



City of Davenport
INCLUSION & EQUITY PLAN FOR EQUAL EMPLOYMENT
OPPORTUNITY

2019 - 2020

226 W 4th Street
City of Davenport
Davenport
IA 52801

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I. PREAMBLE

The City of Davenport affirms its commitment to the principles of affirmative action, non-discrimination and equal employment opportunity. It is the policy of the City of Davenport not to discriminate against any employee or applicant for employment with respect to benefits, and/or conditions on the basis of race, color, religion, creed, sex, national origin or ancestry, marital status, age, mental or physical disability, political affiliation, gender identity, familial status, or sexual orientation. The City's personnel policies and practices are designed to provide equal opportunity to all persons, and all employment decisions and actions shall be taken without preference based on the aforementioned.

The City of Davenport notes that the policy of non-discrimination on its own is not sufficient to achieve parity. To this end the City will proactively take steps and implement activities that are aimed at ensuring no discriminatory barriers to employment with the City. The City further undertakes to nurture a positive inclusive culture to ensure equal opportunity to members of protected classes, minorities, women, people with disabilities and Vietnam Era Veterans. The ultimate objective of such steps shall be to achieve the state of parity for minority representation in all segments of the City workforce in line with availability in the qualified relevant labor market.

Each City Department has the responsibility to undertake affirmative action in order to promote the full realization of the aims and objectives of the Inclusion & Equity Plan, through engaging in outreach and recruitment activities aimed at promoting participation by under-represented protected groups. The City has and will continue to take affirmative steps to train and promote employees in order to improve their opportunities to participate in middle and higher management.

The City aims to attain a diverse and representative workforce, and remains committed to affirmative action policies, procedures, and attitudes necessary to continue to recruit and retain a workforce that is representative of the community it serves.

II. HISTORY OF AFFIRMATIVE ACTION POLICY IN THE CITY OF DAVENPORT

The City of Davenport adopted its first Affirmative Action Compliance Program on June 21st, 1978, as an expression of the City's commitment to eliminate artificial barriers, if any, in its employment and promotional processes and to develop voluntary goals in order to eliminate under-representation of minorities and women.

Over the years the City has made deliberative and steady progress in workforce transformation in order to reach its goal for a diverse workforce.

Periodic monitoring, review and revision of activities and policies will continue to ensure that the objectives of the original Affirmative Action Compliance Program are achieved. Adoption of this Inclusion & Equity Plan will serve to support the City's past efforts and serve to ensure success for the important work that continues.

III. REAFFIRMATION STATEMENT

The City of Davenport has followed a personnel policy aimed at assuring equal treatment to all individuals with regard to all conditions of employment.

The City recognizes its responsibility to extend equal employment opportunity and access to all individuals without regard to race, color, religion, creed, sex, national origin or ancestry, marital status, age, mental or physical disability, political affiliation, gender identity, familial status, or sexual orientation.

We will pursue a course of action so that all matters relating to employment and treatment on the job shall be free of discriminatory practices.

The City Administrator is responsible for the implementation and monitoring of the City's Inclusion & Equity Program and thus this Inclusion & Equity Plan, with the assistance of the Inclusion & Equity Administrator.

The City recognizes that progress in equal employment opportunity requires more than policy statements. Each department Director is responsible for the monitoring and implementation of the aims and objectives of the Inclusion & Equity Program in his or her department, and of the Inclusion & Equity Plan in particular. City employees are expected to support the Inclusion & Equity Program's commitment and continuing efforts toward equal employment opportunity for all.

The City is depending upon each and every one of the employees and staff to do their part in supporting the effective implementation of this Inclusion & Equity Plan.

The Inclusion & Equity Program is a part of the City's Administrative Policy.

In accordance with local, state and federal laws prohibiting impermissible discrimination in the area of employment, and in accordance with the City of Davenport's Administrative Policy Manual and in compliance with Executive Order 11246, as amended and the rules and regulations of the Office of the Federal Contract Compliance Programs (OFCCP) of the United States Department of Labor, the City of Davenport has developed the following written Inclusion & Equity Plan, which will be updated bi-annually. This Inclusion & Equity Plan will be made available to the government agency representative authorized to conduct compliance reviews. This Inclusion & Equity Plan will also be available to all City employees, and be put on display for public inspection.

The Inclusion & Equity Plan will continue to provide a variety of good faith efforts designed to improve the work force and organizational development. These efforts include, among other factors, harassment prevention training with all protected classes, human awareness training, upward mobility preparation, disabled employee placement, and training on affirmative action and sound equal employment opportunity policies.

A municipal service organization such as the City of Davenport requires a competent, dynamic workforce to provide service(s) to a diverse community. Similarly, any program that focuses upon employment strategies must be dynamic, rather than static, in its response to change. This Inclusion & Equity Plan is therefore committed to this concept.

As a public employer, the City has a special obligation to assume a leadership role in assuring access to equal opportunity and in taking affirmative action steps to correct the effects of any present or past discriminatory practices. The City will set up a strong civil rights posture and program to carry out both the spirit and the intent of equal employment opportunity and affirmative action.

