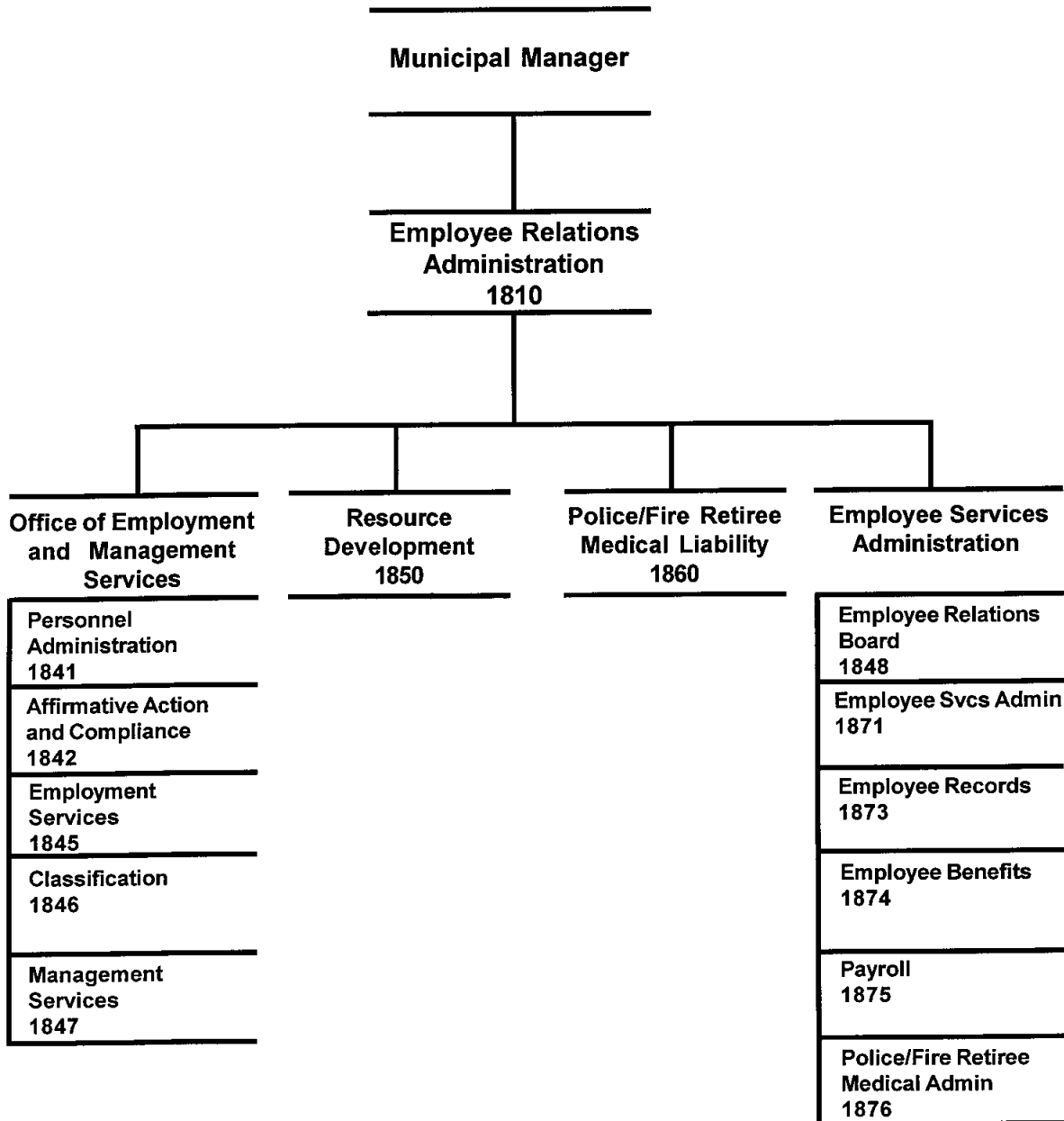


EMPLOYEE RELATIONS

EMPLOYEE RELATIONS



2004 Resource Plan

Department: Employee Relations

Division	Financial Summary		Personnel Summary							
	2003	2004	2003 Revised				2004 Proposed			
	Revised	Proposed	FT	PT	Temp	Total	FT	PT	Temp	Total
Administration	250,390	168,020	3			3	2			2
Office of Equal Opportunity	162,310	0	2			2				0
Employment /Management Svcs	711,300	664,920	9			9	8			8
Resource Development	67,870	67,460		1		1		1		1
Classification/Employee Svcs	1,116,940	909,470	15			15	11			11
Police/Fire Retiree Med Liab	1,551,420	1,800,000				0				0
Operating Cost	3,860,230	3,609,870	29	1	0	30	21	1	0	22
Add Debt Service	0	0								
Direct Organization Cost	3,860,230	3,609,870								
Charges From/(To) Others	(2,071,400)	(1,666,090)								
Function Cost	1,788,830	1,943,780								
Less Program Revenues	(25,300)	(70,600)								
Net Program Cost	1,763,530	1,873,180								

2004 Resource Costs by Category

Division	Personal Services	Supplies	Other Services *	Capital Outlay	Total Direct Cost
Administration	177,900	1,710	6,860		186,470
Employment /Management Svcs	646,910	13,380	60,760		721,050
Resource Development	45,910	2,520	22,500		70,930
Classification/Employee Svcs	805,880	32,750	159,870		998,500
Police/Fire Retiree Med Liab			1,800,000		1,800,000
Operating Cost	1,676,600	50,360	2,049,990	0	3,776,950
Less Vacancy Factor	(167,080)				(167,080)
Add Debt Service					0
Total Direct Organization Cost	1,509,520	50,360	2,049,990	0	3,609,870

* Travel budgeted by this department within the Other Services category is \$2,500

RECONCILIATION FROM 2003 REVISED BUDGET TO 2004 PROPOSED BUDGET
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DEPARTMENT: EMPLOYEE RELATIONS

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T/Seas</u>
2003 REVISED BUDGET:	\$ 3,860,230	29	1	0
2003 ONE-TIME REQUIREMENTS:				
- Actuarial study every 3 years (again in 2005 for \$30,000)				
