



Legislative and Organizational Policy Committee

## **Diversity Recruitment**

**Paul Forté, Jr.**  
**Diversity Recruiter**

**January 13, 2016**



## AA Goals and Strategic Initiatives

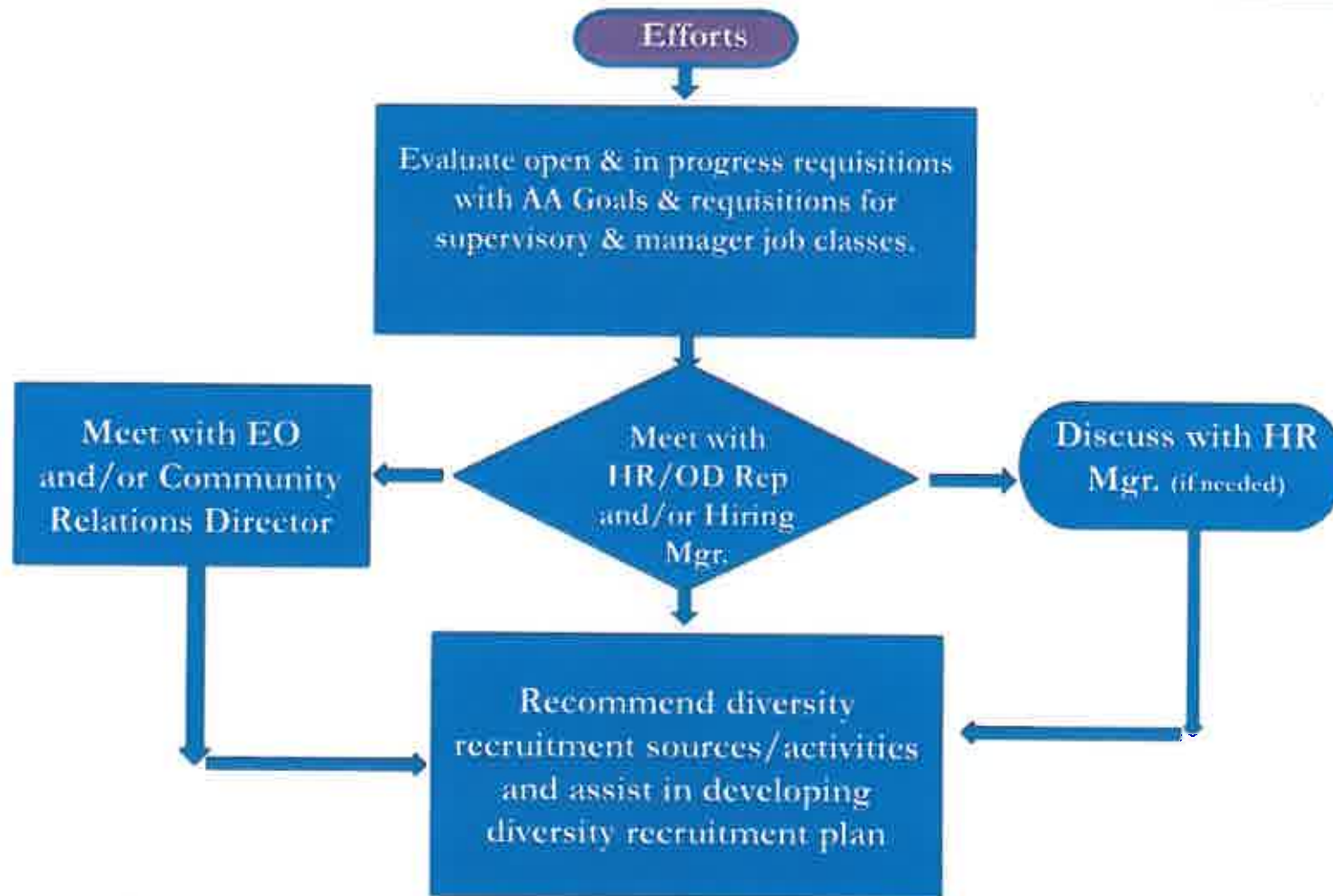
City of Gainesville FY 16  
 Strategic Human Potential Goal  
 to attract, retain, nurture  
**diverse** and skilled workforce

- 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.





