



**CITY OF AMES
AFFIRMATIVE ACTION
EXECUTIVE SUMMARY
July 1, 2010 – June 30, 2011**

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, 2010 and June 30, 2011. 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 2010 calendar year. The city of Ames and Story County population data includes the Iowa State University student population.

GENDER REPRESENTATION

Females represented approximately 48%¹ of the Story County population, 47%¹ of the Ames population, and 50%¹ 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 25.72% in FY 09/10 to 26.53% in FY 10/11.
- The number of full-time female new hires increased significantly from 18.18% in FY 09/10 to 26.9% in FY 10/11.
- The total City female workforce has increased slightly from 40.15% in FY 09/10 to 40.25% in FY 10/11. (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 10/11 – received 637 female applications (19.63% of total)
- FY 09/10 - received 421 female applications (17.82% of total)

MINORITY REPRESENTATION

Minorities represent approximately 13%¹ of the Story County population, 18%¹ of the Ames population, and 11.9%¹ of the statewide population.

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

- The number of full-time minority employees remained unchanged at 2.06% in FY 10/11.
- The number of full-time minority new hires remained unchanged from 0% in FY 09/10 to FY 10/11.
- The total City minority workforce slightly increased from 2.46% in FY 09/10 to 2.74% in FY 10/11. (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 10/11 – received 436 minority applications (26.88% of total)
- FY 09/10 – received 327 minority applications (13.84% of total)

Minority individuals applied for a variety of full and part-time vacancies in FY 10/11 including but not limited to: transit driver, lane worker, community safety officer, human resources analyst, police officer, housing inspector, neighborhoods inspector, water plant supervisor, meter reader, construction supervisor, civil engineer, principal clerk, risk manager, and assistant city manager.

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, 76.5% 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.

¹ = 2010 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.

The City of Ames continues to explore new initiatives to strengthen the minority recruiting efforts for FY 10/11. The Fire Department continues to utilize a recruiting video that resides on their website which features firefighters representing various ethnic and racial backgrounds as well as women. 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.

New initiatives for FY 11/12 include:

- A booth at the FACES of Ames event held on September 24, 2011 celebrating the diversity of our community, where members of the Human Resources, Police and Fire staff talked to attendees about career opportunities at the City of Ames. A brochure was developed with the assistance of the Public Relations intern discussing the application process at the City. In addition, magnets were handed out that advertised "Smart Jobs" and the City of Ames website for accessing job postings.
- The Ames Fire Department has changed the order of their new hire process and will no longer base their eligibility list on the written examinations. This change allows everyone that passes written test the opportunity to sign up for the physical agility portion of the recruiting process no longer restricting the process to the top 40 candidates.
- The HR Department has contacted the Des Moines Area Community College, North Iowa Area Community College and Hawkeye Community College and will be participating in the upcoming career fairs on these respective campuses.

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, 2010 - June 30, 2011



Job Categories	FY	Total Employees #	Racial/Ethnic Minorities <i>Men and Women</i>										Women Only	
			White # %	Asian / Pacific # %	American Indian/ Alaskan Native # %	Black or African American # %	Hispanic or Latino # %	#	%					
Administrators	10/11	46	45	97.83%						1	2.17%	11	23.91%	
	09/10	43	42	97.67%						1	2.33%	12	27.91%	
Professionals	10/11	69	68	98.55%				1	1.45%			23	33.33%	
	09/10	69	68	98.55%				1	1.45%			22	31.88%	
Technicians	10/11	43	42	97.67%	1	2.33%						9	20.93%	
	09/10	45	44	97.78%	1	2.22%						8	17.78%	
Protective Service	10/11	78	74	94.87%				2	2.56%	2	2.56%	7	8.97%	
	09/10	76	72	94.47%				2	2.63%	2	2.63%	6	7.89%	
Paraprofessionals	10/11	24	24	100.00%								13	54.17%	
	09/10	25	25	100.00%								13	52.00%	
Administrative Support	10/11	65	64	98.46%	1	1.54%						58	89.23%	
	09/10	64	63	98.44%	1	1.56%						56	87.50%	
Skilled Craft Workers	10/11	84	82	97.62%				1	1.19%	1	1.19%	0	0.00%	
	09/10	82	80	97.56%				1	1.22%	1	1.22%	0	0.00%	
Service Maintenance	10/11	81	81	100.00%								9	11.11%	
	09/10	82	82	100.00%								8	9.76%	
2010/2011 Total		490	481	98.16%	2	0.41%			4	0.82%	4	0.82%	130	26.53%
2009/2010 Total		486	476	97.94%	2	0.41%			4	0.82%	4	0.82%	125	25.72%

