

★ Roll Call Number

Agenda Item Number

62

Date November 19, 2007

Submittal of the 25th Annual Equal Opportunity Status Report by the Human Resources Department.

(Council Communication No. 07-702)

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

CITY OF DES MOINES
FY 2007 EQUAL OPPORTUNITY REPORT
AND
AFFIRMATIVE ACTION ANNUAL WORK PLAN

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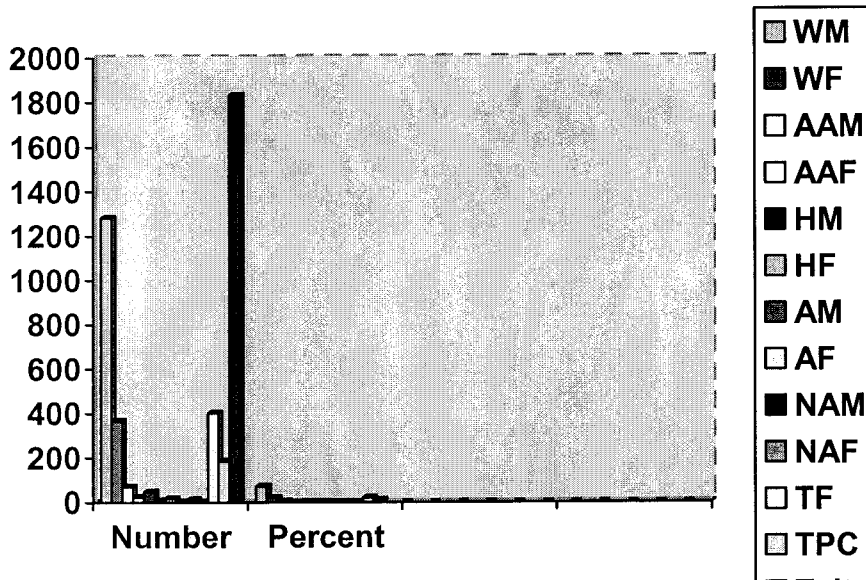
CITY OF DES MOINES
FY 2007 EQUAL OPPORTUNITY REPORT
AND
AFFIRMATIVE ACTION ANNUAL WORK PLAN

GENERAL EMPLOYMENT

Total City employment on June 30, 2007, was 1,831 full-time permanent positions. Of this total, 1,282 positions were held by white males; 148 were held by minority males; 365 were held by white females; and 36 were held by minority females.

CITY'S WORK FORCE - JUNE 2007

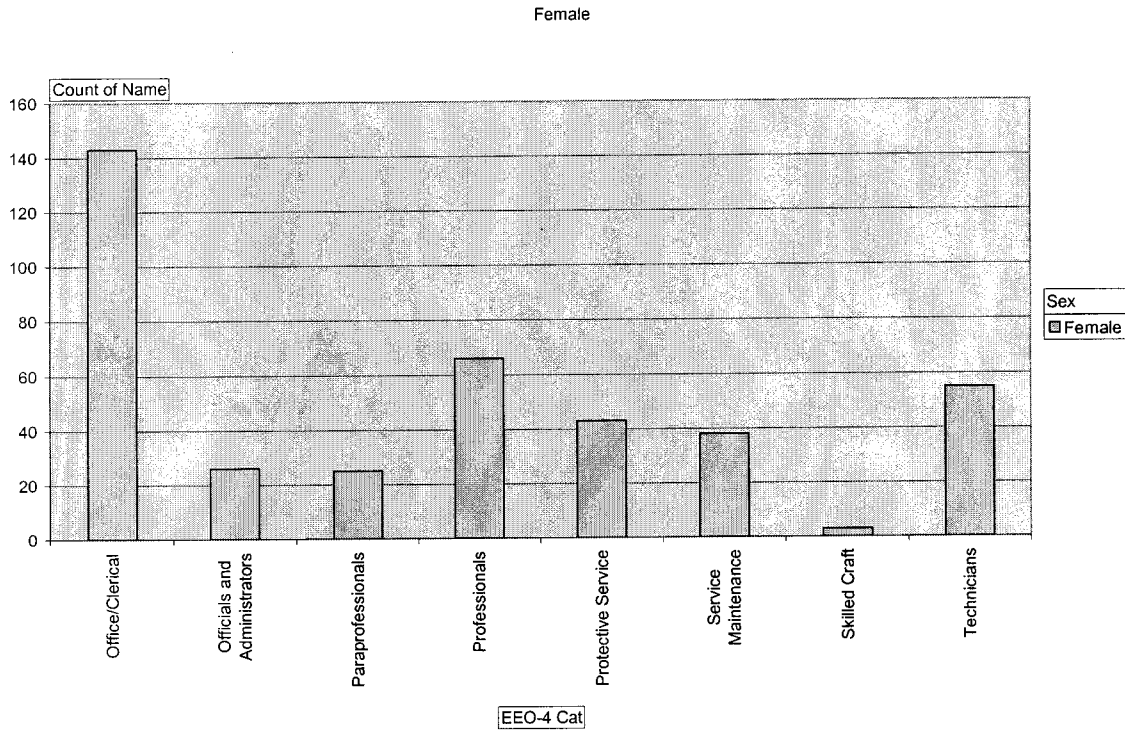
<u>RACE</u>	<u>NUMBER</u>	<u>PERCENT</u>
White Male	1,282	70.90
White Female	365	19.93
African American Male	70	3.82
African American Female	23	1.25
Hispanic Male	48	2.62
Hispanic Female	8	0.43
Asian Male	18	0.98
Asian Female	3	0.16
Native American Male	12	0.65
Native American Female	2	0.10
TOTAL FEMALE	401	20.71
TOTAL PERSONS OF COLOR	184	10.41
TOTAL CITY	1,831	



