430			1,430	
OTHER SERVICES		7,250			7,070			7,230	
CAPITAL OUTLAY		5,000			0			2,000	
TOTAL DIRECT COST:	\$	265,600		\$	265,050		\$	269,010	
WORK MEASURES:									
- Informal complaints reviewed		44			55			42	
- D/WBE directories distributed		2,000			2,000			2,000	
- D/WBE certifications		400			400			400	
- Coordinate/investigate formal complaints		23			21			22	
- Contract Compliance Certifications		400			400			425	
- Onsite D/WBE reviews		250			250			250	
- State, local and federal compliance reports compiled		28			28			28	
- Provide training and technical assistance in program requirements		116			116			116	
- Establish D/WBE goals on projects		75			75			75	
- Contract compliance (EEO) performance reports input		1,300			1,300			1,300	
- Provide ATU with Contract Compliance Contractor lists		12			12			24	
- Review & monitor ATU informal/formal discrimination complaints		12			12			12	
- Incorporate ATU stats for MOA annual reports		10			10			10	
- On-site visits to construction and professional services proj		850			850			850	
- Utilization reports received and reviewed		850			850			850	

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 6, 14, 23, 33

1997 PROGRAM PLAN

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

PURPOSE:

The Labor Relations Manager is responsible for the administration of and conducting contract negotiation, arbitration proceedings and grievance processing. He/she provides guidance and counseling to all Municipal departments concerning labor and grievance issues.

1996 PERFORMANCES:

- Negotiated contracts and contract modifications, including holding meet-and-confer sessions upon request of unions.
- Represented the Municipality in arbitrations and Employee Relations Board hearings.
- Made Employee Relations determinations on labor agreement interpretation questions.
- Conducted training sessions for managers and supervisors.
- Completed negotiations with International Association of Firefighters.
- Negotiated Anchorage Joint Crafts Council wage reopener.
- Negotiated the impact of any Emergency Medical Service Integration issue with the International Association of Firefighters.

1997 PERFORMANCE OBJECTIVES:

- Develop protocol for all phases of contract administration.
- Coordinate activities of Management Services to administer grievances.
- Develop workload indicators to identify situations requiring outside counsel or the Municipal Law Department.
- Analyze workload indicators to promote optimum utilization of resources.
- Continue relationship between Labor Relations and Records and Benefits to optimize grievance resolutions and minimize extra work.
- Interpret labor agreements and advise executives and managers on same.
- Establish advisory groups for each agreement.
- Create bargaining teams to include operational managers.
- Develop comprehensive compensation/benefits packages tailored to each bargaining unit.
- Examine settlement flexibility to save time and reduce costs.
- Provide labor relations training for Municipal managers and supervisors.
- Develop comprehensive briefings to cover each contract as it is ratified.
- Represent Muni in arbitrations and Employee Relations Board hearings.

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

DEPARTMENT: EMPLOYEE RELATIONS
 PROGRAM: Labor Relations Manager
 RESOURCES:

DIVISION: LABOR RELATIONS

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	132,220		\$	85,150		\$	88,840	
SUPPLIES		1,790			1,290			1,290	
OTHER SERVICES		254,750			245,440			80,790	
TOTAL DIRECT COST:	\$	388,760		\$	331,880		\$	170,920	

WORK MEASURES:

- Contracts negotiated		3		3		1
- Grievance arbitrations		58		40		60
- Interest arbitrations		5		3		1
- Meet-and-confer sessions held		12		10		18

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 8, 31, 44

1997 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 encourages employee productivity and professional management practices and promotes organizational excellence and customer first service. This office exists to support Municipal agencies in carrying out their mission.

1996 PERFORMANCES:

- Implemented and evaluated Pilot Leadership Program.
- Implemented Field Ambassador program at ML&P.
- Designed and delivered customer service training in several agencies.
- Formalized methods to recognize customer service successes.
- Enhanced program marketing, quality & service with equipment upgrades.
- Selected and purchased comprehensive registration software package.
- Designed and implemented Municipal Customer Feedback Survey.
- Implemented changes in Internship Program to address customer needs.
- Facilitated supervisory feedback meetings on performance appraisals.
- Facilitated implementation of agency (team) development interventions.
- Promoted innovative practices to support operational effectiveness.
- Evaluated, developed recommendations on Certified Public Manager Program.
- Implemented pilot 360 degree feedback process.
- Developed process to assess and establish strategies for enhancing commitment and morale in non-represented groups.
- Expanded training curriculum and delivery systems (RFP).

1997 PERFORMANCE OBJECTIVES:

- Expand implementation of 360 degree feedback process.
- Implement recommendations concerning Certified Public Manager Program.
- Facilitate implementation of agency customer service programs.
- Implement recommendations concerning Leadership Development Program.
- Enhance program marketing, quality & service with equipment upgrades.
- Implement comprehensive registration software package.
- Design and implement quality or continuous improvement process programs.
- Coordinate top executive team process.
- Facilitate follow-up supervisory feedback sessions for Employee Relations.
- Facilitate implementation of agency (team) development interventions.
- Seek out and promote innovative practices to increase effectiveness.
- Develop and distribute a bi-monthly Customer Service Newsletter.
- Offer more comprehensive management and employee training.
- Develop an index and check-out system for videos and resource development library.

