

## Meeting Agendas/Info

CITY COUNCIL  
COMMUNICATION:

ITEM \_\_\_\_\_

01-435

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

**AGENDA:**

**SYNOPSIS -**

AUGUST 20, 2001

The 20th Annual Equal Opportunity (EO) Status Report has been completed. This report details the City's progress toward achieving its affirmative action goals.

**SUBJECT:**

**FISCAL IMPACT -**

20TH ANNUAL  
EQUAL  
OPPORTUNITY  
STATUS REPORT

N/A

**TYPE:**

**Receive and file the report.**

RESOLUTION  
ORDINANCE  
**RECEIVE/FILE**

**BACKGROUND -**

**SUBMITTED BY:**

TOM G. TURNER  
HUMAN  
RESOURCES  
DIRECTOR

Over the last fiscal year, 46 full-time permanent employees were appointed to the City's workforce. Of this total, 22 (47.82%) were white males; 19 (41.30%) were white females; and five (10.86%) were minority females. Promotions were provided to 117 employees: 70 white males, 33 white females, ten minority males, and four minority females.

The following is the comparison of the City's workforce by gender and minority status between June, 2000 and June, 2001.

	<u>June, 2000</u>		<u>June, 2001</u>	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
White Male	1,373	70.59	1,346	70.69
White Female	380	19.53	376	19.74
African Am. Male	80	4.11	73	3.83

African Am. Female	31	1.59	32	1.68
Hispanic Male	49	2.51	44	2.31
Hispanic Female	5	0.25	7	0.36
Asian Male	13	0.66	13	0.68
Asian Female	3	0.15	3	0.15
Native Am. Male	7	0.35	8	0.42
Native Am. Female	4	0.20	2	0.10
Total Female	423	21.74	420	22.05
Total Persons of Color	192	9.87	182	9.55
Total City	1,945		1,904	

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 CityWide 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.
- Continue to work with the 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 television talk shows.
- Department directors should discuss EO/AA Policies and

address diversity issues periodically during departmental staff meetings.

- Conduct periodic 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 AA Recruitment List and develop Targeted Recruitment List.
- Extend the recruitment period for employment classifications where protected groups are underutilized.
- Analyze applicant lists to determine the effectiveness of recruitment efforts.
- Implement Internet recruitment strategies.

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

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