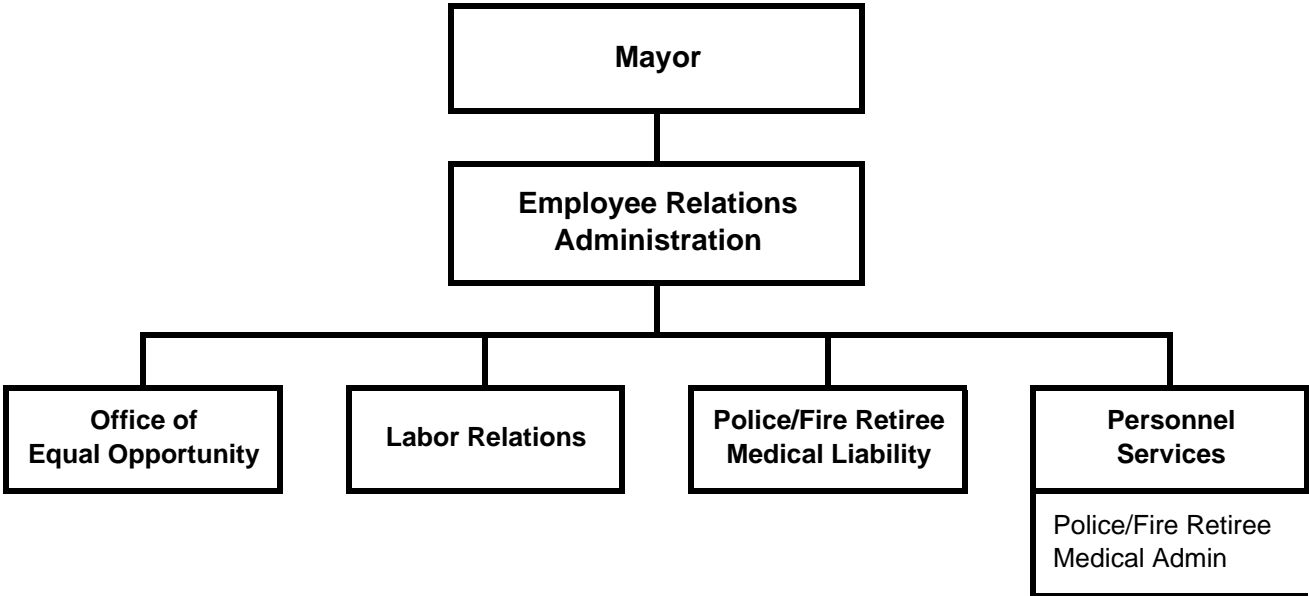


Employee Relations



Employee Relations Department Summary

	2009 Actuals	2010 Revised	2011 Proposed	11 v 10 % Chg
Division Summary				
Employee Relations Admin	377,996	417,631	357,772	-14.33 %
Labor Relations	1,068,156	995,884	1,133,725	13.84 %
Office of Equal Opportunity	288,845	192,653	197,543	2.54 %
Personnel Services	784,427	835,765	702,766	-15.91 %
Police & Fire Medical	2,598,544	2,785,656	2,910,154	4.47 %
Direct Cost	5,117,968	5,227,590	5,301,961	1.42 %
Intragovernmental Charges				
Charges By Other Departments	612,010	812,998	732,736	-9.87 %
Charges To Other Departments	(2,303,137)	(3,152,031)	(3,020,724)	-4.17 %
Function Cost	3,426,841	2,888,556	3,013,972	4.34 %
Program Generated Revenue	398,092	182,060	182,060	0.00 %
Net Cost	3,028,749	2,706,496	2,831,912	4.63 %

Expenditures by Category

Personnel	2,168,727	2,049,229	1,971,320	-3.80 %
Supplies	15,378	8,630	8,630	0.00 %
Travel	2,325	10,230	10,230	0.00 %
Contractual/Other Services	2,929,362	3,142,101	3,294,381	4.85 %
Debt Service/Depreciation	0	0	0	
Equipment, Furnishings	2,175	17,400	17,400	0.00 %
Total Direct Costs	5,117,968	5,227,590	5,301,961	1.42 %

