

# **CITY OF OMAHA**

## **HUMAN RIGHTS AND RELATIONS DEPARTMENT**

### **MISSION STATEMENT**

The Human Rights and Relations Department is charged with civil rights enforcement, equal opportunity contract compliance and community relations/discrimination prevention. It is responsible for the investigation, elimination, and prevention of all forms of prohibited discrimination, including that based on race, creed, color, religion, sex, national origin, age, disability, marital status, familial status, or any other form of discrimination proscribed by ordinance or resolution. Toward its goal of ensuring equal opportunity and treatment for all citizens of the city, this Department oversees the operation of two appointed boards; the Human Relations Board and the Civil Rights Board.

### **GOALS AND OBJECTIVES**

1. Expand education and outreach programs relative to civil rights in the areas of housing, public accommodations and employment, to increase knowledge of individual human rights to the citizens of Omaha and eliminate the potential for exploitation.
2. Actively accept and investigate charges of discrimination from the citizens of Omaha to eliminate prejudice from the Omaha community.
3. Provide technical assistance and guidance to ensure contractors have optimum opportunity to meet their minimum goals for equal employment and treatment practices.
4. Streamline reporting procedures and automate processes to redirect staff efforts toward more advanced, in-depth investigations and improved public awareness programs.

EXPENDITURE SUMMARY BY ORGANIZATION

Department Human Rights and Relations

Division Human Rights and Relations Division No. 106000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated

Administration 106011

This program provides the administrative support to ensure that the Department implements Ordinance No. 28920, the Civil Rights: Anti-trust Discrimination Ordinance and Ordinance No. 28885, the Contract Compliance Ordinance. These two ordinances establish the Department's goals - identifying, preventing and remedying discrimination and inter-group conflict and ensuring equal opportunity for all persons within the City of Omaha. This program includes: establishing objectives, programs, priorities, policies and rules and regulations; determining expenditures; assisting the Human Relations Board and Civil Rights Hearing Board; and coordinating the Department's programs and activities with state, regional and national civil rights enforcement agencies.

The recommended 2006 equipment reflects the purchase of various office, recording and microcomputing needs.

Personal Services	\$ 29,910	92,902	80,992	80,992
Non-Personal Services	51,416	79,133	20,025	20,025
Equipment	5,686	1,545	1,900	1,900
Organization Total	87,012	173,580	102,917	102,917

Civil Rights Investigation 106012

This program mediates and/or investigates charges of discrimination alleging a violation of Chapter 13, Article III, Omaha Municipal Code entitled Civil Rights Anti-Discrimination. This organization monitors settlement agreements and assists on special projects as needed.

Personal Services	166,363	280,852	277,020	277,020
Non-Personal Services	922	459	400	400
Equipment	36	1,092	---	---
Organization Total	167,321	282,403	277,420	277,420

Community Relations/  
Discrimination Prevention 106013

This program prevents discrimination and inter-group conflict through education and provides other assistance to individuals and organizations. The activities include: developing and distributing educational/informational materials, planning and presenting discrimination prevention and Human Relations seminars and making presentations. Also, the funding provides support and coordination for special events which include the Martin Luther King celebration, the Black History Month program, the Hispanic Heritage event, and the Native American tribute.

Personal Services	70,362	140,033	130,900	130,900
Non-Personal Services	28,236	17,884	27,758	27,758
Organization Total	98,598	157,917	158,658	158,658

EXPENDITURE SUMMARY BY ORGANIZATION

Department Human Rights and Relations

Division Human Rights and Relations Division No. 106000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated

Contract Compliance                    106014

This program implements Ordinance No. 28885, the Contract Compliance Ordinance which promotes equal opportunity in connection with contracts awarded by the City. This program ensures that contractors and vendors comply with the equal opportunity requirements of the Ordinance and the Rules and Regulations based thereon. The activities include: conducting compliance reviews (i.e. equal opportunity audits), investigating contract compliance complaints, assisting contractors and conducting discrimination prevention seminars for City contractors.

Personal Services	195,189	154,334	151,736	151,736
Non-Personal Services	1,246	3,700	3,700	3,700
Organization Total	196,435	158,034	155,436	155,436

Enforcement and  
Support Services    106015

This program provides operational support for all other programs. This program includes these activities: tracking and reporting the Department's performance; screening and interviewing persons wanting to make a complaint; maintaining files; recording all information for the Contract Compliance, Civil Rights Enforcement and Community Relations Programs; and, assisting on special projects.

