



Legislative and Organizational Policy Committee

Diversity Recruitment

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Diversity Recruiter

January 13, 2016



AA Goals and Strategic Initiatives

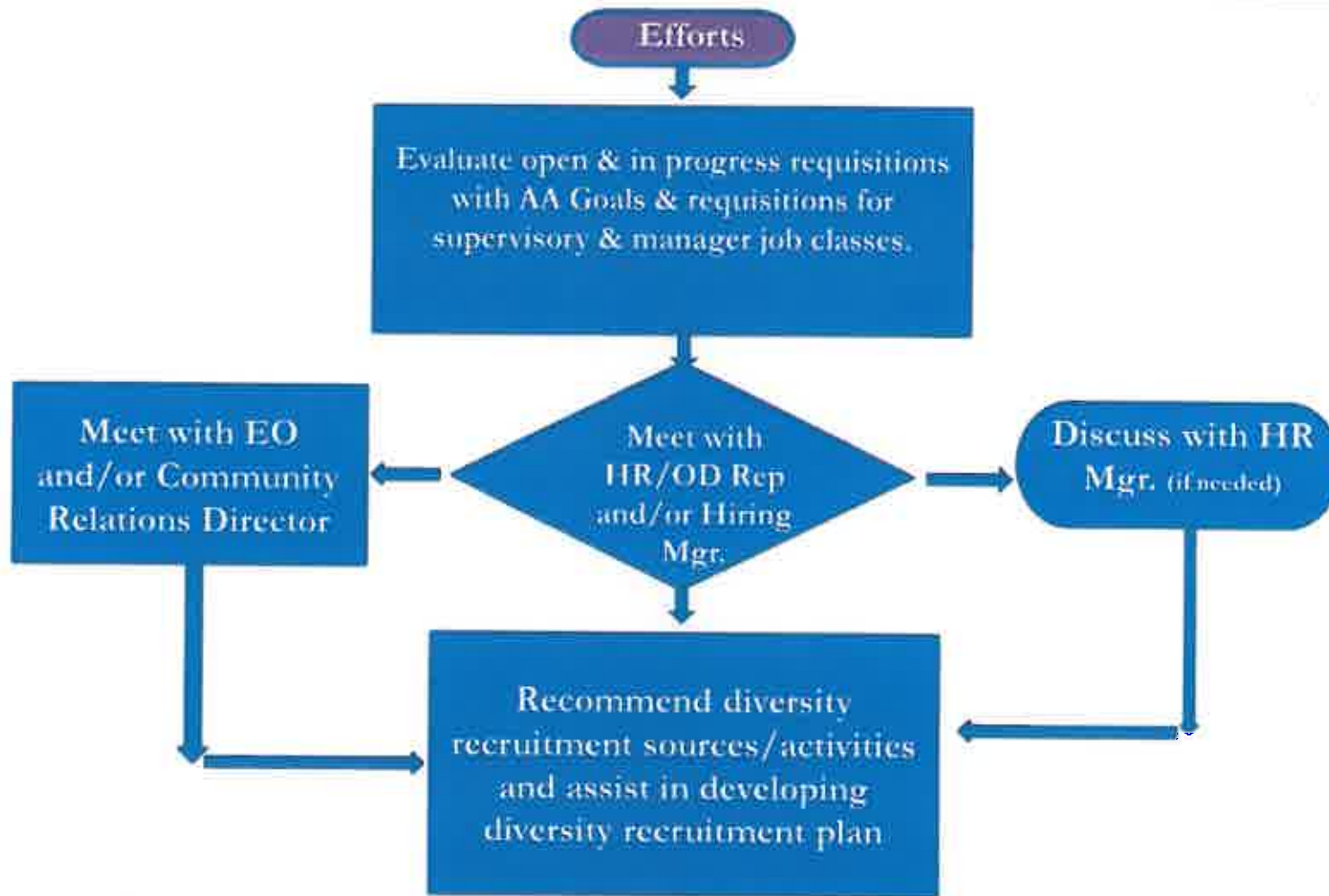
City of Gainesville FY 16
Strategic Human Potential Goal
to attract, retain, nurture
diverse and skilled workforce

- Affirmative Action Goals
- Strategic Initiative

Objectives for Gainesville
Regional Utilities (GRU):
Increase **diversity** in qualified
applicant pools and referrals
with affirmative action goals