Personnel Summary As Budgeted

Full-Time	24	19	17
Part-Time	0	1	4
Total Positions	24	20	21

Employee Relations

Reconciliation from 2010 Revised Budget to 2011 Proposed Budget

	<u>Direct Costs</u>	<u>Positions</u>		
		<u>FT</u>	<u>PT</u>	<u>Temp</u>
2010 Revised Budget	\$ 5,227,590	18	1	-
2010 One-Time Requirements				
- Actuarial Study	30,000	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
Debt Service Changes - Not Applicable				
- None	-	-	-	-
Changes in Existing Programs/Funding for 2010				
- Salary and benefits adjustments	108,036	-	-	-
- Police and Fire Medical Liability	124,498	-	-	-
2011 Continuation Level	<u>\$ 5,490,124</u>	<u>18</u>	<u>1</u>	<u>-</u>
2011 One-Time Requirements				
- None	-	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
Debt Service Changes				
- None	-	-	-	-
2011 Budget Changes				
- Reclassification of HR professional position	(20,002)	-	-	-
- Office closures Friday afternoons June 1 - Sept 1; employees and members of the public will not be able to receive assistance during this time.	(15,000)	-	-	-
- Eliminate funds for classification study; will be completed in 2010	(50,000)	-	-	-
- Reallocation of positions to medical self insurance fund (603) to more accurately reflect the work load.	(32,148)	(1)	3	-
- Non-recurring start up costs for FMLA administration	(25,000)			
- Police and Fire Medical Trust Administration - reduction in cost of benefit administration	(46,013)	(1)	-	-
2011 Proposed Budget	<u><u>\$ 5,301,961</u></u>	<u><u>16</u></u>	<u><u>4</u></u>	<u><u>-</u></u>

Employee Relations Department

Anchorage: Performance. Value. Results

Mission

To develop and maintain programs that efficiently and effectively attract, develop and retain qualified employees to provide and support municipal services in accordance with federal, state and municipal law.

Core Services

- Employment and classification to define position requirements assure appropriate compensation and recruit qualified employees.
- Labor Relations to negotiate and administer collective bargaining agreements and personnel rules; and to advise management with respect to workforce management.
- Benefits Administration to efficiently operate programs that attract and retain qualified employees, promote productivity and wellness, minimize time lost and provide employees with opportunities for financial security in retirement.
- Records Administration to assure accuracy and security of employee information and administration of personnel actions.
- Equal Opportunity to assure compliance with Title VII and to promote and monitor the benefits of the Disadvantaged Business contracting program.

Accomplishment Goals

- Attract and retain a productive, qualified workforce while adhering to all federal, state and local laws, regulations and agreements.
- Centralize administrative functions to improve performance and conserve resources.

Performance Measures

Progress in achieving goals shall be measured by:

Measures: Number of material actions requiring correction as a result of audits or arbitrations.

	1/1/10 – 8/20/10
Audits: Health Plan Claimed Dependents	3 material discrepancies
Arbitration Decisions	0
Settlements	7 grievance settlements: <ul style="list-style-type: none">• 3 in MOA's favor• 2 in employee's favor

Measure: Staff hours saved in administration and correction activities.
--

For 2009 (baseline)

- 29 hours per week spent on administrative activities by 4 employees

Expenditure & Revenue Summary

Employee Relations Admin

Division

(Dept ID # 1810, 1811)

Employee Relations Department

	2009 Actuals	2010 Revised	2011 Proposed	11 v 10 % Chg
Expenditure by Category				
Salaries and Benefits	178,102	231,731	246,872	6.53 %
Supplies	807	7,350	7,350	0.00 %
Travel	0	0	0	
Contractual/Other Services	199,087	161,150	86,150	-46.54 %
Equipment, Furnishings	0	17,400	17,400	0.00 %
Total Manageable Costs	377,996	417,631	357,772	-14.33 %
Debt Service, Depreciation	0	0	0	
Total Direct Cost	377,996	417,631	357,772	-14.33 %

Program Generated Revenue by Fund

Division:

Fund 101 - Areawide General	5,695	0	0
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Positions As Budgeted

	2009 Revised		2010 Revised		2011 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Employee Relations Dir	1	-	1	-	1	-
Executive Assistant I	1	-	1	-	1	-
Total	2	-	2	-	2	-

Expenditure & Revenue Detail

Employee Relations Admin

Division

(Dept ID # 1810, 1811)

