

Department of Civil Rights

Agency Number: **04**
 Budget Function: **Administration**

The mission of the Department of Civil Rights is to provide high-level management and coordination of City affirmative action, disability rights and equal opportunity functions, including oversight of the Divisions of Affirmative Action and Equal Opportunity and the Disability Rights and Services Program.

<u>Major Service</u>	<u>2006 Actual</u>	<u>2007 Budget</u>	<u>2007 Projected</u>	<u>2008 Request</u>	<u>2008 Executive</u>	<u>2008 Adopted</u>
Administration	\$ 114,912	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Affirmative Action	0	649,601	599,215	588,189	600,189	622,171
Disability Rights and Services	0	163,325	284,642	173,251	191,251	196,823
Equal Opportunities	0	588,796	551,540	628,230	598,230	620,224
Agency Total	<u>\$ 114,912</u>	<u>\$ 1,401,722</u>	<u>\$ 1,435,397</u>	<u>\$ 1,389,670</u>	<u>\$ 1,389,670</u>	<u>\$ 1,439,218</u>

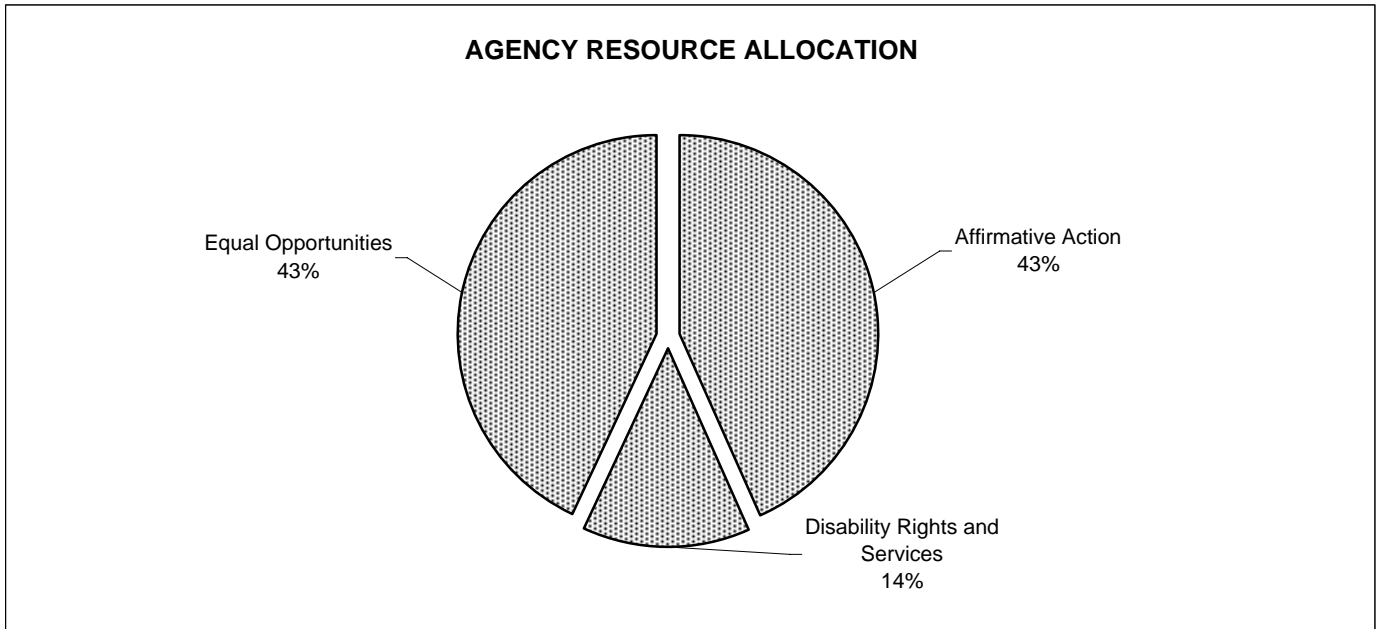
Adopted Budget Highlights

The Budget includes:

1. Reduction of a 1.0 FTE Clerk Typist position to .75 FTE.
2. A change in the administration of a Fair Housing Testing program, which has historically been included in the budget of the Department of Civil Rights, but is more appropriately administered by the CDBG office.

The agency submitted \$10,724 in supplemental funding requests, of which \$0 is included in the Adopted Budget.

Department of Civil Rights



Budget Service Descriptions:

Affirmative Action

Affirmative Action Division. The mission of the Affirmative Action Division is to ensure that the City of Madison takes pro-active steps to provide equal opportunity for all employees and individuals seeking access to employment, service and/or business opportunities, without regard to their membership in a group protected by law. The Affirmative Action Division strives to ensure that appropriate action is taken to eliminate policies, procedures and/or practices that may create an adverse impact on any protected group.

AA/EEO PROGRAM: Provides consultation and guidance for the development and implementation of a city-wide Affirmative Action Plan (AAP) with relevant goals and objectives for measuring progress and preventing discrimination. Compiles statistics and develops reports on workforce data and trends; monitors personnel selection activities; and develops recruitment strategies for City positions. Coordinates development and implementation of a city-wide Title VI Program with relevant goals and objectives. Offers consultation and training to departmental/divisional managers and supervisors on AA plan development and program implementation procedures; Anti-Harassment in the Workplace; Diversity; and AA Issues for Supervisors. Represents the Affirmative Action Division at Police and Fire Commission meetings, Supervisor's Training Advisory group, Madison Fire Department Personnel Committee, Minority Affairs Committee, and other Ad Hoc committees as deemed appropriate. Administers the AASPIRE Program (summer college interns). Administers the City's investigation process of informal complaints alleging discrimination, harassment and/or retaliation. Develops and implements focused recruitment plans and associated systems and procedures to maximize protected class member participation in City selection and promotional employment processes.

