



Agenda Item:

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COUNCIL COMMUNICATION City Manager's Office

GENERAL INFORMATION

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Roll Call No.:

Submitted by: Tom G. Turner, Human Resources Director

SUBJECT—

The 24th Annual Equal Opportunity Status Report.

SYNOPSIS—

The 24th 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—

None

RECOMMENDATION—

Approval

BACKGROUND—

The report includes information that over the last fiscal year, 93 full-time permanent employees were appointed to the City's workforce. Of this total, 61 (65.59%) were white males; 19 (20.43%) were white females; nine (9.67%) were minority males; and four (4.30%) were minority females. Promotions were provided to 145 employees: 94 white males, 33 white females, 13 minority males and five minority females.

The following is a comparison of the City's workforce by gender and minority status between June 2004 and June 2005.

	<u>June 2004</u>		<u>June 2005</u>	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
White Male	1,296	70.81	1,294	70.90
White Female	352	19.23	341	18.68
African Am. Male	72	3.93	75	4.10
African Am. Female	26	1.42	26	1.42
Hispanic Male	47	2.56	49	2.68

	<u>June 2004</u>		<u>June 2005</u>	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
Hispanic Female	8	0.43	8	0.43
Asian Male	16	0.87	18	0.98
Asian Female	3	0.16	1	0.16
Native Am. Male	8	0.43	11	0.60
Native Am. Female	2	0.10	2	0.10
Total Female	391	21.36	378	20.71
Total Persons of Color	182	9.94	190	10.41
Total City	1,830		1,825	

The report also explores the City's Citywide Work Plan Initiatives. 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 must be addressed on an on-going basis. The report specifically identifies that since the organization has had some success in increasing the minority representation in the City's workforce for fiscal year 2005, the report concludes that the City should continue to emphasize Initiative 4 – Outreach Recruitment. This Initiative is found in the 2005-2006 Affirmative Action Annual Work Plan.

The Citywide Work Plan Initiatives are described more completely in the report, but 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 of the Work Place Policy Handbook within 30 days of appointment.
- The EO Policy Statement, No Harassment Policy, and the EO Complaint Procedures will be circulated and posted throughout City government.
- Department directors should discuss EO/AA Policies and address diversity issues periodically during departmental staff meetings.
- Provide Affirmative Action / Diversity training to City employees.
- Training will be provided to all City employees on the “Employee Work Place Policy Handbook.”
- 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.

- Extend the recruitment period for employment classifications where protected groups are underutilized.
- Conduct periodic Affirmative Action information sessions with department directors.

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