Employee Relations Department

	2009 Actuals	2010 Revised	2011 Proposed	11 v 10 % Chg
<u>Expenditures</u>				
Salaries and Benefits				
1101 - Straight Time Labor	104,197	146,167	152,528	4.35 %
1301 - Leave/Holiday Accruals	11,390	9,779	10,330	5.63 %
1401 - Benefits	62,515	75,785	84,014	10.86 %
Salaries Total	178,102	231,731	246,872	6.53 %
Supplies	807	7,350	7,350	0.00 %
Travel	0	0	0	
Contractual/Other Services	199,087	161,150	86,150	-46.54 %
Equipment, Furnishings	0	17,400	17,400	0.00 %
Manageable Direct Cost Sub-Total	377,996	417,631	357,772	-14.33 %
Debt Service, Depreciation	0	0	0	
Direct Cost Total	377,996	417,631	357,772	-14.33 %
<u>Intra-Governmental Charges</u>				
Charges By Other Departments	69,250	64,363	70,773	9.96 %
Charges To Other Departments	(254,110)	(481,994)	(428,545)	-11.09 %
<u>Program Generated Revenue</u>				
9499 - Reimbursed Cost	0	0	0	
9622 - Employee Life - Union/Flex	5,558	0	0	
9798 - Miscellaneous Revenues	136	0	0	
Sub-Total	5,695	0	0	
<u>Net Cost</u>				
Direct Cost	377,996	417,631	357,772	-14.33 %
Debt Service	0	0	0	
Charges By Other Departments	69,250	64,363	70,773	9.96 %
Charges To Other Departments	(254,110)	(481,994)	(428,545)	-11.09 %
Program Generated Revenue	(5,695)	0	0	
Total Net Cost	187,442	0	0	

Expenditure & Revenue Summary

Labor Relations

Division

(Dept ID # 1841)

Employee Relations Department

	2009 Actuals	2010 Revised	2011 Proposed	11 v 10 % Chg
Expenditure by Category				
Salaries and Benefits	1,009,247	918,864	1,056,705	15.00 %
Supplies	74	0	0	
Travel	0	1,250	1,250	0.00 %
Contractual/Other Services	58,325	75,770	75,770	0.00 %
Equipment, Furnishings	510	0	0	
Total Manageable Costs	1,068,156	995,884	1,133,725	13.84 %
Debt Service, Depreciation	0	0	0	
Total Direct Cost	1,068,156	995,884	1,133,725	13.84 %

Positions As Budgeted

	2009 Revised		2010 Revised		2011 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Human Resource Pro II	1	-	-	-	-	-
Human Resource Pro III	3	-	3	-	3	-
Human Resource Pro IV	3	-	4	-	4	-
Human Resources Pro III	-	-	-	-	1	-
Personnel Director	1	-	1	-	1	-
Personnel Technician I	1	-	-	-	-	-
Total	9	-	8	-	9	-

Expenditure & Revenue Detail**Labor Relations****Division**

(Dept ID # 1841)

Employee Relations Department

	2009 Actuals	2010 Revised	2011 Proposed	11 v 10 % Chg
<u>Expenditures</u>				
Salaries and Benefits				
1101 - Straight Time Labor	600,630	602,817	670,719	11.26 %
1201 - Overtime	995	13,860	13,860	0.00 %
1301 - Leave/Holiday Accruals	65,029	40,328	45,436	12.66 %
1401 - Benefits	342,593	308,559	373,391	21.01 %
1601 - Vacancy Factor	0	(46,700)	(46,700)	0.00 %
Salaries Total	1,009,247	918,864	1,056,705	15.00 %
Supplies	74	0	0	
Travel	0	1,250	1,250	0.00 %
Contractual/Other Services	58,325	75,770	75,770	0.00 %
Equipment, Furnishings	510	0	0	
Manageable Direct Cost Sub-Total	1,068,156	995,884	1,133,725	13.84 %
Debt Service, Depreciation	0	0	0	
Direct Cost Total	1,068,156	995,884	1,133,725	13.84 %
<u>Intra-Governmental Charges</u>				
Charges By Other Departments	243,607	323,723	388,211	19.92 %
Charges To Other Departments	(1,293,012)	(1,319,610)	(1,521,940)	15.33 %
<u>Net Cost</u>				
Direct Cost	1,068,156	995,884	1,133,725	13.84 %
Debt Service	0	0	0	
Charges By Other Departments	243,607	323,723	388,211	19.92 %
Charges To Other Departments	(1,293,012)	(1,319,610)	(1,521,940)	15.33 %
Total Net Cost	18,751	(2)	(3)	

Employment & Classification Section
Labor Relations Division
Department of Employee Relations

Anchorage: Performance. Value. Results.