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 401 or 20.71 percent. Females are represented in the following job groups:

Count of Name	SEX
EEO-4	Female
Office Clerical	143
Administrators	26
Para Professionals	25
Professionals	66
Protective Service	43
Service Maintenance	38
Skilled Craft	3
Technicians	55
Grand Total	399



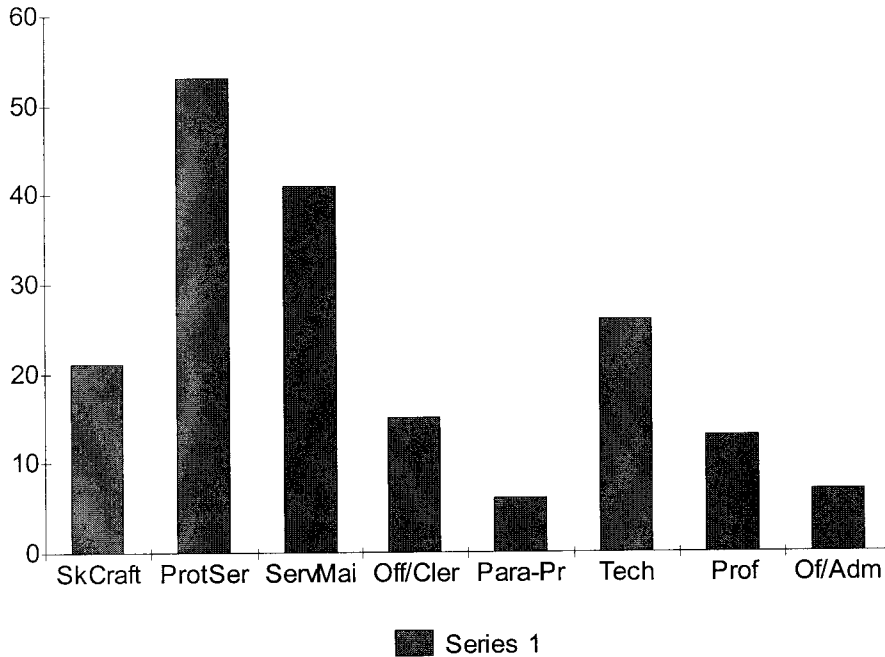
Female representation decreased from 391 to 378 full-time permanent employees over the last year.

