

**State of Alaska**  
**FY2023 Governor's Operating Budget**

**Office of the Governor**  
**Human Rights Commission**  
**RDU/Component Budget Summary**

**RDU/Component: Human Rights Commission****Contribution to Department's Mission**

The Alaska Constitution provides that “all persons are equal and entitled to equal rights, opportunities, and protection under the law; and that all persons have corresponding obligations to the people and to the State.” Alaska Constitution Article I, § 1. “No person is to be denied the enjoyment of any civil or political right because of race, color, creed, sex, or national origin. The legislature shall implement this section.” *Id.* art. I, § 3.

The Alaska State Commission for Human Rights (ASCHR) works to prevent and eliminate discrimination in employment, in credit and financing practices, in places of public accommodation, in the sale, lease, or rental of real property, and in practices by the state or its political subdivisions because of race, religion, color, national origin, sex, age, physical or mental disability, marital status, changes in marital status, pregnancy, or parenthood.

**Core Services**

- Enforce the Human Rights Law to prevent and eliminate discrimination through impartial investigation of complaints, conciliation, adjudication, public education, and community outreach.
- Accept and investigate all complaints where State jurisdiction exists.
- Informally resolve discrimination complaints through pre-determination negotiation, conciliation, and settlement.
- Resolve cases adjudicated at administrative hearings and through judicial mediation.
- Provide public education regarding Alaskans' civil rights.
- Collaborate with other organizations and members of the community to help reduce problems resulting from discrimination in Alaska through referrals, joint programs and participation in existing initiatives.

**Major Component Accomplishments in 2021**

- Expanded the triennial ASCHR comprehensive review of Equal Employment Opportunity data to all executive branch departments.
- Starting with a COVID-19 guidance, published an entire series of guidance documents as resources for the public, including documents intended for human resources managers.
- Eliminated the backlog of cases in the Hearing Unit, putting approximately 27 cases in the conciliation/litigation phase.
- Addressed procedures for an emerging trend of complainants seeking case withdrawal prior to conciliation to seek additional damages through private actions in civil courts.
- Maintained workplace flexibility during the COVID-19 pandemic to ensure 100% functionality with a public-facing presence while addressing health concerns.
- Implemented a new case management database system at a cost savings.
- Adopted a regulation change to empower investigators to mediate a case at its initiation, as well allowing them to use the Commission’s subpoena power to compel attendance and production during a resolution conference.
- Under authority of a previously dormant Commission Studies regulation, reviewed records from respondents with multiple complaints.
- Initiated a lessor funded renovation to the office space.

**Key Component Challenges**

- Rebuilding Commissioner-level institutional knowledge after five of seven Commissioner positions turned over during 2021.
- Finding additional efficiencies without the loss of services to the public.
- Addressing staff turnover that included senior staff leaving for higher-paying federal positions.
- Expanding outreach to generate more employment related cases that are co-jurisdictional with the federal Equal Employment Opportunity Commission to increase annual case-closures that provide a federal reimbursement.

### Significant Changes in Results to be Delivered in FY2023

- Complete all case investigations within 12 months.
- Develop a public facing searchable database of precedential Commission decisions for use by legal practitioners that will have the added benefit of increasing internal attorney staff efficiency.
- Create guidance documents and reports regarding discrimination.
- Draft a legal manual related to the ASCHR's jurisdiction, claim elements, and processes.
- Review regulations to remove unnecessary provisions.
- Redirect an existing position to focus on training, outreach, and secondary legal matters.

### Statutory and Regulatory Authority

AS 18.80.010-330  
6 AAC 30.011-990

Contact Information
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Human Rights Commission Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2022</u> <u>Management</u> <u>Plan</u>	<u>FY2023</u> <u>Governor</u>		
Full-time	18	18	Annual Salaries	1,341,254
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	868,681
			<i>Less 1.02% Vacancy Factor</i>	(22,635)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>18</b>	<b>18</b>	<b>Total Personal Services</b>	<b>2,187,300</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Officer 2	1	0	0	0	1
Attorney 3	2	0	0	0	2
Attorney 4	1	0	0	0	1
Chief of Enforcement, Aschr	1	0	0	0	1
Division Director - Px	1	0	0	0	1
Hr Field Rep 1	1	0	0	0	1
Hr Field Rep 3	6	0	0	0	6
Hr Field Rep 4	1	0	0	0	1
Law Office Assistant 1	1	0	0	0	1
Office Assistant 2	1	0	0	0	1
Paralegal 2	1	0	0	0	1
Secretary	1	0	0	0	1
<b>Totals</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>

