

Date February 9, 2009

Submittal of the 26<sup>th</sup> Annual Equal Opportunity Status Report by the Human Resources Department.

(Council Communication No. 09-050)

Moved by \_\_\_\_\_ to receive and file.

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
HENSLEY				
KIERNAN				
MAHAFFEY				
MEYER				
VLASSIS				
TOTAL				
MOTION CARRIED			APPROVED	
_____ Mayor				

**CERTIFICATE**

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

\_\_\_\_\_ City Clerk

The following is a summary of the 26<sup>th</sup> Annual Equal Opportunity Status Report's findings.

From July 1, 2007 to June 30, 2008 (FY 2008)

55 full-time regular employees were hired to the City's workforce. Of this total 42 (76%) were white males; 7(12%) were white females; 5(9.09%) were minority males; and 1 (1.82%) were minority females.

Promotions were provided to 156 employees: 106 White males, 33 white females, 8 minority males, and 8 minority females.

A total of 60 employees resigned from the City's workforces: 31 white males, 19 white females, 3 minority males, 5 minority females, and each (2) non-specified male, and female.

A total of 53 employees retired from the City's workforce: 36 white males, 14 white females 2 minority males, and 1 minority female.

Over the last fiscal year, 29 permanent part-time employees were appointed to the City's workforce: 7 white males, 7 white females, 5 minority males, 6 minority females and 4 females race not specified.

#### FISCAL YEAR 2008 MINORITY WORK FORCE SUMMARY

<u>RACE</u>	<u>JUNE 2007</u>		<u>JUNE 2008</u>	
	<u>NUMBER</u>	<u>PERCENT</u>	<u>NUMBER</u>	<u>PERCENT</u>
African American	93	5.07	96	5.17
Hispanic	56	3.05	57	3.07
Asian	21	1.14	25	1.34
Native American	14	0.76	10	0.53
TOTAL	184	10.02	188	10.11

#### Diversity Training Goals

In fiscal year 2007- 2008 the Human Resources Department recruited for and hired a new Employee Development Specialist with the specific intent to bolster our employee development and enhance our affirmative action and diversity awareness programs. Currently the City of Des Moines requires 3 hours of annual EEO training for Division Heads, Supervisors and Directors which covers Affirmative Action /EEO Training. For non-management the annual training requirement is 2 hours. In October 2008, Employee Development Specialist began training employees on various EEO topics and to date have trained approximately six-hundred employees. Currently the city has about one-thousand-eight-hundred and fifty-five employees and the goal is to complete training on all employees by March of 2009. Beginning in May of 2009 all new employees hired by the city will be scheduled to attend and receive a in-depth EEO training session during a "quarterly" New Employee Training Class.

## UTILIZATION ANALYSIS

THE UTILIZATION ANALYSIS PROVIDES A BREAKDOWN OF EMPLOYEES BY RACE, SEX, AND TYPE OF POSITION.

### KEY TO POSITIONS:

- O/A - OFFICIALS/ADMINISTRATION
- PRO - PROFESSIONAL
- TECH - TECHNICIANS
- P/S - PROTECTIVE SERVICE
- P/P - PARA-PROFESSIONAL
- O/C - OFFICE/CLERICAL
- S/C - SKILLED CRAFT
- S/M - SERVICE MAINTENANCE

AVIATION	O/A	PRO	TECH	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	8	4	3		1		22	33	71	79.78%
White Female					1	3	1	5	10	11.24%
Black Male								1	1	1.12%
Black Female								2	2	2.25%
Hispanic Male								2	2	2.25%
Hispanic Female						2		1	3	3.37%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>8</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>23</b>	<b>44</b>	<b>89</b>	<b>100.00%</b>

CITY CLERK OFFICE	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male									0	0.00%
White Female	1	1				4			6	100.00%
Black Male									0	0.00%
Black Female									0	0.00%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%

Am Indian Male										0	0.00%
Am Indian Female										0	0.00%
<b>Total</b>	1	1	0	0	0	4	0	0		6	100.00%

COMMUNITY DEVELOPMENT	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	6	8	40			1			55	61.80%
White Female	3	4	3		2	12			24	26.97%
Black Male			1						1	1.12%
Black Female	2				3	2			7	7.87%
Hispanic Male			2						2	2.25%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	11	12	46	0	5	15	0	0	89	100.00%

CITY MANAGER OFFICE	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	8	1					23	6	38	76.00%
White Female	1	3				6			10	20.00%
Black Male									0	0.00%
Black Female	1								1	2.00%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male							1		1	2.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	10	4	0	0	0	6	24	6	50	100.00%

ENGINEERING	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	7	23	37		2		2	6	77	76.24%
White Female	1	2	2		4	8		1	18	17.82%
Black Male			3						3	2.97%
Black Female									0	0.00%
Hispanic Male			1					1	2	1.98%
Hispanic Female									0	0.00%
Asian Male			1						1	0.99%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	8	25	44	0	6	8	2	8	101	100.00%

FINANCE	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	4	4	2			3	1		14	60.87%
White Female	2	3	1			2			8	34.78%
Black Male						1			1	4.35%

Black Female										0	0.00%
Hispanic Male										0	0.00%
Hispanic Female										0	0.00%
Asian Male										0	0.00%
Asian Female										0	0.00%
Am Indian Male										0	0.00%
Am Indian Female										0	0.00%
<b>Total</b>	6	7	3	0	0	6	1	0	23	100.00%	

