



CITY OF FORT DODGE

## AFFIRMATIVE ACTION POLICY & PLAN

The Equal Employment Opportunity Statement contained in the *City of Fort Dodge Employee Handbook* and the *Affirmative Action Policy & Plan* are designed to work in tandem and are the enabling documents that identify the policies, programs and strategies that ensure equal access by all persons to the programs conducted by the City of Fort Dodge

**Purpose:** In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City of Fort Dodge will be based on merit, qualifications and abilities. The City of Fort Dodge does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, veteran status, marital status, disability, sexual orientation, gender identity or any other characteristic protected by law. It is our intention to hire and promote the best qualified candidates measured against the requirements of the job. It is also the intention of the City of Fort Dodge to comply with equal opportunity laws and provisions and to establish an Affirmative Action Plan to accomplish the goals of hiring and promoting to address “areas of concern”.

**Affirmative Action Plan:** The City of Fort Dodge will take positive results-oriented approaches to ensure that its employment practices provide an equality of opportunity that is reflective of our community through the implementation of an Affirmative Action (AA) Plan based upon applicable federal and state law. The Human Resources/Equal Opportunity Specialist will update the Plan annually following the completion of the EEO-4 report and present such to the City Council for approval.

## CITY OF FORT DODGE EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION STATEMENT

It is the policy of the City of Fort Dodge to provide equal employment opportunities to all persons regardless of race, color, religion, gender, national origin, age, veteran status, marital status, disability, sexual orientation, gender identity or any other characteristic that deprives the person consideration as an individual, except as may otherwise be required by law. We realize that both enforcement of the laws against discrimination and voluntary affirmative action efforts are necessary to overcome the effects of past discrimination and to ensure equal employment opportunity for all.

The City is fully committed to this policy of equal opportunity and affirmative action. The City recognizes and accepts the responsibility for assuring that it is effectively administered throughout all levels of the City. The City will take positive and aggressive measures to guarantee equal treatment to all persons in all aspects of employment and services. Such areas include but are not limited to recruitment, hiring, promotion, classification, compensation, transfer, reduction in force, training, discipline, benefits, leave policies, practices, programs and services/accommodations. Included in this policy are the goals.

- A. **POLICY.** All action related to recruitment will be in accordance with equal employment laws, policies, and procedures.

**GOAL.** Ensure that the City does a thorough job in its recruiting efforts and has a process for capturing the diversity of its applicant pool, specifically the race and gender, and whether applicants meet the minimum requirements of the job in question.

- B. **POLICY.** All actions related to interviewing and selection will be in accordance with equal employment laws, policies, and procedures.

**GOAL.** Ensure that the City has a process that does not discriminate, preclude or have an adverse effect on any protected group by ensuring that there are no inappropriate or unlawful criteria used in the interview and selection process.

- C. **POLICY.** All actions related to hiring will be in accordance with equal employment laws, policies, and procedures.

**GOAL.** Ensure that each hiring decision is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory.

- D. **POLICY.** All actions related to promotions will be in accordance with equal employment laws, policies, and procedures.

**GOAL.** Ensure that each promotion decision is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory and in compliance with equal employment laws, policies, and procedures.

- E. **POLICY.** All actions related to transfers will be in accordance with equal employment laws, policies, and procedures.

**GOAL.** Ensure that each transfer decision is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory and in compliance with equal employment laws, policies, practices, and procedures.