Purpose

Attract and recruit qualified individuals to fill vacant positions within the Municipality. Provide for a classification system that describes positions, establishes qualifications, groups them into like series, and determines appropriate pay ranges.

Direct Services

Employment and Classification is responsible for:

- Developing and sustaining a fair, efficient, effective, transparent, and equitable recruitment, selection, and hiring process.
- Locating sources of qualified manpower to meet the needs of the Municipality.
- Maintaining and administering a fair and objective system for classifying jobs/positions.
- Creating and maintaining pay grades for comparable work across the Municipality.

Accomplishment Goals

- Improve the administration, consistency, and accuracy of the position classification system.
- Improve the pool of qualified candidates available to fill Municipal positions.

Performance Measures

Progress in achieving goals shall be measured by:

Measure: Percent of personnel exceptions tracked in PeopleSoft that reflect inconsistency or deviation from classification standards.
--

From 1/1/10 – 6/30/10:

- 6% of employees are being paid inconsistently or deviate from the classification system (196 employees/2976 employees)

Measure: Percent of applicants meeting or exceeding position qualifications as a proportion of total applications received.
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From 4/1/2010 to 6/30/2010:

- 66% of the applications received (from the public) met the minimum qualifications.

Labor Relations Division Department of Employee Relations

Anchorage: Performance. Value. Results.

Purpose

To negotiate and administer collective bargaining agreements and apply personnel rules.

Direct Services

Labor Relations is responsible for:

- Negotiating, interpreting and administering nine (9) collective bargaining agreements and the personnel rules covering over 3200 employees.
- Responding to formal employee grievances.
- Administering compliance of substance abuse testing
- Providing training and consultative guidance to managerial and supervisory personnel on contract administration and other labor relations matters.
- Administering training programs

Accomplishment Goals

- Negotiate fiscally responsible collective bargaining agreements with economic terms not to exceed average 3 year CPI.
- Administer collective bargaining agreements to maximize management flexibility.

Performance Measures

Progress in achieving goals shall be measured by:

Measure: Average overall cost of economic terms of each collective bargaining agreement.

From 1/1/10 - 8/20/10:

- IBEW (Machinists), Local 1547 4 year contract ratified 3/2/10
Collective Bargaining Agreement average annual increase of 2.8%
- Operating Engineers, Local 302 One year wage reopener ratified 8/31/10
Health Insurance Reopener average annual increase of 0%
- Plumbers and Pipefitters, Local 367
Negotiations ongoing

Measure: Percent of arbitrations in which the MOA prevails.

From 1/1/10 - 8/20/10

- There have been no arbitrations.

Expenditure & Revenue Summary**Office of Equal Opportunity****Division**

(Dept ID # 1132)

Employee Relations Department

	2009 Actuals	2010 Revised	2011 Proposed	11 v 10 % Chg
Expenditure by Category				
Salaries and Benefits	283,329	188,498	193,388	2.59 %
Supplies	2,207	0	0	
Travel	0	3,000	3,000	0.00 %
Contractual/Other Services	3,310	1,155	1,155	0.00 %
Total Manageable Costs	288,845	192,653	197,543	2.54 %
Debt Service, Depreciation	0	0	0	
Total Direct Cost	288,845	192,653	197,543	2.54 %

Positions As Budgeted

	2009 Revised		2010 Revised		2011 Proposed	
	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>
Deputy Director I	1	-	-	-	-	-
Mgr, Off Of Equal Employ Opp	1	-	1	-	1	-
Senior Office Associate	1	-	-	-	-	-
Special Admin Assistant I	1	-	1	-	1	-
Total	4	-	2	-	2	-

Expenditure & Revenue Detail**Office of Equal Opportunity****Division**

(Dept ID # 1132)

Employee Relations Department

	2009 Actuals	2010 Revised	2011 Proposed	11 v 10 % Chg
<u>Expenditures</u>				
Salaries and Benefits				
1101 - Straight Time Labor	157,636	114,504	113,859	-0.56 %
1301 - Leave/Holiday Accruals	25,768	7,660	7,617	-0.56 %
1401 - Benefits	99,925	66,334	71,912	8.41 %
Salaries Total	283,329	188,498	193,388	2.59 %
Supplies	2,207	0	0	
Travel	0	3,000	3,000	0.00 %
Contractual/Other Services	3,310	1,155	1,155	0.00 %
Manageable Direct Cost Sub-Total	288,845	192,653	197,543	2.54 %
Debt Service, Depreciation	0	0	0	
Direct Cost Total	288,845	192,653	197,543	2.54 %
<u>Intra-Governmental Charges</u>				
Charges By Other Departments	64,373	46,447	47,947	3.23 %
Charges To Other Departments	(342,828)	(227,645)	(233,729)	2.67 %
<u>Net Cost</u>				
Direct Cost	288,845	192,653	197,543	2.54 %
Debt Service	0	0	0	
Charges By Other Departments	64,373	46,447	47,947	3.23 %
Charges To Other Departments	(342,828)	(227,645)	(233,729)	2.67 %
Total Net Cost	10,390	11,455	11,761	