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

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

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	141,070		\$	145,220		\$	146,460	
SUPPLIES		25,000			24,000			30,600	
OTHER SERVICES		6,420			16,740			17,650	
CAPITAL OUTLAY		0			6,600			0	
TOTAL DIRECT COST:	\$	172,490		\$	192,560		\$	194,710	
WORK MEASURES:									
- Hours of spec. agency training, consulting; prep and development		1,530			1,530			1,530	
- Days of training on quarterly calendar		50			45			45	
- Courses or group processes facilitated annually		52			52			52	
- Employee participation (expected level)		600			600			600	
- Number of calendar courses rated 7 on a 1 - 10 scale		25			25			25	
- Employees receiving calendared training in customer service		570			500			500	
- Days of training in customer service		31			45			45	
- Employees receiving individual consultative support		40			40			40	

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 7, 41

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: EMPLOYMENT/MANAGEMENT SVS
 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.

1996 PERFORMANCES:

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

1997 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:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	88,600		\$	133,680		\$	126,480	
SUPPLIES		200			200			400	
OTHER SERVICES		3,010			2,860			2,370	
TOTAL DIRECT COST:	\$	91,810		\$	136,740		\$	129,250	

WORK MEASURES:

- Labor contract negotiations supported	5	3	1
- Cost containment/reduction projects managed	7	7	7
- Percent of time directly spent on labor relations activities	40	40	40
- Program units supported	3	3	3
- Boards/Committees supported	2	2	2
- Outreach Recruitment Programs Coordinated	2	2	2
- Program assistance responses reported	70	70	70

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 26, 34

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

DEPARTMENT: EMPLOYEE RELATIONS
PROGRAM: Employment Services

DIVISION: EMPLOYMENT/MANAGEMENT SVS

PURPOSE:

To provide employment services to meet staffing requirements of the Municipality through employee promotion, transfer and new hire.

1996 PERFORMANCES:

- Received and processed requests for personnel.
- Received and processed applications for employment.
- Maintained computerized employment recordkeeping system in support of merit system, EEO and Affirmative Action requirements.
- Conducted substance abuse 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.

1997 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 substance abuse screening on successful applicants for selected safety sensitive positions.
- Conduct recruitment for firefighters, paramedics and EMTs for future hire.
- Conduct recruitment for police officers for future academies.
- Conduct outreach recruitment with emphasis on minorities.

RESOURCES:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	239,790		\$	199,820		\$	201,730	
SUPPLIES		3,800			3,800			4,800	
OTHER SERVICES		6,250			28,300			14,720	
CAPITAL OUTLAY		5,000			500			0	
TOTAL DIRECT COST:	\$	254,840		\$	232,420		\$	221,250	

WORK MEASURES:

- Job vacancies filled		600		600		700
- Applications received		7,000		8,500		10,500
- Number of pre-employment physical exams		100		100		150
- Validation studies conducted		0		2		0

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
4, 9, 16, 36, 42

1997 PROGRAM PLAN

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: EMPLOYMENT/MANAGEMENT SVS
PROGRAM: Affirmative Action/Disability Mgmt Admn

PURPOSE:

Coordinate efforts to employ 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 and violence. Comply with the Americans with Disabilities Act.

1996 PERFORMANCES:

- Continued efforts to achieve a workforce which is balanced in terms of race and gender, provided 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, harassment, disability management, workplace diversity, and substance abuse programs and Americans with Disabilities Act through training and communications.
- Coordinated federal and state reporting requirements for affirmative action, safety and substance abuse.
- Administered substance abuse testing program, including training.
- Evaluated program effectiveness by monitoring drug test results, return-to-duty contracts, supervisory assistance requests and training response.
- Coordinated Municipal activities to achieve compliance with the Americans with Disabilities Act.
- Conducted training on liability for violations of labor/employment laws.
- Administered program which addressed violence in the workplace.

1997 PERFORMANCE OBJECTIVES:

- Continue efforts to achieve a workforce which is balanced in terms of race and gender, 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, harassment, 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, including training.
- Evaluate program effectiveness by monitoring drug test results, return-to-duty contracts, supervisory assistance requests and training response.
- Coordinate Municipal activities to achieve compliance with the Americans with Disabilities Act.
- Conduct training on liability for violations of labor/employment laws.
- Administer program which addresses violence in the workplace.

