

# **EMPLOYEE RELATIONS**

BPAB010R  
10/10/00  
192821

MUNICIPALITY OF ANCHORAGE  
2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL
1	1810-EMPLOYEE RELATIONS ADMIN 0172-Employee Relations Admini SOURCE OF FUNDS, THIS SVC LEVEL:  IGC SUPPORT	CB	1 This level funds the Employee Relations OF Director. This level will provide 2 resources necessary to respond to the most basic requests and support essential program requirements. No resources will be available to address new program areas.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	101,240	1,710	1,860	0	0	104,810

2	1871-Class & Emp Svcs Admin 0748-Records and Benefits Admi SOURCE OF FUNDS, THIS SVC LEVEL:  IGC SUPPORT	CB	1 Direct and coordinate the employee OF records and benefits activities. 7 Provide inter- and intradepartmental support for employee relations and personnel programs. Provide support for labor relations activities by developing costing information. Support Employee Incentive Committee and other ad hoc task forces, committees and programs. Support Peoplesoft HRMS.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	96,270	3,000	800	0	0	100,070

3	1845-EMPLOYMENT SERVICES 0188-Employment Services SOURCE OF FUNDS, THIS SVC LEVEL:  IGC SUPPORT	CB	1 Assist departmental efforts to recruit OF qualified employees. 4
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	66,640	1,900	1,800	0	0	70,340

BPAB010R  
10/10/00  
192821

MUNICIPALITY OF ANCHORAGE  
2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT BUDGET UNIT/  
RANK PROGRAM

SL SVC  
CODE LVL

4 1875-Payroll  
0802-Municipal Payroll  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Insure fiscal integrity of Municipal  
OF payroll function. Insure proper account-  
3 ing of disbursements/collections per-  
taining to payroll. Comply with all  
applicable State, Federal and local  
payroll regulations. Responsible for the  
issuance of approximately 69,160 bi-  
weekly payroll checks/advices annually.  
Assist 40 departmental payroll clerks.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	80,210	990	18,020	0	0	99,220

5 1820-EQUAL OPPORTUNITY  
0282-Equal Opportunity  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Management of Office of Equal  
OF Opportunity for all mandated activities.  
4 Provide support for resolution of  
internal complaints and early resolution  
of formal complaints.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	71,780	100	6,800	0	0	78,680

6 1842-AFFIRMATIVE ACTION  
0005-Affirmative Action/Disabi  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Administer affirmative action, substance  
OF abuse, workplace diversity, workplace  
5 violence, and disability management  
programs to meet established goals.  
Coordinate Municipal activities to  
achieve compliance with the Americans  
with Disabilities Act.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	69,250	5,750	8,390	0	0	83,390

BPAB010R  
10/10/00  
192821

MUNICIPALITY OF ANCHORAGE  
2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT BUDGET UNIT/  
RANK PROGRAM

SL SVC  
CODE LVL

7 1846-CLASSIFICATION  
0798-Classification  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 2 Analysis and design of pay plans,  
OF including development of alternative  
3 pay structures. On-going salary admin-  
istration, including conducting and  
participating in salary and benefits  
surveys to determine Municipal position  
relative to selected markets. Perform  
classification studies and analysis.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	66,290	0	500	0	0	66,790

8 1874-Employee Benefits  
0745-Municipal Employee Benefi  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Provide funding for a Benefits  
OF Technician position which conducts new  
5 employee benefit orientation and informs  
terminating employees of benefit  
options. This position answers routine  
employee inquiries, maintains automated  
system for enrollment/payment for  
self-pay and processes disability and  
life insurance claims and dependent care  
reimbursement.

IGC SUPPORT  
PROGRAM REVENUES 500

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	42,790	3,500	2,600	0	0	48,890

9 1876-P/F RET MED ADMIN  
0749-Retiree Medical Programs  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Provide funding for a technical level  
OF position to provide support to the  
2 Police and Fire Retiree Medical Funding  
Trust as required by AMC 3.87. The  
position supports the Board of Trustees  
and provides services to the plan  
participants.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	17,450	1,500	500	0	0	19,450

BPAB010R  
10/10/00  
192821

MUNICIPALITY OF ANCHORAGE  
2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT BUDGET UNIT/  
RANK PROGRAM

SL SVC  
CODE LVL

10 1876-P/F RET MED ADMIN  
0749-Retiree Medical Programs  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 2 Provides funding to support the  
OF investment advisor and other  
2 professional support necessary to  
operate the Prefunding Investment Fund  
which was established to pre-fund the  
Municipality's obligation to the Retiree  
Medical Funding Trust.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	20,000	0	0	20,000