MINORITIES BY JOB GROUP

Persons of color represent 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 184, or 10.04 percent. Persons of color are represented in the following job groups:

<u>JOB GROUP</u>	<u>NUMBER</u>
Skilled Craft	21
Protective Services	52
Service Maintenance	36
Office/Clerical	13
Para-Professionals	6
Technicians	31
Professionals	16
Officials/Administrators	9
TOTAL	184

MINORITIES BY JOB GROUP



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

EMPLOYMENT DATA

Over the last fiscal year, 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.

During this same period, 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, 2 females non-specified.

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

Over the last fiscal year, 12 regular part-time employees were hired to the City's workforce: 2 white males, 4 white females, 2 NSPEC males, 1 NSPEC female, 3 minority females.

TEMPORARY APPOINTMENT

Temporary employment was provided to 262 casual employees. The breakdown by race is as follows.

<u>RACE</u>	<u>NUMBER</u>	<u>PERCENT</u>
White males	61	23.28
White females	66	25.19
African American males	5	1.90
African American females	6	2.29
Hispanic males	2	0.76
Hispanic females	2	0.76
Native American males	1	0.38
Race Not Specified males	62	23.66
Race Not Specified females	56	21.37
Race/Gender Not Specified	1	0.38
TOTAL FEMALES	130	49.61
TOTAL PERSONS OF COLOR	16	6.10
TOTAL	262	

APPLICANT FLOW INFORMATION

A total of 4,017 individuals applied for full-time permanent positions with the City. Of the 73 people hired 4 female persons of color, 1 female Non specified, 25 white females, 36 white males, 5 males of color, with 2 males Non specified. The estimated minority workforce in Des Moines is 14.54 percent. Minorities represented 9.13 percent of applications filed and 12.32 percent of the actual hires. Females represent 48.18 percent of the Des Moines workforce. Females represented 11.97 percent of the applications filed and 41.09 percent of the actual hires.

FY 07		
<u>Race</u>	<u>Sex</u>	<u>Number</u>
AMIND	Female	6
AMIND	Male	12
AMIND	Unspecified	1
ASIAN	Female	10
ASIAN	Male	32
BLACK	Female	82
BLACK	Male	137
BLACK	Unspecified	3
HISPA	Female	20
HISPA	Male	68
HISPA	Unspecified	3
NSPEC	Female	756
NSPEC	Male	1086
NSPEC	Unspecified	119
WHITE	Female	363
WHITE	Male	1307
WHITE	Unspecified	12
Grand		
Total		4017

CERTIFIED CIVIL SERVICE LISTS

Over the past year a total of 29 Civil Service lists were certified. Of this number, 17 were Civil Service Entrance lists and 12 were Civil Service Promotional lists, for a total of 782 people.

The following is the representation by race and gender on the certified lists:

CERTIFIED ELIGIBLES FOR ENTRANCE LISTS

<u>RACE</u>	<u>NUMBER</u>	<u>PERCENT</u>
Native American males	2	0.30
Native American females	2	0.30
Asian males	4	0.61
Asian females	2	0.30
Hispanic males	9	1.38
Hispanic female	2	0.30
African American males	18	2.76
African American females	24	3.68
White males	245	37.57
White female	114	17.48
Blanks/U	28	4.29
NSPEC	202	30.98
Total	652	100%
TOTAL NSPEC/U Male & Female	127	19.47
TOTAL FEMALE All Races	144	22.08
TOTAL PERSONS OF COLOR All Genders	63	9.66
TOTAL	334	51.21%

CERTIFIED ELIGIBLES FOR PROMOTIONAL LISTS

<u>RACE</u>	<u>NUMBER</u>	<u>PERCENT</u>
Native American males	3	2.30
Native American Females	0	0.00
Asian Males	2	1.53
Asian Females	0	0.00
Hispanic Males	5	3.84
Hispanic Females	0	0.00
African American males	2	1.53
African American females	0	0.00
White males	80	61.53
White females	3	2.30
NSPEC/U	35	26.92
TOTAL	130	100%
TOTAL FEMALE All	3	2.30
TOTAL PERSONS OF COLOR	0	0.00
TOTAL NSPEC/U	35	26.92
TOTAL	38	29.22%

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION SUMMARY

Following is the current minority and female representation as compared to their respective representation in the Des Moines workforce 2000 Census Data:

CITY vs TOTAL WORK FORCE

<u>JOB GROUP</u>	<u>ACTUAL CITY PERCENT</u>	<u>WORK FORCE PERCENT</u>
Skilled Craft	9.1	8.6
Protective Services	12.6	15.7
Service Maintenance	12.7	15.7
Office/Clerical	9.3	9.5
Para-Professionals	14.6	15.8
Technicians	7.8	6.2
Professionals	6.3	6.7
Officials/Administration	6.2	5.7

	Labor Force	%
Total Female	52,510	100.0
White	45,310	86.3
Black	3,570	6.8
American Indian or Alaska Native	260	0.5
Asian Native	1,470	2.8
Hawaiian/Pacific Islander	60	0.1
Other Races Multiple Race	1,100	2.1
Categories Reported	740	1.4
Hispanic	2,050	3.9
Total Minority (Non- White or Hispanic)	9,250	17.7

Note: May not sum due to rounding. Hispanic included in Total Minority, but are also counted in other population categories.

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.

The following **two-tables** represent a summary of men/women and individual ethnic minority groups for the City's Work Force as of June 30, 2007, in relation to their availability in the Des Moines area workforce.

EEO-4 Cat	Sex	AMIND	ASIAN	BLACK	HISPA	WHITE	Grand Total	%					
No EEO-4 Reporting	Female					2	2	0.10					
	Male					5	5	0.27					
No EEO-4 Reporting Total							7	0.38					
Office/Clerical	Female		2	6	4	131	143	7.80					
	Male			1		18	19	1.03					
Office/Clerical Total							2	7	4	149	162	8.84	
Officials and Administrators	Female			3		23	26	1.41					
	Male			4	2	79	85	4.64					
Officials and Administrators Total								7	2	102	111	6.06	
Paraprofessionals	Female		1	4		20	25	1.36					
	Male		1			10	11	0.60					
Paraprofessionals Total								2	4	30	36	1.96	
Professionals	Female			5	1	60	66	3.60					
	Male	1	1	7	1	141	151	8.24					
Professionals Total							1	1	12	2	201	217	11.85
Protective Service	Female			2	1	40	43	2.34					
	Male	2	8	18	21	372	421	22.99					
Protective Service Total							2	8	20	22	412	464	25.34
Service Maintenance	Female	1		3	2	32	38	2.07					
	Male	2		18	10	211	241	13.16					
Service Maintenance Total							3		21	12	243	279	15.23
Skilled Craft	Female					3	3	0.16					
	Male	5	4	8	4	193	214	11.68					
Skilled Craft Total							5	4	8	4	196	217	11.85
Technicians	Female	1				54	55	3.00					
	Male	2	4	14	10	253	283	15.45					
Technicians Total							3	4	14	10	307	338	18.45
Grand Total							14	21	93	56	1647	1831	100%