FIRE	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	13	44	40	147			5		249	80.84%
White Female	1	2	2	11		3			19	6.17%
Black Male		5	1	14					20	6.49%
Black Female									0	0.00%
Hispanic Male	1	1	1	12					15	4.87%
Hispanic Female									0	0.00%
Asian Male		1	1	1					3	0.97%
Asian Female									0	0.00%
Am Indian Male			1	1					2	0.65%
Am Indian Female									0	0.00%
<b>Total</b>	15	53	46	186	0	3	5	0	308	100.00%

HUMAN RIGHTS	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	1								1	33.33%
White Female									0	0.00%
Black Male	1								1	33.33%
Black Female						1			1	33.33%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	2	0	0	0	0	1	0	0	3	100.00%

HUMAN RESOURCES	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	2	1							3	27.27%
White Female	1		1			3			5	45.45%
Black Male	1								1	9.09%
Black Female		1							1	9.09%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female						1			1	9.09%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	4	2	1	0	0	4	0	0	11	100.00%

HOUSING	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	1	1	3		1		7	2	15	32.61%
White Female	1	10	1		4	6		1	23	50.00%
Black Male		1							1	2.17%
Black Female		1			1	1			3	6.52%
Hispanic Male									0	0.00%
Hispanic Female		1							1	2.17%
Asian Male							1		1	2.17%
Asian Female					2				2	4.35%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>2</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>3</b>	<b>46</b>	<b>100.00%</b>

INFORMATION TECHNOLOGY	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	1	2	13						16	72.73%
White Female	2	1				1			4	18.18%
Black Male			1						1	4.55%
Black Female									0	0.00%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male			1						1	4.55%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>3</b>	<b>3</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>100.00%</b>

LEGAL	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	1	8							9	40.91%
White Female		6				6			12	54.55%
Black Male									0	0.00%
Black Female		1							1	4.55%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>1</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>100.00%</b>

LIBRARY	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	2	5	1			10		3	21	28.38%
White Female	9	14	1			26			50	67.57%
Black Male									0	0.00%
Black Female		1				1			2	2.70%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%

Asian Male										0	0.00%
Asian Female							1			1	1.35%
Am Indian Male										0	0.00%
Am Indian Female										0	0.00%
<b>Total</b>	11	20	2	0	0	38	0	3	74	100.00%	

MAYOR & COUNCIL OFFICE	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male									0	0.00%
White Female						1			1	100.00%
Black Male									0	0.00%
Black Female									0	0.00%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	0	0	0	0	0	1	0	0	1	100.00%

PARK & RECREATION	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	6	9	33		2	1	29	23	103	73.57%
White Female		7	2		1	7	1	7	25	17.86%
Black Male							1	2	3	2.14%
Black Female								1	1	0.71%
Hispanic Male			2					1	3	2.14%
Hispanic Female								1	1	0.71%
Asian Male			1				2		3	2.14%
Asian Female									0	0.00%
Am Indian Male							1		1	0.71%
Am Indian Female									0	0.00%
<b>Total</b>	6	16	38	0	3	8	34	35	140	100.00%

POLICE	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	2	29	61	225	1	3		1	322	65.98%
White Female	2	3	38	36	9	30		8	126	25.82%
Black Male		2	6	4					12	2.46%
Black Female				1		1			2	0.41%
Hispanic Male			3	10					13	2.66%
Hispanic Female				1					1	0.20%
Asian Male		1		7	1				9	1.84%
Asian Female									0	0.00%
Am Indian Male				1					1	0.20%
Am Indian Female			1					1	2	0.41%
<b>Total</b>	4	35	109	285	11	34	0	10	488	100.00%

PUBLIC WORKS	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	16	4	5		1		89	113	228	79.44%

White Female	1				2	8	1	8	20	6.97%
Black Male	1		1				6	15	23	8.01%
Black Female								1	1	0.35%
Hispanic Male	1						2	7	10	3.48%
Hispanic Female						1			1	0.35%
Asian Male							1		1	0.35%
Asian Female									0	0.00%
Am Indian Male							1	2	3	1.05%
Am Indian Female									0	0.00%
<b>Total</b>	19	4	6	0	3	9	100	146	287	100.00%

WASTEWATER TREATMENT	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	1	7	17				22	30	77	84.62%
White Female		1	2			5		1	9	9.89%
Black Male								1	1	1.10%
Black Female									0	0.00%
Hispanic Male			1					2	3	3.30%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male							1		1	1.10%
Am Indian Female									0	0.00%
<b>Total</b>	1	8	20	0	0	5	23	34	91	100.00%

ALL DEPARTMENTS COMBINED	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	79	150	255	372	8	18	200	217	1299	70.18%
White Female	25	57	53	47	23	131	3	31	370	19.99%
Black Male	3	8	13	18	0	1	7	19	69	3.73%
Black Female	3	4	0	1	4	6	0	4	22	1.19%
Hispanic Male	2	1	10	22	0	0	2	13	50	2.70%
Hispanic Female	0	1	0	1	0	3	0	2	7	0.38%
Asian Male	0	2	4	8	1	0	5	0	20	1.08%
Asian Female	0	0	0	0	2	2	0	0	4	0.22%
Am Indian Male	0	0	1	2	0	0	3	2	8	0.43%
Am Indian Female	0	0	1	0	0	0	0	1	2	0.11%
<b>Total</b>	112	223	337	471	38	161	220	289	1851	100.00%