Office of Equal Opportunity Division Department of Employee Relations

Anchorage: Performance. Value. Results.

Purpose

To assure and enforce compliance with Title 7 of the Civil Rights Act of 1964 relating to equal opportunity and Disadvantaged Business Enterprise program (DBE).

Direct Services

Office of Equal Opportunity (OEO) is responsible for:

- Training
- Investigations
- Contract Compliance
- Disadvantage Business Enterprise Program (DBE)

Accomplishment Goals

- Offer regular training sessions to help eliminate discriminatory practices.
- Respond to complaints and investigate them in a timely manner.
- Create public awareness on DBE's ability to apply for city contracts. Improve federal set DBE goals.

Performance Measures

Progress in achieving goals shall be measured by:

Measure: Number of formal and informal complaints filed against the Municipality Of Anchorage.

From 1/1/10 – 6/30/2010:

- 28 training sessions
- 316 attendees
- 8 informal complaints and 6 formal complaints filed

Measure: Average number of days to complete investigation
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From 1/1/10 – 6/30/2010:

- Informal complaints - 60 days to complete investigations

Measure: Percentage of DBE's applying for contracts.

From 1/1/10 – 6/30/2010

- DBE's accounted for 7% of the contractors utilized by the Municipality.

Expenditure & Revenue Summary

Personnel Services

Division

(Dept ID # 1871, 1876)

Employee Relations Department

	2009 Actuals	2010 Revised	2011 Proposed	11 v 10 % Chg
Expenditure by Category				
Salaries and Benefits	698,050	710,135	474,354	-33.20 %
Supplies	12,290	1,280	1,280	0.00 %
Travel	2,325	5,980	5,980	0.00 %
Contractual/Other Services	70,097	118,370	221,152	86.83 %
Equipment, Furnishings	1,665	0	0	
Total Manageable Costs	784,427	835,765	702,766	-15.91 %
Debt Service, Depreciation	0	0	0	
Total Direct Cost	784,427	835,765	702,766	-15.91 %

Program Generated Revenue by Fund

Division:

Fund 101 - Areawide General	206,107	91,450	91,450	0.00 %
Fund 213 - Police/Fire Retirees Med Admin	637	610	610	0.00 %

Positions As Budgeted

	2009 Revised		2010 Revised		2011 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Deputy Director II	1	-	1	-	-	1
Human Resource Pro I	1	-	1	-	-	-
Human Resource Pro III	1	-	1	-	1	-
Human Resource Pro IV	2	-	1	-	1	-
Office Assistant	-	-	-	1	-	-
Personnel Technician I	-	-	-	-	-	1
Personnel Technician II	2	-	1	-	1	1
Program & Policy Director	-	-	-	-	-	1
Senior Accountant	1	-	1	-	-	-
Senior Admin Officer	1	-	1	-	-	-
Total	9	-	7	1	3	4

Expenditure & Revenue Detail**Personnel Services****Division**

(Dept ID # 1871, 1876)

