

**CITY COUNCIL  
COMMUNICATION:**

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

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

**00-462**

**SYNOPSIS -**

**AGENDA:**  
  
OCTOBER 2, 2000

The 19th Annual Equal Opportunity (E.O.) Status Report has been completed. This report details the City's progress toward achieving its affirmative action goals.

**SUBJECT:**  
  
19TH ANNUAL  
EQUAL  
OPPORTUNITY  
STATUS REPORT

**FISCAL IMPACT -**

N/A

**TYPE:**  
  
RESOLUTION  
ORDINANCE  
**RECEIVE/FILE**

**RECOMMENDATION -**

**Receive and file the report.**

**SUBMITTED BY:**  
  
TOM G. TURNER  
HUMAN  
RESOURCES  
DIRECTOR

**BACKGROUND -**

Over the last fiscal year, 79 full-time permanent employees were appointed to the City's workforce. Of this total, 41 (51.89%) were white males; 33 (41.77%) were white females; three (3.79%) were minority males; and two (2.53%) were minority females. Promotions were provided to 163 employees: 103 white males, 49 white females, 15 minority males, and two minority females.

The following is the comparison of the City's workforce by gender and minority status between June, 1999 and June 2000.

	<u>June 1999</u>		<u>June 2000</u>	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
White Male	1,333	72.64	1,373	70.59
White Female	316	17.22	380	19.53
African Am. Male	82	4.46	80	4.11
African Am. Female	27	1.47	31	1.59

Hispanic Male	46	2.50	49	2.51
Hispanic Female	5	0.27	5	0.25
Asian Male	10	0.54	13	0.66
Asian Female	2	0.10	3	0.15
Native Am. Male	12	0.65	7	0.35
Native Am. Female	2	0.10	4	0.20
Total Female	352	19.18	423	21.74
Total Persons of Color	186	10.13	192	9.87
Total City	1,835		1,945	

Since the City's Affirmative Action (AA) Program has been in existence for a number of years, many of the following 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.
- Meet with Des Moines Neighbors to solicit input on ways to utilize the neighborhood associations in the City's employment recruiting efforts.
- Schedule more community outreach activities, attend community fairs and festivals, speak at community meetings, market our recruiting plan on radio and TV talk shows.
- Department directors should discuss EO/AA policies and address diversity issues periodically during departmental staff meetings.

- Conduct periodic AA information sessions 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.