- F. **POLICY.** All actions related to demotions will be in accordance with equal employment laws, policies, and procedures.
- GOAL.** Ensure that each demotion is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory and in compliance with equal employment laws, policies, and procedures.
- G. **POLICY.** Training programs shall have established criteria for employee participation that are non-discriminatory.
- GOAL.** Ensure the participation of and facilitate the upward mobility of a diverse group of employees within the City's employment system.
- H. **POLICY.** All employees, applicants, and citizens utilizing City services will be given the opportunity to voice complaints of discrimination and/or harassment.
- GOAL.** Ensure there is an avenue to receive and resolve complaints internally and give the City a mechanism for addressing concerns of discrimination and/or harassment.
- I. **POLICY.** All City Council and employees of the City shall furnish to the Human Resource/Equal Employment Opportunity Specialist any information and records within their custody and respond to questions regarding powers, duties, activities, organization, property, business practices and methods that in the Human Resource/Equal Employment Opportunity Specialist's opinion are required to perform investigations and requisite duties, except as prohibited by law.
- GOAL.** Ensure the Human Resource/Equal Employment Opportunity Specialist access to records, information, and resources to carry out requisite duties and to investigate, review, and resolve matters, except as prohibited by law.

Equal opportunity is not only the law, but also the principle on which the City of Fort Dodge bases its employment practices. It is the City's firm belief that the success of this Equal Opportunity Policy for employment and services/accommodations will result in positive benefits for the City, both through the comprehensive use and development of underutilized human resources and through the strengthened rapport that it will bring between the City and community we serve. Responsibility for ensuring implementation of the above policies is assigned to all Department Directors. The Human Resources/Equal Employment Opportunity Specialist or designee shall be responsible for proposing and presenting amendments to these policies and for establishing written procedures to implement these policies and goals.

## **RESPONSIBILITY FOR IMPLEMENTATION**

The City Manager and City Council members of the City of Fort Dodge are committed to implementing the objectives of this Affirmative Action Plan.

**City Manager:** The City Manager has the overall responsibility for implementing the City's AA Policy. The Human Resource/EEO Specialist will present the Affirmative Action Plan and/or updates to the City Manager and City Council and provide reports on the progress made.

**HR/EEO Specialist:** The duties of the HR/EEO Specialist include the following:

1. Conduct departmental reviews as necessary or indicated by reports to determine compliance with the City of Fort Dodge's Affirmative Action Program.

2. Report to the Human Rights Commission and the City Manager results obtained with the Affirmative Action Program, problems encountered, resistance or failure to implement the policy of the City of Fort Dodge, and recommend remedies.
3. Serve as a resource to the Department Directors in the development of recruitment programs, selection procedures, training programs, or other personnel functions to implement the City of Fort Dodge's Affirmative Action Program.
4. Serve as a liaison between the City of Fort Dodge and minority communities.

**Human Resources:** The duties of the Human Resources department include the following:

1. Recruit personnel in such a manner that clearly demonstrates the City of Fort Dodge's interest in the employment of minorities, veterans and women.
2. Establish communication with educational institutions, organizations and leaders which encourage referral of qualified minorities, veterans and women applicants for positions that may become available in the City of Fort Dodge government.
3. Identify minority referral sources in Fort Dodge.
4. Consider applicants on the basis of those qualified to perform the job. If minorities, veterans and women applicants have qualifications to perform the job, they shall be given equal consideration for employment as any other applicant.

**Department Directors:** The most critical parts for policy and plan implementation are at the Department Director and Supervisory level because this is where decisions affecting employment practices are primarily made. Department Directors are responsible for progressing towards the goals and objectives of the Affirmative Action Plan. Specifically, Department Directors shall:

1. See that the intention and provisions of this Plan are fully implemented in their respective departments.
2. Review job descriptions and update them accordingly when job openings occur or as needed.
3. Hold supervisors and employees accountable for promoting equal opportunity in the workplace and complying with all applicable laws.
4. Ensure supervisors are aware of their responsibilities under the Affirmative Action Plan.
5. Review all job actions to ensure elimination of discrimination and assist the HR/EEO Specialist in implementing the Affirmative Action Plan.

Supervisors will have the responsibility to:

1. Ensure that they follow all practices and policies adopted by the City in compliance with the Affirmative Action Plan.
2. Hold their employees accountable for complying with the terms of the City's Affirmative Action Plan and report any violations of the City's policy regarding equal employment.
3. Promote an atmosphere free from discrimination and harassment of any type at their worksites.

