

**City of Gainesville
Diversity Work Plan**

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

**Name: J. Demis Soleibe
Title: Energy Delivery Engineering Manager**

**Department: Energy Delivery Engineering
Date Completed: 11-5-2015**

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.

Energy Delivery Engineering is a diverse team with 34 employees. Over the last five years the department has added four Hispanic employees, one female employee, and one visually impaired employee, increasing its diversity. As future openings occur, the division, in close coordination with HR and EO, will seek to recruit qualified candidates with careful consideration to demographics.

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

Issues and strategy unique to ED Engineering:

Finding candidates with power utility engineering education and skills has been possible by posting openings nationwide to enhance and expand the pool of candidates.

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.

ED Engineering has followed a strategy of posting job openings nationwide to include a greater number university graduates skilled in electrical power systems, the National Forum for Black Public Administrators, Florida A & M University, Bethune Cookman University and Hispanic Universities in Puerto Rico.

B. List Retention and Personnel Development Strategies you employed.

ED Engineering will continue to have a transition due to the service longevity of some of its employees. We are cognizant of this fact and have initiated a very proactive approach via training of younger, less experienced employees, which includes a robust personal/technical training program.

III. Were those efforts successful?

A: Why/Why Not?

Successful:

Recruiting of a diverse group has been very successful over the last four years.

B: How did you measure your efforts?

The pool of employees hired was diverse and met the expectations as far as the type of education they possessed.

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

A. List your efforts here.

The division has taken the lead to ensure that diversity is understood and valued within our organization. Meetings and counseling sessions with all employees, including minority and female employees, are routinely held to determine their interests, and to help them develop personal strategies to ensure their success. Awareness of the value of diversity is enhanced by the continuing addition of diverse employees.

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

A. List your efforts here?

ED Engineering proposes materials. Inquiries by purchasing to include SBE offers are answered by Standards.

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

All divisional purchases follow the Purchasing Department's directives and guidelines, including those related to Women/Minority-Owned Small Businesses.

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's objective is to develop a highly qualified, talented, diverse and inclusive workforce. We will accomplish this objective by a) ensuring that the Progression Through Training Program participants are progressing satisfactorily and in a timely manner, and b) that our hiring processes that have an AA Goal are focused to yield a qualified and diverse pool of candidates. Our targets are that a) 100% of the PTPP participants will progress within 30 days of their program schedule and b) that 75% of our focused hiring processes yield the desired results. We will hold monthly meetings to review participant progress, inclusion and to address issues in a timely manner.

A. Recruitment Strategies

We anticipate that student intern level positions will be an effective vehicle to recruit and develop diverse engineer and technician level staff via day-to-day “hands on” work assignments. This approach represents an effort to further increase the diversity of our worker ranks.

B. Retention Strategies

(1) Professional Development for all Employees

The Energy Delivery Department has been a leader in the development of Progression Through Training Programs (PTTP). These well-defined programs serve as a roadmap and guide for new employee development. They demand a mutual understanding between the employee and the supervisor on what is to be learned, the projected timeline required to do so and a robust feedback loop. The program emphasis is on participant success.

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

The success of the Department/Divisional diversity plans is very much dependent upon each the Manager’s clear articulation of the objectives and goals contained within that plan to the employees of the Division. Therefore, all Energy Delivery managers must take a lead role to ensure that the plans are well understood and ultimately successful. Typical efforts would include (as used above):

- Incorporate diversity discussions periodically into Departmental/Divisional staff meetings.
- Encourage employees to participate in the programs developed by GRU’s Community Relations Director to provide an awareness and insight of the culture differences that comprise our workforce and community.
- Encourage employees to participate in public job fairs and similar opportunities to promote a broad interest in working for the utility and to disseminate utility career and employment information to our community.
- Encourage employee volunteers to welcome and mentor new minority and female employees.
- Employ interview panels that consist of diverse personnel when possible to promote a sense of inclusion for minority and female employment candidates.
- Hold periodic meetings or counseling sessions with new minority and female employees to determine their progress and help them to develop personal strategies to ensure their success

C. Women/Minority-Owned Small Business Strategies

Prevail upon the utility’s purchasing department to prepare and maintain a listing of the firms that qualify as SBE businesses. Once the list is publicized, greater emphasis can be placed on using such businesses when and where appropriate.

D. How will you measure your department’s success?

Success will be measured by the commitment and results of our efforts to attract diverse pools of qualified applicants, the impact of our training programs, the rate at which we retain our highly skilled and sought-after workers, and purchases made through women/minority-owned businesses.