**Component Detail All Funds**  
Office of the Governor

**Component:** Human Rights Commission (1)  
**RDU:** Commissions/Special Offices (1)

Non-Formula Component

	FY2021 Actuals	FY2022 Conference Committee	FY2022 Authorized	FY2022 Management Plan	FY2023 Governor	FY2022 Management Plan vs FY2023 Governor	
71000 Personal Services	1,432.9	2,221.2	2,221.2	2,221.2	2,187.3	-33.9	-1.5%
72000 Travel	6.4	17.7	17.7	17.7	17.7	0.0	0.0%
73000 Services	120.4	243.6	243.6	243.6	243.6	0.0	0.0%
74000 Commodities	48.6	70.4	70.4	70.4	70.4	0.0	0.0%
75000 Capital Outlay	0.0	3.0	3.0	3.0	3.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>1,608.3</b>	<b>2,555.9</b>	<b>2,555.9</b>	<b>2,555.9</b>	<b>2,522.0</b>	<b>-33.9</b>	<b>-1.3%</b>
<b>Fund Sources:</b>							
1002 Fed Rcpts (Fed)	167.8	229.0	229.0	229.0	227.5	-1.5	-0.7%
1004 Gen Fund (UGF)	1,440.5	2,326.9	2,326.9	2,326.9	2,294.5	-32.4	-1.4%
<b>Unrestricted General (UGF)</b>	<b>1,440.5</b>	<b>2,326.9</b>	<b>2,326.9</b>	<b>2,326.9</b>	<b>2,294.5</b>	<b>-32.4</b>	<b>-1.4%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Federal Funds</b>	<b>167.8</b>	<b>229.0</b>	<b>229.0</b>	<b>229.0</b>	<b>227.5</b>	<b>-1.5</b>	<b>-0.7%</b>
<b>Positions:</b>							
Permanent Full Time	18	18	18	18	18	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Office of the Governor**

**Component:** Human Rights Commission (1)  
**RDU:** Commissions/Special Offices (1)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2022 Conference Committee To FY2022 Authorized *****												
<b>FY2022 Conference Committee</b>												
	ConfCom	2,555.9	2,221.2	17.7	243.6	70.4	3.0	0.0	0.0	18	0	0
1002 Fed Rcpts		229.0										
1004 Gen Fund		2,326.9										
<b>Subtotal</b>		<b>2,555.9</b>	<b>2,221.2</b>	<b>17.7</b>	<b>243.6</b>	<b>70.4</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0</b>	<b>18</b>	<b>0</b>	<b>0</b>
***** Changes From FY2022 Management Plan To FY2023 Governor *****												
<b>FY2023 Executive Health Insurance, SBS, and Risk Management Rate Changes</b>												
	SalAdj	36.5	36.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		2.2										
1004 Gen Fund		34.3										
FY2023 Change Partially Exempt & Exempt Executive (EE) - Health Insurance from \$1,555 to \$1,685; SBS and Risk Management Rates: \$36.5												
<b>FY2023 PERS Actuarial Rate Adjustment to 24.79% Ch9 SLA2021 (SB55)</b>												
	SalAdj	-70.4	-70.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		-3.7										
1004 Gen Fund		-66.7										
Includes: FY2023 Adjustment for PERS ARM Board Approved Rate of 24.79% (from 30.11%): \$-70.4												
<b>Totals</b>		<b>2,522.0</b>	<b>2,187.3</b>	<b>17.7</b>	<b>243.6</b>	<b>70.4</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0</b>	<b>18</b>	<b>0</b>	<b>0</b>

**Line Item Detail (1676)**  
**Office of the Governor**  
**Travel**

**Component:** Human Rights Commission (1)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2021 Actuals</b>	<b>FY2022 Management Plan</b>	<b>FY2023 Governor</b>
2000	Travel		6.4	17.7	17.7
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2021 Actuals</b>	<b>FY2022 Management Plan</b>	<b>FY2023 Governor</b>
<b>2000 Travel Detail Totals</b>			<b>6.4</b>	<b>17.7</b>	<b>17.7</b>
2000	In-State Employee Travel	Employee travel in-state	0.4	7.7	7.7
2001	In-State Non-Employee Travel	Non-Employee travel in-state	6.0	10.0	10.0