V. POLICY STATEMENT

'It has been and will continue to be the Policy of the City of Davenport to provide equal opportunities to all applicants, employees and citizens without discrimination because of race, color, religion, creed, sex, national origin or ancestry, marital status, familial status, age, physical or mental disability, political affiliation, veteran status, gender identity, , or sexual orientation.'¹

The City further affirms its commitment to attaining a work force that is reflective of the local population from which the workforce is drawn. The City will accomplish this in the following three ways:

¹ City of Davenport Administrative Policy No. 1.1 (Administrative Policy Manual)

1. Strict enforcement of laws against discrimination based on protected classes in terms of conditions, or privileges of employment.
2. Analysis of the City of Davenport work force in order to identify areas that do not reflect the available qualified labor force in terms of race and gender make up.
3. The implementation of an Inclusion & Equity Plan to eliminate identified deficiencies.

VI. DISSEMINATION OF INCLUSION & EQUITY POLICY

The following methods will be used to ensure awareness of the City's Affirmative Action and Equal Employment Opportunity commitment, policies and procedures.

1. Internally

- A. Department heads and first-line supervisors will be informed through written communication by the City Administrator, Human Resources Director and Inclusion & Equity Administrator , and
- B. Meetings will be held to discuss the program, individual responsibilities and review progress.
- C. Educational materials and training sessions will be convened to communicate the requirements of the Inclusion & Equity Plan and the responsibilities of supervisors. The sessions will outline the goals, address concerns of employees and clear any misunderstandings that may occur with regard to the program, as well as outlining the role employees can play in implementing the plan.
- D. This Plan will be shared with representatives of all bargaining unions to inform and seek their support and cooperation.

2. Externally

- A. All recruitment sources will be informed in writing that the City is an Equal Opportunity Employer.
- B. All job applications will include the Equal Employment Opportunity statement.
- C. Recruitment ads will include the Equal Opportunity Employer captions and other phrases that capture our commitment to diversity.

- D. Correspondence to all relevant stakeholders in the community will inform them that the City is an Equal Opportunity Employer in order to encourage minority, women, the disabled and other protected group members to apply.

VII. ASSIGNMENT OF RESPONSIBILITY IN SUPPORT OF THE PLAN

A. City Council & Mayor

The City Council & Mayor will proactively support and promote the City's Inclusion & Equity Plan through encouragement. They shall also ensure that all boards, commissions, and agencies under their control carry out their mission in accordance with this plan.

B. City Administrator

The City Administrator is the highest administrative official within the City, and she has overall responsibility for proactively promoting the principles of Equal Employment Opportunity and Affirmative Action in all official City affairs. The City Administrator through delegation to the Inclusion & Equity Administrator shall conduct a bi-annual review of the progress of the plan implementation by all departments and submit a bi-annual report to the Mayor and City Council citing program achievements and/or shortcomings.

C. Director of Human Resources

The Director of Human Resources will ensure that all employment policies and practices of the City are administered without regards to race, color, religion, creed, sex, national origin or ancestry, marital status, age, mental or physical disability, political affiliation, gender identity, familial status, or sexual orientation and consistent with applicable laws.

D. Inclusion & Equity Administrator

The Inclusion & Equity Administrator shall be responsible for the successful implementation of the Affirmative Action Program through the development and implementation of the Inclusion & Equity Plan.

- The Inclusion & Equity Administrator will be responsible for the day to day monitoring and implementation of the City's Inclusion & Equity Plan for Equal Employment Opportunity.
- The Inclusion & Equity Administrator will update this Plan bi-annually and submit it to the City Administrator for approval.

E. Department Heads

Department Directors assume a special responsibility to assist the City to ensure compliance with the equal employment opportunity requirements and for the effective implementation of this Plan. Directors shall take all necessary steps to ensure that managers and supervisory staff are held accountable for creating conditions in the workplace that promote an atmosphere that is conducive to equal employment opportunity for all.

F. Managers and Supervisors

Managers will assist the Inclusion & Equity Administrator and Human Resources Director to identify problem areas in the workplace and help to eliminate any barriers to equal employment opportunity. They will perform periodic reviews of hiring and promotion patterns and evaluate available training opportunities, and remove any impediments that stand in the way of attaining objectives of the Inclusion & Equity Plan. They will conduct a review of employee's qualifications to ensure that members of the protected groups are afforded the training and opportunities relevant to their transfer or promotion. Managers and supervisors will provide support and career guidance as required.

G City Employees

City employees will be responsible for supporting a climate in the workplace that is conducive to achieving Equal Employment Opportunity and the goals of the Inclusion & Equity Plan.

H. Affirmative Action Advisory Commission

The Mayor appoints seven (7) members of the public to the Affirmative Action Advisory Commission. The members serve for a three-year term. The Commission serves as a resource group for the Mayor, City Council, City Administrator, the Director of Human Resources and Inclusion & Equity Administrator, by reviewing, commenting, and submitting recommendations for action on achieving affirmative action goals and objectives and monitoring progress.