CITY OF **DES MOINES**

**26<sup>TH</sup> ANNUAL EEO REPORT  
FROM THE DEPARTMENT OF HUMAN RESOURCES**





**FY 2008 EQUAL OPPORTUNITY REPORT  
AND  
AFFIRMATIVE ACTION ANNUAL WORK PLAN**

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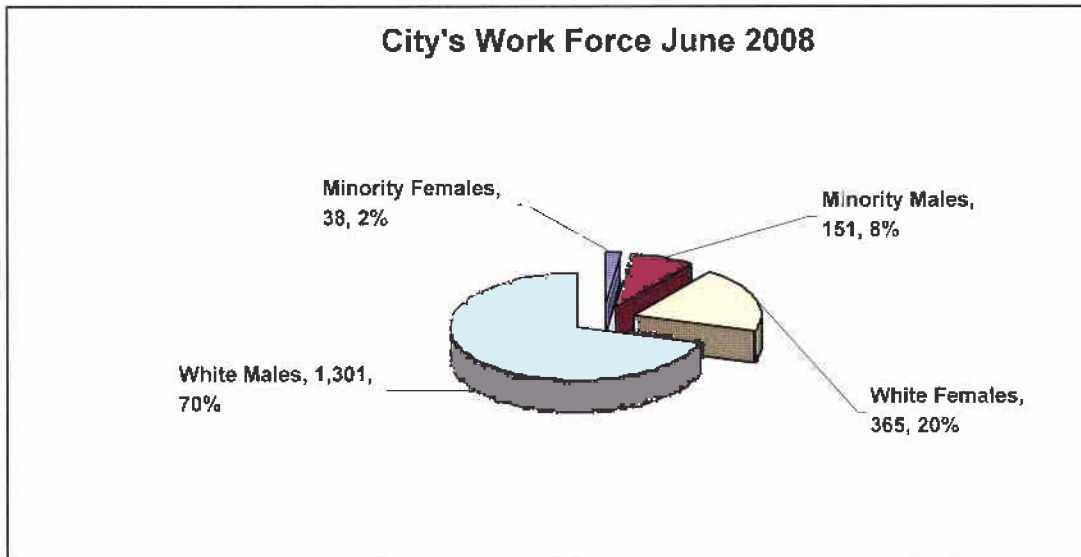
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**FY 2008 EQUAL OPPORTUNITY REPORT  
AND  
FY 2009 AFFIRMATIVE ACTION ANNUAL WORK PLAN**

**GENERAL EMPLOYMENT**

Total City employment on June 30, 2008, was 1,855 full-time permanent positions. Of this total, 1,301 positions were held by white males; 151 were held by minority males; 365 were held by white females; and 38 were held by minority females.



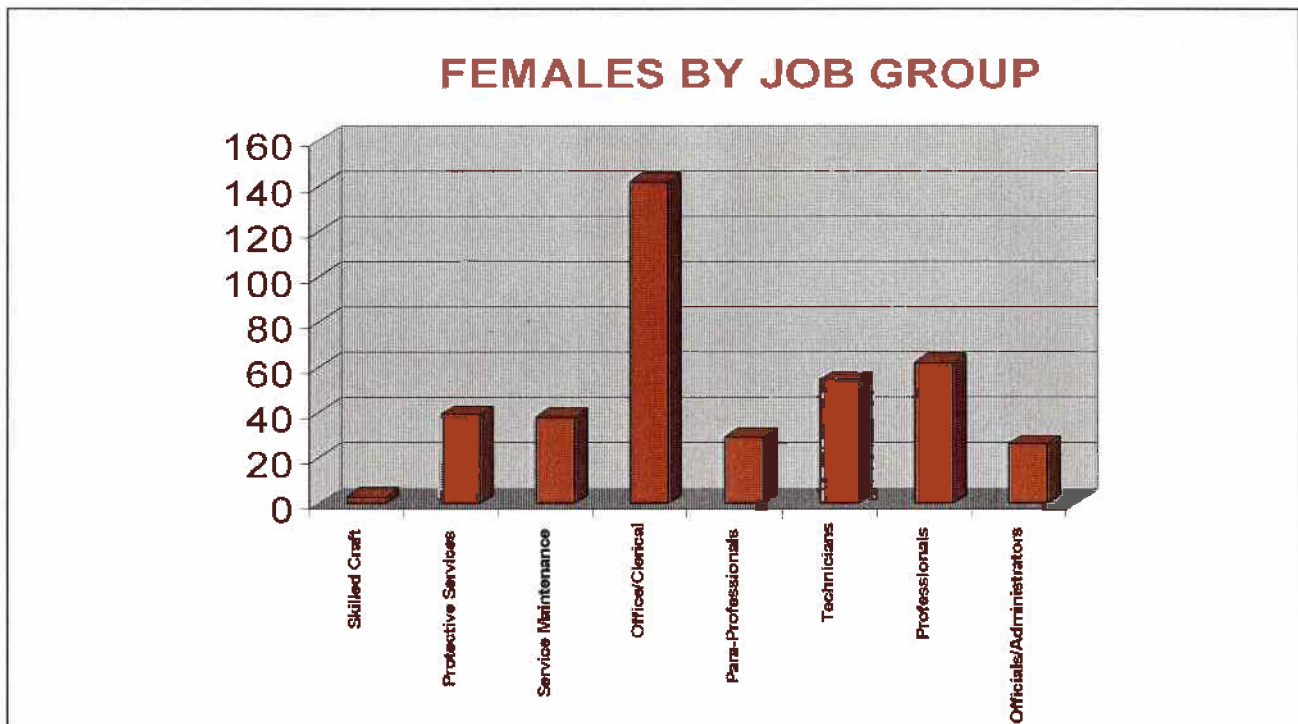
**CITY'S WORK FORCE - JUNE 2008**

<u>RACE</u>	<u>NUMBER</u>	<u>PERCENT</u>
White Male	1301	70.13
White Female	365	19.76
African American Male	72	3.88
African American Female	24	1.29
Hispanic Male	49	2.64
Hispanic Female	8	0.43
Asian Male	19	0.98
Asian Female	4	0.21
Native American Male	11	0.59
Native American Female	2	0.10
		<b>100.00</b>
TOTAL FEMALE	403	21.72
TOTAL PERSONS OF COLOR	189	10.18
TOTAL CITY	1855	31.90

## FEMALES BY JOB GROUP

Although females represent 49 percent of the total work force in Des Moines, the total number of females in the City's work force is 403 or 21.72 percent. Female representation increased from 378 to 403 full-time permanent employees over the last year.

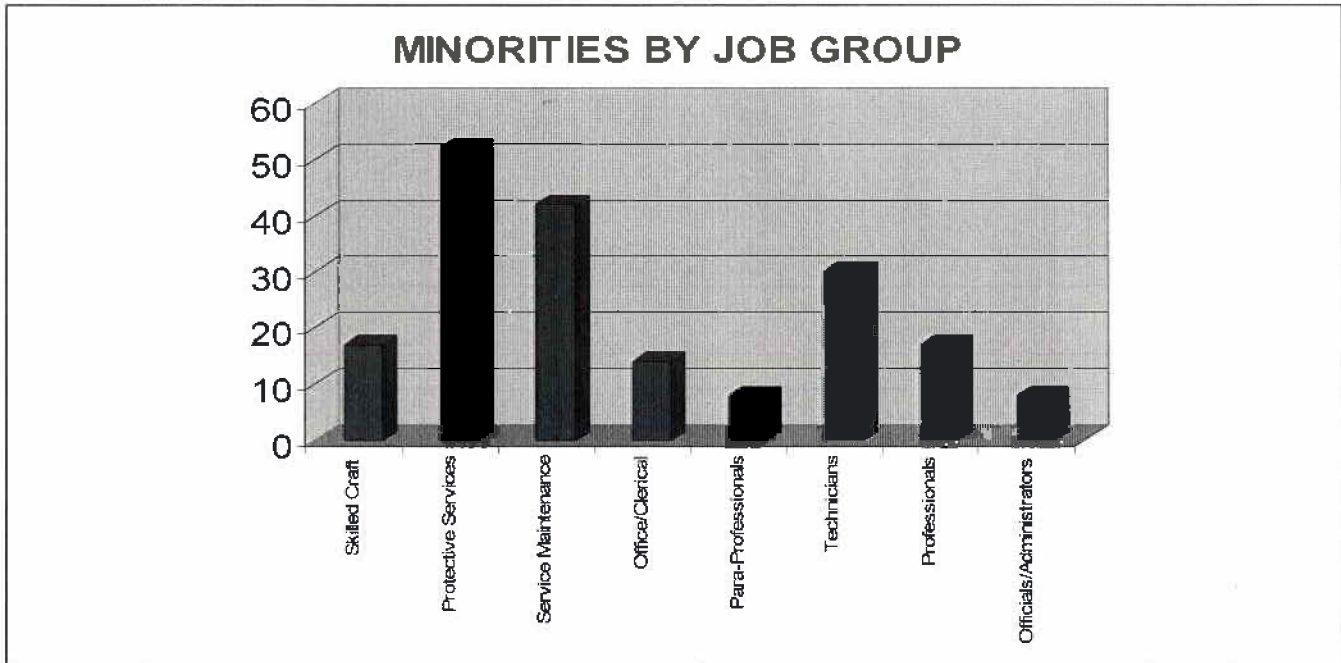
<u>JOB GROUP</u>	<u>NUMBER</u>
Skilled Craft	3
Protective Services	49
Service Maintenance	38
Office/Clerical	142
Para-Professional	29
Technicians	54
Professionals	62
Officials/Administrators	26
<b>TOTAL</b>	<b>403</b>



## MINORITIES BY JOB GROUP

Persons of color represent approximately 14.54 percent of the total work force in Des Moines. The total number of persons of color in the City's work force is 188, or 10.11% percent. Minority representation increased from 184 to 188 full-time permanent positions over the past year.

<u>JOB GROUP</u>	<u>NUMBER</u>
Skilled Craft	17
Protective Services	52
Service Maintenance	42
Office/Clerical	14
Para-Professionals	8
Technicians	30
Professionals	17
Officials/Administrators	8
<b>TOTAL</b>	<b>188</b>



### MINORITY WORK FORCE

RACE	JUNE 2007		JUNE 2008	
	NUMBER	PERCENT	NUMBER	PERCENT
African American	93	5.07	96	5.17
Hispanic	56	3.05	57	3.07
Asian	21	1.14	25	1.34
Native American	14	0.76	10	0.53
<b>TOTAL</b>	<b>184</b>	<b>10.02</b>	<b>188</b>	<b>10.11</b>

### EMPLOYMENT DATA

Over the last fiscal year 55 full-time permanent employees were appointed to the City's workforce. Of this total, 42 (76.36%) were white males; 7 (12.73%) were white females; 5 (9.09%) were minority males; and 1(1.82%) minority female.

