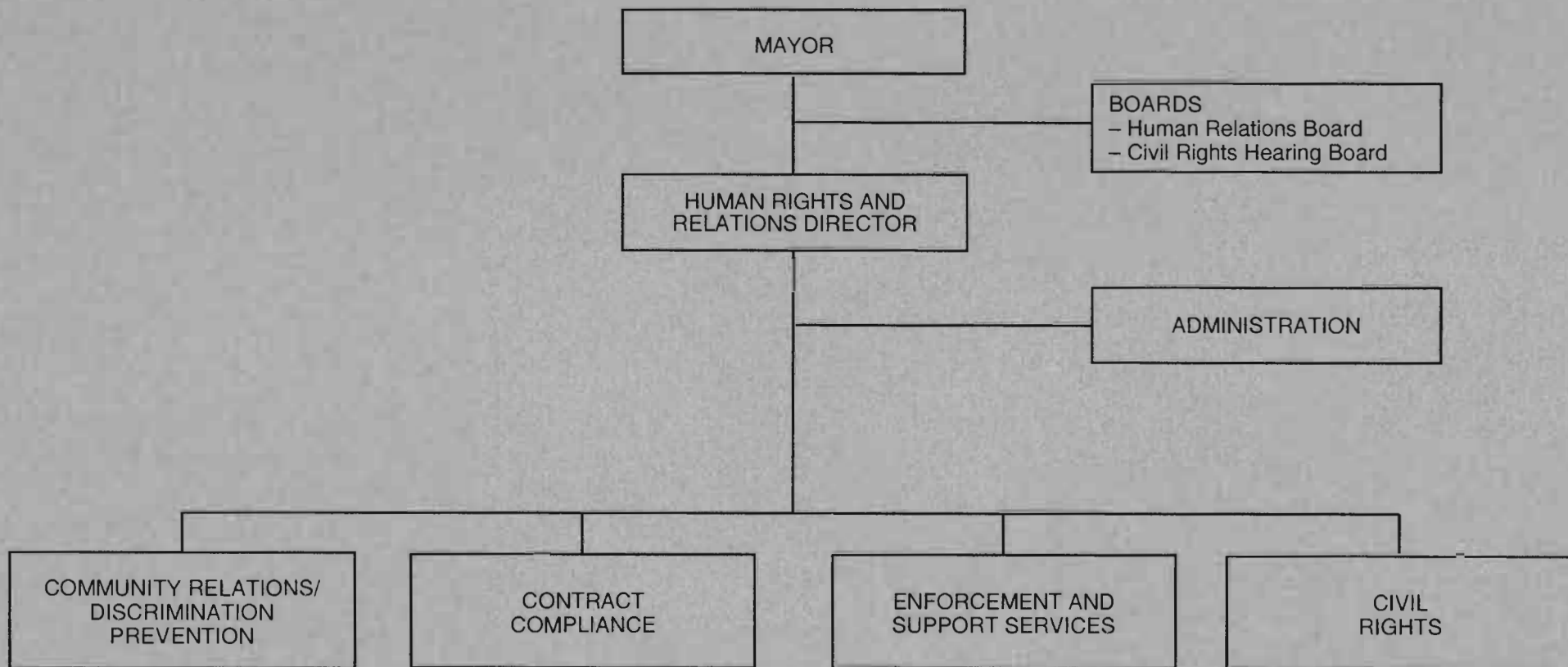


**HUMAN RIGHTS AND RELATIONS DEPARTMENT**



# **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. Towards 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.

**City of Omaha  
2008 Human Rights and Relations Department Budget  
Appropriated Summary**

By Division	Positions		Funding		
	2007	2008	2007	2008	2008
			Appropriated	Recommended	Appropriated
Administration	3	3	\$ 255,673	\$ 263,294	\$ 263,294
Civil Rights Investigation	6	6	322,327	364,326	364,326
Community Relations/ Discrimination Prevention	1	-	89,155	23,000	23,000
Contract Compliance	2	2	129,725	138,646	138,646
Enforcement and Support Service	2	2	91,663	96,250	96,250
<b>Total</b>	<u>14</u>	<u>13</u>	<u>\$ 888,543</u>	<u>\$ 885,516</u>	<u>\$ 885,516</u>

**By Expenditures Category**

Employee Compensation	\$ 837,918	\$ 809,316	\$ 809,316
Non-Personal Services	50,625	76,200	76,200
Capital	-	-	-
<b>Total</b>	<u>\$ 888,543</u>	<u>\$ 885,516</u>	<u>\$ 885,516</u>

**By Source of Funds**

General	\$ 888,543	\$ 885,516	\$ 885,516
<b>Total</b>	<u>\$ 888,543</u>	<u>\$ 885,516</u>	<u>\$ 885,516</u>

EXPENDITURE SUMMARY BY ORGANIZATION

Department Human Rights and Relations

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Division Human Rights and Relations Division No. 106000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2006 Expended	2007 Appropriated	2008 Recommended	2008 Appropriated
<u>Administration</u> <span style="float: right;"><u>106011</u></span>				

This organization 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. These responsibilities include: establishing objectives, organizations, priorities, policies and rules and regulations; determining expenditures; assisting the Human Relations Board and Civil Rights Hearing Board; and coordinating the department's organizations and activities with state, regional and national civil rights enforcement agencies.