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: EMPLOYMENT/MANAGEMENT SVS
 PROGRAM: Affirmative Action/Disability Mgmt Admn
 RESOURCES:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	1	0	0	1	0	0	1	0	0
PERSONAL SERVICES	\$	82,450		\$	87,100		\$	89,080	
SUPPLIES		5,760			5,760			5,760	
OTHER SERVICES		49,890			59,470			47,890	
TOTAL DIRECT COST:	\$	138,100		\$	152,330		\$	142,730	

WORK MEASURES:

- Workplace violence/ harassment training sessions		6		6		6
- Substance abuse/ safety reports		4		4		4
- Responses to requests for assistance with program compliance		45		45		45
- Drug Detection and Discipline training courses		5		5		5
- Substance abuse tests managed (pre-employment post-accident, etc.)		180		120		220
- Program effectiveness evaluations		2		2		2
- Evaluate Municipal programs for compliance with ADA		0		5		5
- Supervisor training on ADA and liability for violation of laws		6		6		6
- Random substance abuse tests managed		220		220		220
- Supervisor liability and diversity training		4		4		4
- Workplace Violence Training conducted		6		4		4

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 5, 35, 38, 43

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: EMPLOYMENT/MANAGEMENT SVS
PROGRAM: Personnel Management Services

PURPOSE:

Provide Municipal agencies with advice and assistance with respect to personnel and labor relations issues, with an emphasis on the coordination of effort in meeting the full range of agency personnel needs and the resolution of labor disputes.

1996 PERFORMANCES:

- Represented the Municipality in the investigation, processing and resolution of grievances.
- Administered the employee discipline program.
- Represented the Municipality in disciplinary actions.
- Provided guidance and assistance to managers and supervisors on labor agreement and personnel rules interpretation and implementation.
- Participated in training sessions for managers and supervisors.
- Investigated complaints related to human resource issues, programs and policies and developed resolution recommendations and strategies.
- Provided coordinated services to all departments on human resource needs and issues.
- Advised Municipal managers and supervisors on labor and personnel impacts of proposed policy or program initiatives and changes.
- Provided assistance to staff of the Employee Relations Department in obtaining information necessary from Municipal agencies to process service and employment requests.

1997 PERFORMANCE OBJECTIVES:

- Represent the Municipality in the investigation, processing and resolution of grievances.
- Administer the employee discipline program.
- Represent the Municipality in disciplinary actions.
- Provide guidance and assistance to managers and supervisors on labor agreement and personnel rules interpretation and implementation.
- Participate in training sessions for managers and supervisors.
- Investigate complaints related to human resource issues, programs and policies and develop resolution recommendations and strategies.
- Provide coordinated services to all departments on human resource needs and issues.
- Advise Municipal managers and supervisors on labor and personnel impacts of proposed policy or program initiatives and changes.
- Provide assistance to staff of the Employee Relations Department in obtaining information necessary from Municipal agencies to process service and employment requests.

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: EMPLOYMENT/MANAGEMENT SVS
 PROGRAM: Personnel Management Services
 RESOURCES:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES			\$ 213,740			\$ 224,610			\$ 206,060
SUPPLIES			4,320			4,320			4,320
OTHER SERVICES			5,930			4,100			2,500
TOTAL DIRECT COST:			\$ 223,990			\$ 233,030			\$ 212,880

WORK MEASURES:

- Grievances processed		150		140		140
- Grievances resolved		183		110		110
- Disciplinary actions processed		245		240		240
- Informal complaints processed		0		40		40
- Informal complaints resolved		0		25		25
- Program assistance requests processed		0		70		70

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 19, 25, 28

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: CLASS & EMPLOYEE SVCS
PROGRAM: Classification and Employee Svcs Admin

PURPOSE:

Direct, coordinate and support the Municipal classification, salary, records, benefits and other employee programs. Facilitate inter- and intra-department employee relations and personnel support.

1996 PERFORMANCES:

- Provided direction and coordination for classification, 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 reopener and contract negotiations.
- Provided staff support to the Employee Incentive Committee.
- Provided staff support to the Employee Relations Board.
- Continued to provide technical assistance and support to the Anchorage Telephone Utility in the areas of benefit programs and the personnel/ payroll system.
- Prepared amendments to the Personnel Rules for consistency and to reflect current practices and objectives.
- Provided staff support to the Municipal Prefunding Investment Board.
- Provided direction for the staff of the Police and Fire Retiree Medical Funding Program.

1997 PERFORMANCE OBJECTIVES:

- Provide direction and coordination for classification, 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.
- Provide staff support to the Employee Relations Board.
- Continue to provide technical assistance and support to the Anchorage Telephone Utility in the areas of benefit programs and the personnel/ payroll system.
- Prepare amendments to the Personnel Rules for consistency and to reflect current practices and objectives.
- Provide staff support to the Municipal Prefunding Investment Board.
- Provide direction for the staff of the Police and Fire Retiree Medical Funding Program.

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: CLASS & EMPLOYEE SVCS
 PROGRAM: Classification and Employee Svcs Admin
 RESOURCES:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	145,760		\$	149,410		\$	148,970	
SUPPLIES		4,110			4,110			8,500	
OTHER SERVICES		64,800			4,800			17,560	
TOTAL DIRECT COST:	\$	214,670		\$	158,320		\$	175,030	

WORK MEASURES:

- Management bulletins issued		3		5		12
- Employee merit awards		15		15		15
- Employee suggestions processed		10		10		10
- Assembly memoranda generated		25		25		25
- Actuarial valuation conducted		1		0		0
- Employee of the Year nominations received		15		15		15
- Work Unit of the Year nominations received		15		15		15

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 17, 39, 40, 47

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

DEPARTMENT: EMPLOYEE RELATIONS
PROGRAM: Classification

DIVISION: CLASS & EMPLOYEE SVCS

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.

