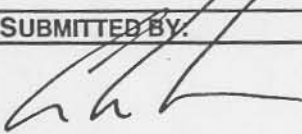


**OFFICE OF THE CITY MANAGER  
DES MOINES, IOWA**

**CITY COUNCIL COMMUNICATION 96-031  
JANUARY 22, 1996 AGENDA**

SUBJECT:	TYPE:	PREPARED BY:	SUBMITTED BY:
CONTRACTS FOR OUTPLACEMENT SERVICES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	LYNN LESLIE PERSONNEL ADMINISTRATOR	 ERIC A. ANDERSON CITY MANAGER

**SYNOPSIS —**

On December 21, 1995, the City Council approved the Early Retirement Incentive and Severance Programs. Included as part of these programs is the provision of outplacement services to assist employees in making the transition from City employment to other employment opportunities.

**FISCAL IMPACT —**

The cost of these services will not exceed \$150,000 in total.

**RECOMMENDATION —**

Approval.

**BACKGROUND —**

The provision of outplacement services will best be accomplished by providing a broad array of services to be selected by our affected employees. To that end, I am recommending that two separate entities be used to provide outplacement services.

For those who have higher education and training and wish to conduct a broader market search locally, regionally, and nationally, Deems Associates, Inc. is the firm recommended to provide outplacement services (see attachment). This firm has the experience and resources to assist employees by providing them with the tools necessary for successfully conducting a professional local, regional, or national job search. The cost for these services will be \$2,000 per participant (not to exceed 70 participants).

For our employees with less wide-ranging education and experience, the partnership of Des Moines Area Community College, the Workforce Development Center, and the Dislocated Worker Center is recommended to meet the needs of these employees. This partnership will provide skills assessment, career/educational counseling and referral services which will assist non-management employees in their job search (see attachment). The cost for these services will not exceed \$400 per participant with the total number of participants not to exceed 75.

Employees will be able to use either or both of these programs depending on their needs.

Attachment

### **Outplacement Services Provided by Deems Associates, Inc.**

Each participant will receive up to 15 hours of individual sessions and focus on the topics of greatest benefit to each participant. Typical information to be covered includes:

- Dealing with job loss
- Resume preparation - camera ready copy of results-oriented resume will be prepared
- Identifying and describing what a person has to offer
- How to find job openings
- Responding to want ads
- Networking - the real way to uncover unlisted openings
- Interviewing strategies
- Transitioning to for-profit organizations
- The Deems JobGetting Skills™ System
- Maintaining energy to turn job hunting into JobGetting

In addition, participants will have use of a JobGetters Center located at the Deems Associates, Inc. offices 2701 S.E. Convenience Boulevard, Suite 3 in Ankeny, Iowa. The Center is a place where participants can

- Prepare letters on computers and printers
- Share information about job leads
- Research local and national job listings
- Participate in support group activities

### **Outplacement Services Provided by Des Moines Area Community College, in partnership with the Workforce Development Center and the Dislocated Worker Center**

Employees will receive assessment, counseling and referral services at the Workforce Development Center, 215 Keo Way in Des Moines including

- Assessment of reading and math skills as required
- Additional assessments including: career planning profile, academic skills tests, college preparedness inventories, interest inventories and work keys
- One-on-one meeting with a career/educational counselor to review results of assessments, learn about available training and job placement options, and develop a written career plan
- Job seeking skills workshop
- Information regarding other community services available to assist families in transition