



Council Communication

Office of the City Manager

Date 11/14/2007

Agenda Item No. 62
Roll Call No. 07-
Communication No. 07-702
Submitted by: Thomas G. Turner, Human
Resources Director

AGENDA HEADING:

Approving the 25th Annual Equal Opportunity Status Report.

SYNOPSIS:

Recommend approval of the 25th Annual Equal Opportunity Status Report, which staff has prepared to detail the City's progress toward achieving its affirmative action goals.

FISCAL IMPACT: NONE

ADDITIONAL INFORMATION:

The following is a summary of the 25th Annual Equal Opportunity Status Report's findings.

From July 1, 2006 to June 30, 2007 (FY 2007):

61 full-time regular employees were hired to the City's workforce. Of this total, 34 (55.73%) were white males; 21 (34.42%) were white females; 5 (8.19%) were minority males; and 1 (1.63%) minority female.

Promotions were provided to 122 employees: 80 white males, 28 white females, 12 minority males, and 2 minority females.

A total of 58 employees resigned from the City's workforce: 26 white males, 11 white females, 6 females non-specified, 5 males non-specified, 7 minority females, and 3 minority males.

27 employees were disciplined as follows: Suspensions - 10 white males, 2 black females, 1 minority male; 1 non-specified, Discharges: 8 white males, 1 white female, 1 black male, 1 black female, and 2 females non-specified.

A total of 45 employees retired from the City's workforce: 33 white males, 7 white females, and 5 minority males.

12 regular part-time employees were hired to the City's workforce: 2 white males, 4 white females, 2 males non-specified, 1 female non-specified, and 3 minority females.

MINORITY WORK FORCE

<u>RACE</u>	<u>JUNE 2005</u>		<u>JUNE 2006</u>		<u>JUNE 2007</u>	
	<u>NUMBER</u>	<u>%</u>	<u>NUMBER</u>	<u>%</u>	<u>NUMBER</u>	<u>%</u>
African American	98	5.35	94	5.06	93	5.07
Hispanic	55	3.00	55	2.96	56	3.05
Asian	19	1.03	18	0.97	21	1.14
Native American	10	0.54	12	0.65	14	0.76
TOTAL	182	9.92	179	9.64	184	10.04

The City-wide Work Plan Initiatives and action steps are described in the report, such as:

Initiative - Equal Employment Opportunity/Human Equity

To achieve equal employment opportunity and human equity in the City’s workforce, and to ensure that all employees and managers are aware and have an understanding of the City’s EO/AA Policies.

Target Date: On going

Responsibility: Office of the City Manager, Department Directors and E.O. Administrator

Action Steps:

All management and supervisory personnel will receive a copy of the Affirmative Action Annual Work Plan.

All new employees are to be informed of the Workplace Policy Handbook in the new employees orientation sessions offered once a quarter.

Human Resources Manager or the Workplace Environment and Employment Development Administrator will inform new management personnel of the Workplace Policy Handbook within 30 days of their appointment.

The Equal Opportunity Policy Statement, No Harassment Policy, and the E.O. Complaint Procedures will continue to be circulated and posted throughout City government.

Copies of the EO Policy Statement will be mailed to groups and individuals on the Affirmative Action recruitment resource list and to minority, female, disabled and other protected class organizations in the community.

The Workplace Environment and Employment Development Administrator will continue to review the E.O. Appointment Policy to determine conformance with the City’s E.O. program.

Department directors should discuss EO/AA Policies and address diversity issues periodically during departmental staff meetings.

The Workplace Environment and Employment Development Administrator will conduct periodic Affirmative Action information sessions with department directors on the status of the City’s

program to increase awareness of available actions to facilitate the entry of protected groups into classifications where they are under-represented.

PREVIOUS COUNCIL ACTION(S):

Date: 12/19/2005

Roll Call Number: 05-3010

Action: City of Des Moines 2005 Equal Opportunity Status Report and the 2005-2006 Affirmative Action Annual Work Plan by the Human Resources Department. ([Council Communication No. 05-699](#)) Moved by Hensley to receive and file. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE