

State of Alaska FY2003 Governor's Operating Budget

Office of the Governor Equal Employment Opportunity Component Budget Summary

Component: Equal Employment Opportunity

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Component Mission

Ensure fair employment practices in the executive branch of state government.

Component Services Provided

- File statistical reports with the governor, the legislature, department human resource managers, Alaska library system, and other interested parties identifying the state workforce by ethnicity, gender and pay range.
- Train state employees concerning their rights and responsibilities under EEO and affirmative action laws.
- Serve as liaison between Alaska state government and groups representing minorities, women, disabled persons, older Alaskans and veterans.

Component Goals and Strategies

Full compliance with federal and state laws relating to EEO and affirmative action.

- Create new state affirmative action plan with updated data and applicant tracking system to interface with Workplace Alaska.
- Train state managers and supervisors in diversity, affirmative action, and equal employment opportunity.
- Increase awareness of fair employment practices in the executive branch of Alaska state government by reaching out to key constituencies, including minority and women's groups, community organizations and state agencies.
- Assist state departments to implement the state's affirmative action plan through the creation of individual department affirmative action plans.

Key Component Issues for FY2002 – 2003

- Continue to update computer system to create and produce EEO statistical data and analysis required under state and federal laws and regulations.
- Develop current, defensible state affirmative action plan.
- Conduct increased outreach to the state's executive branch employees to make them further aware of the services provided to them by the Office of Equal Employment Opportunity.

Major Component Accomplishments in 2001

- Improved quality of quarterly workforce reports by working with departments to correct job code problems with EEORS data.
- Began process of software repairs on EEORS.
- Selected contractor to prepare statistical analysis for statewide Affirmative Action Plan.
- Maintained outreach to employees and community groups through events such as Hispanic Heritage Month, Native American Heritage Month; Black History Month and Women's History Month through collaboration with federal and local agencies, increased number and quality of presentations.
- Provided facilitation services to group of federal and local agencies desiring to establish vision and goals which would increase efficiency of outreach to employees and community members.
- Conducted training for the Department of Administration Pioneer's Home, the Department of Health & Social Services/Alaska Psychiatric Institute, the University of Alaska Small Business Development Center; community groups such as Standing Together Against Rape, the Alaska Pro-Choice Alliance, the Bilingual Education Conference, Wayland Baptist University, and University of Alaska College of Continuing Education.
- Provided service to trainers in other departments through consultation, sharing of sample outlines, and appropriate materials.

- Provided information to community organizations such as Catholic Social Services Immigration, Alaska Native Heritage Center, U.S. Bureau of Apprenticeship, and Martin Luther King, Jr. Organizing Committee.

Statutory and Regulatory Authority

AS 44.19.450-458, AS 18.80.220, AS 23.10.500-550

Equal Employment Opportunity
Component Financial Summary

All dollars in thousands

Non-Formula Program:	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Component Expenditures:			
71000 Personal Services	225.1	242.3	247.9
72000 Travel	3.7	5.0	5.0
73000 Contractual	24.1	30.7	30.7
74000 Supplies	4.4	3.0	3.0
75000 Equipment	3.6	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	260.9	281.0	286.6
Funding Sources:			
1004 General Fund Receipts	260.9	281.0	286.6
Funding Totals	260.9	281.0	286.6

**Equal Employment Opportunity
Proposed Changes in Levels of Service for FY2003**

No service changes.

**Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor**

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	281.0	0.0	0.0	281.0
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	5.6	0.0	0.0	5.6
FY2003 Governor	286.6	0.0	0.0	286.6

Equal Employment Opportunity

Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2002</u> <u>Authorized</u>	<u>FY2003</u> <u>Governor</u>		
Full-time	4	4	Annual Salaries	186,623
Part-time	0	0	COLA	6,529
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	61,321
			<i>Less 2.58% Vacancy Factor</i>	(6,573)
			Lump Sum Premium Pay	0
Totals	4	4	Total Personal Services	247,900

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Director of EEO	1	0	0	0	1
EEO Trainer/Community Liaison	1	0	0	0	1
Employment Law Specialist	1	0	0	0	1
Program Assistant	1	0	0	0	1
Totals	4	0	0	0	4