CONTRACT COMPLIANCE PROGRAM. Monitors and enforces the City's equal opportunity policy for companies doing business with the City of Madison. Requires nonexempt entities to develop and maintain an approved affirmative action plan. Monitors and evaluates the compliance of non-exempt contractors, vendors and suppliers with MGO 3.58 and their AAP. Conducts desk audits, compliance reviews and on-site project monitoring. Administers and manages certification, outreach and recruitment, and contract compliance functions for various targeted business programs including: Small Business Enterprise (SBE) Program for Public Works projects, Minority Business Enterprise (MBE) Program for CDBG funded projects, and Disadvantaged Business Enterprise (DBE) Program for USDOT/FTA funded projects through the Transit Utility. Works with Purchasing Services and individual department/divisions to ensure Minority/Women Business Enterprises (M/WBEs) maximum feasible opportunity to compete for City contracting and procurement opportunities. Provides technical assistance to targeted businesses. Provides prevailing wage monitoring and enforcement for City-financed projects covered by MGO 4.23.

Service Summary			
	2006 Actual	2007 Budget	2008 Adopted
Total Expenditures	\$ 0	\$ 728,351	\$ 688,921
Less Inter-Agency Billings	0	78,750	66,750
Net Total	\$ 0	\$ 649,601	\$ 622,171

Disability Rights and Services

Disability Rights and Services Program. Coordinates the City's efforts to prevent discrimination on the basis of disability in the delivery of City programs and services in reference to requirements established under MGO 3.72, (S.504), federal, state and local legislation. In accordance with MGO 3.72, 504 and the Americans with Disabilities Act (ADA), identifies City department, agency and contractor accessibility issues through execution of self-evaluations and development of transition plans. Provides staff support to the Commission on People with Disabilities per MGO 3.62. Provides information, outreach and advocacy services for applicants, employees and residents with disabilities.

Service Summary			
	2006 Actual	2007 Budget	2008 Adopted
Total Expenditures	\$ 0	\$ 163,325	\$ 196,823
Less Inter-Agency Billings	0	0	0
Net Total	\$ 0	\$ 163,325	\$ 196,823

Equal Opportunities

Equal Opportunities Division: The mission of the Equal Opportunities Division (EOD) is to enable individuals to live and work free of discrimination. EOD is the primary City entity responsible for remedying discrimination complaints brought by individuals. Any remedy pursued by the Division is based on the enforcement authority of the Equal Opportunities Ordinance (MGO 39.03, previously MGO 3.23) which provides a fair and impartial process for resolving charges of discrimination. The Division is responsible for providing community education and technical assistance so that individuals know and understand their rights and responsibilities under the law.

COMPLAINT PROCESSING: Processes complaints alleging violations of MGO 39.03 (previously MGO 3.23). This Ordinance currently includes 20 protected classes, including those found in the Civil Rights Act of 1964 (Title VII), the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act of 1967 (ADEA) and the Fair Housing Amendments of 1988 (Title VIII).

A case filed with the EOD must state at least one of these protected classes as the basis for the discrimination complaint and be in the area of employment, housing, public accommodations, credit and/or in certain cases City facilities or services.

Interpretations of Equal Opportunity laws are changing on the state and federal court levels. It remains a challenge for the staff to keep up-to-date on the changing interpretations that may impact individual rights and agency determinations. Training and professional development remain a high priority for the unit.

EDUCATION AND OUTREACH: Education, outreach and training services are provided free of charge to Madison area businesses, community groups and individuals. Programs can also be designed to meet the individual training needs of a particular audience.

Some of the programs offered include: Overview of federal, state and local civil rights laws, equal employment practices, sexual harassment prevention and harassment-free work environment, fair housing laws and their application, fair treatment requirements for facilities serving the public, welcoming diversity and many more. In addition, one-on-one technical assistance is also provided.

The Education and Outreach Program is committed to reaching as many advocacy agencies, employers, property owners and managers, and civic groups as possible. EOD sponsors booths at community festivals each summer. It also sponsors the Summer Celebration of Diversity Picnic and the Rev. James C. Wright Award.

Service Summary			
	2006 Actual	2007 Budget	2008 Adopted
Total Expenditures	\$ 0	\$ 631,036	\$ 662,464
Less Inter-Agency Billings	0	42,240	42,240
Net Total	\$ 0	\$ 588,796	\$ 620,224

**Department of Civil Rights
Summary by Major Object of Expenditure**

	2006 Actual	2007 Budget	2007 Projected	2008 Request	2008 Executive	2008 Adopted
Permanent Salaries	\$ 88,253	\$ 945,593	\$ 946,593	\$ 943,340	\$ 943,340	\$ 971,643
Hourly Employee Pay	0	38,402	38,402	34,374	34,374	35,405
Overtime Pay	0	0	900	0	0	0
Fringe Benefits	26,553	352,356	352,356	351,067	351,067	371,281
Purchased Services	40	66,078	97,853	94,125	64,125	64,125
Supplies	66	30,666	30,666	25,866	25,866	25,866
Inter-Departmental Charges	0	89,617	89,617	61,888	79,888	79,888
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	0	0	0	0	0	0
Total Expenditures	\$ 114,912	\$ 1,522,712	\$ 1,556,387	\$ 1,510,660	\$ 1,498,660	\$ 1,548,208
Inter-Agency Billings	0	120,990	120,990	120,990	108,990	108,990
Net Budget	\$ 114,912	\$ 1,401,722	\$ 1,435,397	\$ 1,389,670	\$ 1,389,670	\$ 1,439,218