

**EQUAL RIGHTS
COMMISSION**

EQUAL RIGHTS COMMISSION

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	\$ 418,760
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	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	448,190		418,760		6			6	6			6
OPERATING COST	448,190		418,760		6			6	6			6
ADD DEBT SERVICE	0		0									
DIRECT ORGANIZATION COST	448,190		418,760									
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	194,580		117,460									
TOTAL DEPARTMENT COST	642,770		536,220									
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0		0									
FUNCTION COST	642,770		536,220									
LESS PROGRAM REVENUES	36,500		36,500									
NET PROGRAM COST	606,270		499,720									

1998 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	380,090	2,500	43,350		425,940
DEPT. TOTAL WITHOUT DEBT SERVICE	380,090	2,500	43,350		425,940
LESS VACANCY FACTOR	7,180				7,180
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	372,910	2,500	43,350		418,760

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	(22,010)			
- 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>\$ 418,760</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>\$ 418,760</u></u>	<u><u>6 FT</u></u>	<u><u>0 PT</u></u>	<u><u>0 T</u></u>

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:

	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		\$	372,910	
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		\$	418,760	
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

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 7/16/97
 3453

M U N I C I P A L I T Y O F A N C H O R A G E
 1998 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
1	1050-EQUAL RIGHTS COMMISSION 0032-Agency Operations/Code En SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT	CB	1 OF 4	1 Manage the agency and monitor enforcement of the Civil Rights Laws of the MOA prohibiting discrimination; provide service support to 9-member Commission; provide Commissioners with stipends for meetings; monitor federal contract; respond to inquiries; conduct complaint in-take screening; conduct investigations; conduct 1 public hearing. (SL reduced \$4,700)
	PROGRAM REVENUES	26,000		

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
3	0	0	216,500	2,500	24,960	0	0	243,960

2	1050-EQUAL RIGHTS COMMISSION 0032-Agency Operations/Code En SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT	CO	2 OF 4	2 Complete intake interviews for assigned questionnaires within 3 days of assignment. Prepare and file discrimination complaints. Complete AERC investigations within 240 days of filing of complaint. (SL reduced \$2,520)
	PROGRAM REVENUES	9,000		

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
2	0	0	111,170	0	5,890	0	0	117,060

3	1050-EQUAL RIGHTS COMMISSION 0032-Agency Operations/Code En SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT	CO	3 OF 4	3 Conduct second public hearing and fund the third Human Relations Specialist. Conduct outreach presentations. (SL reduced \$1,430)
	PROGRAM REVENUES	1,500		

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
1	0	0	45,240	0	7,500	0	0	52,740

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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
 1998 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
4	1050-EQUAL RIGHTS COMMISSION 0032-Agency Operations/Code En	CO	4	Increase contract for outside legal services.
	SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT		0F 4	(SL reduced \$150)

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

 SUBTOTAL OF FUNDED SERVICE LEVELS, EQUAL RIGHTS COMMISSION

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
6	0	0	372,910	2,500	43,350	0	0	418,760

----- DEPARTMENT OF EQUAL RIGHTS COMMISSION FUNDING LINE -----
 418,760

TOTALS FOR DEPARTMENT OF EQUAL RIGHTS COMMISSION , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
6	0	0	372,910	2,500	43,350	0	0	418,760