Occupational Category	Sex	White	Hispanic	Black	AIAN	Asian	NHOPI	Total
Total Civilian Labor Force	Total	83.30%	5.20%	6.40%	0.50%	3.00%	0.10%	100%
Total Civilian Labor Force	Male	42.00%	3.30%	3.20%	0.20%	1.60%	0.10%	51.10%
Total Civilian Labor Force	Female	41.30%	1.90%	3.30%	0.30%	1.40%	0.10%	48.80%
Officials and Managers	Total	90.70%	1.90%	3.40%	0.30%	2.40%	0.10%	100%
Officials and Managers	Male	47.60%	1.10%	1.60%	0.10%	0.80%	0.10%	52.20%
Officials and Managers	Female	43.10%	0.80%	1.80%	0.20%	1.60%	0.00%	47.80%
Professional	Total	90.70%	1.30%	4.70%	0.20%	1.90%	0.10%	100%
Professional	Male	39.10%	0.30%	2.40%	0.00%	1.20%	0.10%	43.80%
Professional	Female	51.70%	1.00%	2.20%	0.20%	0.70%	0.00%	56.20%
Technicians	Total	84.40%	4.20%	5.00%	0.00%	4.20%	0.00%	100%
Technicians	Male	34.70%	0.50%	0.50%	0.00%	3.20%	0.00%	39.20%
Technicians	Female	49.60%	3.70%	4.50%	0.00%	1.10%	0.00%	60.50%
Protective Service: Sworn	Total	80.10%	6.30%	12.40%	0.00%	0.30%	0.30%	100%
Protective Service: Sworn	Male	57.30%	4.90%	8.60%	0.00%	0.30%	0.30%	71.40%
Protective Service: Sworn	Female	22.80%	1.40%	3.70%	0.00%	0.00%	0.00%	28.30%
Protective Service: Non-Sworn	Total	85.70%	5.70%	5.70%	0.00%	0.00%	0.00%	100%
Protective Service: Non-Sworn	Male	35.70%	0.00%	5.70%	0.00%	0.00%	0.00%	41.40%
Protective Service: Non-Sworn	Female	50.00%	5.70%	0.00%	0.00%	0.00%	0.00%	55.70%
Administrative Support	Total	86.00%	3.00%	6.70%	0.40%	2.20%	0.10%	100%
Administrative Support	Male	27.00%	1.10%	1.90%	0.10%	0.70%	0.00%	31.40%
Administrative Support	Female	59.10%	1.90%	4.80%	0.30%	1.50%	0.10%	68.60%
Skilled Craft	Total	86.40%	5.80%	4.10%	0.60%	1.50%	0.00%	100%
Skilled Craft	Male	81.40%	5.30%	3.50%	0.60%	1.40%	0.00%	93.80%
Skilled Craft	Female	5.00%	0.50%	0.60%	0.00%	0.10%	0.00%	6.20%
Service Maintenance	Total	72.80%	10.60%	8.80%	0.70%	5.00%	0.20%	100%
Service Maintenance	Male	42.80%	7.30%	5.10%	0.30%	2.90%	0.10%	59.70%
Service Maintenance	Female	30.00%	3.20%	3.70%	0.40%	2.10%	0.10%	40.30%
~Total~	Total	83.30%	5.20%	6.40%	0.50%	3.00%	0.10%	100%
~Total~	Male	42.00%	3.30%	3.20%	0.20%	1.60%	0.10%	51.10%
~Total~	Female	41.30%	1.90%	3.30%	0.30%	1.40%	0.10%	48.80%

**2006 Estimates
Des Moines- Labor Force Status by Gender and
Minority Group**

	Labor Force	%
Total Both Genders	107,600	100.0
White	92,400	85.4
Black	6,690	6.5
American Indian or Alaska Native	440	0.5
Asian	3,140	3.0
Native Hawaiian/Pacific Islander	110	0.1
Other Races	3,030	2.9
Multiple Race Categories Reported	1,800	1.7
Hispanic	5,390	5.2
Total Minority (Non-White or Hispanic)	20,600	19.8

CITY'S WORK FORCE - JUNE 2007

<u>RACE</u>	<u>NUMBER</u>	<u>PERCENT</u>
White Male	1,282	70.90
White Female	365	19.93
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TOTAL CITY	1,831	

FEMALE REPRESENTATION

CITY VS. TOTAL WORKFORCE

<u>JOB GROUP</u>	<u>ACTUAL CITY PERCENT</u>	<u>WORK FORCE PERCENT</u>
Skilled Craft	0.86	7.5
Protective Services	8.80	17.1
Service Maintenance	14.8	32.8
Office/Clerical	87.6	73.8
Para-Professionals	63.4	89.0
Technicians	14.4	41.6
Professional	30.6	55.3
Officials/Administration	23.0	41.6

As the table shows, the City has attained parity employment goals for white women in the job groups of Office/Clerical (91%) and Technician (98%). In all other job groups, the representation of white women is significantly lower than their representation in the Des Moines workforce. However, it is important to note that there was an increase in the representation of women in several job groups over the last fiscal year.

Parity employment goals have been achieved for African American women in the job groups of Officials/Administration (11%) and Office/Clerical (4%). For Hispanic women, parity employment goals in the Professional (1.51), Office/Clerical (2.79%) job groups have been obtained. The City has attained parity employment goals for Native American women in the Technician (1.81%), and Service Maintenance (2.63%) job groups. The City has attained parity for Asian women in the Office/Clerical job group (1.39). In all other job groups, the representation of Asian women is lower than their representation in the Des Moines area workforce.