**City Employees:** The employees of the City of Fort Dodge are responsible for maintaining a work climate free from harassment so that the goals of the Affirmative Action Plan can be achieved. Commitment to the Plan shall be a condition of employment and continued employment.

## COMPLAINT PROCEDURE

Any employee who witnesses discrimination or believes he/she has been the victim of discrimination must report the discrimination to their department director, department manager, the HR/EEO Specialist or the Director of Human Resources. Employees can raise concerns and make reports without fear of reprisal.



Once a supervisor is notified or becomes aware of a situation that could be construed as a discriminatory act within the department, the supervisor can be held liable if no action is taken. The supervisor must contact their department head, the HR/EEO Specialist or Human Resources Director immediately. Do not take any alleged act lightly. If a problem does exist, the City will take immediate steps to resolve the situation.

Retaliation against an employee who utilizes the complaint procedure is prohibited. All employees are assured that no reprisal in any form will result from any complaint filed. Complainants who feel that they have been retaliated against should file a complaint with the HR/EEO Specialist.

## **DISSEMINATION OF THE AFFIRMATIVE ACTION PLAN**

The City of Fort Dodge will continue to make its Affirmative Action Plan known internally and externally by:

1. Posting the Affirmative Action Plan on the City's Internet web pages under the Human Rights & EEO page as well as on employee bulletin boards and job announcement boards.
2. Placing an EEO statement on all job application forms, job posting forms and advertisements.
3. Making the Affirmative Action Plan available to the public upon request.
4. Providing copies of the Affirmative Action Plan to Union partners.
5. Including it in any new employee and supervisory orientations and any EEO training classes.
6. Providing a copy to new employees within 30 days of employment.

## **WORKFORCE ANALYSIS**

A workforce analysis of the City of Fort Dodge's current makeup of employees according to job category shall be reviewed at least annually following completion of the EEO-4 report. All City positions are classified according to the EEO-4 job classification guide. See the following page for job classifications and corresponding positions in each classification.

This analysis shall be done on a City-wide basis and as necessary to satisfy grant requirements.

## **REPRESENTATION ANALYSIS**

Representation Analysis provides an indication of areas that need attention, but does not provide a basis for personnel decisions as to a particular job title. The Representation Analysis compares the representation of minorities and women in each job group with their representation among the city and county populations in order to determine under-representation.

All job classifications, City-wide, were used in determining areas of possible underrepresentation in comparison to the local labor market. This analysis shall be done on a City-wide basis and as necessary to satisfy grant requirements.

## **POINTS TO CONSIDER**

The U.S. Census Bureau counts people at their "usual residence." It is customarily defined as the place where a person lives and sleeps most of the time. It can be different than a person's voting or legal residence. This includes:

1. Prisoners (i.e. – Fort Dodge Correctional Facility)
2. College students living away from home (i.e. – Iowa Central Community College)
3. Long-term care patients (i.e. – Friendship Haven)

# City of Fort Dodge Job Classifications & Titles

## Officials & Administrators

Airport Manager  
Assistant Fire Chief  
Assistant Police Chief  
Assistant Rec Director  
Building Inspector I  
Building Inspector II  
Building Official  
City Clerk/Auditor  
Convention & Visitors Bureau Executive Director  
Director of Engineering/BACG  
Director of Parks & Rec  
Fire Chief  
Golf Superintendent  
Harlan Rogers Sports Complex Superintendent  
Library Director  
Museum Director  
Neighborhood Wellness Coordinator  
Parks & Forestry Superintendent  
Parks & Rec Marketing & Operations Manager  
Personnel Director  
Police Chief  
Public Works Director  
Public Works Operations Manager  
Purchasing Coordinator  
Rental & Nuisance Inspector  
Water Utility Operations Manager

## Professionals

Adult & Teen Service Librarian  
Art Educator/Assistant Director  
Associate Planner  
Children's Librarian  
City Engineer  
Community Development Administrative Technician  
Community & Economic Development Director  
Economic Development Specialist  
Fire Captain  
Fire Lieutenant  
HR/EEO Specialist  
IT Operations Manager  
Police Captain  
Police Lieutenant  
Senior Planner

