

City Council Communication 97-567

December 8, 1997 Agenda

Subject:

**Sixteenth Annual Equal Opportunity
Report**

Submitted by:

William Stowe

Human Resources Director

Synopsis —

The Sixteenth Annual Equal Opportunity Status Report has been prepared on the progress the City has made toward achieving our affirmative action goals.

Fiscal Impact —

N/A

Recommendation —

Approval.

Background —

Over the last fiscal year, 112 full-time permanent employees were appointed to the City's workforce. Of this total, 77 (68.75 percent) were white males, 27 (24.10 percent) were white females, four (3.57 percent) were minority males, and four (3.57 percent) were minority females. During this same period, promotions were provided to 168 employees — 126 white males, 16 minority males, 24 white females, and two minority females.

The following is the comparison of the City's workforce by sex and minority status between June, 1996 and June, 1997.

**	JUNE, 1996	JUNE, 1997**

**	NUMBER	PERCENT	NUMBER	PERCENT**

	White Male	1,296	72.60	1,341	72.80

	White Female	300	16.80	316	17.15

	African American Male	92	5.15	88	4.77

	African Amer.Female	27	1.51	29	1.57

	Hispanic Male	44 	2.42	43	2.33

	Hispanic Female	6	0.33	6	0.32

	Asian Male	11	0.61	9	0.48

	Asian Female	1	0.05	2	0.10

	Native American Male	7	0.39	7	0.38

	Native American Female	1	0.05	1	0.05

	Total Female	335	18.76	354 	19.21

	Total Persons of Color	189	10.58	185	10.04

	Total City	1,785		1,842

Since the City's Affirmative Action Program has been in existence for a number of years, many of the tasks outlined in the report have been accomplished. In these instances, the tasks are indicated because the action needs to be addressed on an on-going basis.

The City-Wide Work Plan Initiatives are described in the report attached to the roll call, and the major action steps are briefly outlined below.

- All management and supervisory personnel will receive a copy of the Affirmative Action (AA) Annual Work Plan.
- All new employees will be informed of the Work Place Policy Handbook in the "new employees orientation" sessions within 45 days of their appointment. New management personnel will be informed of the Work Place Policy Handbook by the Equal Opportunity Administrator within 30 days of their appointment.

- The Equal Opportunity (EO) Policy Statement, No Harassment Policy, and the EO Complaint Procedures will be circulated and posted throughout City government.
- Copies of the EO Policy Statement will be mailed to groups and individuals on the Affirmative Action Recruitment Resource List and to minority, female, disabled and other protected class organizations in the community.
- All current employees will receive a copy of the City of Des Moines Work Place Policy Handbook.
- Annually conducting an Affirmative Action information session with department directors.
- Department directors should discuss EO/AA Policies and address diversity issues periodically during departmental staff meetings.
- Training will be provided to all City employees on the revised Employee Work Place Policy Handbook.
- Continue implementing long-range parity employment goals.
- Working with department directors and the City's Access Advisory Board to complete the City's Americans With Disabilities Act Transition Plan.
- Continuing efforts to increase the representation of Asians and women in City government.

- Develop a check list for all departments to ensure that EO/AA information is circulated throughout each department and in a timely manner.
- Maintaining the Affirmative Action Recruitment List.
- Extending the recruitment period for employment classifications where protected groups are underutilized.
- Analyzing applicant lists to determine the effectiveness of recruitment efforts.