



**CITY OF AMES
AFFIRMATIVE ACTION
EXECUTIVE SUMMARY
July 1, 2005 – June 30, 2008**

The City of Ames is strongly committed to maintaining a work environment that is free from illegal discrimination. In addition, the City is also committed to working toward a work force that mirrors the gender and racial/ethnic characteristics of the qualified available population, and the diversity of the Ames community.

Each year, in accordance with the City of Ames Affirmative Action Policy and Plan, the Affirmative Action Officer prepares a report describing the City's progress toward attaining this goal. The information contained within this report summarizes the City of Ames workforce, as it existed during the three-year period between July 1, 2005 and June 30, 2008. This information is used to determine the changes that have occurred in the gender and racial/ethnic characteristics of the workforce.

The City of Ames benchmarks population data obtained from the Iowa Workforce Development Center through their annually published Iowa Affirmative Action Data Book. The numbers reported by Iowa Workforce Development for this summary were published in 2008 but reflect Iowa residents in the 2006 calendar year. The population data provided includes the Iowa State University student population.

GENDER REPRESENTATION

Females represented approximately 48% of the Story County population, and 50% of the statewide population.

The following data is based on the City of Ames female workforce.

- Full-time female employees averaged 25% from FY 05/06 to FY 07/08
- Full-time female new hires steadily increased from 10% in FY 05/06 to 31.2% in FY 07/08
- Total City female workforce has gradually decreased from 41.5% in FY 05/06 to 37.96% in FY 07/08

The number of female applications received by the City of Ames Human Resources Department has fluctuated over the past three years.

- FY 05/06 - received 574 female applications (31% of total)
- FY 06/07 - received 640 female applications (36% of total)
- FY 07/08 - received 471 female applications (31% of total)

MINORITY REPRESENTATION

Minorities represent 10% of the Story County population and 6% of the statewide population.

The following data is based on the City of Ames race/ethnic workforce.

- Full-time minorities increased from 1.47% in FY 05/06 to 1.68% in FY 07/08
- Total minorities increased from 0.93% in FY 05/06 to 1.96% in FY 07/08.

The number of minority applications received by the City of Ames Human Resources department has fluctuated over the past three years.

- FY 05/06 - received 125 minority applications (6.8% of total)
- FY 06/07 – received 134 minority applications (7.6% of total)
- FY 07/08 – received 107 minority applications (7% of total)

Minority individuals applied for a variety of full and part-time vacancies in FY 07/08 including but not limited to; transit driver, principal clerk, senior clerk, recreation coordinator, golf course manager, firefighter, energy procurement coordinator, police sergeant, human resources analyst, environmental engineer, GIS specialist, planner, police officer, payroll clerk, police dispatcher, computer operations tech, community-safety-officer, and lane worker.

Each recruitment selection process was unique and included different consideration factors such as a qualifications review, written, oral, and performance testing. Based on the applicant tracking data, 74.8% of the minority applicants did not meet the minimum qualifications required for consideration or did not achieve the minimum passing score to continue in the process. Great care is taken to ensure that selection procedures are job-related.

CONCLUSION

The City of Ames affirms its commitment to providing Equal Employment Opportunity for applicants by utilizing a variety of resources for diversity recruitment. Job postings are distributed to diverse sources such as Workforce Development, NAACP, Mid Iowa Community Action, local community colleges and churches, ISU minority student affairs office, and the Department of Human Services to ensure public knowledge of vacancies. Openings posted through the web based recruitment service, CareerBuilder, are linked to over 60 web sites targeting diverse populations such as minorities, women, veterans, and individuals with disabilities.

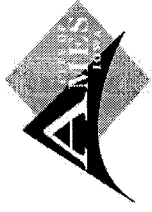
The City of Ames is exploring new initiatives to strengthen the minority recruiting efforts for FY 08/09. The Human Resources Department is attending the 2008 Economic Empowerment Conference, hosted by the NAACP, to network and recruit diverse candidates. The Fire Department's Deputy Fire Chief is attending the National Association of Hispanic Firefighters Conference to network and provide awareness of the employment opportunities within the City of Ames. Other recruitment sources targeting minorities and/or women with specific skills and experiences are used when appropriate and available.

The City of Ames Affirmative Action Policy and Plan will continue to provide guidance to City departments and employees with the duty to promote the City's values by defining and supporting diversity in the working and learning environments; by creating an environment that provides fair and equal opportunities for all employees and by maintaining compliance with federal/state laws and regulations. The City will continue to follow the guidelines presented in the policy with a goal of maintaining a work place that is free of any illegal discrimination and mirrors the qualified available population.