Promotions were provided to 156 employees: 106 white males, 33 white females, 8 minority males and 8 minority females.

A total of 60 employees resigned from the City's workforce: 31 white males, 19 white females, 4 minority males, and 6 minority females.

A total of 53 employees retired from the City's workforce: 36 white males, 14 white females, 2 minority male and 1 minority females.

Over the last fiscal year, 29 permanent part-time employees were appointed to the City's workforce: 7 white males, 7 white females, 5 minority males, 6 minority females and 4 females race not specified.

## TEMPORARY APPOINTMENT

Temporary employment was provided to 205 casual employees. The breakdown by race is as follows.

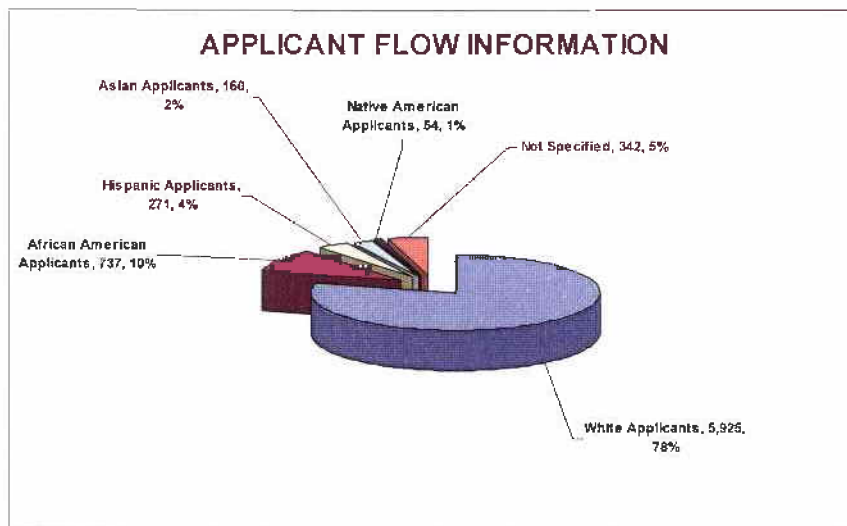
<u>RACE</u>	<u>NUMBER</u>	<u>PERCENT</u>
White males	91	44.39
White females	79	38.54
Asian females	1	.49
African American males	5	2.44
African American females	12	5.85
Hispanic males	3	1.46
Hispanic females	0	0
Native American males	0	0
Race Not Specified males	4	1.95
Race Not Specified females	10	4.88
<b>TOTAL</b>	<b>205</b>	<b>100.0</b>

## APPLICANT INFORMATION

For all vacancies posted during the 2008 fiscal year the City of Des Moines received a total of 7,489 applications. A break down by ethnicity finds that 54 American Indians, 160 Asians, 737 African Americans, 271 Hispanics, 5,925 Whites, and 342 unknown applicants applied for employment with the City of Des Moines.

### TOTAL APPLICANT FLOW INFORMATION BY ETHNICITY

<u>Ethnicity</u>	<u>NUMBER</u>	<u>PERCENT</u>
White Applicants	5,925	79.12
African American Applicants	737	9.84
Hispanic Applicants	271	3.62
Asian Applicants	160	2.13
Native American Applicants	54	.72
Not Specified	342	4.57
<b>TOTAL</b>	<b>7,489</b>	<b>100.00</b>



Over the past year a total of 76 Civil Service lists were certified. Of this number, 59 were Civil Service entrance lists and 17 were Civil Service promotional lists. Promotions were provided to 156 employees: 106 White males, 33 white females, 8 minority males, and 8 minority females.

## CERTIFIED ELIGIBLES FOR ENTRANCE LISTS

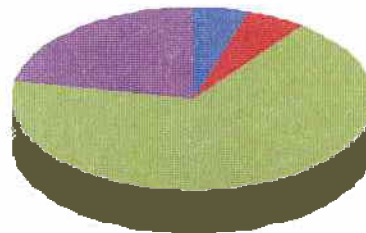
<u>RACE/GENDER</u>	<u>PERCENT</u>
Native American males	0.45
Native American females	0.50
Asian males	0.74
Asian females	0.85
Hispanic males	3.12
Hispanic females	1.11
African American males	7.29
African American females	5.23
White males	51.56
White females	24.24
Race/Gender not specified	1.64
Female not specified	1.21
Male not specified	2.06
<b>TOTAL</b>	<b>100.00</b>
<b>TOTAL PERSONS OF COLOR</b>	<b>19.29</b>



- Native American males
- Native American females
- Asian males
- Asian females
- Hispanic males
- Hispanic female
- African American males
- African American females
- White males
- White females
- Race Gender not specified
- Female not specified
- Male not specified

## CERTIFIED ELIGIBLES FOR PROMOTIONAL LISTS

<u>RACE</u>	<u>PERCENT</u>
Minority males	5.12
Minority females	5.12
White males	67.95
White female	21.81
<b>TOTAL</b>	<b>100.00</b>
<b>TOTAL PERSONS OF COLOR</b>	<b>10.24</b>



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION SUMMARY

When comparing the June 2008 analysis with the June 2007 analysis, the net change in the City's workforce diversity (persons of color) shows a one percent increase.