Personal Services	254,732	107,124	109,376	109,376
Non-Personal Services	30	206	100	100
Organization Total	254,762	107,330	109,476	109,476
Department Total	\$ 804,128	879,264	803,907	803,907

EXPENDITURE SUMMARY BY ORGANIZATION

Department Human Rights and Relations

Division Human Rights and Relations Division No. 106000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated

Performance Measures	2004 Actual	2005 Planned	2006 Goal
Average Time Per Completed Intake	2 days	2 days	2 days
% of Investigations Completed Within 180 Days	95%	95%	95%
% of Investigations Accepted for Payment By EEOC & HUD on First Submittal	98%	100%	100%
% of Intakes Completed Within First Visit	85%	85%	85%
% of Requests and Complaints Addressed Within 3 Days	98%	99%	99%
% of Contractors Notified Within 5 Days of Identification	100%	100%	100%
% of Actual Seminars Presented to Target	100%	100%	100%
Number of Weeks Public Service Running per Year	52 weeks	52 weeks	52 weeks
% of Positive Responses from Community Surveys	97%	97%	97%
% of New Applications for Certification Completed in 30 Days	95%	95%	95%
Average Time per Completed Application	2 weeks	2 weeks	2 weeks
% of Applicants Notified Within 5 Working Days of Receipt	100%	100%	100%

Program Outputs	2004 Actual	2005 Planned	2006 Goal
Charges Taken	182	300	300
Cases Pending	82	75	50-100
Total Contacts*	16,800	16,900	16,900
Number of Days to Resolve Charge from Receipt to Closure	160	162	150
Seminars Conducted	15	150	50
Contractors Audited	66	100	100
*Includes all inquiries including preliminary contacts in which no charge is filed, referrals to other entities, questions regarding discrimination, etc.			

DIVISION SUMMARY OF PERSONAL SERVICES

Department Human Rights and Relations

Division Human Rights and Relations Division No. 106000

Class Title	Pay Range	Comparative Budget Appropriations					
		2004 Actual	2005 Auth.	2006 Recommended	2006 Appropriated		
Human Relations Director	Appt.	1	1	1	70,555	1	70,555
Human Relations Representative II	17.2MC	--	1	1	50,116	1	50,116
Human Relations Representative I	14.2MC	9	8	8	396,419	8	396,419
Human Relations Specialist	9.2MC	2	2	2	78,586	2	78,586
Secretary II	05120	1	1	1	32,572	1	32,572
Clerk Typist II	00130	1	1	1	27,539	1	27,539
Provision for longevity					7,694		7,694
EEOC & HUD Reimbursements					(157,500)		(157,500)
		<u>14</u>	<u>14</u>	<u>14</u>	<u>505,981</u>	<u>14</u>	<u>505,981</u>

Explanatory Comments:

The 2006 appropriated personnel complement remains unchanged from the 2005 authorized budget.

The Human Rights and Relations Department receives grant funds from the Equal Employment Opportunity Commission and the Department of Housing and Urban Development that reimburse a portion of salary costs for the department.

DIVISION SUMMARY OF MAJOR OBJECT EXPENDITURES

Department Human Rights and Relations

Division Human Rights and Relations Division No. 106000

Major Object Expenditures	Comparative Budget Appropriations			
	2004 Expended	2005 Appropriated	2006 Recommended	2006 Appropriated
<b>Personal Services:</b>				
Classified Regular	\$ 640,864	670,619	655,787	655,787
Part-Time and Seasonal	14,837	---	---	---
Overtime	248	---	---	---
Longevity	7,510	7,860	7,694	7,694
Grant Reimbursements	(161,698)	(137,022)	(157,500)	(157,500)
<b>Total Personal Services</b>	<b>501,761</b>	<b>541,457</b>	<b>505,981</b>	<b>505,981</b>
<b>Employee Benefits:</b>				
FICA	49,909	51,990	50,756	50,756
Pension	49,700	54,538	53,245	53,245
Insurance	110,930	127,260	140,042	140,042
Reimbursements	(5,744)	---	---	---
<b>Total Employee Benefits</b>	<b>214,795</b>	<b>233,788</b>	<b>244,043</b>	<b>244,043</b>
<b>Total Employee Compensation</b>	<b>716,556</b>	<b>775,245</b>	<b>750,024</b>	<b>750,024</b>
<b>Non-Personal Services:</b>				
Purchased Services	47,546	29,154	44,983	44,983
DOTComm Services	26,410	64,187	---	---
Supplies	7,894	8,041	7,000	7,000
Equipment	5,722	2,637	1,900	1,900
Other	---	---	---	---
Reimbursements	---	---	---	---
<b>Total Non-Personal Services</b>	<b>87,572</b>	<b>104,019</b>	<b>53,883</b>	<b>53,883</b>
<b>Capital:</b>				
<b>Total Capital</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>Department Total</b>	<b>\$ 804,128</b>	<b>879,264</b>	<b>803,907</b>	<b>803,907</b>
<b>Source of Funds:</b>				
General (Ref. B-1)	\$ 804,128	879,264	803,907	803,907