

**RESOLUTION No.**

**35822**

**Establish management expectations and review schedule for bureau-based equal employment opportunity and affirmative action compliance strategies. (Resolution)**

WHEREAS, the City of Portland is committed to the active development of its urban neighborhoods and creating a legacy of good environmental management for all citizens,

WHEREAS, a government that reflects the various communities making up the whole, is one that operates most efficiently, has high citizen participation, a spirit of ownership and a strong civic spirit To this end, efforts will be made to include members of all communities in the City workforce and foster citywide harmony;

WHEREAS, the Affirmative Action Plan establishes guidelines for recruitment, hiring, retention and promotion of protected groups,

WHEREAS, the Plan addresses equitable participation of minorities and women at all levels that the City of Portland offers opportunities;

WHEREAS, the City has a history of making progress in diversifying its workforce however considerable and measurable effort needs to continue to be made to address under-representation of women and minorities in City government;

WHEREAS, specific job classifications and certain minority groups have either merely maintained current representation levels or actually lost ground since the 1996-1998 Plan was implemented;

WHEREAS, an increase in the strategic implementation of apprenticeship and training opportunities will improve minority recruitment into entry level positions and concerted efforts at networking will facilitate recruitment into management level positions;

WHEREAS, the effort of including the participation of the communities making up the whole, requires organization, direction, effort, and planning. To this end, the City Council adopted the 1991-2001 Equal Opportunity and Affirmative Action Plan (the "Plan") which will go into effect on September 17, 1999.

WHEREAS, in December of 1998, the City Council adopted the Internal Apprenticeship and Training Plan as a long-term, city-wide strategy to increase apprentice and training opportunities within the City to meet the workforce needs of future,

WHEREAS, the Plan requires each City Bureau or Office to develop its own Compliance Strategy describing the specific ways that the bureau or office will address under-representation of minorities and women and provide a diverse, equitable and supportive work environment for all workers,

WHEREAS, the outcomes of these Compliance Strategies will be incorporated into the performance reviews of Bureau Directors and Managers throughout the City to ensure that bureau efforts at outreach, recruitment, promotion, and retention have the greatest potential for realizing the planned Affirmative Action goals; and

WHEREAS, requiring each Bureau or Office to present its Compliance Strategy in a public setting for review by the City Council will increase accountability at all tiers

**NOW, THEREFORE, BE IT RESOLVED** that the City Council establishes the following schedule for review of Bureau-based Equal Employment Opportunity and Affirmative Action Compliance Strategies

- 1 Each City Bureau or Office will develop an updated Compliance Strategy and shall submit its Strategy to the Commissioner-in-charge and to the Affirmative Action Office by December 1, 1999
- 2 Each City Bureau or Office shall review its Compliance Strategy annually, or as directed by its Council Member-in Charge
- 3 Each "Portfolio" of the Mayor and Council shall present its Compliance Strategies to the Council for review and discussion either in a "Council Informal" setting or during a regular Council session during the months from January through April, 2000 This review will include an analysis and assessment of whether apprenticeship/training type programs and increased networking efforts will support and add value to a Bureau's recruitment and retention efforts
- 4 Each Commissioner and the Mayor shall develop review criteria to ensure that director and hiring manager performance evaluations accurately reflect the good faith outreach, recruitment, promotion, and retention of minorities and women

5. The City's Bureau of Human Resources, City/County's Affirmative Action Office, and the Bureau of Purchasing shall assist the Mayor, Council, and City Bureaus and Offices with improved strategies for outreach, recruitment, promotion, and retention; with city coordination of such strategies; and with focused long-range workforce needs assessments, glass ceiling analyses, and the like, to enhance the tools available to City managers to address underutilization.

Adopted by the Council SEP 08 1999

Mayor Vera Katz  
Commissioner Jim Francesconi  
Commissioner Charlie Hales  
Commissioner Erk Sten  
Commissioner Dan Saltzman

Christina Germain  
September 1, 1999

Gary Blackmer  
Auditor of the City of Portland

By: *Britta Olson*  
Deputy

Title

Establish management expectations and review schedule for bureau-based equal employment opportunity and affirmative action compliance strategies (Resolution)

INTRODUCED BY	DATE FILED. <u>SEP 02 1998</u> 1999
NOTED BY COMMISSIONER	<del>Barbara Clark</del> <u>Gary Blackmer</u> Auditor of the City of Portland
Affairs <u>Don Salton</u>	By: <u>Gary Kershner</u> Deputy
Finance and Administration <u>[Signature]</u>	For Meeting of: _____
Safety <u>[Signature]</u>	ACTION TAKEN:
Utilities <u>[Signature]</u>	
Works <u>SS/RID</u>	
BUREAU APPROVAL	
Bureau. Comm Francesconi	
Prepared by Date Christina Germain	
Budget Impact Review: ___ Completed ___ Not Required	
Bureau Head	

AGENDA		FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS	
			YEAS	NAYS
Consent	Regular <input checked="" type="checkbox"/>	Francesconi	✓	
NOTED BY		Hales	✓	
City Attorney		Kafoury	✓	
City Auditor		Sten	—	
City Engineer		Katz		