Following data is a comparison of the City of Des Moines workforce compared to their respective representation in the Des Moines workforce 2000 Census Data:

### CITY VS. TOTAL WORK FORCE

Race	Actual City Percent	Total Work Force Percent
White Male	70.13	41.99
White Female	19.76	41.3
African American Male	3.88	3.33
African American Female	1.29	3.32
Hispanic Male	2.64	3.28
Hispanic Female	.43	1.92
Asian Male	1.02	1.52
Asian Female	0.21	0.38
Native American Male	0.59	0.39
Native American Female	0.10	0.38
Balance of individuals reporting more than one race not Hispanic, plus individuals reporting some other race, or none at all		0.37

## WORKFORCE ANALYSIS AND LONG RANGE EMPLOYMENT GOALS

One of the objectives of affirmative action efforts is to reach statistical parity. Such parity is achieved when the percentage of women and minorities in our workforce fairly matches the percentage of protected class members available in the surrounding labor force.

Parity employment goals are not to be construed as quotas to be met. The goals are realistic employment levels to correct imbalances in the City's workforce. Recognition should be given to the fact that it will take longer to correct imbalances in job groups requiring specialized education and skills than it will in other occupations.

## AFFIRMATIVE ACTION DEFINITION

Affirmative Action means action appropriate to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity.

Is Affirmative Action Fair? The most vigorous objection is that AA constitutes "preferential treatment" or "reverse discrimination" based on race or sex. The prevailing legal view is that properly developed and implemented race or sex-conscious action is neither and the Constitution or Supreme Court does not prohibit it. By "**properly developed and implemented**" we only need to review the limits set by the Supreme Court:

1. The AA Plan must not unnecessarily trammel the interests of white employees or require their discharge while replacing them with minorities or females.
2. The AA Plan must not create an absolute bar to the advancement of white employees.
3. The AA Plan must be a temporary measure not intended to maintain a balanced workforce but simply to eliminate a manifest imbalance.
4. The AA Plan must be narrowly tailored to the accomplishment of a compelling public interest.
  - a. Firm basis in evidence
  - b. Alternative, neutral relief
  - c. Qualified applicant pool
  - d. Goals linked to the relevant qualified labor pool



## FY 2008-2009 AFFIRMATIVE ACTION ANNUAL WORK PLAN

For the Fiscal 2007- 2008 The City of Des Moines once again showed a slight increase in minority representation in our workforce. In support of continuing efforts to make progress in this area, we will continue promoting the following initiatives:

- Post job openings in all City departments to ensure that current qualified employees are given opportunities for training, transfer, upgrading and promotion.
- Attend community meetings and maintain working relationships with community organizations for information exchange, networking and recruitment. Develop Partnerships with area agencies that are service providers or advocacy agencies to diverse groups. (i.e. Easter Seals, Creative Visions, Iowa Commission on the Status of Women, Urban Dreams, Iowa Commission on the Status of African Americans, AARP, Bureau of Refugee Services, Iowa Asian Alliance, Commission of Latino Affairs)
  - Implement a targeted recruitment initiative. This initiative will emphasize the following:
    - A customized recruitment approach that focuses on specific positions and/or categories where affirmative action/diversity needs have been identified.
    - Services to employees as well as applicants.
    - Development of linkages with specific organizations representing particular professions and disciplines where affirmative action/diversity needs have been identified.
    - Update and utilize target recruitment advertising resources.
- Continue to develop recruitment strategies specifically directed toward increasing the representation of Asians and women in City government. Currently, women represent 21.72 percent of the City's workforce and 49 percent of the area workforce, while Asians represent 1.34 percent of the City's workforce and 3.22 percent of the area workforce.
- Educate others on our recruitment campaign through office newsletters, news releases, letters to business groups, and the Greater Des Moines Partnership.
- Prior to closing a recruiting period for classifications in employment areas where protected groups are under-utilized, determine if an adequate percentage of applications have been received from such groups. In instances where the percentage of applicants from under-utilized groups is deemed inadequate, extend the recruitment period as appropriate.
- As a result of the numbers of women and persons of color certified for entry level lists, we are encouraging managers to interview all women and persons of color candidates from all lists when they seek to fill positions.
- Work with Police and Fire personnel to develop recruitment strategies directed toward increasing the representation of women and persons of color in the applicant pool for Police Officer and Firefighter positions.
- Attain a workforce which includes minorities, women, and persons with disabilities in numbers consistent with their representation in the Des Moines area work force;
- Remove all non-job related barriers to employment and promotion of minorities, women, and persons with disabilities;
- Help eliminate the effects of past discriminatory employment practices; and
- Develop a diverse workforce and a supporting work environment that is committed to delivering effective, courteous and responsive service, and treating citizens and employees with fairness, dignity and respect

### **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.

### **Diversity Training Goals**

In fiscal year 2007- 2008 the Human Resources Department recruited for and hired a new Employee Development Specialist with the specific intent to bolster our employee development and enhance our affirmative action and diversity awareness programs. Currently the City of Des Moines requires 3 hours of annual EEO training for Division Heads, Supervisors and Directors which covers Affirmative Action /EEO Training. For non-management the annual training requirement is 2 hours. In October 2008, Employee Development Specialist began training employees on various EEO topics and to date have trained approximately six-hundred employees. Currently the city has about one-thousand-eight-hundred and fifty-five employees and the goal is to complete training on all employees by March of 2009. Beginning in May of 2009 all new employees hired by the city will be scheduled to attend and receive a in-depth EEO training session during a "quarterly" New Employee Training Class.