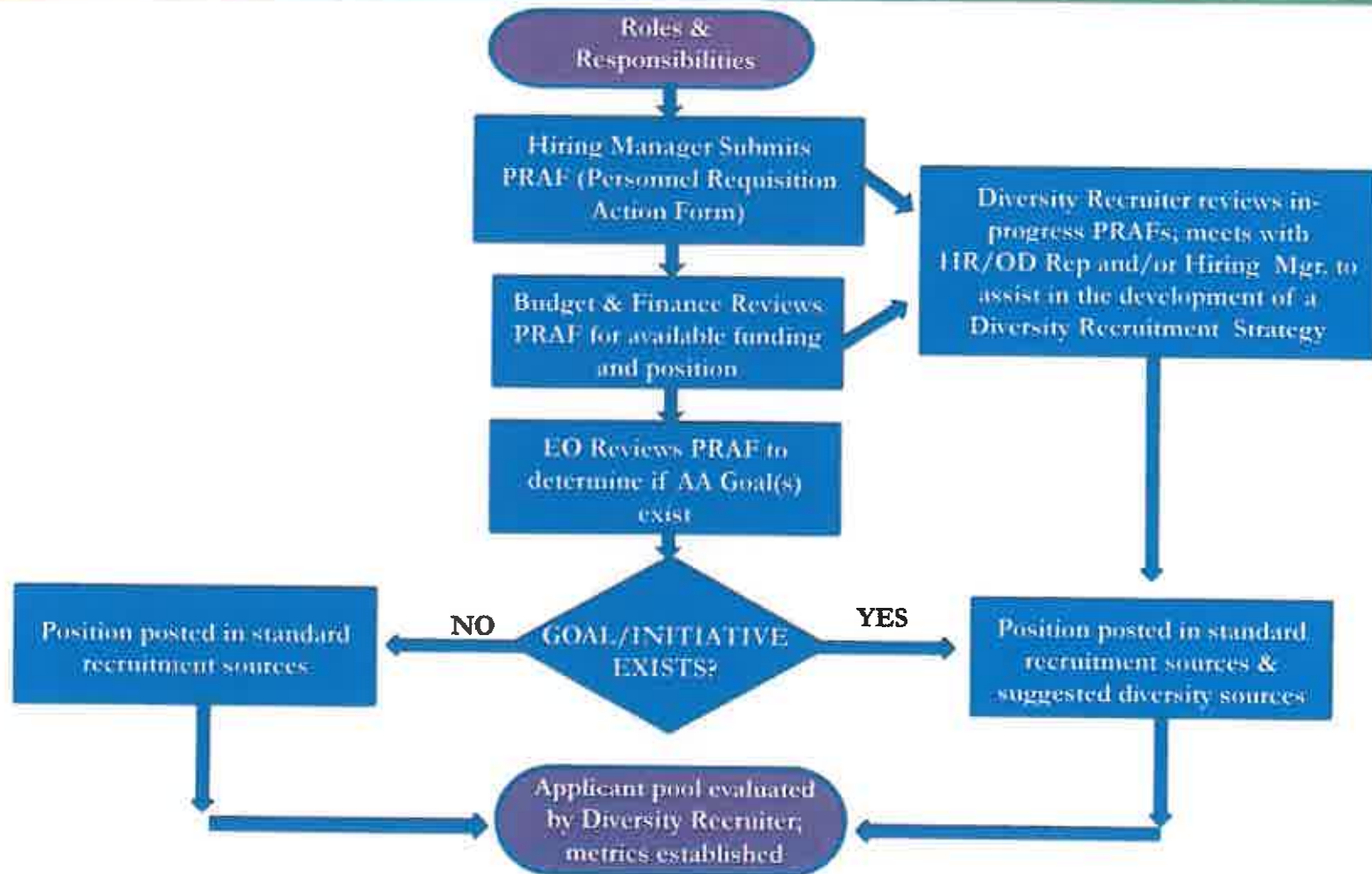
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# **RECRUITMENT**

## **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.