**Line Item Detail (1676)**  
**Office of the Governor**  
**Services**

**Component:** Human Rights Commission (1)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2021 Actuals</b>	<b>FY2022 Management Plan</b>	<b>FY2023 Governor</b>
3000	Services		120.4	243.6	243.6
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2021 Actuals</b>	<b>FY2022 Management Plan</b>	<b>FY2023 Governor</b>
<b>3000 Services Detail Totals</b>			<b>120.4</b>	<b>243.6</b>	<b>243.6</b>
3000	Education Services	Training, conference fees, professional memberships.	3.4	3.5	3.5
3003	Information Technology	Software licensing and maintenance.	40.2	45.0	45.0
3004	Telecommunications	Long distance, local equipment, wireless service and other telecommunications services from private vendors.	18.6	20.0	20.0
3006	Delivery Services	Freight, courier and postage.	3.7	5.0	5.0
3007	Advertising and Promotions	Advertising expenses for meetings and recruitments	4.7	5.0	5.0
3008	Utilities	Utility costs	0.4	1.0	1.0
3009	Structure/Infrastructure/Land	Structure, infrastructure, land costs.	0.6	1.0	1.0
3010	Equipment/Machinery	Office equipment leases and maintenance.	1.6	2.5	2.5
3011	Other Services	Management consulting, printing, and other services	4.6	73.4	73.4
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Computer services enterprise productivity rate and other non-telecommunications services provided by the Office of Information Technology.	32.3	35.0	35.0
3026	Inter-Agency Insurance	Admin - Department-wide General liability and other insurance costs.	1.9	2.0	2.0
3027	Inter-Agency Financial	Admin - Department-wide State accounting and payroll system costs (I/A transfer to DOA, Finance).	4.0	5.0	5.0



**Line Item Detail (1676)**  
**Office of the Governor**  
**Services**

**Component:** Human Rights Commission (1)

<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2021 Actuals</b>	<b>FY2022 Management Plan</b>	<b>FY2023 Governor</b>
<b>3000 Services Detail Totals</b>			<b>120.4</b>	<b>243.6</b>	<b>243.6</b>
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide Americans with Disabilities Act funding (I/A transfer to DOA, Personnel).	0.2	0.2	0.2
3030	Inter-Agency Hearing/Mediation	Admin - Department-wide Office of Administrative Hearings.	4.2	45.0	45.0

**Line Item Detail (1676)**  
**Office of the Governor**  
**Commodities**

**Component:** Human Rights Commission (1)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2021 Actuals</b>	<b>FY2022 Management Plan</b>	<b>FY2023 Governor</b>
4000	Commodities		48.6	70.4	70.4
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2021 Actuals</b>	<b>FY2022 Management Plan</b>	<b>FY2023 Governor</b>
<b>4000 Commodities Detail Totals</b>			<b>48.6</b>	<b>70.4</b>	<b>70.4</b>
4000	Business	Office equipment, personal computers, subscriptions, and business supplies.	47.3	68.0	68.0
4002	Household/Institutional	General supplies.	1.3	2.4	2.4

**Line Item Detail (1676)**  
**Office of the Governor**  
**Capital Outlay**

**Component:** Human Rights Commission (1)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2021 Actuals</b>	<b>FY2022 Management Plan</b>	<b>FY2023 Governor</b>
5000	Capital Outlay		0.0	3.0	3.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2021 Actuals</b>	<b>FY2022 Management Plan</b>	<b>FY2023 Governor</b>
<b>5000 Capital Outlay Detail Totals</b>			<b>0.0</b>	<b>3.0</b>	<b>3.0</b>
5004	Equipment	Replacement office equipment.	0.0	3.0	3.0

**Revenue Detail (1681)**  
Office of the Governor

**Component:** Human Rights Commission (1)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
<b>5002 Fed Rcpts (1002 Fed Rcpts)</b>			<b>167.8</b>	<b>229.0</b>	<b>227.5</b>
5014 Federal Public Protection - Miscellaneous Grants		Federal receipts	167.8	229.0	227.5
<b>6004 Gen Fund (1004 Gen Fund)</b>			<b>0.1</b>	<b>0.0</b>	<b>0.1</b>
6046 General Fund - Prior Year Reimbursement Recovery		Prior year recovery	0.1	0.0	0.1