1996 PERFORMANCES:

- Conducted and participated in salary surveys for benchmark positions.
- Conducted classification studies and desk audits to determine proper classification and pay levels for selected positions.
- Updated position descriptions and class specifications to comply with federal law and new requirements.
- Reviewed the current classification procedures and approval processes and recommended appropriate changes.
- Developed written policies and procedures for the classification program.
- Conducted a overview of the current classification system to determine its strengths and weaknesses and recommended appropriate changes.

1997 PERFORMANCE OBJECTIVES:

- Conduct and participate in salary surveys for benchmark positions.
- Conduct classification studies and desk audits to determine proper classification and pay levels for selected positions.
- Update position descriptions and class specifications to comply with federal law and new requirements.
- Review the current classification procedures and approval processes and recommend appropriate changes.
- Develop written policies and procedures for the classification program.

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

DEPARTMENT: EMPLOYEE RELATIONS
 PROGRAM: Classification
 RESOURCES:

DIVISION: CLASS & EMPLOYEE SVCS

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	2	0	0	2	0	0	2	0	0
PERSONAL SERVICES	\$	132,600		\$	132,700		\$	126,280	
SUPPLIES		1,000			1,000			1,250	
OTHER SERVICES		20,300			20,300			20,700	
CAPITAL OUTLAY		5,000			0			0	
TOTAL DIRECT COST:	\$	158,900		\$	154,000		\$	148,230	
WORK MEASURES:									
- Position audits		600			500			500	
- Desk audits		50			40			40	
- Labor market salary survey		2			1			2	
- Class specifications reviewed and updated		50			50			50	
- Salary surveys participated in		10			10			10	
- Grievances, arbitration and litigation actions supported		6			6			6	

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 10, 20, 30

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: CLASS & EMPLOYEE SVCS
PROGRAM: Municipal Employee Records Programs

PURPOSE:

To provide a comprehensive centralized employee records program for active and terminated Municipal employees.

1996 PERFORMANCES:

- Provided personnel/payroll training program for departmental payroll clerks, including updates to the Payroll Clerk Manual.
- 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 filed appeals.
- Continued to assist the Anchorage Telephone Utility in their efforts to implement a separate personnel/payroll system for ATU employees.
- Maintained the database of the dependents of Municipal employees.
- Provided centralized oversight of injury leave to insure proper payment and coordination with workers compensation.
- Commenced analysis of the personnel/payroll system requirements in support of an upgraded or new system.

1997 PERFORMANCE OBJECTIVES:

- Provide personnel/payroll training program for departmental payroll clerks, including updates to the Payroll Clerk Manual.
- 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.
- Maintain dependent database for health insurance reporting purposes.
- Provide centralized oversight of injury leave to insure proper payment and coordination with workers compensation.
- Provide on-line inquiry to the position control and employee database for department personnel, through a new or upgraded payroll system.
- Automate current manual processes: new hire packets, logs, personnel forms.

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: CLASS & EMPLOYEE SVCS
PROGRAM: Municipal Employee Records Programs
RESOURCES:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	4	0	0	4	0	0	4	0	0
PERSONAL SERVICES	\$	176,370		\$	181,520		\$	176,240	
SUPPLIES		6,500			6,750			5,500	
OTHER SERVICES		2,400			2,400			2,750	
CAPITAL OUTLAY		5,000			0			0	
TOTAL DIRECT COST:	\$	190,270		\$	190,670		\$	184,490	

WORK MEASURES:

- Personnel actions processed	16,000	18,000	12,000
- Services awards provided	500	500	500
- Payroll clerk meetings conducted	3	10	5
- Unemployment insurance hearings attended	8	15	15
- New employee orientations conducted	111	125	125
- Written employment verifications processed	2,000	2,000	1,750
- Identification cards issued	600	600	600
- Active personnel files maintained	3,575	3,575	2,825
- Confidential medical files maintained on Municipal employees	2,500	2,500	2,500
- Non-standard personnel actions processed (e.g. grievance settlements)	12	12	12
- Terminated employee files retired	1,100	1,100	1,100

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
3, 15, 24, 29

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: CLASS & EMPLOYEE SVCS
PROGRAM: Municipal Employee Benefits Program

PURPOSE:

To administer a comprehensive, centralized employee benefits program.

1996 PERFORMANCES:

- Conducted annual enrollments for various employee benefit plans.
- 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.
- Implemented negotiated benefit changes.
- Prepared requests for proposals or extended contracts with benefits providers and/or insurance carriers as appropriate.
- Transitioned the 457 Deferred Compensation Plan from one investment provider to a new provider.
- Supported the Deferred Compensation Committee and the 401(k) Retirement Committee in their efforts to provide effective defined contribution retirement plans for Municipal employees.

1997 PERFORMANCE OBJECTIVES:

- Conduct annual enrollment for appropriate employee benefit programs.
- 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.
- Implement negotiated benefit changes.
- Prepare requests for proposals or extend contracts with benefits providers and/or insurance carriers as appropriate.
- Respond to health care reform initiatives at both the state and federal level.
- Support the Deferred Compensation Committee and the 401(k) Retirement Committee in their efforts to provide effective defined contribution retirement plans for Municipal employees.

