

**CITY COUNCIL  
COMMUNICATION:**

**ITEM \_\_\_\_\_**

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

**98-470**

**AGENDA:**

**SYNOPSIS —**

**OCTOBER 19, 1998**

In keeping with the City's commitment to reorganize its Information Technology (IT) Department while supporting affected City employees, an outplacement services proposal is provided below which maximizes career continuation opportunities by early assistance to employees and later support by one on one assistance, if desired, for any laid off employee. This proposal provides each IT employee both the benefit of a two day Career Continuation workshop before any restaffing occurs and offers laid off employees who so choose a four month one-on-one outplacement support service through a national outplacement firm with Des Moines facilities.

**SUBJECT:**

**INFORMATION  
TECHNOLOGY  
OUTPLACEMENT  
SERVICES  
RECOMMENDATION**

**TYPE:**

**FISCAL IMPACT —**

**RESOLUTION  
ORDINANCE  
RECEIVE/FILE**

Fees for this Agreement are, in part contingent, on the number of current employees who would choose this Outplacement Option on or before June 30, 1999. The total cost of this recommendation will not exceed \$50,000. These funds are available within the Human Resources budget.

**SUBMITTED BY:**

**WILLIAM STOWE  
HUMAN RESOURCES  
DIRECTOR**

**RECOMMENDATION —**

**Approve this proposal, authorizing the Human Resources Director to negotiate terms with Robertson Lowstuter, Des Moines, Iowa, (Principals, Tom Keating, Des Moines, Iowa and Bob Wigger, Urbandale, Iowa) to implement this recommendation and to enter into a Professional Services Agreement on behalf of the City, subject to Legal Department review and approval.**

## **BACKGROUND —**

With the announced reorganization of the City's IT Department (see related Blue Letter), the City is committed to providing support services to all affected City of Des Moines employees.

In an effort to maximize the opportunities available to City employees, Robertson Lowstuter, a nationally recognized Professional Outplacement Services provider with local expertise in IT placements, is recommended to assist affected employees in their career transition. Detailed discussions with Robertson Lowstuter about the City's IT workforce have resulted in a recommendation for services aimed at providing early assistance to our employees in maximizing both internal and external job opportunities coupled with continued support at the conclusion of the City's restaffing. Specifically, this recommendation involves a two day Career Continuation Workshop for all IT employees, provided in early November, aimed at improving interviewing, resume writing, and networking skills. In so doing, IT employees will be provided specific assistance in job placement before the City begins its restaffing initiative. Additionally, the recommendation also includes up to four months of one on one outplacement assistance for City employees who ultimately are laid off because of the City's IT restaffing and who opt for Outplacement assistance as part of the City's Severance Benefits. Through this two pronged Outplacement Assistance, employees are immediately assisted in preparing themselves for career transition as well as offered customized services should they desire them at the conclusion of this restaffing. Moreover, the recommended provider, Robertson Lowstuter, has demonstrated success in outplacement services for IT employees.