**Inter-Agency Services (1682)**  
Office of the Governor

**Component:** Human Rights Commission (1)

				FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
<b>Component Totals</b>				<b>42.6</b>	<b>87.2</b>	<b>87.2</b>
With Department of Administration				42.6	87.2	87.2
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2021 Actuals</b>	<b>FY2022 Management Plan</b>	<b>FY2023 Governor</b>	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Computer services enterprise productivity rate and other non-telecommunications services provided by the Office of Information Technology.	32.3	35.0	35.0	
3026	Inter-Agency Insurance	Admin - Department-wide General liability and other insurance costs.	1.9	2.0	2.0	
3027	Inter-Agency Financial	Admin - Department-wide State accounting and payroll system costs (I/A transfer to DOA, Finance).	4.0	5.0	5.0	
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide Americans with Disabilities Act funding (I/A transfer to DOA, Personnel).	0.2	0.2	0.2	
3030	Inter-Agency Hearing/Mediation	Admin - Department-wide Office of Administrative Hearings.	4.2	45.0	45.0	

**Personal Services Expenditure Detail**  
**Office of the Governor**

**Scenario:** FY2023 Governor (18673)  
**Component:** Human Rights Commission (1)  
**RDU:** Commissions/Special Offices (1)

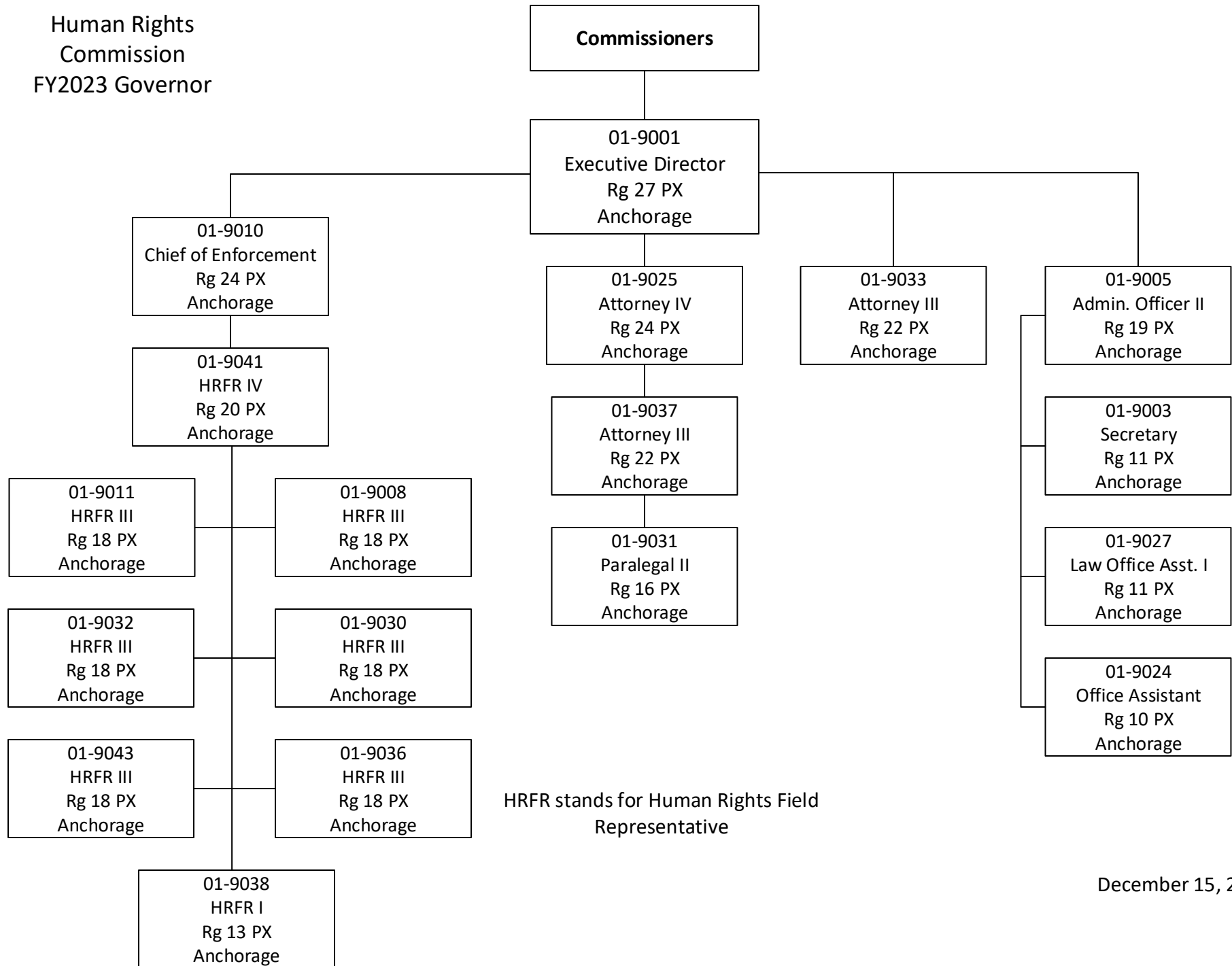
PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
01-9001	Division Director - Px	FT	A	XE	Anchorage	N00	27P	12.0		153,855	0	0	77,710	231,565	231,565
01-9003	Secretary	FT	A	XE	Anchorage	N00	11C / D	12.0		40,277	0	0	35,398	75,675	75,675
01-9005	Administrative Officer 2	FT	A	XE	Anchorage	N00	19J / K	12.0		81,218	0	0	50,808	132,026	132,026
01-9008	Hr Field Rep 3	FT	A	XE	Anchorage	N00	18J / K	12.0		75,080	0	0	48,497	123,577	92,683
01-9010	Chief of Enforcement, Aschr	FT	A	XE	Anchorage	N00	24A / B	12.0		91,348	0	0	54,621	145,969	119,695
01-9011	Hr Field Rep 3	FT	A	XE	Anchorage	N00	18A / B	12.0		61,201	0	0	43,273	104,474	104,474