## Technicians

Engineering Draftsperson Technician  
IT Support Specialist  
Police Sergeant

## Protective Service Workers

Assistant Fire Mechanic

Fire Mechanic  
Firefighter  
Master Firefighter  
Police Patrol Officer  
Probationary Firefighter  
Probationary Police Patrol Officer  
Technical Services Training Coordinator

## Paraprofessionals

55+ Volunteer Initiatives Coordinator  
Engineering Assistant III  
Library Assistant I  
Library Assistant II  
Library Shelver  
Program Supervisor  
Recreation Technician

## Administrative Support

Account Clerk II  
Administrative Specialist  
Bladen Receptionist  
Budget Technician  
Departmental Secretary  
Deputy Clerk/Council Secretary  
Evident Technician  
Payroll/Account Technician  
Police Records and Support Technician  
Visitor Services Coordinator

## Skilled Craft Workers

Assistant Utilities Distribution Superintendent  
Automotive Mechanic  
City Electrician  
City Forester  
Forestry Technician  
Parks & Forestry Operations  
Right of Way Maintenance  
Vehicle Repairs Supervisor

## Service-Maintenance

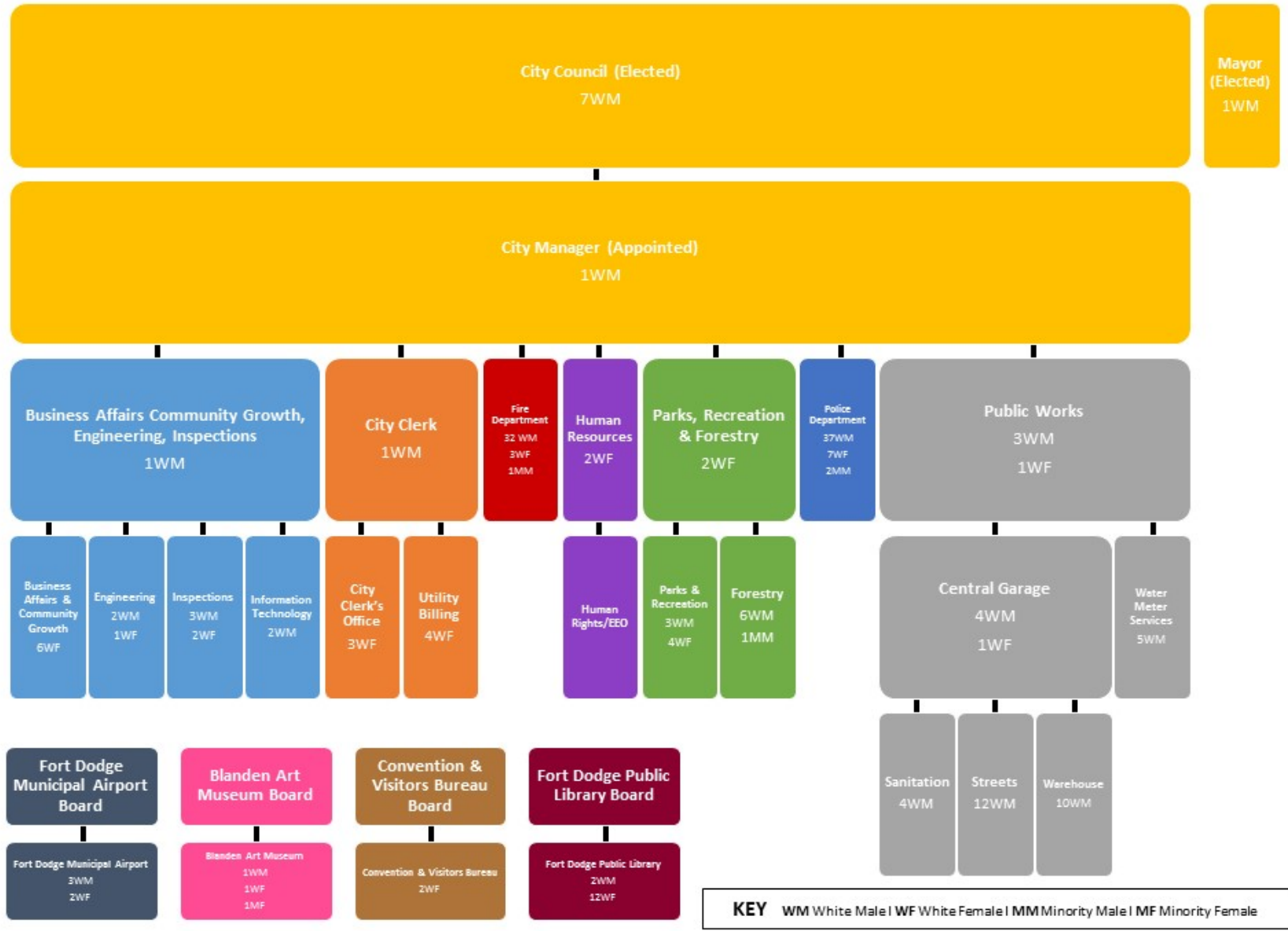
Airport Worker  
Assistant Sanitation Superintendent  
Lead Water Meter Service Person  
Library Custodian  
Maintenance Worker II  
Maintenance Worker III  
Parking Meter Attendant  
Water Meter Servicer



