

**2010 AFFIRMATIVE ACTION PLAN
CITY COMMISSION PRESENTATION**

Each year the Office of Equal Opportunity prepares an Affirmative Action Plan (AAP) which follows the guidelines of the OFCCP. This plan includes:

1. **Workforce Analysis**—this is a snapshot of our organization that depicts our race & gender composition. It is a listing of each job title, ranked by pay from lowest to highest, within each department. This analysis can identify organizational levels where there exist concentrations of any race or gender of people or conversely, a lack of any race or gender.
2. **Job Group Analysis**—this is a method of combining job titles that have similarities in content, wage rates and opportunities to develop; and allows us to view a horizontal slice city-wide of our workforce among the 25 job groups established.
3. **Availability Analysis**—this is a statistical estimate of the current availability of minorities and women for each job group. We use a two-factor analysis when determining availability: A) the percentage of women and minorities with requisite skills in the reasonable recruitment area, and B) the percentage of women and minorities promotable and transferable within the organization.
4. **Utilization Analysis**—this analysis compares incumbency to availability. The representation of women and minorities in each job group is compared with those available to be employed. If underutilization is found to be statistically significant, a placement goal is established for each job group in which this occurs.
5. **Annual Placement Goals**—by Job Groups—for 2010

MINORITIES

1. Administrative Supervisors
2. Professional Engineers
3. Police Supervisors
4. Skilled Craft Supervisors
5. Engineering Technicians

FEMALES

1. Fire Supervisors
2. Executive Managers
3. Professional Engineers
4. Police Supervisors
5. Transit Operators
6. Skilled Craft Operators

Plan of Action for Fiscal Year 2010

1. Have moved a dedicated, full-time staff position into this role
2. Have made changes in our Post Hiring Analysis Reports making them easier for hiring managers to complete and providing more useful information which tells managers how they did in the most recent

recruitment process but more importantly it gives them suggestions for improving in their next process

3. Have continued to produce the Goals Met Report on a quarterly basis and communicate this to the City Commission to show our efforts at filling positions that have goals
4. Have updated and verified our recruiting resources on-line
5. Have become more accessible to hiring managers to assist with their AA needs and assisting in developing personalized recruitment strategies
6. Have reinstated AAP training on an annual basis
7. Have reinstated Managerial AA Workplans on an annual basis
8. Have begun working closely with HR to analyze current AA recruitment strategies to determine ways in which we can work together more efficiently and effectively
9. Have begun developing recruiting techniques that are both cost effective and we believe will reach our target audiences more effectively
10. The 2011 AAP will be produced in-house
11. Re-establish relationships with community organizations to boost City exposure in the recruitment area
12. Attend career fairs as job availability and budgetary limits allow, centering efforts on local and low-cost or free events