

CITY COUNCIL  
COMMUNICATION:

03-432

**AGENDA:**

SEPTEMBER 8, 2003

**SUBJECT:**

22<sup>ND</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 22<sup>nd</sup> Annual Equal Opportunity (EO) 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, 72 full-time permanent employees were appointed to the City's workforce. Of this total, 50 (69.44%) were white males; 17 (23.61%) were white females; five (6.94%) were minority males and no minority females were appointed. Promotions were provided to 96 employees: 73 white males, 15 white females, 7 minority males, and one minority female.

The following is the comparison of the City's workforce by gender and minority status between June 2002 and June 2003.

		<u>June, 2002</u>		
<u>June, 2003</u>		<u>Number</u>	<u>Percent</u>	<u>Number</u>
<u>Percent</u>				
White	Male	1,362	70.42	
1,353	70.39			
White	Female	384	19.85	
378	19.66			
African	American Male	74	3.82	
75	3.90			
African	American Female	31	1.60	
31	1.61			
Hispanic	Male	46	2.37	
47	2.44			
Hispanic	Female	9	0.46	

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8	0.41			
Asian Male		16	0.82	
16	0.83			
Asian Female		2	0.10	
3	0.15			
Native American Male		8	0.41	
9	0.46			
Native American Female		2	0.10	
2	0.10			
Total Female		428	22.13	
422	21.95			
Total Persons of Color		188	9.72	
191	9.93			
Total City		1,934		1,922

Since the City's Affirmative Action (AA) Program has been in existence for a number of years, many of its tasks have been accomplished. These tasks are continually listed as action items because they need 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.
- The Human Resources Department is reactivating the Equal Opportunity Advisory Committee.
- 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.