Employee Relations Department

	2009 Actuals	2010 Revised	2011 Proposed	11 v 10 % Chg
<u>Expenditures</u>				
Salaries and Benefits				
1101 - Straight Time Labor	395,091	423,071	265,468	-37.25 %
1201 - Overtime	1,328	0	0	
1301 - Leave/Holiday Accruals	45,330	28,303	18,073	-36.14 %
1401 - Benefits	242,152	241,507	173,558	-28.14 %
1501 - Allow Differentials/Premiums	5,939	0	0	
1505 - Incentive Award	8,209	29,670	29,670	0.00 %
1601 - Vacancy Factor	0	(12,416)	(12,416)	0.00 %
Salaries Total	698,050	710,135	474,354	-33.20 %
Supplies	12,290	1,280	1,280	0.00 %
Travel	2,325	5,980	5,980	0.00 %
Contractual/Other Services	70,097	118,370	221,152	86.83 %
Equipment, Furnishings	1,665	0	0	
Manageable Direct Cost Sub-Total	784,427	835,765	702,766	-15.91 %
Debt Service, Depreciation	0	0	0	
Direct Cost Total	784,427	835,765	702,766	-15.91 %
<u>Intra-Governmental Charges</u>				
Charges By Other Departments	234,780	378,465	225,804	-40.34 %
Charges To Other Departments	(413,188)	(1,122,782)	(836,510)	-25.50 %
<u>Program Generated Revenue</u>				
9494 - Copier Fees	655	150	150	0.00 %
9499 - Reimbursed Cost	204,574	91,300	91,300	0.00 %
9672 - Prior Yr Expense Recovery	874	0	0	
9742 - Other Property Sales	3	0	0	
9761 - Cash Pools Short-Term Int	147	610	610	0.00 %
9767 - Unrealized Gains & Losses	490	0	0	
9791 - Cash Over & Short	0	0	0	
Sub-Total	206,744	92,060	92,060	0.00 %
<u>Net Cost</u>				
Direct Cost	784,427	835,765	702,766	-15.91 %
Debt Service	0	0	0	
Charges By Other Departments	234,780	378,465	225,804	-40.34 %
Charges To Other Departments	(413,188)	(1,122,782)	(836,510)	-25.50 %
Program Generated Revenue	(206,744)	(92,060)	(92,060)	0.00 %
Total Net Cost	399,275	(612)	0	

Personnel Services Division
Department of Employee Relations
Anchorage: Performance. Value. Results.

Purpose

To develop and maintain cost effective and competitive employee benefit programs and to administer and maintain the official system of record for municipal employee personnel and medical information.

Direct Services

- Health and wellness benefits administration
- Retirement benefits administration
- Employee records administration
- Employee benefit program development

Accomplishment Goals

- Leverage technology to provide employees with self-service access to administrative information and processes.
- Develop meaningful and cost effective employee benefit options.

Performance Measures

Progress in achieving goals shall be measured by:

Measure: Number of eligible employees who successfully complete 2011 open enrollment on-line without additional instructions or assistance from Employee Relations benefits staff.

Data will be collected during open enrollment in November 2010.

Measure: Number of eligible non-represented and executive employees with other health care coverage who chose to participate in the Opt-Out Pilot Program, and the cost savings to the MOA and the municipal health plan.

Data will be collected during open enrollment in November 2010.

Expenditure & Revenue Summary**Police & Fire Medical****Division**

(Dept ID # 1860)

Employee Relations Department

	2009 Actuals	2010 Revised	2011 Proposed	11 v 10 % Chg
Expenditure by Category				
Travel	0	0	0	
Contractual/Other Services	2,598,544	2,785,656	2,910,154	4.47 %
Total Manageable Costs	2,598,544	2,785,656	2,910,154	4.47 %
Debt Service, Depreciation	0	0	0	
Total Direct Cost	2,598,544	2,785,656	2,910,154	4.47 %

Program Generated Revenue by Fund

Division:

Fund 313 - Police/Fire Ret Med Liability	185,653	90,000	90,000	0.00 %
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No Positions

Expenditure & Revenue Detail**Police & Fire Medical****Division**

(Dept ID # 1860)

Employee Relations Department

	2009 Actuals	2010 Revised	2011 Proposed	11 v 10 % Chg
<u>Expenditures</u>				
Travel	0	0	0	
Contractual/Other Services	2,598,544	2,785,656	2,910,154	4.47 %
Manageable Direct Cost Sub-Total	2,598,544	2,785,656	2,910,154	4.47 %
Debt Service, Depreciation	0	0	0	
Direct Cost Total	2,598,544	2,785,656	2,910,154	4.47 %
<u>Program Generated Revenue</u>				
9745 - Gain Sale Of Investments	0	0	0	
9765 - Other Interest Income	185,654	90,000	90,000	0.00 %
9766 - Dividend Income	(1)	0	0	
9767 - Unrealized Gains & Losses	0	0	0	
Sub-Total	185,653	90,000	90,000	0.00 %
<u>Net Cost</u>				
Direct Cost	2,598,544	2,785,656	2,910,154	4.47 %
Debt Service	0	0	0	
Program Generated Revenue	(185,653)	(90,000)	(90,000)	0.00 %
Total Net Cost	2,412,891	2,695,656	2,820,154	