

# 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: Christopher Cooper

Department: Neighborhood Improvement

Title: Code Enforcement Division Manager

Date Completed: 11/17/2015

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## 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.

Our staff demographics are representative of the community we serve. If long term employees separate from the city diversity may become an issue unless addressed through recruitment and hiring. This includes supervisory positions within the division.

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

Hiring at entry level positions and developing employees to promote to supervisory and 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.

Focus on professional and trade groups focused on serving diverse groups when advertising open positions.

B. List Retention and Personnel Development Strategies you employed.

Provide continuing education through GCU and outside opportunities focused on the employees function as well as professional/career goals. Understanding what those goals are and encouraging employees to take advantage of opportunities to excel.

## III. Were those efforts successful?

A. Why/Why Not?

Our recruitment efforts have resulted in diverse applicant pools and hiring resulted in meeting the diversity goal established by EO. To date, professional development strategies have not resulted in promotion or additional roles/responsibilities.

B. How did you measure your efforts?

Readiness for new role/responsibility opportunities and promotional opportunities. The hiring and retention of staff.

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

A. List your efforts here.

All attend city required training. Generally covered the benefits of diversity during evaluations, staff meetings, and other counseling opportunities.

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

A. List your efforts here?

Contractor opportunities were advertised through Purchasing following their guidelines.

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

In addition to following Purchasing guidelines I will seek opportunities to make contractor opportunities known to women/minority-owned small businesses. This may include attendance at meetings, speaking to professional/trade groups, and others known throughout the community.

**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

Find local, regional, state and national organizations that focus on professions/trades related to advertised positions that focus on diversity. Participate in local recruitment efforts including those produced by the City of Gainesville.

B. Retention Strategies

(1) Professional Development for all Employees

Continue to offer training and continuing education as required for positions and what will enhance individuals professionally.

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

Find opportunities to educate staff on the importance of diversity within our division, department and organization. Focus on why diversity is important during staff meetings, evaluations and other counseling opportunities.

C. Women/Minority-Owned Small Business Strategies

Find opportunities to advertise the opportunities available. This includes following Purchasing guidelines as well as making contractual opportunities known when attending community meetings, professional association meetings and other gatherings within the community.

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

We will look at our hiring goals and the diversity of our applicant pool to evaluate our recruitment efforts. Efforts to education staff during trainings, meetings, evaluations, and other counseling opportunities will be conducted throughout the year. We will review our solicitation methods for open contracts and what type of outreach we provided to recruit vendors to bid on those opportunities.