**ORGANIZATIONAL PROFILE**

Full Time Workforce by Department

As of June 30, 2017



**WORKFORCE ANALYSIS**

Full Time Workforce Race/Ethnicity Summary by EEO Category

July 1, 2016 - June 30, 2017

Job Categories	2016-2017 Racial/Ethnic Minorities Men and Women														
	Total Employees	White		Asian/Pacific		American Indian/ Alaskan Native		Black or African American		Hispanic or Latino		Two or More Races		Women Only	
	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%
<b>Administrators</b>	28	28	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	8	28.57%
<b>Professionals</b>	22	22	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	9	40.91%
<b>Technicians</b>	8	8	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Protective Service</b>	53	50	94.34%	0	0.00%	0	0.00%	2	3.77%	0	0.00%	1	1.89%	6	11.32%
<b>Paraprofessionals</b>	8	8	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	7	87.50%
<b>Administrative Support</b>	17	17	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	16	94.12%
<b>Skilled Craft Workers</b>	8	8	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Service Maintenance</b>	35	33	94.29%	0	0.00%	0	0.00%	1	2.86%	0	0.00%	1	2.86%	0	0.00%
<b>Totals</b>	179	174	97.21%	0	0.00%	0	0.00%	3	1.68%	0	0.00%	2	1.12%	46	25.70%





**WORKFORCE ANALYSIS**

Other than Full Time Workforce Race/Ethnicity Summary by EEO Category

July 1, 2016 - June 30, 2017

Job Categories	2016-2017 Racial/Ethnic Minorities <i>Men and Women</i>														
	Total Employees	White		Asian/Pacific		American Indian/ Alaskan Native		Black or African American		Hispanic or Latino		Two or More Races		Women Only	
	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%
<b>Administrators</b>	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Professionals</b>	6	6	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	50.00%
<b>Technicians</b>	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Protective Service</b>	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Paraprofessionals</b>	11	8	72.73%	0	0.00%	0	0.00%	3	27.27%	0	0.00%	0	0.00%	9	81.82%
<b>Administrative Support</b>	55	53	96.36%	0	0.00%	0	0.00%	1	1.82%	0	0.00%	1	1.82%	49	89.09%
<b>Skilled Craft Workers</b>	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Service Maintenance</b>	187	170	90.91%	2	1.07%	0	0.00%	5	2.67%	3	1.60%	7	3.74%	71	37.97%
<b>Totals</b>	259	237	91.51%	2	0.77%	0	0.00%	9	3.47%	3	1.16%	8	3.09%	132	50.97%