WORK FORCE ANALYSIS

Other Than Full Time Workforce Race/Ethnicity Summary by EEO Categories

July 1, 2010 - June 30, 2011



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	10/11																
	09/10																
Professionals	10/11	4	4	100.00%										3	75.00%		
	09/10	4	4	100.00%										3	75.00%		
Technicians	10/11	14	13	92.86%	1	7.14%								4	28.57%		
	09/10	21	19	90.48%	1	4.76%			1	4.76%				7	33.33%		
Protective Service	10/11																
	09/10	1	1	100.00%										1	100.00%		
Paraprofessionals	10/11	29	26	89.66%					2	6.90%	1	3.45%		18	62.07%		
	09/10	27	25	92.59%					1	3.70%	1	3.70%		17	62.96%		
Administrative Support	10/11	67	67	100.00%	0						0			46	68.66%		
	09/10	58	56	96.55%	1	1.72%					1	1.72%		42	72.41%		
Skilled Craft Workers	10/11	1	1	100.00%										1	100.00%		
	09/10	8	8	100.00%										6	75.00%		
Service Maintenance	10/11	671	650	96.87%	7	1.04%			9	1.34%	5	0.75%		312	46.50%		
	09/10	614	600	97.72%	5	0.81%			6	0.98%	3	0.49%		289	47.07%		
2010/20110 Total		786	761	96.82%	8	1.02%			11	1.40%	6	0.76%		384	48.85%		
2009/2010 Total		732	712	97.27%	7	0.96%			8	1.09%	5	0.68%		364	49.73%		

Table Comparison of City of Ames Employees to 2010 City of Ames Census and 2010 Story County Census

	2010 Census ¹ City of Ames	2000 Census ¹ City of Ames	2010 Census ¹ Story County	2009 Estimate ² Story County	2009/2010 ³ All Employees	2010/2011 ³ All Employees
Total Ames Population						
White	48,456	46,517	77,596	77,415	1,188	1,242
Asian/Pacific Islander	5,192	4,103	5,372	4,813	9	10
American Indian/Alaskan Native	103	107	179	157	0	0
Black/African American	1,993	1,385	2,238	1,989	12	15
Hispanic/Latino	2,027	1,065	2,686	1,954	9	10
Two or more races	1,194	Not reported	1,522	886	Not reported	Not reported
Total Racial/Ethnic	10,509	6,660	11,997	9,799	30	35
Total Women	27,718	25,469	43,184	42,647	489	514
Total Population	58,965	53,177	89,593	87,214	1,218	1,277

	2010 Census ¹ City of Ames	2000 Census ¹ City of Ames	2010 Census ² Story County	2009 Estimate ² Story County	2009/2010 ³ All Employees	2010/2011 ³ All Employees
Percent of Ames Population						
White	82.18%	87.48%	88.60%	88.76%	97.54%	97.26%
Asian/Pacific Islander	8.81%	7.72%	6.00%	5.52%	0.74%	0.78%
American Indian/Alaskan Native	0.17%	0.20%	0.20%	0.18%	0.00%	0.00%
Black/African American	3.38%	2.60%	2.50%	2.28%	0.99%	1.17%
Hispanic/Latino	3.44%	2.00%	3.00%	2.24%	0.74%	0.78%
Two or more races	2.02%	Not reported	1.70%	1.02%	Not reported	Not reported
Total Racial/Ethnic	17.82%	12.52%	13.39%	11.24%	2.46%	2.74%
Total Women	47.01%	47.89%	48.20%	48.90%	40.15%	40.25%

¹ <http://quickfacts.census.gov>

² <http://factfinder.census.gov>

³ Includes seasonal parks and recreation employees and temporary library employees.



City of Ames Salary Analysis
 Full Time Employees
 July 1, 2010 - June 30, 2011



Racial/Ethnic Minorities							
July 1, 2010 - June 30, 2011		American					Women Only
		White	Asian / Pacific	Indian/ Alaskan Native	Black or African American	Hispanic or Latino	
Salary Level		#	#	#	#	#	#
25,000 - 32,999	10/11	2					1
	09/10	3					2
33,000 - 42,999	10/11	32					15
	09/10	97	0		0		21
43,000 - 54,999	10/11	177	1		1		61
	09/10	120	1		1		56
55,000 - 69,999	10/11	183	1		2	3	31
	09/10	171	1		2	3	25
70,000 Plus	10/11	96			1	1	22
	09/10	85			1	1	21
Total Full Time Employees 10/11		490	2		4	4	130
	09/10	486	476	2	0	4	4

City of Ames Turnover Analysis
 Full Time Employees
 July 1, 2010 - June 30, 2011

New Hires	07/08	08/09	09/10	10/11
White	31	28	22	26
Asian/Pacific Islander	0	0	0	0
American Indian/Alaskan Native	0	0	0	0
Black/African American	1	2	0	0
Hispanic/Latino	0	0	0	0
Female	10	6	4	7
Separations	07/08	08/09	09/10	10/11
White	22	35	22	24
Asian/Pacific Islander	0	0	0	0
American Indian/Alaskan Native	0	0	0	0
Black/African American	0	1	0	0
Hispanic/Latino	0	0	0	0
Female	10	6	5	3