- Minority referrals 10%
- Female referrals 10%
- Strategic Initiative

Weekly Diversity Recruitment Plans



Advertising Resources and Recruitment Events, Community Resources, Metrics

Advertising Resources* and Recruitment Events

*Florida Diversity Council,
*Society of Women
Engineers, *Hispanics in
Energy, *Navy Tri-Base Job
Fair, UF Job Fair, Citywide
Job Fair, Police Officer
Testing, GFR Promotion
Exercises, e.g.*

Community Resources

Florida Diversity Council,
Library Partnership, NCF
NAACP, NCF SHRM, NCF
CareerSource, FAMU,
Gainesville Housing
Authority, Gainesville Area
Chamber of Commerce,
Florida Coastal Chapter of
Blacks in Government,
Florida American Association
of Blacks In Energy, e.g.

Metrics

GRU Quarterly Metrics (#
of female and minority
applicants referred); In
process of developing GG
Metrics; Weekly Diversity
Recruitment Plan
Tracking, e.g.



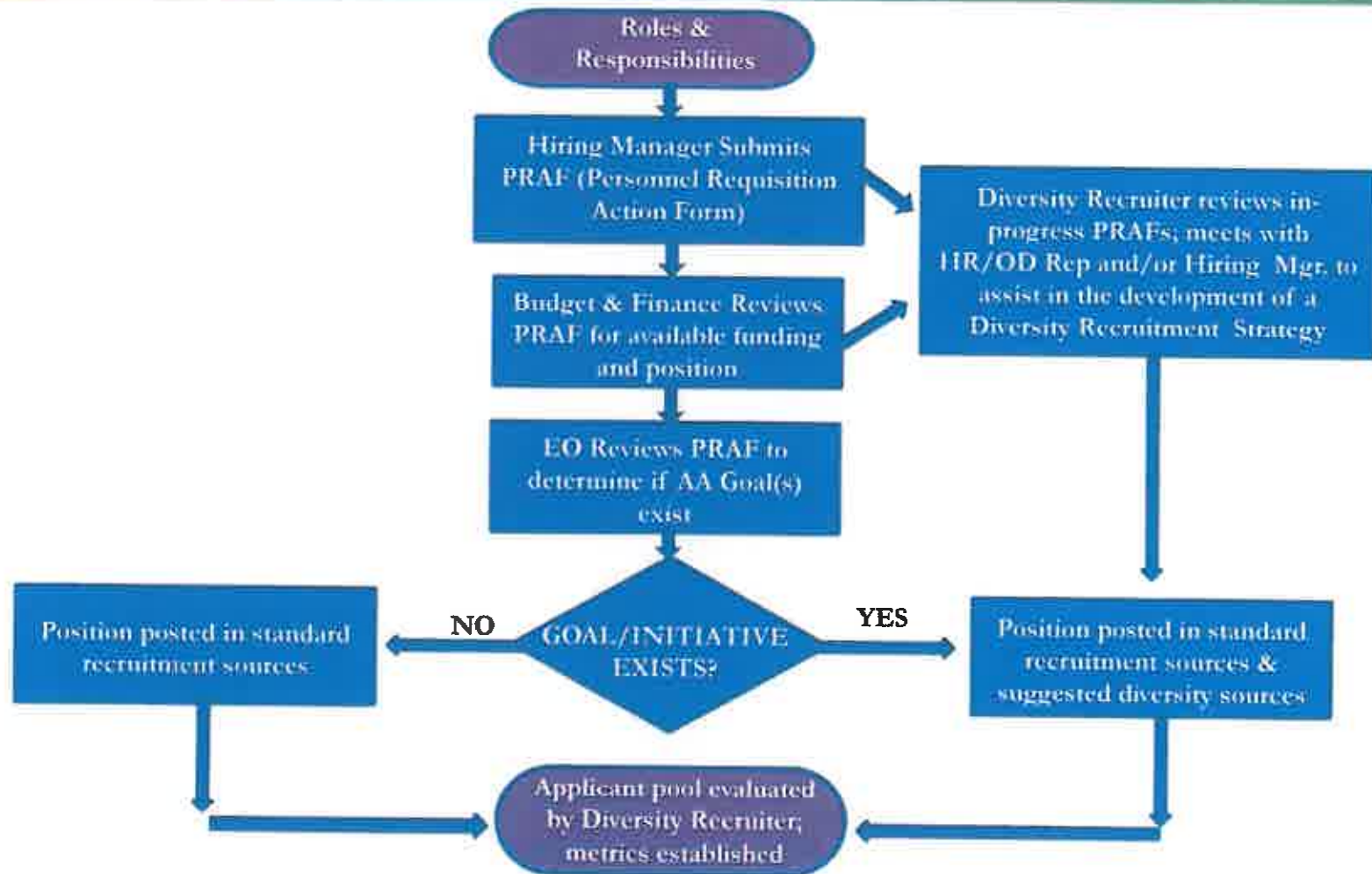
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RECRUITMENT

