



Agenda Item:

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COUNCIL COMMUNICATION City Manager's Office

GENERAL INFORMATION

Agenda Date: 10/25/04
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Communication No.:

Agenda Item Type: Receive and File
No.:

Roll Call

Submitted by: Tom Turner, Human Resources Department Director

SUBJECT—

23rd Annual Equal Opportunity Status Report.

SYNOPSIS—

The 23rd 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—

Receive and File

BACKGROUND—

Over the last fiscal year, 33 full-time permanent employees were appointed to the City's workforce. Of this total, 15 (45.45%) were white males; 15 (45.45%) were white females; three (9.09%) were minority males and no minority females were appointed. Promotions were provided to 107 employees: 86 white males, 12 white females, and 9 minority males.

The following is the comparison of the City's workforce by gender and minority status between June 2003 and June 2004.

	June 2003		June 2004	
	Number	Percent	Number	Percent
White Male	1,353	70.39	1,296	70.81
White Female	378	19.66	352	19.23
African Am. Male	75	3.90	72	3.93
African Am. Female	31	1.61	26	1.42
Hispanic Male	47	2.44	47	2.56
Hispanic Female	8	0.41	8	0.43
Asian Male	16	0.83	16	0.87
Asian Female	3	0.15	3	0.16
Native Am. Male	9	0.46	8	0.43
Native Am. Female	2	0.10	2	0.10
Total Female	422	21.95	391	21.36
Total Persons of Color	191	9.93	182	9.94
Total City	1,922		1,830	

The Citywide Work Plan Initiatives are described in the report, and action steps are briefly outlined below:

- Develop the necessary steps to fully use the 2000 Census Workforce data for Affirmative Action Planning.
- 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 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.
- 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 informational session with Department Directors.

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