**APPENDIX A**

**UTILIZATION ANALYSIS**

THE UTILIZATION ANALYSIS PROVIDES A BREAKDOWN OF EMPLOYEES BY RACE, SEX, AND TYPE OF POSITION.

**KEY TO POSITIONS:**

- O/A - OFFICIALS/ADMINISTRATION
- PRO - PROFESSIONAL
- TECH - TECHNICIANS
- P/S - PROTECTIVE SERVICE
- P/P - PARA PROFESSIONAL
- O/C - OFFICE/CLERICAL
- S/C - SKILLED CRAFT
- S/M - SERVICE MAINTENANCE

AVIATION	O/A	PRO	TECH	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	8	4	3		1		22	33	71	79.78%
White Female					1	3	1	5	10	11.24%
Black Male								1	1	1.12%
Black Female								2	2	2.25%
Hispanic Male								2	2	2.25%
Hispanic Female						2		1	3	3.37%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>8</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>23</b>	<b>44</b>	<b>89</b>	<b>100.00%</b>

CITY CLERK OFFICE	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male									0	0.00%
White Female	1	1				4			6	100.00%
Black Male									0	0.00%
Black Female									0	0.00%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>100.00%</b>

COMMUNITY DEVELOPMENT	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	6	8	40			1			55	61.80%
White Female	3	4	3		2	12			24	26.97%
Black Male			1						1	1.12%
Black Female	2				3	2			7	7.87%
Hispanic Male			2						2	2.25%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>11</b>	<b>12</b>	<b>46</b>	<b>0</b>	<b>5</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>89</b>	<b>100.00%</b>

CITY MANAGER OFFICE	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	8	1					23	6	38	76.00%
White Female	1	3				6			10	20.00%
Black Male									0	0.00%
Black Female	1								1	2.00%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male							1		1	2.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>24</b>	<b>6</b>	<b>50</b>	<b>100.00%</b>

ENGINEERING	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	7	23	37		2		2	6	77	76.24%
White Female	1	2	2		4	8		1	18	17.82%
Black Male			3						3	2.97%
Black Female									0	0.00%
Hispanic Male			1					1	2	1.98%
Hispanic Female									0	0.00%
Asian Male			1						1	0.99%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>8</b>	<b>25</b>	<b>44</b>	<b>0</b>	<b>6</b>	<b>8</b>	<b>2</b>	<b>8</b>	<b>101</b>	<b>100.00%</b>

FINANCE	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	4	4	2			3	1		14	60.87%
White Female	2	3	1			2			8	34.78%
Black Male						1			1	4.35%
Black Female									0	0.00%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>6</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>23</b>	<b>100.00%</b>

FIRE	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	13	44	40	147			5		249	80.84%
White Female	1	2	2	11		3			19	6.17%
Black Male		5	1	14					20	6.49%
Black Female									0	0.00%
Hispanic Male	1	1	1	12					15	4.87%
Hispanic Female									0	0.00%
Asian Male		1	1	1					3	0.97%
Asian Female									0	0.00%
Am Indian Male			1	1					2	0.65%
Am Indian Female									0	0.00%
<b>Total</b>	<b>15</b>	<b>53</b>	<b>46</b>	<b>186</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>308</b>	<b>100.00%</b>

HUMAN RIGHTS	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	1								1	33.33%
White Female									0	0.00%
Black Male	1								1	33.33%
Black Female						1			1	33.33%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>100.00%</b>

HUMAN RESOURCES	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	2	1							3	27.27%
White Female	1		1			3			5	45.45%
Black Male	1								1	9.09%
Black Female		1							1	9.09%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female						1			1	9.09%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>100.00%</b>

HOUSING	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	1	1	3		1		7	2	15	32.61%
White Female	1	10	1		4	6		1	23	50.00%
Black Male		1							1	2.17%
Black Female		1			1	1			3	6.52%
Hispanic Male									0	0.00%
Hispanic Female		1							1	2.17%
Asian Male							1		1	2.17%
Asian Female					2				2	4.35%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>2</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>3</b>	<b>46</b>	<b>100.00%</b>

INFORMATION TECHNOLOGY	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	1	2	13						16	72.73%
White Female	2	1				1			4	18.18%
Black Male			1						1	4.55%
Black Female									0	0.00%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male			1						1	4.55%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>3</b>	<b>3</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>100.00%</b>

LEGAL	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	1	8							9	40.91%
White Female		6				6			12	54.55%
Black Male									0	0.00%
Black Female		1							1	4.55%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>1</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>100.00%</b>

LIBRARY	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male	2	5	1			10		3	21	28.38%
White Female	9	14	1			26			50	67.57%
Black Male									0	0.00%
Black Female		1				1			2	2.70%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female						1			1	1.35%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>11</b>	<b>20</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>0</b>	<b>3</b>	<b>74</b>	<b>100.00%</b>