11 1860-POLICE/FIRE RET MED LIAB  
0727-Retiree Medical Programs  
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 1 Contributions on behalf of eligible  
OF participants in the Police and Fire  
1 Retiree Medical Funding Program.  
These costs are covered by allocated  
revenues contributed from other funds.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	947,340	0	0	947,340

12 1810-EMPLOYEE RELATIONS ADMIN  
0172-Employee Relations Admini  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 2 Provide basic support to the Employee  
OF Relations Director and the department by  
2 providing for a Senior Office Associate.  
We will have the basic resources  
necessary to respond to requests and  
support essential program requirements.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	44,470	0	0	0	0	44,470

13 1874-Employee Benefits  
0745-Municipal Employee Benefi  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 2 Administer health, life and disability  
OF insurance programs. Administer flexible  
5 benefit program including dependent  
care. Administer salary deferral  
programs including 401(k) and 457  
deferred comp. Participate in cost  
containment efforts to reduce health  
care insurance costs. Prepare employee

IGC SUPPORT  
PROGRAM REVENUES 14,800

BPAB010R  
10/10/00  
192821

M U N I C I P A L I T Y O F A N C H O R A G E  
2001 DEPARTMENT RANKING

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DEPT BUDGET UNIT/  
RANK PROGRAM

SL SVC  
CODE LVL

communications to ensure understanding  
of all benefit programs.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	72,390	2,000	2,100	0	0	76,490

14 1871-Class & Emp Svcs Admin  
0748-Records and Benefits Admi  
SOURCE OF FUNDS, THIS SVC LEVEL:  
IGC SUPPORT

CO

5 In 1997, the division used MISD COPs  
OF to purchase computer equipment. This  
7 level of service provides the 20%  
funding necessary to repay MISD.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	10,000	0	0	10,000

15 1875-Payroll  
0802-Municipal Payroll  
SOURCE OF FUNDS, THIS SVC LEVEL:  
IGC SUPPORT

CO

2 Process, review and balance payroll data  
OF for approximately 2660 regular  
3 employees. Provide service to process  
payroll liabilities, i.e., child support,  
wage attachments/levies, union dues/  
assessments, credit union deductions,  
direct deposit.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	55,620	210	550	0	0	56,380

16 1871-Class & Emp Svcs Admin  
0748-Records and Benefits Admi  
SOURCE OF FUNDS, THIS SVC LEVEL:  
IGC SUPPORT

CB

2 Provide funding for secretarial support  
OF for the Records and Benefits Division  
7 and the Employee Relations Board.  
The position is also responsible for  
support to the Employee Incentive  
Committee and administers the  
employee discount programs.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	46,730	1,500	2,620	0	0	50,850

BPAB010R  
10/10/00  
192821

M U N I C I P A L I T Y O F A N C H O R A G E  
2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL
RANK			

17	1847-Management Services 0735-Personnel Management Serv SOURCE OF FUNDS, THIS SVC LEVEL:	CB	1	Provide funding for one Senior OF Administrative Officer to support a 2 personnel management and labor rela- tions program. Provide training and advice to Department Managers and Supervisors. Process disciplinary actions and assist with grievance activity.
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	69,280	1,850	1,750	0	0	72,880

18	1874-Employee Benefits 0745-Municipal Employee Benefi SOURCE OF FUNDS, THIS SVC LEVEL:	CO	3	Provide internal analysis and OF recommendations on the health insurance 5 program in support of cost containment goals. Prepare proposals/contracts for employee benefit programs (health, life, Employee Assistance Program, Utilization Review). Monitor financial position of insurance programs. Prepare summary plan descriptions to ensure employee understanding of insurance programs.
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	61,650	500	1,400	0	0	63,550

19	1873-Employee Records 0746-Municipal Employee Record SOURCE OF FUNDS, THIS SVC LEVEL:	CB	3	Maintain employee records including OF personnel files for all active and 4 inactive employees. This service level provides full-time support for file maintenance including filing, copying, microfiche maintenance and proper retention and indexing of personnel files.
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	32,230	1,410	0	0	0	33,640