The 2008 appropriated equipment of \$2,000 reflects the purchase of a laser jet printer.

Employee Compensation	\$ 66,216	241,648	241,894	241,894
Non-Personal Services	7,399	14,025	21,400	21,400
Organization Total	73,615	255,673	263,294	263,294

Civil Rights Investigation 106012

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

Employee Compensation	122,611	314,027	343,326	343,326
Non-Personal Services	942	8,300	21,000	21,000
Organization Total	123,553	322,327	364,326	364,326

Community Relations/  
Discrimination Prevention 106013

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

Employee Compensation	150,999	72,855	-	-
Non-Personal Services	30,113	16,300	23,000	23,000
Organization Total	181,112	89,155	23,000	23,000

EXPENDITURE SUMMARY BY ORGANIZATION

Department Human Rights and Relations

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Division Human Rights and Relations Division No. 106000

Organization Description and Major Object Summary	Comparative Budget Appropriations			
	2006 Expended	2007 Appropriated	2008 Recommended	2008 Appropriated

Contract Compliance 106014

Contract Compliance implements Ordinance No. 28885, the Contract Compliance Ordinance which promotes equal opportunity in connection with contracts awarded by the City. This organization 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.

Employee Compensation	175,057	118,925	127,946	127,946
Non-Personal Services	20,592	10,800	10,700	10,700
Organization Total	195,649	129,725	138,646	138,646

Enforcement and Support Services 106015

This organization provides operational support for the department. This organization includes the following 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 Investigation and Community Relations/Discrimination Prevention and assist on special projects.

Employee Compensation	126,170	90,463	96,150	96,150
Non-Personal Services	31	1,200	100	100
Organization Total	126,201	91,663	96,250	96,250
Department Total	\$ 700,130	888,543	885,516	885,516

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			
	2006 Expended	2007 Appropriated	2008 Recommended	2008 Appropriated

Performance Measures	2006 Actual	2007 Planned	2008 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	100%	100%	100%
% of Intakes Completed Within First Visit	95%	95%	95%
% of Requests and Complaints Addressed Within 3 Days	99%	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	2006 Actual	2007 Planned	2008 Goal
Charges Taken	174	200	200
Cases Pending	90	75	75
Total Contacts*	16,725	17,000	17,000
Number of days to Resolve Charge from Receipt to Closure	251	162	180
Seminars Conducted	31	15	30
Contractors Audited	232	100	200

\*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	Comparative Budget Appropriations					
	Pay Range	2006 Actual	2007 Auth.	2008 Recommended		2008 Appropriated
Human Relations Director	Appt.	1	1	1	77,840	1 77,840
Human Relations Representative II	17.2MC	1	1	1	61,231	1 61,231
Human Relations Representative I	14.2MC	8	8	7	384,184	7 384,184
Executive Secretary	11.1MC	-	1	1	48,429	1 48,429
Human Relations Spec.	9.2MC	2	2	2	86,037	2 86,037
Secretary II	00140	1	-	-	-	- -
Clerk Typist II	00130	1	1	1	26,920	1 26,920
Provision for longevity					6,892	6,892
EEOC & HUD Reimbursements					(111,000)	(111,000)
		<u>14</u>	<u>14</u>	<u>13</u>	<u>580,533</u>	<u>13 580,533</u>

Explanatory Comments:

The 2008 appropriated personnel complement is reduced by a Human Relations Representative I position.

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	<u>Human Rights and Relations</u>			
Division	<u>Human Rights and Relations</u>		Division No.	<u>106000</u>
	Comparative Budget Appropriations			
	2006	2007	2008	2008
<u>Major Object Expenditures</u>	<u>Expended</u>	<u>Appropriated</u>	<u>Recommended</u>	<u>Appropriated</u>
Employee Earnings:				
Classified Regular	\$ 652,449	712,367	684,641	684,641
Part-Time and Seasonal	-	-	-	-
Overtime	-	-	-	-
Longevity	6,503	6,840	6,892	6,892
Grant Reimbursements	(224,052)	(116,370)	(111,000)	(111,000)
Total Employee Earnings	<u>434,900</u>	<u>602,837</u>	<u>580,533</u>	<u>580,533</u>
Employee Benefits:				
FICA	48,942	55,455	52,729	52,729
Pension	54,533	65,421	65,653	65,653
Insurance	109,979	120,305	117,551	117,551
Reimbursements	(7,301)	(6,100)	(7,150)	(7,150)
Total Employee Benefits	<u>206,153</u>	<u>235,081</u>	<u>228,783</u>	<u>228,783</u>
Total Employee Compensation	<u>641,053</u>	<u>837,918</u>	<u>809,316</u>	<u>809,316</u>
Non-Personal Services:				
Purchased Services	50,026	40,625	64,600	64,600
Supplies	8,654	8,000	9,600	9,600
Equipment	397	2,000	2,000	2,000
Other	-	-	-	-
Reimbursements	-	-	-	-
Total Non-Personal Services	<u>59,077</u>	<u>50,625</u>	<u>76,200</u>	<u>76,200</u>
Capital:				
Total Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Department Total	<u>\$ 700,130</u>	<u>888,543</u>	<u>885,516</u>	<u>885,516</u>
Source of Funds:				
General (Ref. B-1)	\$ 700,130	888,543	885,516	885,516