Roles and Responsibilities

January 13, 2016

Diversity Recruitment and Hiring Roles and Responsibilities



Diversity Recruitment and Hiring Roles and Responsibilities

Human Resource Policies

Policy E-1 Employment:

- **Role of HR/OD Department:** In order to provide consistent employment selection processes and to ensure compliance with all applicable federal, state, and local laws, regulations, policies and procedures, the Human Resources/Organizational Development Department is responsible for the oversight of all employment selection processes within the City of Gainesville.
- **Recruitment and Selection:** Generally, a competitive selection process will be administered to fill vacant positions. The Human Resources/Organizational Development Department will partner with the Hiring Department to administer the selection process.

City Ordinance

- 8-48 – Prohibition of discrimination in employment practices
- 8-49 - Exceptions

Diversity Recruitment and Hiring Roles and Responsibilities

EO Charter/Policies

Policy EO-1:

The City shall promote equal opportunity and diversity through nondiscriminatory practices by:

1. Recruiting, hiring, training, transferring and promoting persons in all job classifications without discrimination based upon race, color, religion, gender, national origin, sexual orientation, marital status, age, disability, or gender identity;
2. Ensuring that employment and promotion decisions are in accordance with equal employment laws, policies, and procedures; and,
3. Ensuring that all personnel actions, benefits, and programs are administered without discrimination.

In addition, the City will make every good faith effort to identify, recruit, and employ qualified applicants, including women and minorities. This policy does not imply that anyone can be employed who lacks the qualifications.

Policy EO-2:

Assist the Equal Opportunity Director and the Human Resources Department as requested in the development of a recruitment program or programs designed to meet the City's goals.

Assist the Equal Opportunity Director as requested in reviewing hires, transfers, demotions, out of class assignments of more than two (2) weeks, promotions, and terminations as deemed necessary for compliance with equal employment laws, policies, and procedures and assist as necessary to participate in the assessment and review of the city's recruitment, appointment, promotion, and other personnel practices as they pertain to all employees and applicants at all levels of City employment.

Assist the Equal Opportunity Director as requested in reviewing current and all proposed City employment policies, procedures, and job descriptions for compliance with equal opportunity laws, policies, procedures, and guidelines (at a minimum to include selection, recruitment testing, and applications).

Diversity Recruitment and Hiring Roles and Responsibilities

EO Charter/Policies

Policy EO-2 (continued):

Assist the Equal Opportunity Director as requested in providing appropriate reports for the purpose of reviewing the effectiveness of the City's Recruitment Plan and efforts and the Minority Business Enterprise Plan and efforts:

Ensure that all new and/or modified job descriptions and qualification requirements are reviewed by the Equal Opportunity Director prior to use or posting.

Ensure that the Equal Opportunity Director or designee shall receive for review current employment policies and procedures for equal opportunity compliance and shall ensure that all new and/or modified policies and procedures pertaining to employment are received for review by the Equal Opportunity Director or designee prior to approval, implementation or change.

Charter 3.08 Equal Opportunity Director:

- Shall monitor all hires, transfers, demotions, promotions, and terminations for compliance with equal opportunity laws, policies, procedures, guidelines, and related matters;
- Shall develop instruments to monitor adherence to diversity and equal opportunity laws, policies, procedures, guidelines, and related matters for city services, programs, activities, employment, and purchasing;
- Shall participate in the assessment and review of the city's employment practices, including recruitment, appointment, and promotion, as they pertain to all employees and applicants at all levels of city employment.