The City of Ames Affirmative Action Policy and Plan will provide complaint and investigation procedures that provide both applicants and current employees recourse for objective investigation for complaints of illegal discrimination.

FEDERAL EEO-4 JOB CATEGORIES

1. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, fire and police chiefs, and superintendents.
2. **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: human resource officers, systems analysts, and accountants.
3. **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: engineering technicians, inspectors, and police and fire sergeants.
4. **Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers and firefighters.
5. **Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Includes: library assistants, recreation coordinators, and administrative assistants.
6. **Administrative Support:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: principal clerks and senior clerks.
7. **Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics, plant operators, and equipment operators.
8. **Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: transit drivers, RRP process maintenance workers and maintenance workers.



WORK FORCE ANALYSIS
 Full Time Workforce Race/Ethnicity Summary by EEO Categories
 July 1, 2005 - June 30, 2008

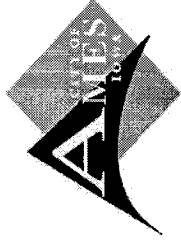
Job Categories	FY	Total Employees		Racial/Ethnic Minorities						Women Only			
		#	%	White	Asian / Pacific	American Indian/ Alaskan Native	Black or African American	Hispanic or Latino	#	%	#	%	
Administrators	07/08	40	97.50%							1	2.50%	10	25.00%
	06/07	42	97.62%							1	2.38%	11	26.19%
	05/06	37	97.30%							1	2.70%	9	24.32%
Professionals	07/08	67	98.51%				1	1.49%				23	34.33%
	06/07	59	98.31%				1	1.69%				19	32.20%
	05/06	56	98.21%				1	1.79%				17	30.36%
Technicians	07/08	46	100.00%									6	13.04%
	06/07	47	100.00%									8	17.02%
	05/06	47	100.00%									8	17.02%
Protective Service	07/08	75	94.67%		1	1.33%	1	1.33%		2	2.67%	6	8.00%
	06/07	76	97.37%		1	1.32%	1	1.32%		2	2.63%	6	7.89%
	05/06	74	94.59%		1	1.35%	1	1.35%		2	2.70%	5	6.76%
Paraprofessionals	07/08	27	100.00%									14	51.85%
	06/07	23	100.00%									13	56.52%
	05/06	24	100.00%									13	54.17%
Administrative Support	07/08	64	96.88%		1	1.56%	1	1.56%				56	87.50%
	06/07	65	98.46%		1	1.54%						58	89.23%
	05/06	68	98.53%		1	1.47%						60	88.24%
Skilled Craft Workers	07/08	84	98.81%							1	1.19%		
	06/07	86	100.00%										
	05/06	88	100.00%										
Service Maintenance	07/08	84	100.00%									8	9.52%
	06/07	80	98.75%							1	1.25%	7	8.75%
	05/06	81	98.77%							1	1.23%	7	8.64%
2007/2008 Total		487	98.15%	2	0.41%	3	0.62%	4	0.82%			123	25.26%
2006/2007 Total		478	98.74%	2	0.42%	2	0.42%	4	0.84%			122	25.52%
2005/2006 Total		475	98.32%	2	0.42%	1	0.21%	4	0.84%			119	25.05%



WORK FORCE ANALYSIS
 Other Than Full Time Workforce Race/Ethnicity Summary by EEO Categories
 July 1, 2005 - June 30, 2008

Job Categories	FY	Total Employees		Racial/Ethnic Minorities					Women Only		
		#	%	White	Asian / Pacific	American Indian/ Alaskan Native	Black or African American	Hispanic or Latino	#	%	
Administrators	07/08										
	06/07										
	05/06										
Professionals	07/08	5	100.00%							3	60.00%
	06/07	6	100.00%							5	83.33%
	05/06	8	100.00%							7	87.50%
Technicians	07/08	23	91.30%	1	4.35%	1	4.35%			8	34.78%
	06/07	23	91.30%	1	4.35%					7	30.43%
	05/06	18	94.44%	1	5.56%					7	38.89%
Protective Service	07/08										
	06/07										
	05/06										
Paraprofessionals	07/08	34	94.12%	32	94.12%	1	2.94%			16	47.06%
	06/07	30	93.33%	28	93.33%	1	3.33%			16	53.33%
	05/06	28	92.86%	26	92.86%	1	3.57%			15	53.57%
Administrative Support	07/08	37	100.00%							30	81.08%
	06/07	31	100.00%							23	74.19%
	05/06	26	100.00%							22	84.62%
Skilled Craft Workers	07/08	8	100.00%							7	87.50%
	06/07	4	100.00%							3	75.00%
	05/06	1	100.00%								
Service Maintenance	07/08	607	98.19%	596	98.19%	2	0.33%			278	45.80%
	06/07	619	99.19%	614	99.19%					304	49.11%
	05/06	621	99.52%	618	99.52%					323	52.01%
2007/2008 Total		714	97.90%	699	97.90%	3	0.42%	9	1.26%	342	47.90%
2006/2007 Total		713	98.74%	704	98.74%	1	0.14%	7	0.98%	358	50.21%
2005/2006 Total		702	99.15%	696	99.15%	1	0.14%	4	0.57%	374	53.28%

