

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

98-559

SYNOPSIS -

AGENDA:

The 17th Annual Equal Opportunity (EO) Status Report has been prepared on the progress the City has made toward achieving our affirmative action goals.

DECEMBER 21, 1998

SUBJECT:

FISCAL IMPACT -

17TH ANNUAL EQUAL OPPORTUNITY STATUS REPORT

N/A

RECOMMENDATION -

TYPE:

Receive, file, and adopt.

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

BACKGROUND -

SUBMITTED BY:

Over the last fiscal year, 65 full-time permanent employees were appointed to the City's workforce. Of this total, 40 (61.53 percent) were white males; 20 (30.76 percent) were white females; three (4.61 percent) were minority males; and two (3.07 percent) were minority females. During this same period, promotions were provided to 126 employees: 90 white males, 22 white females, 12 minority males, and two minority females.

WILLIAM STOWE
HUMAN RESOURCES
DIRECTOR

The following is the comparison of the City's workforce by gender and minority status between December, 1997 and June, 1998.

	December, 1997		June, 1998	
	Number	Percent	Number	Percent
White Male	1,346	73.07	1,329	72.26
White	312	16.93	324	17.61

Female				
African American Male	87	4.72	90	4.89
African American Female	27	1.46	27	0.46
Hispanic Male	44	2.38	43	2.33
Hispanic Female	5	0.27	5	0.27
Asian Male	11	0.59	11	0.59
Asian Female	2	0.10	2	0.10
Native American Male	7	0.38	7	0.38
Native American Female	1	0.05	1	0.05
	December, 1997		June, 1998	
	Number	Percent	Number	Percent
Total Female	347	18.83	359	19.52
Total Persons of Color	184	9.98	186	10.11
Total City	1,842		1,839	

Since the City's Affirmative Action (AA) Program has been in existence for a number of years, many of these tasks 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, and action steps are briefly outlined below.

- All management and supervisory personnel will receive a copy of the

AA Annual Work Plan.

- All new employees will be informed of the Work Place Policy Handbook in "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 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 AA Recruitment Resource List and to minority, female, disabled, and other protected class organizations in the community.
- Department directors should discuss EO/AA Policies and address diversity issues periodically during departmental staff meetings.
- Annually conduct an AA information session with department directors.
- Training will continue to be provided to all City employees on the revised "Employee Work Place Policy Handbook."
- Continue implementing long-range parity employment goals.
- Continuing efforts to increase the representation of Asians and women in City government.
- Maintaining the AA Recruitment List.
- Extending the recruitment period for employment classifications where protected groups are underutilized.
- Analyzing applicant lists to determine the effectiveness of recruitment efforts.

Following receipt by the Council, copies of the EO Status Report will be forwarded to each department director.