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: CLASS & EMPLOYEE SVCS
 PROGRAM: Municipal Employee Benefits Program
 RESOURCES:

	1995	REVISD	1996	REVISD	1997	BUDGET	
	FT	PT	T	FT	PT	T	
PERSONNEL:	4	0	0	4	0	0	
PERSONAL SERVICES	\$	233,880		\$	233,960	\$	222,110
SUPPLIES		6,000			6,250		6,500
OTHER SERVICES		30,600			27,490		24,100
CAPITAL OUTLAY		5,000			0		0
TOTAL DIRECT COST:	\$	275,480		\$	267,700	\$	252,710
PROGRAM REVENUES:	\$	19,430		\$	20,500	\$	20,500

WORK MEASURES:

- Insurance premium payment processed		12		12		12
- Annual enrollment in flex and premium only plans		2,205		1,345		2,300
- Hardship withdrawals from salary deferral plans		25		25		25
- Terminated employees purchasing insurance under COBRA		100		100		100
- Retirement workshops conducted		4		4		4
- Summary benefit plan descriptions written		3		3		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		4		16		16
- 457/401(k) open enrollments conducted/facilitated		8		8		8
- Investment management/recordkeeping/trustee contracts administered		5		5		5
- 401(k)/457 Committee meetings supported		24		24		24
- Investment performance analyses conducted		2		3		3
- Benefits newsletters produced		3		3		3

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 11, 13, 21, 22, 37

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

DEPARTMENT: EMPLOYEE RELATIONS DIVISION: CLASS & EMPLOYEE SVCS
PROGRAM: Retiree Medical Programs

PURPOSE:

To provide staff support for the Police and Fire Retiree Medical Funding Trust. This program also supports the Prefunding Investment Board and the financial support for the pre-1995 Police and Fire Retirees who have Municipally paid health coverage.

1996 PERFORMANCES:

- Administered contractual relationships with investment managers, custodians and other professionals for the Medical Funding Trust.
- Provided information to program participants regarding the operation of the Funding Trust, including descriptions of available health insurance options.
- Prepared regular reports for the Funding Trustees regarding the status of the program.
- Reviewed policies and procedures adopted by the Trustees for possible revision.
- Provided on-going staff support to the Medical Funding Board of Trustees.
- Implemented the Medical Reimbursement Plan as an option for plan participants.

1997 PERFORMANCE OBJECTIVES:

- Administer contractual relationships with investment managers, custodians and other professionals for the Medical Funding Trust.
- Provide information to program participants regarding the operation of the Funding Trust, including descriptions of available health insurance options.
- Prepare regular reports for the Funding Trustees regarding the status of the program.
- Review policies and procedures adopted by the Trustees for possible revision.
- Provide on-going staff support to the Medical Funding Board of Trustees.

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

DEPARTMENT: EMPLOYEE RELATIONS
 PROGRAM: Retiree Medical Programs
 RESOURCES:

DIVISION: CLASS & EMPLOYEE SVCS

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	1	0	0	1	0	0	1	0
PERSONAL SERVICES	\$	14,450		\$	26,540		\$	29,630	
SUPPLIES			0		1,000			1,500	
OTHER SERVICES		141,070			57,750			50,500	
CAPITAL OUTLAY			0			0			760
TOTAL DIRECT COST:	\$	155,520		\$	85,290		\$	82,390	

WORK MEASURES:

- Number of meetings of the Medical Funding Trustees		12		12		12
- Number of participants in the Funding Trust		10		20		32
- Professional services contracts administered		3		3		3
- Meetings of the Pre-funding Investment Board		10		4		4
- Actuarial valuations performed		1		1		1

47 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 27, 32, 45

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

DEPARTMENT: EMPLOYEE RELATIONS
 PROGRAM: Retiree Medical Programs

DIVISION: POLICE/FIRE RET MED LIAB

PURPOSE:

Funding for the MOA required contribution to the Police and Fire Retiree Medical Funding Trust on behalf of eligible retirees.

1996 PERFORMANCES:

1997 PERFORMANCE OBJECTIVES:

RESOURCES:

	1995 REVISED			1996 REVISED			1997 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0
OTHER SERVICES			155,520			175,000			175,000
TOTAL DIRECT COST:	\$		155,520	\$		175,000	\$		175,000

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

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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: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

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

CB 1 This level includes the Employee Relations Director. This level will provide resources necessary to respond to the most basic requests and support essential program requirements. No resources will be available to address new program areas.
OF 3

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	106,150	2,790	9,510	0	0	118,450

2 1871-Class & Emp Svcs Admin
0748-Classification and Employ
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Direct and coordinate the classification records and benefits activities.
OF 5 Provide inter- and intradepartmental 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.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	86,950	7,000	3,560	0	0	97,510

3 1873-Employee Records
0746-Municipal Employee Record
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 This level of service funds one record specialist to conduct new employee orientation and termination processing.
OF 4 This position would enter basic employment data into the personnel/payroll system reflecting new hire, promotion and termination actions.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	40,670	4,000	1,450	0	0	46,120

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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: 17 -EMPLOYEE RELATIONS

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
4	1845-EMPLOYMENT SERVICES 0188-Employment Services SOURCE OF FUNDS, THIS SVC LEVEL:	CB	1 OF 5	Assist departmental efforts to recruit qualified employees.