BPAB010R  
10/10/00  
192821

MUNICIPALITY OF ANCHORAGE  
2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT BUDGET UNIT/  
RANK PROGRAM

SL SVC  
CODE LVL

20 1847-Management Services  
0735-Personnel Management Serv  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 2 Provide funding for one Senior  
OF Administrative Officer position to  
2 support a centralized personnel and  
labor relations program. Provide  
training and advice to department  
managers and supervisors. Process  
disciplinary actions and grievance  
matters.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	61,560	1,550	250	0	0	63,360

21 1841-PERSONNEL ADMIN  
0138-Personnel Administration  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Provide direction and support to the  
OF personnel activities to insure coor-  
2 dinated work efforts to aid agencies in  
meeting their employment needs. Admin-  
ister a Charter-required merit personnel  
system. Provide support to special pro-  
jects and programs affecting the  
Municipal workforce and directly support  
labor relations activities.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	91,830	400	920	0	0	93,150

22 1873-Employee Records  
0746-Municipal Employee Record  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 4 Provide funds for a Records Specialist  
OF to process necessary personnel and  
4 personal actions for Municipal  
employees. This position is responsible  
for document preparation and editing of  
personnel actions to ensure accuracy and  
consistency. Employee services such as  
employment verification, identification  
cards and service awards would be  
provided.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	38,620	570	0	0	0	39,190



BPAB010R  
10/10/00  
192821

MUNICIPALITY OF ANCHORAGE  
2001 DEPARTMENT RANKING

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DEPT BUDGET UNIT/  
RANK PROGRAM

SL SVC  
CODE LVL

23 1845-EMPLOYMENT SERVICES  
0188-Employment Services  
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 4 Provide secretarial and receptionist  
OF support to the Employment Office, as  
4 well as Resource Development and  
Affirmative Action. This position  
supports several program areas and a  
number of professional positions with  
different objectives. Process  
correspondence, greet applicants and  
provide information on program areas.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	39,310	0	0	0	0	39,310

24 1842-AFFIRMATIVE ACTION  
0005-Affirmative Action/Disabi  
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 2 Administer a substance abuse testing  
OF program as required by Federal law for  
5 safety sensitive positions in the  
Public Transportation Department and  
other identified safety sensitive  
positions in the Municipality. Substance  
abuse testing includes both drug and  
alcohol tests.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	20,000	0	0	20,000

25 1842-AFFIRMATIVE ACTION  
0005-Affirmative Action/Disabi  
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 3 Provide funding for four types of  
OF substance abuse tests for employees  
5 occupying public safety positions.  
Tests include: pre-employment,  
reasonable suspicion, post-accident and  
return-to-duty. Manage recordkeeping  
and return-to-duty contracts.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	4,000	0	0	4,000

BPAB010R  
10/10/00  
192821

M U N I C I P A L I T Y O F A N C H O R A G E  
2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

26	1850-OFFICE RESOURCE DEVELOP 0244-Employee & Organizational SOURCE OF FUNDS, THIS SVC LEVEL:	CO	2	Design, update and facilitate customer service skills training; provide technical support in designing, conducting and analyzing results of customer feedback surveys; formalize methods to promote and recognize customer service successes (e.g., newsletter), recommend practices to enhance level of service; administer tuition program; develop curriculum and facilitate training.
	IGC SUPPORT		2	

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	36,600	17,180	540	0	0	54,320

27	1842-AFFIRMATIVE ACTION 0005-Affirmative Action/Disabi SOURCE OF FUNDS, THIS SVC LEVEL:	CO	4	Provide the resources for professional services to reevaluate medical diagnosis/
	IGC SUPPORT		5	prognosis, analyze essential job functions and make recommendations on reasonable accommodations for disabled applicants and employees to ensure Municipal compliance with the requirements of the Americans with Disabilities Act and to assist the MOA to make disability determinations.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	15,000	0	0	15,000

28	1842-AFFIRMATIVE ACTION 0005-Affirmative Action/Disabi SOURCE OF FUNDS, THIS SVC LEVEL:	CO	5	This level of service provides funding for the random drug testing program
	IGC SUPPORT		5	for IAFF employees. Testing will be conducted on 50% of the eligible employees.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	6,000	0	0	6,000

BPAB010R  
 10/10/00  
 192821

M U N I C I P A L I T Y O F A N C H O R A G E  
 2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

