

**CITY COUNCIL  
COMMUNICATION:**

**02-531**

**AGENDA:**

OCTOBER 7, 2002

**SUBJECT:**

21<sup>ST</sup> ANNUAL EQUAL  
OPPORTUNITY  
STATUS REPORT

**TYPE:**

**RESOLUTION**  
ORDINANCE  
RECEIVE/FILE

**SUBMITTED BY:**

TOM G. TURNER  
HUMAN RESOURCES  
DIRECTOR

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

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

**SYNOPSIS —**

The 21st Annual Equal Opportunity (E.O.) Status Report has been completed. This report details the City's progress toward achieving its affirmative action goals.

**FISCAL IMPACT —**

N/A

**RECOMMENDATION —**

**Receive, and file the report.**

**BACKGROUND —**

Over the last fiscal year, 115 full-time permanent employees were appointed to the City's workforce. Of this total, 77 (66.95%) were white males; 27 (23.47%) were white females; eight (6.95%) were minority males and 3 (2.60%) were minority females. Promotions were provided to 104 employees: 68 white males, 22 white females, 7 minority males, and 7 minority females.

The following is the comparison of the City's workforce by gender and minority status between June, 2001 and June 2002.

	<u>June, 2001</u>		<u>June, 2002</u>	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
-				
White Male	1,346	70.69	1,362	70.42
White Female	376	19.74	384	19.85
African Am. Male	73	3.83	74	3.82
African Am. Female	32	1.68	31	1.60
Hispanic Male	44	2.31	46	2.37
Hispanic Female	7	0.36	9	0.46
Asian Male	13	0.68	16	0.82
Asian Female	3	0.15	2	0.10
Native Am. Male	8	0.42	8	0.41
Native Am. Female	2	0.10	2	0.10
Total Female	420	22.05	428	22.13
Total Persons of Color	182	9.55	188	9.72

Total City	1,904	1,934
------------	-------	-------

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.
- Participate in community outreach activities, attend community fairs and festivals, speak at community meeting, and 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.
- Provide Diversity training to City employees.
- Training will 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 use e-mail when possible.
- Extend the recruitment period for employment classifications where protected groups are underutilized.
- Conduct periodic AA information session with department directors.

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