IGC SUPPORT

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	74,860	1,900	7,220	0	0	83,980

5	1842-AFFIRMATIVE ACTION 0005-Affirmative Action/Disabi SOURCE OF FUNDS, THIS SVC LEVEL:	CB	1 OF 4	Administer affirmative action, substance abuse, workplace diversity, workplace violence, and disability management programs to meet established goals. Coordinate Municipal activities to achieve compliance with the Americans with Disabilities Act.
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IGC SUPPORT

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	89,080	5,760	8,890	0	0	103,730

6	1820-EQUAL OPPORTUNITY 0282-Equal Opportunity SOURCE OF FUNDS, THIS SVC LEVEL:	CB	1 OF 4	Management of Office of Equal Opportunity for all mandated activities. Provide support for resolution of internal complaints and early resolution of formal complaints.
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IGC SUPPORT

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	78,530	100	5,750	0	500	84,880

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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: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ PROGRAM	SL	SVC
RANK		CODE	LVL

7 1850-OFFICE RESOURCE DEVELOP
 0244-Employee & Organizational
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

CB 1 Provide core services in management and
 OF organizational development. Emphasis is
 2 on consultative role and program coord-
 ination. Update management curriculum,
 training plans and complementary
 resources; facilitate "continuous"
 improvement; team building, work design
 problem solving and planning processes
 and performance feedback assessments.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	80,710	22,600	14,730	0	0	118,040

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

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	88,840	1,290	9,610	0	0	99,740

9 1845-EMPLOYMENT SERVICES
 0188-Employment Services
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

CB 2 Provide limited recruitment activities
 OF for Municipal departments. Provide
 5 coordination of pre-employment physical
 exams.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	74,310	1,400	500	0	0	76,210

10 1872-Classification
 0747-Classification
 SOURCE OF FUNDS, THIS SVC LEVEL:
 IGC SUPPORT

CB 1 Process requests from departments for
 OF new positions, reclassifications and
 3 range changes. Assist departments in
 restructuring to meet their personnel
 needs. Recommend bargaining unit
 designations. Review and update class
 specifications to ensure accuracy.

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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: 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	65,750	1,250	200	0	0	67,200

11	1874-Employee Benefits 0745-Municipal Employee Benefi SOURCE OF FUNDS, THIS SVC LEVEL:	CB	1	This level of service provides funding for a Benefits Technician position 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 PROGRAM REVENUES		5	
				500

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	42,790	3,500	1,600	0	0	47,890

12	1810-EMPLOYEE RELATIONS ADMIN 0172-Employee Relations Admini SOURCE OF FUNDS, THIS SVC LEVEL:	CB	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		OF	
			3	

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	46,140	0	0	0	0	46,140

13.	1874-Employee Benefits 0745-Municipal Employee Benefi SOURCE OF FUNDS, THIS SVC LEVEL:	CB	2	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		5	
				20,000

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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
1997 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	71,970	2,000	3,100	0	0	77,070

14	1820-EQUAL OPPORTUNITY 0282-Equal Opportunity SOURCE OF FUNDS, THIS SVC LEVEL:	CB	2	Ensure equitable opportunity to
	IGC SUPPORT		OF	Disadvantaged/Women Business Enterprises
			4	to participate in Municipal contracting; strengthen certification procedures and compliance with regulations by valid- ating information through onsite inter- views. Annual update of MOA D/WBE pro- gram and documents to assure complianc with federal requirements. Develop af- firmative action plan for D/WBE prograt

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	81,970	550	1,200	0	500	84,220

15	1873-Employee Records 0746-Municipal Employee Record SOURCE OF FUNDS, THIS SVC LEVEL:	CB	2	This level of service provides funding
	IGC SUPPORT		OF	for a Records Supervisor position to
			4	ensure the timely and accurate mainten- ance of the personnel/payroll system, provide technical assistance to depart- mental payroll clerks, prepare required reporting, and provide for basic employee services such as employment verification, ID cards, etc.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	65,750	500	1,300	0	0	67,550

16	1845-EMPLOYMENT SERVICES 0188-Employment Services SOURCE OF FUNDS, THIS SVC LEVEL:	CB	3	Provide recruitment services to all
	IGC SUPPORT		OF	Municipal agencies in support of their
			5	personnel needs. Conduct testing. Maintain automated record keeping systems.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	52,560	1,500	0	0	0	54,060

BPAB010R
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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: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

17	1871-Class & Emp Svcs Admin 0748-Classification and Employ	CB	2	This level of service provides funding for secretarial support for the Classification and Employee Services Division and the Employee Relations Board. The position is also responsible for the employee parking program and other employee discount programs.
	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	42,620	1,500	3,000	0	0	47,120

18	1810-EMPLOYEE RELATIONS ADMIN 0172-Employee Relations Admini	CB	2	This level of service funds an Admin. Officer position which provides 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.
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	56,960	0	0	0	0	56,960