**Table Comparison of City of Fort Dodge Employees to 2010 City of Fort Dodge & Webster County Censuses and Estimated 2016 City of Fort Dodge and Webster County Residents**

	2010 Census City of Fort Dodge	2016 Estimate City of Fort Dodge	2010 Census Webster County	2016 Estimate Webster County	2016-2017 All Employees
<b>Total Population</b>					
White	21,835	21,052	34,210	32,808	411
Asian/Pacific Islander	210	401	248	436	2
American Indian/Alaskan Native	71	77	90	118	0
Black/African American	1,353	1,505	1,435	1,617	12
Hispanic/Latino	1,270	1,320	1,446	1,614	3
Two or more races	467	271	584	457	10
<i>Total Racial/Ethnic</i>	3,371	3,574	3,803	4,242	27
<i>Total Women</i>	12,274	12,012	18,546	17,961	178
<b>Total Population</b>	25,206	24,626	38,013	37,050	438

	2010 Census City of Fort Dodge	2016 Estimate City of Fort Dodge	2010 Census Webster County	2016 Estimate Webster County	2016-2017 All Employees
<b>Percent of Population</b>					
White	86.63%	85.49%	90.00%	88.55%	93.84%
Asian/Pacific Islander	0.83%	1.63%	0.65%	1.18%	0.46%
American Indian/Alaskan Native	0.28%	0.31%	0.24%	0.32%	0.00%
Black/African American	5.37%	6.11%	3.78%	4.36%	2.74%
Hispanic/Latino	5.04%	5.36%	3.80%	4.36%	0.68%
Two or more races	1.85%	1.10%	1.54%	1.23%	2.28%
<i>Total Racial/Ethnic</i>	13.37%	14.51%	10.00%	11.45%	6.16%
<i>Total Women</i>	48.69%	48.78%	48.79%	48.48%	40.64%



**Table Comparison of City of Fort Dodge Employees to 2010 City of Fort Dodge & Webster County Censuses and Estimated 2016 City of Fort Dodge and Webster County Labor Force**

<b>Total Labor Force</b> <i>Breakdown based on Census breakdown</i>	<b>2010 Labor Force City of Fort Dodge</b>	<b>2016 Labor Force City of Fort Dodge</b>	<b>2010 Labor Force Webster County</b>	<b>2016 Labor Force Webster County</b>	<b>2016-2017 All Employees</b>
White	11,784	10,254	18,705	16,250	411
Asian/Pacific Islander	121	200	121	222	2
American Indian/Alaskan Native	0	28	0	43	0
Black/African American	608	1,136	639	520	12
Hispanic/Latino	488	177	584	596	3
Two or more races	135	102	69	98	10
<i>Total Racial/Ethnic</i>	1,352	1,643	1,413	1,479	27
<i>Total Women</i>	5,663	5,003	8,531	7,464	178
<b>Total Labor Force</b>	13,136	11,245	20,118	18,465	438

<b>Percent of Labor Force</b>	<b>2010 Labor Force City of Fort Dodge</b>	<b>2016 Labor Force City of Fort Dodge</b>	<b>2010 Labor Force Webster County</b>	<b>2016 Labor Force Webster County</b>	<b>2016 – 2017 All Employees</b>
White	89.71%	91.19%	92.98%	88.00%	93.84%
Asian/Pacific Islander	0.92%	1.78%	0.60%	1.19%	0.46%
American Indian/Alaskan Native	0.00%	0.25%	0.00%	0.58%	0.00%
Black/African American	4.63%	4.30%	3.18%	6.47%	2.74%
Hispanic/Latino	3.71%	1.57%	2.90%	3.23%	0.68%
Two or more races	1.03%	0.91%	0.34%	0.53%	2.28%
<i>Total Racial/Ethnic</i>	10.29%	8.81%	7.02%	12.00%	6.16%
<i>Total Women</i>	43.11%	44.49%	42.40%	40.42%	40.64%

