

**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

	1998	1999
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

RECONCILIATION FROM 1998 REVISED BUDGET TO 1999 BUDGET
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DEPARTMENT: EQUAL RIGHTS COMMISSION

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

1999 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.

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 PROGRAM PLAN

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									

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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
1999 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

1 1050-EQUAL RIGHTS COMMISSION
0032-Agency Operations/Code En
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
IGC SUPPORT
PROGRAM REVENUES 26,000

CB 1 Manage the agency and monitor
OF enforcement of the Civil Rights Laws
5 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.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
3	0	0	228,740	2,500	26,960	0	0	258,200

2 1050-EQUAL RIGHTS COMMISSION
0032-Agency Operations/Code En
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
PROGRAM REVENUES 9,000

CO 2 Complete intake interviews for assigned
OF questionnaires within 3 days of assign-
5 ment. Prepare and file discrimination
complaints. Complete AERC
investigations within 240 days
of filing of complaint.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	115,750	0	3,890	0	0	119,640

3 1050-EQUAL RIGHTS COMMISSION
0032-Agency Operations/Code En
SOURCE OF FUNDS, THIS SVC LEVEL:
TAX SUPPORT
PROGRAM REVENUES 1,500

CO 3 Conduct second public hearing and
OF fund the third human relations
5 Specialist. Conduct outreach
presentations.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	56,520	0	7,500	0	0	64,020

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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
1999 DEPARTMENT RANKING

DEPT: 02 -EQUAL RIGHTS COMMISSION

DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

4 1050-EQUAL RIGHTS COMMISSION CD 4 Increase contract for outside legal
0032-Agency Operations/Code En OF services.
SOURCE OF FUNDS, THIS SVC LEVEL: 5
TAX SUPPORT

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

SUBTOTAL OF FUNDED SERVICE LEVELS, EQUAL RIGHTS COMMISSION

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	0	0	401,010	2,500	43,350	0	0	446,860

----- DEPARTMENT OF EQUAL RIGHTS COMMISSION FUNDING LINE -----
. 446,860

5 1050-EQUAL RIGHTS COMMISSION ND 5 Conduct third and fourth public hearings
0032-Agency Operations/Code En OF and increase contract for outside legal
SOURCE OF FUNDS, THIS SVC LEVEL: 5 services.
TAX SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	25,000	0	0	25,000

TOTALS FOR DEPARTMENT OF EQUAL RIGHTS COMMISSION , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
6	0	0	401,010	2,500	68,350	0	0	471,860