



CITY OF AMES AFFIRMATIVE ACTION EXECUTIVE SUMMARY July 1, 2011 – June 30, 2012

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, 2011 and June 30, 2012. 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 also reflects the estimated number of residents by gender and race in Story County and Iowa during the 2011 calendar year. The city of Ames and Story County population data includes the Iowa State University student population.

INTRODUCTION

In order to lend some perspective to the 2011/2012 statistics, we must recognize that the 2010/2011 recruiting year was unusual. During 2010/2011 not only were there more vacancies but also the positions being filled were more professional/managerial in nature (43% of total vacancies in 2010/2011 versus 22% in 11/12). The category of vacancy tends to attract a specific applicant pool. The professional and managerial job seeker is more apt to apply for jobs out of state thus increasing the probability of receiving minority applicants. Applicants interested in traditional hourly vacancies tend to apply for positions locally. The demographics in Ames and the State of Iowa have a small minority population. We would expect to see fewer minority applicants when the vacancies the City is filling are not professional or managerial in nature. This theory also holds true for female applicants who tend to apply in larger numbers for hourly and part time (usually clerical) openings as a percentage of total applications received. Fiscal year 2011/2012 revealed that 58% of the vacancies filled were either part time, temporary, or hourly in nature.

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 decreased from 26.53% in FY 10/11 to 25.71% in FY 11/12.
- The number of full-time female new hires remained fairly flat from 26.9% in FY 10/11 to 26.3% in FY 11/12.
- The total City female workforce has increased from 40.25% in FY 10/11 to 42.01% in FY 11/12. (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 from the previous fiscal year but increased in the percentage of total applications received.

- FY 11/12 – received 554 female applications (25.05% of total)
- FY10/11 - received 637 female applications (19.63% of total)

MINORITY REPRESENTATION

Minorities represent approximately 14%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% in FY 11/12.
- The number of full-time minority new hires remained unchanged at 0% in FY 11/12
- The total City minority workforce increased from 2.74% in FY 10/11 to 3.45% in FY 11/12. (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 decreased from the previous fiscal year.

- FY 11/12 – received 253 minority applications (11.44% of total)
- FY 10/11 – received 436 minority applications (26.88% of total)

Minority individuals applied for a variety of full and part-time vacancies in FY 11/12 including but not limited to: transit driver, lane worker, community safety officer, management analyst,

¹ = 2010 Census

firefighter, principal clerk, assistant city manager, water plant operator, fire chief, planner, power plant engineer, electric lineworker, instrument control technician and building & zoning inspector.

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, 65.21% (down from 75% during FY 10/11) 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 (see below). Great care is taken to ensure that selection procedures are job-related.

Not qualified	108
Did not Schedule Written Exam	
No Show for Written Exam	17
Written Exam	15
Withdrew from Exam process	8
Oral Board	7
Training & Experience	5
Incomplete Applications	3
Minimum Qualifications	2
Phone Interview	2

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 continued to accept on-line applications through NEOGOV, a technology leader in on-demand workforce management for the public sector which makes it easier for applicants to apply for positions on-line. The total number of vacancies is down for FY 11/12 compared to FY 10/11 therefore decreasing the total number of applications received.

The City of Ames continues to explore new initiatives to strengthen the minority recruiting efforts for FY 11/12. For example: the Fire Department implemented a change in the order of their new hire process in 2012 and no longer bases their eligibility list for Civil Service on the outcome of the written examination. Written test invitations were extended to 11 minority candidates, four of whom participated. The remaining seven applicants either withdrew from the testing process or failed to schedule themselves for the exam. One minority candidate was interviewed and placed on the Civil Service eligibility list. This is in comparison to 14 minority candidates invited to take

the written exam in 2009 of which 7 passed but were not in the top 40 scores to be certified by Civil Service which disqualified them from the interview process.

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 continues to provide 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. Human Resources, along with other department employees, staffed tables at the FACES of Ames event held on September 24, 2011. The interaction with visitors to the event provided exposure to the various types of careers available at the City. Other recruitment sources targeting minorities and/or women with specific skills and experiences are used when appropriate and available.

Initiatives for FY 12/13 include:

- Human Resources staff will continue to have a presence at the FACES of Ames event held in September celebrating the diversity of our community, where members of Human Resources and staff from other departments talk to attendees about career opportunities at the City of Ames.
- Doug Garnett and Vanessa Latimer-Baker attended the NAACP Job Fair on August 9, 2012 which was sponsored by Wellmark.
- Contact will be made to the nearby school districts to discuss the possibility of attending career fairs and to invite middle school and high school students to job shadow City of Ames employees in order to encourage interest in career opportunities at the City.

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.

Table Comparison of City of Ames Employees to 2010 City of Ames Census and Estimated 2011 Story County Residents

Total Ames Population	2010 Census ¹ City of Ames	2000 Census ¹ City of Ames	2011 Estimate ¹ Story County	2010/2011 ³ All Employees	2011/2012 All Employees
White	48,456	46,517	79,979	1,242	1,232
Asian/Pacific Islander	5,192	4,103	5,559	10	14
American Indian/Alaskan Native	103	107	179	0	0
Black/African American	1,993	1,385	2,511	15	17
Hispanic/Latino ⁴	2,027	1,065	2,780	10	13
Two or more races	1,194	Not reported	1,345	Not reported	Not reported
Total Racial/Ethnic	10,509	6,660	12,373	35	44
Total Women	27,718	25,469	43,218	514	536
Total Population	58,965	53,177	89,663	1,277	1,276

Percent of Ames Population	2010 Census ¹ City of Ames	2000 Census ¹ City of Ames	2011 Estimate ² Story County	2010/2011 ³ All Employees	2011/2012 ³ All Employees
White	82.18%	87.48%	89.20%	97.26%	96.55%
Asian/Pacific Islander	8.81%	7.72%	6.20%	0.78%	1.10%
American Indian/Alaskan Native	0.17%	0.20%	0.20%	0.00%	0.00%
Black/African American	3.38%	2.60%	2.80%	1.17%	1.33%
Hispanic/Latino ⁴	3.44%	2.00%	3.10%	0.78%	1.02%
Two or more races	2.02%	Not reported	1.50%	Not reported	Not reported
Total Racial/Ethnic	17.82%	12.52%	13.80%	2.74%	3.45%
Total Women	47.01%	47.89%	48.20%	40.25%	42.01%

¹ <http://quickfacts.census.gov>

² <http://factfinder.census.gov>

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

⁴ Hispanic may be of any race so also included in applicable race category