**Full Time Workforce Utilization Analysis by EEO Category**

**July 1, 2016 - June 30, 2017**

Job Categories	2016-2017 Placement of Incumbents in Job Groups <i>Females &amp; Minorities</i>				
	Total Employees #	Females		Minorities	
		#	%	#	%
Administrators	28	8	28.57%	0	0.00%
Professionals	22	9	40.91%	0	0.00%
Technicians	8	0	0.00%	0	0.00%
Protective Service	53	6	11.32%	3	5.66%
Paraprofessionals	8	7	87.50%	0	0.00%
Administrative Support	17	16	94.12%	0	0.00%
Skilled Craft Workers	8	0	0.00%	0	0.00%
Service Maintenance	35	0	0.00%	2	5.71%
<b>Totals</b>	<b>179</b>	<b>46</b>	<b>25.70%</b>	<b>5</b>	<b>2.79%</b>

Job Group 1: Officials and Administrators	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason For Weighting
	Minority	Female		Minority	Female		
Percentage of minorities or women with requisite skills in the reasonable recruitment area	3.89%	36.68%	22.22%	0.86%	8.15%	EEO-ALL06W	
Percentage of minorities or women among those promotable, transferable and trainable within the contractor's organization	0.00%	23.53%	77.78%	0.00%	18.30%	2016-2017 EEO-4 REPORT	NUMBER OF INDIVIDUALS IN JOB GROUP 2 WHO COULD PROMOTE INTO LEADERSHIP ROLES
<b>Totals</b>			<b>100%</b>	<b>0.86%</b>	<b>26.45%</b>		



Job Group 2: Professionals	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason For Weighting
	Minority	Female		Minority	Female		
Percentage of minorities or women with requisite skills in the reasonable recruitment area	5.28%	60.74%	26.09%	1.38%	15.85%	EEO-ALL06W	
Percentage of minorities or women among those promotable, transferable and trainable within the contractor's organization	0.00%	0.00%	73.91%	0.00%	0.00%	2016-2017 EEO-4 REPORT	NUMBER OF INDIVIDUALS IN OTHER JOB GROUPS WHO COULD PROMOTE
Totals			100%	1.38%	15.85%		

Job Group 3: Technicians	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason For Weighting
	Minority	Female		Minority	Female		
Percentage of minorities or women with requisite skills in the reasonable recruitment area	7.59%	69.83%	12.50%	0.95%	8.73%	EEO-ALL06W	
Percentage of minorities or women among those promotable, transferable and trainable within the contractor's organization	0.06%	11.54%	87.50%	0.05%	10.10%	2016-2017 EEO-4 REPORT	NUMBER OF INDIVIDUALS IN OTHER JOB GROUPS WHO COULD PROMOTE
Totals			100%	1.00%	18.82%		

Job Group 4: Protective Service Workers	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason For Weighting
	Minority	Female		Minority	Female		
Percentage of minorities or women with requisite skills in the reasonable recruitment area	0.99%	17.28%	100.00%	0.99%	17.28%	EEO-ALL06W	
Percentage of minorities or women among those promotable, transferable and trainable within the contractor's organization	0.00%	0.00%	0.00%	0.00%	0.00%	2016-2017 EEO-4 REPORT	THIS IS ENTRY LEVEL PROTECTIVE SERVICES - NO ONE TO PROMOTE UP
Totals			100%	0.99%	17.28%		

Job Group 5: Paraprofessionals	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason For Weighting
	Minority	Female		Minority	Female		
Percentage of minorities or women with requisite skills in the reasonable recruitment area	0.00%	0.00%	100.00%	0.00%	0.00%	EEO-ALL06W	NO DATA AVAILABLE
Percentage of minorities or women among those promotable, transferable and trainable within the contractor's organization	0.00%	91.67%	0.00%	0.00%	0.00%	2016-2017 EEO-4 REPORT	THESE ARE ENTRY LEVEL POSITIONS
Totals			100%	0.00%	0.00%		



