

**EQUAL RIGHTS
COMMISSION**

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Assembly

Mayor

**Equal Rights
Commission
1050**

DEPARTMENT SUMMARY

Department

EQUAL RIGHTS COMMISSION

Mission

To enforce Title 5 (Equal Rights) of the Anchorage Municipal Code through screening, docketing, investigating, and prosecuting complaints of discrimination; and, to eliminate illegal discrimination in the Municipality of Anchorage.

Major Program Highlights

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

RESOURCES

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

1998 RESOURCE PLAN

DEPARTMENT: EQUAL RIGHTS COMMISSION

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY					
	1997	REVISED	1998	BUDGET	1997	REVISED	1998	BUDGET
					FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	448,190		426,330		6			6
OPERATING COST	448,190		426,330		6			6
ADD DEBT SERVICE	0		0					
DIRECT ORGANIZATION COST	448,190		426,330					
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	194,580		117,560					
TOTAL DEPARTMENT COST	642,770		543,890					
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0		0					
FUNCTION COST	642,770		543,890					
LESS PROGRAM REVENUES	36,500		36,500					
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

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		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	1,380			
- Reduction in Budgeted Costs of Programs and Services	(8,800)			
MISCELLANEOUS INCREASES (DECREASES):				
- None				
1997 CONTINUATION LEVEL:	<u>\$ 426,330</u>	<u>6</u>	<u>0</u>	<u>0</u>
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- None				
UNFUNDED CURRENT SERVICE LEVELS:				
- None				
1998 BUDGET:	<u><u>\$ 426,330</u></u>	<u><u>6 FT</u></u>	<u><u>0 PT</u></u>	<u><u>0 T</u></u>

1998 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.

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 P R O G R A M P L A N

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

	1996 REVISED			1997 REVISED			1998 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	395,570		\$	402,100		\$	380,480	
SUPPLIES		2,710			2,700			2,500	
OTHER SERVICES		38,110			41,090			43,350	
CAPITAL OUTLAY		3,400			2,300			0	
TOTAL DIRECT COST:	\$	439,790		\$	448,190		\$	426,330	
PROGRAM REVENUES:	\$	55,000		\$	36,500		\$	36,500	

WORK MEASURES:

- Inquiries and telephone calls		1,500		1,550		1,550
- Log/assign intake questionnaires		210		215		215
- Discrimination complaints assigned		138		150		150
- Investigations completed		121		125		125
- Docket and inventory co-filed cases		150		150		165
- 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