



**CITY OF AMES  
AFFIRMATIVE ACTION  
EXECUTIVE SUMMARY  
July 1, 2008 – June 30, 2009**

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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 fiscal year between July 1, 2008 and June 30, 2009. 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 estimated numbers reported by Iowa Workforce Development, in conjunction with Fedstats, has provided this summary reflecting both Story County and Iowa residents in the 2007 calendar year. The population data provided includes the Iowa State University student population.

## **GENDER REPRESENTATION**

Females represented approximately 48%<sup>1</sup> of the Story County population, 47%<sup>2</sup> of the Ames population, and 50%<sup>3</sup> of the statewide population.

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

- The number of full-time female employees slightly increased from 25.26% in FY 07/08 to 25.87% in FY 08/09.
- The number of full-time female new hires decreased from 31.25% in FY 07/08 to 20% in FY 08/09.
- The total City female workforce has increased from 38.2% in FY 07/08 to 40.3% in FY 08/09. (The total City workforce includes full-time and other than full-time employees.)

The number of female applications received by the City of Ames Human Resources Department has increased significantly from the previous fiscal year.

- FY 08/09 - received 733 female applications (34.41% of total)
- FY 07/08 - received 471 female applications (31.11% of total)

## **MINORITY REPRESENTATION**

Minorities represent 10%<sup>1</sup> of the Story County population, 12%<sup>2</sup> of the Ames population, and 6%<sup>3</sup> of the statewide population.

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

- The number of full-time minority employees increased from 1.84% in FY 07/08 to 2.26% in FY 08/09.
- The total City minority workforce increased from 1.97% in FY 07/08 to 2.44% in FY 08/09. (The total City workforce includes full-time and other than full-time employees.)

The number of minority applications received by the City of Ames Human Resources department has increased from the previous fiscal year.

- FY 08/09 – received 170 minority applications (7.98% of total)
- FY 07/08 – received 107 minority applications (7.07% of total)

Minority individuals applied for a variety of full and part-time vacancies in FY 08/09 including but not limited to: assistant city attorney, cable TV writer/producer, community safety officer, electric lineworker, electrical distribution superintendent, electrical engineer, electrical engineering assistant, firefighter, lane worker, maintenance worker, police officer, power plant engineer, principal clerk, procurement specialist II, animal control attendant, senior clerk, operations superintendent, recreation coordinator, risk & benefits manager, seasonal rental housing inspector, secretary I, streets operations supervisor, substation electrician, lead traffic signal technician, transit driver and utility customer services clerk.

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, 82.35% of the minority applicants either did not qualify or withdrew from the selection process. Great care is taken to ensure that selection procedures are job-related.

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<sup>1</sup> = Iowa Workforce Development 2007 Story County Estimate

<sup>2</sup> = 2000 Census

<sup>3</sup> = Iowa Workforce Development 2007 State of Iowa Estimate

## **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 Iowa 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 continues to explore new initiatives to strengthen the minority recruiting efforts for FY 09/10. The Fire Department has added a recruitment video, which emphasizes diversity, to their website to encourage diverse applicants to apply for firefighter positions. The Fire Department is also making changes to the firefighter testing process. These changes have the potential to increase the number of firefighter candidates available to compete in the performance exam and possibly increase the number of diverse candidates being certified. Other recruitment sources targeting minorities and/or women with specific skills and experiences are also used when appropriate and available.

The City of Ames recently began taking on-line applications through NEOGOV, a technology leader in on-demand workforce management for the public sector. This new technology will make it easier for applicants to apply for positions on-line. With the current state of the economy, we anticipate the numbers of applications to continue to increase in FY 09/10.

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, 2008 - June 30, 2009



| Job Categories         | FY    | Total Employees<br># | Racial/Ethnic Minorities<br><i>Men and Women</i> |               |                 |              |                                    |   |                              |              |                       |              | <i>Women Only</i><br># % |               |
|------------------------|-------|----------------------|--|---------------|-----------------|--------------|------------------------------------|---|------------------------------|--------------|-----------------------|--------------|--------------------------|---------------|
|                        |       |                      | White  |               | Asian / Pacific |              | American Indian/<br>Alaskan Native |   | Black or African<br>American |              | Hispanic or<br>Latino |              |                          |               |
|                        |       | #                    | #  | %             | #               | %            | #                                  | % | #                            | %            | #                     | %            | #                        | %             |
| Administrators         | 08/09 | 48                   | 47   | 97.92%        |                 |              |                                    |   |                              |              | 1                     | 2.08%        | 14                       | 29.17%        |
|                        | 07/08 | 40                   | 39   | 97.50%        |                 |              |                                    |   |                              |              | 1                     | 2.50%        | 10                       | 25.00%        |
| Professionals          | 08/09 | 71                   | 70   | 98.59%        |                 |              |                                    |   | 1                            | 1.41%        |                       |              | 22                       | 30.99%        |
|                        | 07/08 | 67                   | 66   | 98.51%        |                 |              |                                    |   | 1                            | 1.49%        |                       |              | 23                       | 34.33%        |
| Technicians            | 08/09 | 42                   | 41   | 97.62%        | 1               | 2.38%        |                                    |   |                              |              |                       |              | 9                        | 21.43%        |
|                        | 07/08 | 46                   | 46   | 100.00%       |                 |              |                                    |   |                              |              |                       |              | 6                        | 13.04%        |
| Protective Service     | 08/09 | 74                   | 70   | 94.59%        |                 |              |                                    |   | 2                            | 2.70%        | 2                     | 2.70%        | 6                        | 8.11%         |
|                        | 07/08 | 75                   | 71   | 94.67%        | 1               | 1.33%        |                                    |   | 1                            | 1.33%        | 2                     | 2.67%        | 6                        | 8.00%         |
| Paraprofessionals      | 08/09 | 23                   | 23   | 100.00%       |                 |              |                                    |   |                              |              |                       |              | 12                       | 52.17%        |
|                        | 07/08 | 27                   | 27   | 100.00%       |                 |              |                                    |   |                              |              |                       |              | 14                       | 51.85%        |
| Administrative Support | 08/09 | 64                   | 62   | 96.88%        | 1               | 1.56%        |                                    |   | 1                            | 1.56%        |                       |              | 56                       | 87.50%        |
|                        | 07/08 | 64                   | 62   | 96.88%        | 1               | 1.56%        |                                    |   | 1                            | 1.56%        |                       |              | 56                       | 87.50%        |
| Skilled Craft Workers  | 08/09 | 82                   | 80   | 97.56%        |                 |              |                                    |   | 1                            | 1.22%        | 1                     | 1.22%        |                          |               |
|                        | 07/08 | 84                   | 83   | 98.81%        |                 |              |                                    |   |                              |              | 1                     | 1.19%        |                          |               |
| Service Maintenance    | 08/09 | 83                   | 83   | 100.00%       |                 |              |                                    |   |                              |              |                       |              | 7                        | 8.43%         |
|                        | 07/08 | 84                   | 84   | 100.00%       |                 |              |                                    |   |                              |              |                       |              | 8                        | 9.52%         |
| <b>2008/2009 Total</b> |       | <b>487</b>           | <b>476</b>                                       | <b>97.74%</b> | <b>2</b>        | <b>0.41%</b> |                                    |   | <b>5</b>                     | <b>1.03%</b> | <b>4</b>              | <b>0.82%</b> | <b>126</b>               | <b>25.87%</b> |
| 2007/2008 Total        |       | 487                  | 478  | 98.15%        | 2               | 0.41%        |                                    |   | 3                            | 0.62%        | 4                     | 0.82%        | 123                      | 25.26%        |