

**EQUAL RIGHTS  
COMMISSION**

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# EQUAL RIGHTS COMMISSION

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Assembly

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Mayor

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Equal Rights  
Commission  
1050

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**DEPARTMENT SUMMARY**

**Department**

**EQUAL RIGHTS COMMISSION**

**Mission**

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

**Major Program Highlights**

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

**RESOURCES**

	<b>1998</b>	<b>1999</b>
Direct Costs	\$ 470,130	\$ 446,860
Program Revenues	\$ 51,500	\$ 36,500
Personnel	6FT	6FT

1999 R E S O U R C E P L A N

DEPARTMENT: EQUAL RIGHTS COMMISSION

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1998 REVISED	1999 BUDGET	1998 REVISED				1999 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
EQUAL RIGHTS COMMISSION	470,130	446,860	6			6	6			6
OPERATING COST	470,130	446,860	6			6	6			6
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	470,130	446,860								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	117,560	113,170								
TOTAL DEPARTMENT COST	587,690	560,030								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	0	0								
FUNCTION COST	587,690	560,030								
LESS PROGRAM REVENUES	51,500	36,500								
NET PROGRAM COST	536,190	523,530								

1999 R E S O U R C E S B Y C A T E G O R Y O F E X P E N S E

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
EQUAL RIGHTS COMMISSION	408,190	2,500	43,350		454,040
DEPT. TOTAL WITHOUT DEBT SERVICE	408,190	2,500	43,350		454,040
LESS VACANCY FACTOR	7,180				7,180
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	401,010	2,500	43,350		446,860

<b>RECONCILIATION FROM 1998 REVISED BUDGET TO 1999 BUDGET</b>
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**DEPARTMENT: EQUAL RIGHTS COMMISSION**

	DIRECT COSTS	POSITIONS		
		FT	PT	T
<b>1998 REVISED BUDGET:</b>	\$ 470,130	6		
<b>1998 ONE-TIME REQUIREMENTS:</b>				
- Additional Public Hearings	(15,000)			
- Appeal in Superior Court -- Logue vs. MOA	(20,000)			
<b>AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1999:</b>				
- Salaries and Benefits Adjustment	11,730			
<b>MISCELLANEOUS INCREASES (DECREASES):</b>				
- None				
<b>1998 CONTINUATION LEVEL:</b>	\$ 446,860	6	0	0
<b><i>FUNDED NEW/EXPANDED SERVICE LEVELS:</i></b>				
<i>- None</i>				
<b><i>UNFUNDED CURRENT SERVICE LEVELS:</i></b>				
<i>- None</i>				
<b>1999 BUDGET:</b>	\$ 446,860	6 FT	0 PT	0 T

## 1999 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.

### 1998 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 co-filed investigations within 30 days of closure. Represented agency in administrative proceedings.
- Completed intake interviews for assigned questionnaires within three days of assignment. Prepared and filed discrimination complaints. Completed 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.

### 1999 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 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.

1999 P R O G R A M P L A N

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

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	6	0	0	6	0	0	6	0	0
PERSONAL SERVICES	\$	402,100		\$	389,280		\$	401,010	
SUPPLIES		2,700			2,500			2,500	
OTHER SERVICES		41,090			78,350			43,350	
CAPITAL OUTLAY		2,300			0			0	
TOTAL DIRECT COST:	\$	448,190		\$	470,130		\$	446,860	
PROGRAM REVENUES:	\$	36,500		\$	51,500		\$	36,500	
WORK MEASURES:									
- Inquiries and telephone calls		1,550			1,550			1,550	
- Log/assign intake questionnaires		215			215			215	
- Discrimination complaints assigned		150			150			150	
- Investigations completed		125			125			125	
- Docket and inventory co-filed cases		150			165			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