

City of Gainesville Diversity Work Plan

This work plan should be completed by Directors and who do not report directly to a Charter Officer.

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Title: Electric T&D ESOM

Department: Energy Delivery
Date Completed: 11-02-15

I. Introductory statement describing your department/division.

A. Based on the demographics of your department, list any diversity issues specific or unique to the areas in your span of control.

The vast majority of positions within my department consist of employees who are highly skilled in their trade. To become a complete journeyman Line Worker, one must prove their ability to perform specific tasks under normal conditions. They must also be able to perform in intense and stressful situations. To possess this skill set and knowledge level, the Line Worker must prove their proficiency in both the classroom and in the field. Hiring competent Line Workers who have been trained elsewhere continues to be a very difficult task. To combat this issue, we have elected to fill these positions at the apprentice level. This requires the applicants experiences to be less than that of a Line Worker, while still allowing the individual to be trained to our standards, gaining all of the necessary qualifications needed to succeed in our department. By hiring young local talent and developing them within our system, we are rewarded with devoted career minded employees who become an integral part of our organization and community.

B. List any barriers or other concerns you have for your entire span of control.

We have closely examined the required qualifications for our Apprentice positions and have eliminated any and all artificial barriers that might limit the number of applicants in the initial pool.

II. What were your efforts to address diversity issues in the area(s) under your span of control in the last (evaluation) year?

A. List recruitment efforts/strategies employed for issues identified above.

Our Human Resources Department has been very helpful in advertising upcoming jobs throughout the community and in other areas. I am confident that the recent job openings in my work area were well advertised and received, given the large amount of applicants for the position. We hired seven Apprentice Line Workers and the initial pool was fairly diverse, including one female applicant, which is very rare in this industry. Unfortunately, she chose not to respond after the first testing phase. Each available position was advertised in multiple diverse publications throughout the community and we also contacted community leaders such as Albert White in an effort to inform the community of our available positions. Another opportunity that we took advantage of was our participation in the Local Job Fair at the MLK Center. This is an event that enables us to highlight our department and answer many questions related to available positions.

B. List Retention and Personnel Development Strategies you employed.

Once an employee is on board, it is our undeniable desire to retain them. The tactics that we use include: 1) Orientation that helps them acclimate to their new work area and introduces them to various individuals within their work group. 2) Inclusion in all activities right from the start. This lets them know that we promote a family and team atmosphere and they have value in this as well. 3) We equip them with all of the necessary tools and material needed to ensure their success. 4) We inform them of our open door policy, where an attentive ear will be available for any and all concerns that they may have or ideas that they might want to convey. 5) We utilize a Progression Through Training Program (PTTP) that gives each employee quality training in a designed format that coincides with their placement within the program. This proven program guarantees the employee that they will receive adequate training, while at the same time improving the retaining percentages of qualified employees for the department.

III. Were those efforts successful?

A. Why/Why Not?

We ultimately hired in seven positions that started off with a fairly diverse group. This group went through several processes that were fair and equitable across the board. There were opportunities for those who made up this diverse group to move forward. The evaluation process was designed to give us an honest appraisal of each individual. By observing the participants individually in a controlled environment during the field evaluation process we were able to determine which applicants actually possessed the minimal required experience for the Apprentice position.

B. How did you measure your efforts?

Between HR and Electric T & D, I feel as though a fair and honest attempt was made to ensure that everyone desirous of being a part of the T & D work group was given an equal chance. Our industry, as a whole struggles mightily to fill Line Worker positions with a highly diverse work group. The position requires an individual to be highly skilled and willing to perform a very dangerous job in adverse weather conditions and at all hours of the night. These demands alone have a tendency to limit the pool. It has become even more difficult to retain employees and gain new employees because of the national demand for Line Workers and the opportunities that individuals have for higher pay and better benefits. We feel very confident with our latest group of new employees. They have already made enormous strides to becoming dependable and valuable components of our work group.

IV. What were your efforts to make employees aware of the benefits of diversity?

A. List your efforts here.

All of our employees were mandated to attend Diversity Awareness Classes provided by the City. They were also encouraged to utilize the publications available through the City that adds to their awareness, as well as periodic reviews in staff meetings. We encourage all of our employees to attend and participate in the many Diversity workshops and events that are provided.

V. What were your Women/Minority-Owned Small Business efforts last year?

A. List your efforts here?

By utilizing our purchasing area, we have been able to locate businesses that qualify. One business that is woman-owned that we use often is Sapp's Saw Shop. We will continue seeking out these type businesses and utilize them as much as possible. Most of our large purchases come through our approved standards, but we do look for opportunities to conduct business with Women/Minority-Owned businesses.

B. What can you do differently next year to improve?

Continue using purchasing to locate Women/Minority-Owned Businesses that can provide services/products at a competitive price that is relevant to our industry and needs. Continue using the minority businesses that we are utilizing now.

VI. Your Component of the Overall Departmental Strategic Plan

Your Department Head will work with his or her direct reports to develop a Departmental Strategic Plan to address diversity issues this evaluation year. In this section you will outline your assignment for the department's overall Strategic Plan. You will use this component as the basis for the Diversity objective on your Performance Evaluation Plan.

The Department Objective is to develop a highly qualified, talented and diverse work group. This objective will be accomplished by:

- 1) Continuing to implement a hiring process that is focused on our AA goal of yielding a qualified and diverse pool of applicants.**
- 2) Ensuring that the Progression Through Training Program (PTTP) participants are satisfactorily progressing in a timely manner.**
- 3) Keeping our targets of 100% of the PTTP participants progressing within 30 days of their program schedule and that 75% of our focused hiring processes yield the desired results.**
- 4) Having monthly committee meetings to view progress and address issues in a timely manner.**

List one or more components of the overall Departmental Plan outlined by your Department Head in the appropriate sections below. You might not have an element in each of the areas.

A. Recruitment Strategies

During the recruitment process for the seven Apprentice Line Worker positions that we hired this past year, we advertised in publications that reached all of our target areas. We also used community leaders to promote the position and assist us in finding qualified applicants for our applicant pool. We represented GRU's Electric T & D department at the Annual Job Fair at the MLK Center, as well as participating in GRU's Spring Break Camp which introduced minority students to the Line Work Trade with a hands-on approach. These efforts will continue along with working together with our new Recruitment Specialist for future hires.

B. Retention Strategies

- (1) Professional Development for all Employees**

The Progression Through Training Program (PTTP) is a proven program that gives each employee the Proper training to successfully move forward in their development. We utilize the PTTP program to ensure that each employee progresses at a natural rate that is in line with their on the job training.

- (2) Strategies to Foster an Environment of Diversity and Inclusion**

We encourage our employees to embrace the future of this organization by investing in new employees. Our goal is to foster an environment that causes new hires to feel free to be themselves and understand that they're valued and their opinion matters to us. We welcome all who desire to be part of this team.

C. Women/Minority-Owned Small Business Strategies

Work with purchasing to discover more local businesses owned by women or minorities that we can work with. Continue using Sapp's Saw Shop in our support of this woman owned local business.

C. How will you measure your department's success?

Develop specific strategies to include these businesses whenever possible. Possibly form a committee that decides how we can allocate our spending in a way that includes Women/Minority Owned Businesses.