- Arbitration	(53,560)			
- 457 plan review	(10,000)			
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None	0			
DEBT SERVICE CHANGES:	0			
CHANGES IN EXISTING PROGRAMS FOR 2004:				
- Salaries and benefits adjustment	137,870			
- Contributions for eligible participants in PFML Trust	192,080			
CONTINUATION LEVEL FOR 2004:	<u>\$ 4,126,620</u>	<u>29</u>	<u>1</u>	<u>0</u>
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- PeopleSoft staff to PeopleSoft Division in Office of the Chief Fiscal Officer	(93,640)	(1)		
- Office of Equal Opportunity to Mayor's Department	(251,600)	(3)		
2004 PROGRAMMATIC CHANGES:				
- Eliminate four positions, two are vacant and one will be picked up by utilities	(281,710)	(4)		
- Miscellaneous increases in contracts	72,350			
- Salaries and benefits adjustment	37,850			
2004 PROPOSED BUDGET:	<u>\$ 3,609,870</u>	<u>21</u>	<u>1</u>	<u>0</u>

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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
2004 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:	CB	1	Funds the Employee Relations director.
			0F	Provides resources necessary to respond
			2	to the most basic requests and supports essential program and system require- ments. Absorbs the functions of the labor relations director duties.
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	101,330	1,710	6,860	0	0	109,900

2	1871-EMPLOYEE SERVICES ADMIN 0748-Records and Benefits Admi SOURCE OF FUNDS, THIS SVC LEVEL:	CB	1	Direct/coordinate employee records,
			0F	benefits activities. Provide inter- and
			2	intra-departmental support for employee relations and personnel programs. Provide support for labor relations activities by developing costing information and reports. Support employee incentive committee and other task forces, committees and programs. Support PeopleSoft HRMS.
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	117,200	6,500	9,200	0	0	132,900

