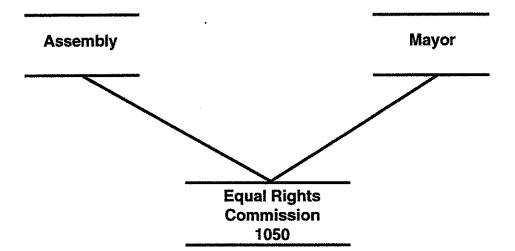
EQUAL RIGHTS COMMISSION

EQUAL RIGHTS COMMISSION



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	1997	1998
Direct Costs	\$ 448,190	\$ 426,330
Program Revenues	\$ 36,500	\$ 36,500
Personnel	6FT	6FT

1998 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

	FINANCIAL	SUMMARY	PERSONNEL SUMMARY								
DIVISION	1997 REVISED	1998 BUDGET		1997	REVIS	ED			1998	BUDG	ET
			FT	PT	T	TOTAL	1	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	448,190	426,330	1 6			6	1	6			6
							1				
OPERATING COST	190,848	426,330	6			6	1	6			6
			======	=====	-====		===	====		====:	=====
ADD DEBT SERVICE	0	0	1								
			1								
DIRECT ORGANIZATION COST	448,190	426,330	i								
			l								
ADD INTRAGOVERNMENTAL	194,580	117,560	1								
CHARGES FROM OTHERS			I								
	*****		1								
TOTAL DEPARTMENT COST	642,770	543,890	1								
		_	1								
LESS INTRAGOVERNMENTAL	0	0	i								
CHARGES TO OTHERS			!								
			1								
FUNCTION COST	642,770	543,890	I								
LESS PROGRAM REVENUES	36,500	36,500	_								
	/4/ /		•								
NET PROGRAM COST	606,270	507,390									
				=====	======		==:	****			

1998 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	387,660	2,500	43,350		433,510
			*****	******	
DEPT. TOTAL WITHOUT DEBT SERVICE	387,660	2,500	43,350		433,510
LESS VACANCY FACTOR	7,180				7,180
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	380.480	2,500	43,350		426,330

RECONCILIATION FROM 1997 REVISED BUDGET TO 1998 BUDGET

DEPARTMENT: EQUAL RIGHTS COMMISSION							
	DIR	ECT COSTS	POSITIONS				
	**************************************		FT	PT	T		
1997 REVISED BUDGET:	\$	448,190	6				
1997 ONE-TIME REQUIREMENTS: - None							
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1998:							
- Salaries and Benefits Adjustment		(14,440)					
 Non-Personal Services Inflation Adjustment Reduction in Budgeted Costs of Programs and Service 	es	1,380 (8,800)					
MISCELLANEOUS INCREASES (DECREASES): - None							
1997 CONTINUATION LEVEL:	\$	426,330	6	0	0		
FUNDED NEW/EXPANDED SERVICE LEVELS: - None							
UNFUNDED CURRENT SERVICE LEVELS: - None							

1998 BUDGET:

426,330

6 FT

0 PT 0 T

1998 PROGRAM PLAN

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.

1997 PERFORMANCES:

- Provided management of administrative & investigative actions and supported Commissioner activities. Provided Commissioners with hearing examiners to conduct hearings.
- Performed budgeting, accounting, contract monitoring and monitored payroll system. Docketed cases within three days of receipt.
- Reviewed new complaints and investigations and reviewed for adoption complaint investigations within 30 days of closure. Represented co-filed agency in administrative proceedings.
- Completed intake interviews for assigned questionnaires within three days of assignment. Prepared and filed discrimination complaints. Completed Anchorage Equal Rights Commission (AERC) investigations within 240 days of filing complaint.
- Provided community outreach.
- Provided AERC staff with secretarial support.
- Received and recorded inquiries.
- Maintained law library.

1998 PERFORMANCE OBJECTIVES:

- Provide management of administrative & investigative actions and support Commissioner activities. Provide Commissioners with hearing examiners to conduct hearings.
- Budget, account, and monitor Equal Employment & Opportunity Commission (EEOC) contract and payroll. Docket cases within three 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 240 days of filing complaint.
- Provide community outreach.
- Provide AERC staff with secretarial support.
- Receive and record inquiries.
- Maintain law library.

1998 PROGRAM PLAN

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

PERSONNE	L:	1996 FT 6	REVIS PT 0	ED T 0	1997 FT 6	REVI: PT 0	SED T 0	1998 FT 6	BUDGET PT T 0 0
SU OT	RSONAL SERVICES PPLIES HER SERVICES PITAL OUTLAY	\$	395,5 2,7 38,1 3,4	10 10	\$	41,	700	\$	380,480 2,500 43,350 0
TOTAL DI	RECT COST:	\$	439,7	90	\$	448,	190	\$	426,330
PROGRAM	REVENUES:	\$	55,0	00	\$	36,	500	\$	36,500
calls - Log/assi question - Discrimi complain - Investig complete - Docket a co-filed - Conduct	s and telephone gn intake naires nation ts assigned ations d nd inventory cases hearings and aft findings		1	00 10 38 21 50 2		;	550 215 150 125 150 2		1,550 215 150 125 165 2
- Draft pr	o days oposed ordinan- lutions/AIMs			2			2		2
- Regular meetings	commission			4			4		4
	presentations			36			36		36

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