For Asian males, the parity employment goals in the Protected Services (1.9%), Skilled Craft (1.86%), and Para-Professional (9.09%) job groups have been attained. For Hispanic males, parity employment goals in the Technician (3.53%), Service Maintenance (4.14%) and Protective Services (4.98%) job groups have been attained.

The City has attained parity employment goals for Native American males in the Skilled Craft (2.33%), Technician (1.81%), Protective Services (.47%), and Service Maintenance (.82%) job groups. Parity employment goals have been achieved for African American males in the job groups of Official/Administration (4.70%), Technician (4.94%), Protective Services (4.27%), Service Maintenance (7.46%), and Professional (4.63%).

MINORITIES BY JOB GROUP

Persons of color represent 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 184, or 10.04 percent. Persons of color are represented in the following job groups:

<u>JOB GROUP</u>	<u>NUMBER</u>
Skilled Craft	21
Protective Services	52
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Officials/Administrators	9
TOTAL	184

FY 2007 AFFIRMATIVE ACTION ANNUAL WORK PLAN

In accordance with the City's "Work Place Policy Handbook", the FY 2007 Affirmative Action Annual Work Plan identifies efforts to:

- 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.

CITY-WIDE WORK PLAN INITIATIVES

Initiative 1 - 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.

Initiative 2 - Training Goals

The Human Resources Department has revised the City of Des Moines Employee Work Place Policy Handbook. The Handbook was reviewed and approved by the Work Environment Committee and the City's Equal Opportunity Advisory Committee. The Handbook was received, filed and adopted by the City Council as of February 2006.

Currently training on the Employee Policy Handbook and Diversity Training is being offered to all City employees on a continual basis.

Responsibility: Human Resources Department

The training on the Employee Policy Handbook is being provided to employees during this fiscal year on an ongoing basis.

The training is offered on the departmental level. A shorter version of the training was developed for managers / supervisors and employees.

It will be necessary for employees to register in advance for sessions offered through the Human Resources City-Wide Training Program.

Diversity Training will be offered on an ongoing basis through out the year and made available upon request.

Initiative 3 - Outreach Recruitment

Implement an effective Outreach Recruitment Program to develop diverse applicant pools, which reflect the community's available workforce and incorporate various recruitment efforts to attract and keep excellent employees.

Target Date: On going.

Responsibility: Human Resources Department

Action Steps:

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.

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 has 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.

Continue to develop recruitment strategies specifically directed toward increasing the representation of Asians and women in City government. Currently, women represent 21.90 percent of the City's workforce and 48.80 percent of the area workforce, while Asians represent 1.14 percent of the City's workforce and 2.91 percent of the area workforce.

Participate in community outreach activities, attend community fairs and festivals, speak at community meetings, and market our recruiting plan on radio and TV talk shows.

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.

Conduct an on-going analysis of Civil Service Certified Lists and the final group of applicants for non-Civil Service positions to determine if diversity recruitment efforts are effective. Use this information to improve future efforts to reach and recruit members from protected groups.

Establish procedures to accomplish continuous testing and certification for certain non-Civil Service classifications where protected groups are under-represented and where continuous testing is practical and will facilitate recruitment of persons from such groups. These procedures will be very beneficial for the recruitment of individuals for the position of Police Cadet.

Work with Police and Fire personnel to develop recruitment strategies directed toward increasing the applicant pool for Police Officer and Firefighter positions.

Initiative 5- Web Recruitment

In today's shrinking employee pool, public sector organizations are discovering the effectiveness of recruiting on the web. In order to be competitive in the employment market, we need to increase our knowledge and use of the Internet as a recruiting tool, and will also need to evaluate our existing processes that are not well suited for the fast pace of the Internet.

Target Date: Since November 2004, and on going.

Responsibility: Department of Human Resources, with assistance from
Information Technology Department

Actions Steps:

Allow applicants to submit interest cards electronically for Police Officer, Police Cadet and Firefighter positions.

Look at a process for all applications to be done on line and provide a computer at City Hall where potential employees have access.

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