



**CITY OF AMES  
AFFIRMATIVE ACTION  
EXECUTIVE SUMMARY  
July 1, 2009 – June 30, 2010**

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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, 2009 and June 30, 2010. 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 U.S. Census Bureau. The data provided reflects Story County and Iowa residents in the 2009 calendar year. The city of Ames and Story County population data 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>1</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 decreased from 25.87% in FY 08/09 to 25.72% in FY 09/10.
- The number of full-time female new hires decreased from 21.43% in FY 08/09 to 18.18% in FY 09/10.
- The total City female workforce has slightly decreased from 40.39% in FY 08/09 to 40.15% in FY 09/10. (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 decreased significantly from the previous fiscal year.

- FY 09/10 – received 421 female applications (17.82% of total)
- FY 08/09 - received 733 female applications (34.41% of total)

## **MINORITY REPRESENTATION**

Minorities represent 11%<sup>1</sup> of the Story County population, 12%<sup>2</sup> of the Ames population, and 7%<sup>3</sup> of the statewide population.

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

- The number of full-time minority employees slightly decreased from 2.26% in FY 08/09 to 2.06% in FY 09/10.
- The number of full-time minority new hires significantly decreased from 7.14% in FY 08/09 to 0% in FY 09/10.
- The total City minority workforce slightly increased from 2.28% in FY 08/09 to 2.46% in FY 09/10. (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 significantly from the previous fiscal year.

- FY 09/10 – received 327 minority applications (13.84% of total)
- FY 08/09 – received 170 minority applications (7.98% of total)

Minority individuals applied for a variety of full and part-time vacancies in FY 09/10 including but not limited to: transportation planner, transit driver, lane worker, public safety dispatcher, human resources officer, community safety officer, police officer, animal control officer, electric lineworker, power plant engineer, process maintenance worker, assistant engineer-electric services, fleet support manager, electrician, custodian, public works operations manager, electrical engineering assistant, and streets operations supervisor.

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, 81.65% of the minority applicants ended the selection process in one of the following categories: failed oral board or structured interview, failed performance exam, failed written exam, did not show for the performance or written exam, 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> = U.S. Census Bureau 2009 Story County & State Estimates

<sup>2</sup> = 2000 Census

## **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 began accepting on-line applications through NEOGOV, a technology leader in on-demand workforce management for the public sector, in November 2009. This new technology has made it easier for applicants to apply for positions on-line. We've seen an increase in both the total number of applications as well as minority applications for each position posted and expect this number to continue to increase in FY 10/11.

The City of Ames continues to explore new initiatives to strengthen the minority recruiting efforts for FY 09/10. The Police Department provided several Iowa colleges with informational emails that included the "Faces of APD," which featured minority employees who work as Police Officers. To potentially increase the number of female applicants, the Police Department provided recruitment materials to both the Women's Center and the University Committee on Women at Iowa State University. 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, 2009 - June 30, 2010



Job Categories	FY	Racial/Ethnic Minorities Men and Women										Women Only		
		Total Employees	White		Asian / Pacific		American Indian/ Alaskan Native		Black or African American		Hispanic or Latino			
		#	#	%	#	%	#	%	#	%	#	%	#	%
Administrators	09/10	43	42	97.67%							1	2.33%	12	27.91%
	08/09	48	47	97.92%							1	2.08%	14	29.17%
Professionals	09/10	69	68	98.55%					1	1.45%			22	31.88%
	08/09	71	70	98.59%					1	1.41%			22	30.99%
Technicians	09/10	45	44	97.78%	1	2.22%							8	17.78%
	08/09	42	41	97.62%	1	2.38%							9	21.43%
Protective Service	09/10	76	72	94.74%					2	2.63%	2	2.63%	6	7.89%
	08/09	74	70	94.59%					2	2.70%	2	2.70%	6	8.11%
Paraprofessionals	09/10	25	25	100.00%									13	52.00%
	08/09	23	23	100.00%									12	52.17%
Administrative Support	09/10	64	63	98.44%	1	1.56%							56	87.50%
	08/09	64	62	96.88%	1	1.56%			1	1.56%			56	87.50%
Skilled Craft Workers	09/10	82	80	97.56%					1	1.22%	1	1.22%		
	08/09	82	80	97.56%					1	1.22%	1	1.22%		
Service Maintenance	09/10	82	82	100.00%									8	9.76%
	08/09	83	83	100.00%									7	8.43%
2009/2010 Total		486	476	97.94%	2	0.41%			4	0.82%	4	0.82%	125	25.72%
2008/2009 Total		487	476	97.74%	2	0.41%			5	1.03%	4	0.82%	126	25.87%