3	1845-EMPLOYMENT SERVICES 0188-Employment Services SOURCE OF FUNDS, THIS SVC LEVEL:	CB	1	Directs, implements and administers
			0F	departments' requests for employment/
			3	staffing.
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	73,670	5,100	4,000	0	0	82,770

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2004 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL
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4 1841-PERSONNEL ADMIN
0138-Personnel Administration
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CB	1	Provide direction and support to the personnel activities to ensure coordinated work efforts to aid agencies in meeting their employment needs. Administer a charter-required merit personnel system. Provide support to special projects and programs affecting the workforce and directly supports labor relations activities. Directs classification and compliance programs.
OF	1	

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	100,350	400	920	0	0	101,670

5 1847-MANAGEMENT SERVICES
0735-Personnel Management Serv
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CB	1	Provide funding for one senior administrative officer to support a personnel management and labor relations program. Provide training and advice to department managers and supervisors. Process disciplinary action and assist with grievance activity.
OF	1	

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	78,050	3,400	1,750	0	0	83,200

6 1875-PAYROLL
0802-Municipal Payroll
SOURCE OF FUNDS, THIS SVC LEVEL:

IGC SUPPORT

CB	1	Ensure fiscal integrity of payroll functions. Ensure proper accounting of disbursement/collections in reference to payroll. Comply with all State, Federal and local payroll regulations. Responsible for issuing approximately 69,000 payroll checks/advices each year. Issues W-2's. Provides training/assistance to approximately 40 payroll clerks. Supervises payroll employees.
OF	2	

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	66,910	14,000	4,770	0	0	85,680

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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
2004 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

7	1874-EMPLOYEE BENEFITS	CB	1	Provide internal analysis, administration and recommendations on all benefit and leave programs. Administration of MOA's Family Medical Leave Act regulations. This level includes all budget analyst duties for the Employee Relations Department to include IGC methodology and calculations.
	0745-Municipal Employee Benefi		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	
	IGC SUPPORT			
	PROGRAM REVENUES			45,600

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	131,830	5,000	44,700	0	0	181,530

8	1873-EMPLOYEE RECORDS	CB	1	Provide supervision of records division for MOA. Supervises records specialist and records clerk. Provides for employment verifications, unemployment verifications and testifies at hearings. Provides research/reports for statistics re collective bargaining and classifications analysis. Administers position management in Human Resources Management System.
	0746-Municipal Employee Record		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		1	
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	101,180	5,500	1,900	0	0	108,580

9	1845-EMPLOYMENT SERVICES	CB	2	Provides primary employment services program and compliance.
	0188-Employment Services		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	77,070	0	0	0	0	77,070

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2004 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

10 1875-PAYROLL N 2 Two full-time payroll accounting staff
0802-Municipal Payroll OF positions, supporting 2002 payroll
SOURCE OF FUNDS, THIS SVC LEVEL: 2 audit recommendations by external
auditor.
IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	112,240	0	0	0	0	112,240

11 1842-COMPLIANCE MANAGEMENT CB 1 Substance abuse, workplace violence and
0005-Affirmative Action/Disabi OF disability management programs to meet
SOURCE OF FUNDS, THIS SVC LEVEL: 1 established goals. Coordinates
Municipal activities to achieve
compliance with the Americans with
Disabilities Act.
IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	78,050	2,990	53,390	0	0	134,430

12 1846-CLASSIFICATION CB 1 Process requests from departments for
0798-Classification OF new positions, reclassifications and
SOURCE OF FUNDS, THIS SVC LEVEL: 2 range changes. Assist departments in
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	70,110	1,250	700	0	0	72,060

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2004 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

13 1860-POLICE/FIRE RET MED LIAB CO 1 Contribution on behalf of eligible
0727-Retiree Medical Programs OF participants in the Police and Fire
SOURCE OF FUNDS, THIS SVC LEVEL: 1 Retiree Medical Funding Program.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	1,800,000	0	0	1,800,000