19	1847-Management Services 0735-Personnel Management Serv	CB	1	This level provides funding for one senior administrative officer to support a personnel management and labor relations program. Provide training and advice to Department Managers and Supervisors. Process disciplinary actions and assist with grievance activity.
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	
	IGC SUPPORT			

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	78,700	1,850	2,000	0	0	82,550

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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: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

20	1872-Classification 0747-Classification SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CB	2 OF 3	Analysis and design of pay plans, including development of alternative pay structures. On-going salary administration, including conducting and participating in salary and benefits surveys to determine Municipal position relative to selected markets. Perform classification studies and analysis.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	60,530	0	500	0	0	61,030

21	1874-Employee Benefits 0745-Municipal Employee Benefi SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CB	3 OF 5	Provide internal analysis and recommendations on the health insurance program in support of cost containment 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.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	60,530	500	1,400	0	0	62,430

22	1874-Employee Benefits 0745-Municipal Employee Benefi SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CB	4 OF 5	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.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	46,820	500	3,000	0	0	50,320

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DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

23	1820-EQUAL OPPORTUNITY	CB	3	Maintain manual and computer terminal
	0282-Equal Opportunity		OF	data for the Office of Equal Opportunity
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	Statistical reports monitoring Minority
	IGC SUPPORT			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.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	46,140	430	230	0	500	47,300

24	1873-Employee Records	CB	3	Maintain employee records including
	0746-Municipal Employee Record		OF	personnel files for all active and
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	inactive employees. This service level
	IGC SUPPORT			provides full-time support for file
				maintenance including filing, copying,
				microfiche maintenance and proper
				retention and indexing of personnel
				files.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	31,930	500	0	0	0	32,430

25	1847-Management Services	CB	2	This level provides funding for one
	0735-Personnel Management Serv		OF	senior administrative officer position
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	to support a centralized personnel and
	IGC SUPPORT			labor relations program. Provide
				training and advice to department
				managers and supervisors. Process
				disciplinary actions and grievance
				matters.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	69,910	1,550	500	0	0	71,960

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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: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

26 1841-PERSONNEL ADMIN
0138-Personnel Administration
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CB 1 Provide direction and support to the
OF 2 personnel activities to insure coord-
inated work efforts to aid agencies in
meeting their employment needs. Admin-
ister a Charter-required merit personne
system. Provide support to special pro
jects and programs affecting the
Municipal workforce and directly suppor
labor relations activities.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	87,550	200	2,370	0	0	90,120

27 1876-P/F RET MED ADMIN
0749-Retiree Medical Programs
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 1 This level provides funding for a tech-
OF 3 nical level position to provide support
to the Police and Fire Retiree Medical
Funding Trust as required by AMC 3.87.
The position supports the Board of
Trustees and provides services to the
plan participants.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	29,630	1,500	500	0	760	32,390

28 1847-Management Services
0735-Personnel Management Serv
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CO 3 This level provides funding for one
OF 3 senior administrative officer position
to support a centralized personnel and
labor support program. Provide training
and advice to departmental managers and
supervisors. Process disciplinary
action and grievance matters.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	57,450	920	0	0	0	58,370

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1997 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

29	1873-Employee Records	CB	4	This level of service provides funds for a Records Specialist to process 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.
	0746-Municipal Employee Record		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	37,890	500	0	0	0	38,390

30	1872-Classification	CO	3	This level of service provides funds with which to hire a professional consulting firm to conduct a survey of the compensation aspects of the local market. The results of the survey will be used in annual wage reopeners, and labor contract negotiations.
	0747-Classification		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	

IGC SUPPORT

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

31	1830-LABOR RELATIONS	CO	2	Negotiate new contract covering the employees under the AJCC labor Agreement. The goal is to continue to pay wages that are comparable to the Anchorage marketplace. This will require involvement of experienced negotiators and legal advice for interest arbitration.
	0272-Labor Relations Manager		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	

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

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1997 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

32	1876-P/F RET MED ADMIN 0749-Retiree Medical Programs SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CO	3 OF 3	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. This valuation deals with the liabilities attributable to t "current" retirees, not the participant in the new Funding Trust.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	27,500	0	0	27,500

33	1820-EQUAL OPPORTUNITY 0282-Equal Opportunity SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CO	4 OF 4	Monitor compliance of contractors with the Municipality with D/WBE utilization toward goals as dictated by AMC 7.60 and federal regulations. Assist Municipal contractors in meeting D/WBE reporting requirements. Monitor project files to assure that required reports are maintained. Investigate complaint of non-compliance for resolution.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	51,710	350	50	0	500	52,610

34	1841-PERSONNEL ADMIN 0138-Personnel Administration SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CO	2 OF 2	Provide secretarial support to the Office of Employment and Management Services and the Office of Resource Development. This position supports several program areas and a number of professional positions with different objectives. Processes correspondence and paperwork necessary to support the various program areas.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	38,930	200	0	0	0	39,130

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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: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

35	1842-AFFIRMATIVE ACTION	CO	2	Administer a substance abuse testing
	0005-Affirmative Action/Disabi		OF	program as required by federal law for
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	safety sensitive positions in the
	IGC SUPPORT			Public Transportation Department and
				other identified safety sensitive
				positions in theMunicipality. Substance
				abuse testing includes both drug and
				alcohol tests.