Table Comparison of City of Ames Employees to 2000 City of Ames Census and Iowa Affirmative Action Data Book 2008



Total Ames Population	2000 Census City of Ames	2006 Estimate ² Story County	2005/2006 All Employees	2006/2007 ³ All Employees	2007/2008 ³ All Employees
White	46,517	72,494	1177	1176	1201
Asian/Pacific Islander	4,103	4,980	1	3	5
American Indian/Alaskan Native	107	162	0	0	0
Black/African American	1,385	1,678	6	7	12
Hispanic/Latino	1,065	1,569	4	5	7
Total Racial/Ethnic	6,660	8,389	11	15	24
Total Women	25,469	38,710	493	480	465
Total Population	53,177	80,883	1188	1191	1225

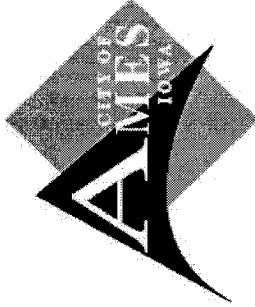
Percent of Ames Population	2000 Census ¹ City of Ames	2006 Estimate ² Story County	2005/2006 All Employees	2006/2007 ³ All Employees	2007/2008 ³ All Employees
White	87.48%	89.63%	99.07%	98.74%	98.04%
Asian/Pacific Islander	7.72%	6.16%	0.08%	0.25%	0.41%
American Indian/Alaskan Native	0.20%	0.20%	0.00%	0.00%	0.00%
Black/African American	2.60%	2.07%	0.51%	0.59%	0.98%
Hispanic/Latino	2.00%	1.94%	0.34%	0.42%	0.57%
Total Racial/Ethnic	12.52%	10.37%	0.93%	1.26%	1.96%
Total Women	47.89%	47.86%	41.50%	40.30%	37.96%

¹ <http://quickfacts.census.gov/qfd/states/19000.html>

² Iowa Affirmative Action Data Book 2008 (<http://www.fedstats.gov/qf/states/19/19169.html>)

³ Includes seasonal parks and recreation employees and temporary library employees

City of Ames Salary Analysis
Full Time Employees
July 1, 2005 - June 30, 2008



Salary Level	Racial/Ethnic Minorities							Women Only #
	White #	Asian / Pacific #	American Indian/ Alaskan Native #	Black or African American #	Hispanic or Latino #	American Native #	Hispanic or Latino #	
25,000 - 32,999 07/08	16							2
06/07	18							2
05/06	23							6
33,000 - 42,999 07/08	112	1		1				41
06/07	124	1						42
05/06	144	1						57
43,000 - 54,999 07/08	172			1	3			50
06/07	181	1		1	3			51
05/06	182	1		1	3			34
55,000 - 69,999 07/08	123	1						16
06/07	99			0				13
05/06	79			1				13
70,000 Plus 07/08	55			1	1			14
06/07	48			1	1			14
05/06	39			0	1			9
Total Full Time Employees 2008	487	2	0	3	4	0	4	123
2007	478	2	0	2	4	0	4	122
2006	475	2	0	2	4	0	4	119

City of Ames Turnover Analysis
Full Time Employees
July 1, 2005 - June 30, 2008

New Hires	05/06	06/07	07/08
	White	20	26
Asian/Pacific Islander	0	0	0
American Indian/Alaskan Native	0	0	0
Black/African American	0	0	1
Hispanic/Latino	0	0	0
Female	2	6	10
Separations	05/06	06/07	07/08
White	26	29	22
Asian/Pacific Islander	0	0	0
American Indian/Alaskan Native	0	0	0
Black/African American	0	0	0
Hispanic/Latino	0	0	0
Female	4	5	10