14 1876-P/F RET MED ADMIN CB 1 Provides support to Police and Fire
0749-Retiree Medical Programs OF Retiree Medical Funding Trust as
SOURCE OF FUNDS, THIS SVC LEVEL: 1 required by AMC 3.87. Position supports
the Board of Trustees and provides
IGC SUPPORT accounting to plan participants and
retirees.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	72,110	1,750	20,500	0	0	94,360

15 1850-RESOURCE DEVELOPMENT CO 1 Design, update and facilitate customer
0244-Employee & Organizational OF service skills training. Provide
SOURCE OF FUNDS, THIS SVC LEVEL: 1 technical support in designing and ana-
lyzing results of customer feedback
IGC SUPPORT surveys. Formalize methods to promote
and recognize customer service successes
and recommend practices to enhance level
of service. Administer tuition
program, develop curriculum and
facilitate training.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	1	0	42,440	2,520	22,500	0	0	67,460

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2004 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
16	1874-EMPLOYEE BENEFITS 0745-Municipal Employee Benefi SOURCE OF FUNDS, THIS SVC LEVEL:	CB	2	Administration of all MOA retirement plans, including 401(K), 457 deferred compensation, and public employee retirement system (PERS). Monitoring of plan limits, IRS regulations and changes. Verification for all PERS retirements. Supports MOA's 401(K) and 457 committees. Runs interface processes for payroll contributions to retirement plan accounts.
	IGC SUPPORT PROGRAM REVENUES 25,000		3	

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	59,890	0	0	0	0	59,890

17	1848-EMPLOYEE RELATIONS BOARD 0748-Records and Benefits Admi SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT		1	Provides mandatory funding for Employee Relations Board per Municipal Charter; 1 Title 4.05.050 Boards and Commissions.
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0	0	0	0	0	73,800	0	0	73,800
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18	1810-EMPLOYEE RELATIONS ADMIN 0172-Employee Relations Admini SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT		2	Administartive staff support for Employee Relations administration, classification, employment, management services and compliance management.
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1	0	0	58,120	0	0	0	0	58,120
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19	1874-EMPLOYEE BENEFITS 0745-Municipal Employee Benefi SOURCE OF FUNDS, THIS SVC LEVEL:		3	Conducts benefits orientation for all MOA new hires. Processes Human Resources Management System data entry for new hires, terminations and transfers. Assists with Family Medical Leave Act program reporting and administration. Assists with supervisor and payroll clerk training for Family
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2004 DEPARTMENT RANKING

DEPT: 17 -EMPLOYEE RELATIONS

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL
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Medical Leave Act. Employee support for
health plan issues and disability plans.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	55,490	0	0	0	0	55,490

20	1845-EMPLOYMENT SERVICES	3	3	Employment office administrative support; one employment analyst.
	0188-Employment Services		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		3	

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	113,480	0	0	0	0	113,480

21	1846-CLASSIFICATION	CB	2	Analysis and design of pay plans, including development of alternative pay structures. On-going salary administration, including conducting and participating in salary and benefits surveys to determine Municipal position relative to selected markets. Performs classification studies and analysis.
	0798-Classification		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		2	
	IGC SUPPORT			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	240	0	0	0	240

22	1871-EMPLOYEE SERVICES ADMIN	CB	2	Administrative support for records and benefits administration, records, benefits and payroll organizations. Support for Employee Relations Board, and Employee Incentive Committee.
	0748-Records and Benefits Admi		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		2	
	IGC 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

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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
2004 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
21	1	0	1,509,520	50,360	2,049,990	0	0	3,609,870

----- DEPARTMENT OF EMPLOYEE RELATIONS FUNDING LINE -----
..... 3,609,870

TOTALS FOR DEPARTMENT OF EMPLOYEE RELATIONS , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
21	1	0	1,509,520	50,360	2,049,990	0	0	3,609,870