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

36	1845-EMPLOYMENT SERVICES	CO	4	This level of service provides funding
	0188-Employment Services		OF	for physical examinations for newly
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	hired or current employees to determine
	IGC SUPPORT			their capabilities to perform the
				essential functions of the position.

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

37	1874-Employee Benefits	CO	5	This level of services provides for
	0745-Municipal Employee Benefi		OF	legal and employee benefits consulting
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	services for the committees responsible
	IGC SUPPORT			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.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	15,000	0	0	15,000

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MUNICIPALITY OF ANCHORAGE
1997 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

38	1842-AFFIRMATIVE ACTION 0005-Affirmative Action/Disabi SOURCE OF FUNDS, THIS SVC LEVEL:	CO	3	This level of service provides funding
			OF	for four types of substance abuse tests
			4	for employees occupying public safety
				positions. Tests include:
	IGC SUPPORT			pre-employment, reasonable suspicion,
				post-accident and return-to-duty.
				Manage record keeping and return-to-dut
				contracts.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	4,000	0	0	4,000

39	1871-Class & Emp Svcs Admin 0748-Classification and Employ SOURCE OF FUNDS, THIS SVC LEVEL:	CO	3	This level of service provides funding
			OF	to support the annual recognition of
			5	employees in the Employee of the Year
				Program. This includes both individual
	IGC SUPPORT			awards and recognition of the
				outstanding work units.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	10,000	0	1,000	0	0	11,000

40	1871-Class & Emp Svcs Admin 0748-Classification and Employ SOURCE OF FUNDS, THIS SVC LEVEL:	CO	4	This level of service provides funding
			OF	to support the Employee Incentive
			5	Program, which includes the merit award
				and employee suggestion programs.
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	9,400	0	0	0	0	9,400

41	1850-OFFICE RESOURCE DEVELOP 0244-Employee & Organizational SOURCE OF FUNDS, THIS SVC LEVEL:	CO	2	Design, update and facilitate customer
			OF	service skills training; provide tech-
			2	nical support in designing, conducting
				and analyzing results of customer feed-
	IGC SUPPORT			back surveys; formalize methods to pro-
				motivate and recognize customer service
				successes (e.g., newsletter), recommend
				practices to enhance level of service;
				administer tuition program; develop
				curriculum and facilitate training.

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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 17 -EMPLOYEE RELATIONS
DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	65,750	8,000	2,920	0	0	76,670

42 1845-EMPLOYMENT SERVICES CO 5 This level of service provides funds
0188-Employment Services OF to advertise position vacancies in
SOURCE OF FUNDS, THIS SVC LEVEL: 5 local newspapers and other appropriate
recruitment sources.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	4,000	0	0	4,000

43 1842-AFFIRMATIVE ACTION CO 4 This level of funding provides the
0005-Affirmative Action/Disabi OF resources for professional services to
SOURCE OF FUNDS, THIS SVC LEVEL: 4 evaluate medical diagnosis/prognosis,
analyze essential job functions and make
IGC SUPPORT recommendations on reasonable accommo-
dations for disabled applicants and
employees to ensure Municipal compliance
with the requirements of the Americans
with Disabilities Act and to assist the
MOA to make disability determinations.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	15,000	0	0	15,000

44 1830-LABOR RELATIONS CO 3 Provide experienced labor relations
0272-Labor Relations Manager OF assistance to represent the Municipi-
SOURCE OF FUNDS, THIS SVC LEVEL: 3 pality.
IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	21,180	0	0	21,180

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1997 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

45	1876-P/F RET MED ADMIN 0749-Retiree Medical Programs SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	CB	2 OF 3	This level of service provides funding to support the investment advisor and other professional support necessary to operate the Prefunding Investment Fund which was established to pre-fund the Municipality's obligation to the Retiree Medical Funding trust.
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PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	22,500	0	0	22,500

46	1860-POLICE/FIRE RET MED LIAB 0727-Retiree Medical Programs SOURCE OF FUNDS, THIS SVC LEVEL: PROGRAM REVENUES	CO	1 OF 1	Contributions on behalf of eligible participants in the Police and Fire Retiree Medical Funding Program. These costs are covered by allocated revenues contributed from other funds.
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PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	175,000	0	0	175,000

47	1871-Class & Emp Svcs Admin 0748-Classification and Employ SOURCE OF FUNDS, THIS SVC LEVEL: IGC SUPPORT	NM	5 OF 5	The State of Alaska has decided to exercise their prerogative to charge political subdivisions for State oversight of Section 218 agreements with the Social Security Administration. This service level provides funding for the Municipality's assessed fee.
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PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	10,000	0	0	10,000

SUBTOTAL OF FUNDED SERVICE LEVELS, EMPLOYEE RELATIONS

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
31	1	0	2,029,480	74,640	473,270	0	2,760	2,580,150

----- DEPARTMENT OF EMPLOYEE RELATIONS FUNDING LINE -----
 2,580,150

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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: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL
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TOTALS FOR DEPARTMENT OF EMPLOYEE RELATIONS , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
31	1	0	2,029,480	74,640	473,270	0	2,760	2,580,150