VIII. CITY OF DAVENPORT AND ITS WORKFORCE

A. County/City Demographics

The City of Davenport is located in Scott County, Iowa. Whites constitute 85.6% of all residents of the county, Blacks 8.6%, Hispanics 6.6% and Asians 2.6%. The total population in the county is estimated at 172,474, with Fifty-nine (59) percent of the

population of the county, an estimated 102,608 residents living in the City of Davenport. The City of Davenport itself is more ethnically diverse than the county with Whites constituting 81.3% of the residents, Blacks 13%, Hispanics 8.4%, and Asians 2.3%.

B. Workforce Demographics & Analysis

The City employs an estimated 1,258 employees across 12 departments. At present our workforce is 87% white and 13% minorities. Our data is compared to the US Census 2010 and 2016 American Community Survey data.



City of Davenport

**CITY OF DAVENPORT
WORKFORCE ANALYSIS SEPTEMBER 2018**

| Department | White/ Minority | White | | Black | | Hispanic | | Asian | | A. Indian | | Total |
|------------------------|--------------------|-------|-----|-------|----|----------|----|-------|---|-----------|---|------------|
| | | M | F | M | F | M | F | M | F | M | F | |
| Parks & Rec | 86%/14% | 159 | 178 | 11 | 12 | 11 | 16 | 2 | 4 | 1 | 0 | 394 |
| Public Works | 88%/12% | 244 | 54 | 12 | 9 | 16 | 1 | 1 | 1 | 1 | 0 | 339 |
| Fire | 93%/7% | 127 | 7 | 2 | 0 | 6 | 0 | 1 | 0 | 1 | 0 | 144 |
| Library | 89%/11% | 15 | 62 | 1 | 5 | 1 | 2 | 0 | 1 | 0 | 0 | 87 |
| Admin | 100%/0% | 3 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| Civil Rights | 71%/29% | 1 | 4 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| CPED | 100%/0% | 9 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 21 |
| Finance | 100%/0% | 7 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25 |
| HR | 89%/11% | 1 | 7 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 9 |
| IT | 100%/0% | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Legal | 100%/0% | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Police | 92%/8% | 159 | 35 | 5 | 2 | 8 | 2 | 1 | 0 | 0 | 0 | 212 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

IX. IMPLEMENTATION

The City of Davenport is a municipal service organization serving a culturally diverse community. It is the goal of the City of Davenport to have a competent workforce that reflects this cultural diversity. The City will seek the best qualified candidates for openings, based on required job knowledge, skills and abilities, as well as job related education and training, relevant experience in a manner that is consistent with, and will contribute to the goals of achieving workforce transformation and parity. The City will undertake concerted and deliberate good faith efforts to recruit employees from across all communities represented in Scott County as an SMSA.

The City Administrator has responsibility for implementation of this Inclusion & Equity Plan. The Inclusion & Equity Administrator is delegated the responsibility for the implementation of the plan assisted by designated personnel, through the following activities:



- Developing policy statements, affirmative action programs, and internal communication techniques.
- Assisting the organization in identifying problem areas and unique opportunities.
- Assisting department heads and supervisory staff in arriving at solutions to EEO related problems that they encounter.
- Designing and implementing a reporting and audit system to track progress.
- Keeping management informed of the latest developments in the area of equal employment.
- Serving as liaison between City of Davenport and compliance agencies, community action groups and organizations for persons with disabilities, disabled veterans and Vietnam Era Veterans.

Department heads and supervisory staff share in the responsibility for the successful implementation of this Plan. Their responsibilities include, but are not limited to the following activities:

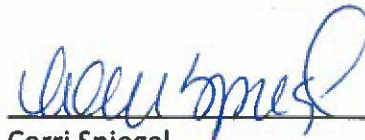
- Identification of any problem areas and the development of solutions to address such.
- Performing periodic auditing of hiring and promotion patterns within their department and across the organization.
- Regular discussion with department heads and employees to be certain the policies are being followed.
- Active involvement with local community organizations and groups that address the needs of persons with disabilities, disabled veterans, and Vietnam Era Veterans.

XI. APPROVAL OF PLAN

These programs have been developed to meet the requirements and regulations of the OFCCP as well as all other laws regulating fair employment policies.

The undersigned are responsible for and have primary responsibility for the success of the programs, which will be updated bi-annually.

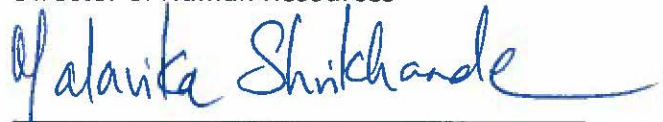
Passed and approved this 3rd day of January 2019.



Corri Spiegel,
City Administrator



Mallory Merritt,
Director of Human Resources



Malavika Shrikhande, Chairperson,
Affirmative Action Commission



Scott J. VanDeWoestyne,
Inclusion & Equity Administrator