

City of Gainesville Diversity Work Plan

This work plan should be completed by Directors and Managers with oversight of ten or more employees who do not report directly to a Charter Officer.

Name: Ray Jordan

Department: Energy Delivery

Title: Electric System Operations Manager

Date Completed: 11/4/15

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. **Many of the jobs in my area are skilled jobs with only four positions available via the PTPP program. As the majority of jobs are field related and have traditionally been male oriented jobs the ratio of male to female is higher. Only one position can be considered as entry level that being the operations assistant. As such, the talent pool with these skills is limited. Low turnover rate as all employees in the group stay to retirement.**

B. List any barriers or other concerns you have for your entire span of control. **No other concerns noted.**

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. **All recruitment efforts handled by human resources with the exception of the annual jobs fair, which we participate in annually. Now that GRU has a recruitment specialist, I anticipate working with that person to further increase our ability to increase our applicant pools in relation to diversity.**

B. List Retention and Personnel Development Strategies you employed. **For new hires, we develop a tailored training program to the needs and responsibilities of the job. We also work to integrate the new hire into the division thru one on one meetings with the people the new hire has to interact with. We also encourage personal initiative in their job to provide a fresh look into the tasks and processes that they have to deal with and guide them into making the necessary improvements to help them develop ownership in the job. As a manager, I am always monitoring their integration into the divisional team and making them feel comfortable with their new job. Our Line Technician and Electric Services Supervisor positions also have mandatory PTT programs which allow employees to learn in a structured environment as well as increase their pace through the pay range.**

III. Were those efforts successful?

A. Why/Why Not? **Yes. The Electric Services Supervisor position filled this last year had a very diverse applicant pool (3 out of the 5 applicants were female/minority candidates). The new hires are evaluated on their job skills, knowledge, abilities to perform their job duties, with the successful candidates being chosen by a diverse panel of testers and evaluators.**

B. How did you measure your efforts? **Conversations with the new hires and the people that they interact with**

to see how they feel that they are fitting into the job and the team. New hires within a matter of a couple of months are meshing very well with the more tenured employees.

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

A. List your efforts here. **Leading by example and treating each employee as equal members of the same team. Stress is placed on valuing each other for their knowledge, skill, abilities, and character. Also ensure all employees attended the GRU sponsored EO/Diversity/Sexual Harassment series of classes as they become available.**

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

A. List your efforts here? **Limited outside purchasing opportunities that would be possible with small businesses. We use Sapp's Saw Shop (woman owned) for example to repair saws and other gas powered equipment. When possible we use local small businesses to purchase tools and other supplies when available.**

B. What can you do differently next year to improve? **Continue to interact with purchasing on available women/minority small businesses when and if we have additional material or services that we require.**

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.

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 Use HR/OD to help with recruitment ideas to increase participation by targeted pool. Continue to attend career fairs to inform the community about our job positions, related job tasks and skills that would be necessary for the job. Work with the newly created Recruitment Specialist prior to advertising any positions.

B. Retention Strategies

(1) Professional Development for all Employees Give our employees more training and challenge them to do more. More information and knowledge in their work area should help foster the feeling of Importance. Let employees know their value to the organization. Provide good feedback when employees do well and provide counseling to employees to help when the need arises, but always be constructive. Ensure PTT programs stay up to date and relevant to the position.

(2) Strategies to Foster an Environment of Diversity and Inclusion Encourage an atmosphere where employees know their opinions matter. Give them opportunities to excel in their jobs and make contributions in their work areas and keep them actively engaged in matters that affect their jobs, such as being integral for modifications in our reporting and tracking software.

C. Women/Minority-Owned Small Business Strategies Seek out these businesses with help from purchasing and the EO office, then encourage all employees to utilize these businesses for services and materials required.

D. How will you measure your department's success? Expanding the pool of qualified businesses as a measure of success in the available business suppliers' area. Expanding the pool of qualified minority and female applicants for jobs.