SUBTOTAL OF FUNDED SERVICE LEVELS, EMPLOYEE RELATIONS

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
19	2	0	1,262,210	45,620	1,073,740	0	0	2,381,570

----- DEPARTMENT OF EMPLOYEE RELATIONS FUNDING LINE -----  
 . . . . . 2,381,570

29 1820-EQUAL OPPORTUNITY CB 2 Ensure equitable opportunity to Dis-  
 0282-Equal Opportunity OF advantaged/Women Business Enterprises  
 SOURCE OF FUNDS, THIS SVC LEVEL: 4 to participate in Municipal contracting,  
 IGC SUPPORT strengthen certification procedures and  
 compliance with regulations by validat-  
 ing information through onsite inter-  
 views. Annual update of MOA D/WBE pro-  
 gram and documents to assure compliance  
 with Federal requirements. Develop affir-  
 mative action plans for D/WBE program.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	83,860	550	1,200	0	0	85,610

30 1845-EMPLOYMENT SERVICES CB 2 Provide limited recruitment activities  
 0188-Employment Services OF for Municipal departments. Provide  
 SOURCE OF FUNDS, THIS SVC LEVEL: 4 coordination of pre-employment physical  
 IGC SUPPORT exams.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	58,870	1,400	1,000	0	0	61,270

31 1874-Employee Benefits CO 4 Provide support for salary deferral  
 0745-Municipal Employee Benefi OF programs (401(k) and 457) and retire-  
 SOURCE OF FUNDS, THIS SVC LEVEL: 5 ment programs (PERS and PFRS). Enroll  
 IGC SUPPORT 401(k) plan participants, monitor and  
 reconcile recordkeeping reports.  
 Prepare employee communications on  
 pension benefit programs. Serve as  
 liaison between Public Employees Retire-  
 ment System and participants.

BPAB010R  
10/10/00  
192821

MUNICIPALITY OF ANCHORAGE  
2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	31,250	500	1,400	0	0	33,150

32	1845-EMPLOYMENT SERVICES	CB	3	Provide recruitment services to all
	0188-Employment Services		OF	Municipal agencies in support of their
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	personnel needs. Conduct testing.
	IGC SUPPORT			Maintain automated recordkeeping
				systems.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	27,990	1,500	0	0	0	29,490

33	1846-CLASSIFICATION	CB	1	Process requests from departments for
	0798-Classification		OF	new positions, reclassifications and
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	range changes. Assist departments in
	IGC SUPPORT			restructuring to meet their personnel
				needs. Recommend bargaining unit
				designations. Review and update class
				specifications to ensure accuracy.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	31,690	1,250	200	0	0	33,140

34	1873-Employee Records	CB	2	Provide funding for a Records Supervisor
	0746-Municipal Employee Record		OF	position to ensure the timely and
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	accurate maintenance of the
	IGC SUPPORT			personnel/payroll system, provide
				technical assistance to departmental
				payroll clerks, prepare required
				reporting, and provide for basic
				employee services such as employment
				verification, ID cards, etc.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	59,350	500	1,300	0	0	61,150

BPAB010R  
10/10/00  
192821

M U N I C I P A L I T Y O F A N C H O R A G E  
2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT BUDGET UNIT/  
RANK PROGRAM

SL  
CODE SVC  
LVL

35 1850-OFFICE RESOURCE DEVELOP  
0244-Employee & Organizational  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Provide core services in management and  
OF organizational development. Emphasis is  
2 on consultative role and program coord-  
ination. Update management curriculum,  
training plans and complementary  
resources; facilitate "continuous"  
improvement; team building, work design  
problem solving and planning processes  
and performance feedback assessments.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	82,190	8,560	13,960	0	0	104,710

36 1874-Employee Benefits  
0745-Municipal Employee Benefi  
SOURCE OF FUNDS, THIS SVC LEVEL:

CO 5 Provide legal and employee benefits  
OF consulting services for the committees  
5 responsible for the administration of  
the Municipality's 401(k) and 457  
Deferred Compensation Plan. Complex  
legal, investment, financial and  
benefits questions encountered in the  
operation of these programs require  
expert advice.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	15,000	0	0	15,000

37 1820-EQUAL OPPORTUNITY  
0282-Equal Opportunity  
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 3 Maintain manual and computer terminal  
OF data for the Office of Equal Opportunity  
4 statistical reports monitoring Minority  
Business goals and Contract Compliance,  
and equal opportunity requirements.  
Provide statistical and staff support,  
greet public and respond to routine  
inquiries regarding sponsored programs  
in the Office Of Equal Opportunity.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	38,140	1,040	400	0	0	39,580

