

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

99-449

SYNOPSIS -

AGENDA:

OCTOBER 4, 1999

The 18th Annual Equal Opportunity (EO) Status Report has been completed. This report details the City's progress toward achieving its affirmative action goals.

SUBJECT:

18TH ANNUAL
EQUAL
OPPORTUNITY
STATUS REPORT

FISCAL IMPACT -

N/A

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

RECOMMENDATION -

Receive and file.

SUBMITTED BY:

TOM TURNER
HUMAN
RESOURCES
DIRECTOR

BACKGROUND -

Over the last fiscal year, 93 full-time permanent employees were appointed to the City's workforce. Of this total, 59 (63.44 percent) were white males; 27 (29.03 percent) were white females; five (5.37 percent) were minority males; and two (2.15 percent) were minority females. Promotions were provided to 177 employees: 117 white males, 39 white females, 18 minority males, and three minority females.

The following is the comparison of the City's workforce by gender and minority status between June, 1998 and June, 1999.

	<u>June, 1998</u>		<u>June, 1999</u>	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
White Male	1,329	72.26	1,333	72.64
White Female	324	17.61	316	17.22
African American Male	90	4.89	82	4.46

African American Female	27	0.46	27	1.47
Hispanic Male	43	2.33	46	2.50
Hispanic Female	5	0.27	5	0.27
Asian Male	11	0.59	10	0.54
Asian Female	2	0.10	2	0.10
Native American Male	7	0.38	12	0.65
Native American Female	1	0.05	2	0.10
Total Female	359	19.52	352	19.18
Total Persons of Color	186	10.11	186	10.13
Total City	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. The Equal Opportunity Administrator will inform new management personnel of the Work Place Policy Handbook 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.

- Work with Police/Fire personnel to develop recruitment strategies to increase the applicant pool for Police Officer/Firefighter positions.
- Continue efforts to increase the representation of Asians and women in City government.
- Maintain the AA Recruitment List.
- Extend the recruitment period for employment classifications where protected groups are underutilized.
- Analyze applicant lists to determine the effectiveness of recruitment efforts.
- Develop Internet recruitment strategies.

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