

**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: Gary Baysinger | Department: Energy Delivery Division – 505 Work & Resource Management (WARM) |
| Title: Acting Director | Date Completed: 11/09/15 |

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.

Division 505 Work & Resource Management (WARM) consists of two small groups of senior professionals with a broad in depth understanding of the utility. The first team or work management group is focused on refining methods and process evaluation. They specialize in improving Energy Delivery’s efficiency through monitoring work flows, data analysis, reporting, and compliance auditing. The second team consists of the Gas Marketing group and their primary responsibility is to grow our gas distribution revenue and customer service.

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

Both teams are comprised of experienced and accomplished GRU employees who have a solid utility background. There is only one true entry level position within our division that being our Operations Assistant.

We are a small division of only seven employees with two positions that have placement goals. Both are OAMM middle management positions.

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.

As a division WARM will participate in the annual city-wide job fair to help promote Energy Delivery as a whole, as well as support the handout of Energy Delivery job descriptions. The job fair will also allow our team to participate in one-on-one conversations with citizens of the community who are interested in a career opportunity with GRU.

B. List Retention and Personnel Development Strategies you employed.

I encourage and sponsor our team to attend industry events and webinars to stay abreast of best utility practices so they can learn and help us achieve best in class operations. I support all internal GRU training and emphasized to the team to seek traditional educational opportunities as well. Also I insist on practicing an “open door policy” where all employees feel welcome to discuss any problems or concerns they may have. WARM has welcomed

and encouraged employees to visit and learn more about what we do.

III. Were those efforts successful?

A. Why/Why Not?

Yes, the Diversity initiatives are successful. For example, WARM is made up of a small team and our goals are to work across all divisions within Energy Delivery to improve operational efficiencies with inclusion and no barriers. We strive to achieve straightforward communication and recognition of all people when addressing process improvements.

B. How did you measure your efforts?

The results of our efforts are realized by the monitoring of capital projects throughout Energy Delivery. This is clearly an example of our success that shows unbiased work methods to improve and update all reporting metrics within Energy Delivery. The WARM Team consistently utilizes standard and timely reporting to influence all areas. We are improving by complimenting the reporting with open communications to everyone involved in the specific areas, challenging, engaging, and empowering them to develop more efficient ways to perform their work unequivocally.

Also I plan to work very closely with GRU's HR/OD department to ensure all criteria are met for advertising, testing and interviewing for future position(s).

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

A. List your efforts here.

WARM employees participate in City sponsored diversity awareness training classes, and diversity awareness is continuously promoted and discussed throughout the year at our staff meetings and division events. Message boards are also posted throughout the Division notifying employees of upcoming events and programs promoting culture/diversity.

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

A. List your efforts here.

During the past year, Gas Marketing group has continued to support the small/minority (SBE) owned businesses through continued patronage, while also making a conscious effort to seek out businesses in the area that qualify.

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

In the upcoming year, Divisional awareness of the SBE Program will continue to be increased. Discretionary spending will be reviewed and when an opportunity is presented, SBE vendor(s) will be asked for competitive bidding.

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 all of our employees 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 PTTP 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 employee develop progress, ensure inclusion 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

I have not had the opportunity to initiate a hiring process this past year.

B. Retention Strategies

(1) Professional Development for all Employees

Encourage and emphasize to employees the programs that are available. Assure the Progression Through Training Programs are supported by division 505.

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

- a) Nurture an atmosphere of openness and encourage open discussion during staff meetings to share differing employee perspectives. Listening to others is a key component to fostering an environment of diversity and inclusion.
- b) Communicate career and employment information about our utility to the local community.
- c) Encourage employees to participate in public job fairs and similar opportunities to promote a broad interest in working for the utility.
- d) Incorporate diversity discussions periodically into division staff meetings.
- e) Inform and inspire employees to participate in the programs developed by GRU's Community Relations Director to provide an awareness and understanding of the culture differences that comprise our workforce and community.

C. Women/Minority-Owned Small Business Strategies

The Gas Marketing group works with GRU's purchasing department to obtain the current list of small and minority owned businesses. As discretionary spending permits, we reach out to SBE businesses and provide opportunity for competitive bidding.

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

In the long term not all employees will remain in current areas of GRU including WARM. The promotion of employees to other parts of the city is encouraged by me and it does not indicate a negative implication. Therefore success will be measured by looking into the pool of candidates searching for employment at GRU for opportunities to on-board a wide-range of diverse employees. I am confident that as WARM grows so will the diversity of our team.