BPAB010R  
10/10/00  
192821

M U N I C I P A L I T Y O F A N C H O R A G E  
2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

38	1875-Payroll	CO	3	Process, review and balance payroll data for approximately 2660 regular employees. Prepare termination checks, and other on-demand checks. Provide service necessary to process payroll liabilities and data base input to insure proper distribution of checks/advices and proper deductions.
	0802-Municipal Payroll		0F	
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	28,190	0	0	0	0	28,190

39	1830-LABOR RELATIONS	CB	1	Assist department personnel in the management of their separate labor relations programs.
	0272-Labor Relations Manager		0F	
	SOURCE OF FUNDS, THIS SVC LEVEL:		1	

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	1,290	10,340	0	0	11,630

40	1873-Employee Records	CB	1	This level of service funds one records specialist to conduct new employee orientation and termination processing. This position would enter basic employment data into the personnel/payroll system reflecting new hire, promotion and termination actions.
	0746-Municipal Employee Record		0F	
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	38,380	3,590	1,450	0	0	43,420

41	1820-EQUAL OPPORTUNITY	CO	4	Assist in complaints of discrimination, i.e., research, compile statistical data analyze and organize data for OEO Manager. Interview witnesses and prepare initial drafts for OEO Manager's consideration. Technical duties associated with complaint monitoring. Some project monitoring for the D/WBE
	0282-Equal Opportunity		0F	
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	

IGC SUPPORT

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10/10/00  
192821

M U N I C I P A L I T Y O F A N C H O R A G E  
2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

Officer.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	1	0	27,300	350	50	0	0	27,700

42	1871-Class & Emp Svcs Admin	CO	3	Provide funding to support the annual
	0748-Records and Benefits Admi		OF	recognition of employees in the Employee
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	of the Year Program. This includes both
	IGC SUPPORT			individual awards and recognition of the
				outstanding work units.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	10,000	0	1,000	0	0	11,000

43	1871-Class & Emp Svcs Admin	CO	4	Provide funding to support the Employee
	0748-Records and Benefits Admi		OF	Incentive Program, which includes the
	SOURCE OF FUNDS, THIS SVC LEVEL:		7	merit award and employee suggestion
	IGC SUPPORT			programs.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	2,780	0	0	0	0	2,780

44	1841-PERSONNEL ADMIN	CO	2	This position provides secretarial
	0138-Personnel Administration		OF	support to the Personnel Director and
	SOURCE OF FUNDS, THIS SVC LEVEL:		2	Labor Relations Manager as well as the
	IGC SUPPORT			Employee Relations Director. The
				incumbent serves as the payroll clerk
				for the department.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	34,890	0	0	0	0	34,890

BPAB010R  
10/10/00  
192821

MUNICIPALITY OF ANCHORAGE  
2001 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
45	1871-Class & Emp Svcs Admin 0748-Records and Benefits Admi SOURCE OF FUNDS, THIS SVC LEVEL:	CO	7	Additional funding to support the Employee Incentive Program. AMC 3.30 provides that the Municipality will budget \$10 per employee for this program. This service level brings the level of funding to the required amount. Program will expand to include quarterly receptions, additional marketing and resulting additional recognition for employees.
	IGC SUPPORT			

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	10,100	0	0	0	0	10,100

46	1846-CLASSIFICATION 0798-Classification SOURCE OF FUNDS, THIS SVC LEVEL:	CO	3	Provide funds with which to hire a professional consulting firm to conduct a survey of the compensation aspects of the local market. The results of the survey will be used in annual wage reopeners and labor contract negotiations.
	IGC SUPPORT			

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	0	0	20,000	0	0	20,000

47	1871-Class & Emp Svcs Admin 0748-Records and Benefits Admi SOURCE OF FUNDS, THIS SVC LEVEL:	CO	6	Provide support for the performance management program, employee incentive program, certain training programs on personnel issues, and development of supervisory manuals and policies and procedures.
	IGC SUPPORT			

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
0	0	0	30,160	0	0	0	0	30,160

TOTALS FOR DEPARTMENT OF EMPLOYEE RELATIONS , FUNDED AND UNFUNDED . . . . .

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
29	4	0	1,857,350	66,150	1,141,040	0	0	3,064,540