Job Group 6: Administrative Support	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason For Weighting
	Minority	Female		Minority	Female		
Percentage of minorities or women with requisite skills in the reasonable recruitment area	3.79%	71.14%	94.74%	3.59%	67.39%	EEO-ALL06W	
Percentage of minorities or women among those promotable, transferable and trainable within the contractor's organization	0.00%	50.00%	5.26%	0.00%	2.63%	2016-2017 EEO-4 REPORT	NUMBER OF INDIVIDUALS IN OTHER JOB GROUPS WHO COULD PROMOTE
Totals			100%	3.59%	70.03%		

Job Group 7: Skilled Craft Workers	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason For Weighting
	Minority	Female		Minority	Female		
Percentage of minorities or women with requisite skills in the reasonable recruitment area	6.35%	6.08%	50.00%	3.17%	3.04%	EEO-ALL06W	
Percentage of minorities or women among those promotable, transferable and trainable within the contractor's organization	0.00%	0.00%	50.00%	0.00%	0.00%	2016-2017 EEO-4 REPORT	NUMBER OF INDIVIDUALS IN OTHER JOB GROUPS WHO COULD PROMOTE
Totals			100%	3.17%	3.04%		

Job Group 8: Service/Maintenance	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason For Weighting
	Minority	Female		Minority	Female		
Percentage of minorities or women with requisite skills in the reasonable recruitment area	5.85%	39.82%	100.00%	5.85%	39.82%	EEO-ALL06W	
Percentage of minorities or women among those promotable, transferable and trainable within the contractor's organization	0.00%	0.00%	0.00%	0.00%	0.00%	2016-2017 EEO-4 REPORT	NUMBER OF INDIVIDUALS IN OTHER JOB GROUPS WHO COULD PROMOTE
Totals			100%	5.85%	39.82%		





**Full Time Staff Placement Goals by EEO Category**

**July 1, 2016 - June 30, 2017**

Job Group	Number of Employees	Minority				Female			
		Incumbency	Availability	Placement Goal	Incumbency	Availability	Placement Goal		
Officials and Administrators	28	0	0.00%	0.86%	NO	8	28.57%	8.15%	NO
Professionals	22	0	0.00%	1.38%	NO	9	40.91%	15.85%	NO
Technicians	8	0	0.00%	0.95%	NO	0	0.00%	8.73%	NO
Protective Service Workers	53	3	5.66%	0.99%	NO	6	11.32%	17.28%	NO
Paraprofessionals	NO COMPARABLE DATA AVAILABLE								
Administrative Support	17	0	0.00%	3.59%	NO	16	94.12%	67.39%	NO
Skilled Craft Worker	8	0	0.00%	3.17%	NO	0	0.00%	3.04%	NO
Service/Maintenance	35	2	5.71%	5.85%	NO	0	0.00%	39.82%	YES

**GOALS ANALYSIS**

Using the two standard deviations rule, there is one placement goal necessary – females in the Service/Maintenance job group. This job group includes primarily Public Works job titles. With upcoming retirements comes the need to transfer employees or hire externally. Should the positions be filled externally, the hiring of a female, if qualified, would obviously help with progress towards achieving this goal.

In 2015, an external job search was conducted for a Maintenance Worker I. At that time, 17 applications were received – one applicant was female. At this same time, an external job search was conducted for a Maintenance Worker II. Seven individuals applied – none were female. Since 2015, the City of Fort Dodge has progressed to an online application system that is available for candidates to search nationwide. This expanded the reach of job postings beyond newspaper subscribers, but, ultimately did not affect our reasonable recruitment area – Webster County, Iowa.

In the Fall of 2017, an external job search was conducted for an Airport Operations Worker. At that time, 12 applications were received – none were female. This position was placed on the City of Fort Dodge website, the City of Fort Dodge Facebook page, lowajobs.org and greaterfortdodge.com. The position was available to submit applications from October 20, 2017 through 5:00 pm on November 3, 2017.