01-9024	Office Assistant 2	FT	A	XE	Anchorage	N00	10A / B	12.0		36,134	0	0	33,838	69,972	59,476
01-9025	Attorney 4	FT	A	XE	Anchorage	N00	24L / M	12.0		119,679	0	0	65,284	184,963	184,963
01-9027	Law Office Assistant 1	FT	A	XE	Anchorage	N00	11C / D	12.0		40,121	0	0	35,339	75,460	75,460
01-9030	Hr Field Rep 3	FT	A	XE	Anchorage	N00	18A / B	12.0		61,201	0	0	43,273	104,474	104,474
01-9031	Paralegal 2	FT	A	XE	Anchorage	N00	16B / C	12.0		55,020	0	0	40,947	95,967	60,642
01-9032	Hr Field Rep 3	FT	A	XE	Anchorage	N00	18F	12.0		71,273	0	0	47,064	118,337	118,337
01-9033	Attorney 3	FT	A	XE	Anchorage	N00	22A / B	12.0		79,940	0	0	50,327	130,267	108,890
01-9036	Hr Field Rep 3	FT	A	XE	Anchorage	N00	18J	12.0		73,593	0	0	47,938	121,531	121,531
01-9037	Attorney 3	FT	A	XE	Anchorage	N00	22A	12.0		78,488	0	0	49,780	128,268	128,268
01-9038	Hr Field Rep 1	FT	A	XE	Anchorage	N00	13D / E	12.0		48,306	0	0	38,420	86,726	86,726
01-9041	Hr Field Rep 4	FT	A	XE	Anchorage	N00	20O / P	12.0		100,927	0	0	58,226	159,153	159,153
01-9043	Hr Field Rep 3	FT	A	XE	Anchorage	N00	18J	12.0		73,593	0	0	47,938	121,531	121,531

<b>Total Positions</b>		<b>New</b>	<b>Deleted</b>	<b>Total Salary Costs:</b>	1,341,254
<b>Full Time Positions:</b>	18	0	0	<b>Total COLA:</b>	0
<b>Part Time Positions:</b>	0	0	0	<b>Total Premium Pay:</b>	0
<b>Non Permanent Positions:</b>	0	0	0	<b>Total Benefits:</b>	868,681
<b>Positions in Component:</b>	18	0	0	<b>Total Pre-Vacancy:</b>	2,209,935
				<b>Minus Vacancy Adjustment of 1.02%:</b>	(22,635)
				<b>Total Post-Vacancy:</b>	2,187,300
<b>Total Component Months:</b>	216.0			<b>Plus Lump Sum Premium Pay:</b>	0
				<b>Personal Services Line 100:</b>	2,187,300

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1002 Federal Receipts	124,367	123,093	5.63%
1004 General Fund Receipts	2,085,568	2,064,207	94.37%
<b>Total PCN Funding:</b>	<b>2,209,935</b>	<b>2,187,300</b>	<b>100.00%</b>

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Human Rights  
Commission  
FY2023 Governor



HRFR stands for Human Rights Field  
Representative

December 15, 2021