MAYOR & COUNCIL OFFICE	O/A	Pro	Tech	P/S	P/P	O/C	S/C	S/M	Totals	%
White Male									0	0.00%
White Female						1			1	100.00%
Black Male									0	0.00%
Black Female									0	0.00%
Hispanic Male									0	0.00%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male									0	0.00%
Am Indian Female									0	0.00%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>100.00%</b>

<b>PARK &amp; RECREATION</b>	<b>O/A</b>	<b>Pro</b>	<b>Tech</b>	<b>P/S</b>	<b>P/P</b>	<b>O/C</b>	<b>S/C</b>	<b>S/M</b>	<b>Totals</b>	<b>%</b>
White Male	6	9	33		2	1	29	23	103	73.57%
White Female		7	2		1	7	1	7	25	17.86%
Black Male							1	2	3	2.14%
Black Female								1	1	0.71%
Hispanic Male			2					1	3	2.14%
Hispanic Female								1	1	0.71%
Asian Male			1				2		3	2.14%
Asian Female									0	0.00%
Am Indian Male							1		1	0.71%
Am Indian Female									0	0.00%
<b>Total</b>	<b>6</b>	<b>16</b>	<b>38</b>	<b>0</b>	<b>3</b>	<b>8</b>	<b>34</b>	<b>35</b>	<b>140</b>	<b>100.00%</b>

<b>POLICE</b>	<b>O/A</b>	<b>Pro</b>	<b>Tech</b>	<b>P/S</b>	<b>P/P</b>	<b>O/C</b>	<b>S/C</b>	<b>S/M</b>	<b>Totals</b>	<b>%</b>
White Male	2	29	61	225	1	3		1	322	65.98%
White Female	2	3	38	36	9	30		8	126	25.82%
Black Male		2	6	4					12	2.46%
Black Female				1		1			2	0.41%
Hispanic Male			3	10					13	2.66%
Hispanic Female				1					1	0.20%
Asian Male		1		7	1				9	1.84%
Asian Female									0	0.00%
Am Indian Male				1					1	0.20%
Am Indian Female			1					1	2	0.41%
<b>Total</b>	<b>4</b>	<b>35</b>	<b>109</b>	<b>285</b>	<b>11</b>	<b>34</b>	<b>0</b>	<b>10</b>	<b>488</b>	<b>100.00%</b>

<b>PUBLIC WORKS</b>	<b>O/A</b>	<b>Pro</b>	<b>Tech</b>	<b>P/S</b>	<b>P/P</b>	<b>O/C</b>	<b>S/C</b>	<b>S/M</b>	<b>Totals</b>	<b>%</b>
White Male	16	4	5		1		89	113	228	79.44%
White Female	1				2	8	1	8	20	6.97%
Black Male	1		1				6	15	23	8.01%
Black Female								1	1	0.35%
Hispanic Male	1						2	7	10	3.48%
Hispanic Female						1			1	0.35%
Asian Male							1		1	0.35%
Asian Female									0	0.00%
Am Indian Male							1	2	3	1.05%
Am Indian Female									0	0.00%
<b>Total</b>	<b>19</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>9</b>	<b>100</b>	<b>146</b>	<b>287</b>	<b>100.00%</b>

<b>WASTEWATER TREATMENT</b>	<b>O/A</b>	<b>Pro</b>	<b>Tech</b>	<b>P/S</b>	<b>P/P</b>	<b>O/C</b>	<b>S/C</b>	<b>S/M</b>	<b>Totals</b>	<b>%</b>
White Male	1	7	17				22	30	77	84.62%
White Female		1	2			5		1	9	9.89%
Black Male								1	1	1.10%
Black Female									0	0.00%
Hispanic Male			1					2	3	3.30%
Hispanic Female									0	0.00%
Asian Male									0	0.00%
Asian Female									0	0.00%
Am Indian Male							1		1	1.10%
Am Indian Female									0	0.00%
<b>Total</b>	<b>1</b>	<b>8</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>23</b>	<b>34</b>	<b>91</b>	<b>100.00%</b>

<b>ALL DEPARTMENTS COMBINED</b>	<b>O/A</b>	<b>Pro</b>	<b>Tech</b>	<b>P/S</b>	<b>P/P</b>	<b>O/C</b>	<b>S/C</b>	<b>S/M</b>	<b>Totals</b>	<b>%</b>
<b>White Male</b>	79	150	255	372	8	18	200	217	1299	70.18%
<b>White Female</b>	25	57	53	47	23	131	3	31	370	19.99%
<b>Black Male</b>	3	8	13	18	0	1	7	19	69	3.73%
<b>Black Female</b>	3	4	0	1	4	6	0	4	22	1.19%
<b>Hispanic Male</b>	2	1	10	22	0	0	2	13	50	2.70%
<b>Hispanic Female</b>	0	1	0	1	0	3	0	2	7	0.38%
<b>Asian Male</b>	0	2	4	8	1	0	5	0	20	1.08%
<b>Asian Female</b>	0	0	0	0	2	2	0	0	4	0.22%
<b>Am Indian Male</b>	0	0	1	2	0	0	3	2	8	0.43%
<b>Am Indian Female</b>	0	0	1	0	0	0	0	1	2	0.11%
<b>Total</b>	112	223	337	471	38	161	220	289	1851	100.00%