

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: John Weber

Department: PRCA

Title: Park Operations Manager

Date Completed: 10/13/15

- I. **Introductory statement describing your department/division.** The Park Operations Division consists of three sections; Recreations Maintenance, Mowing and Projects and Irrigation. The Park Operations Division is responsible for overseeing City park maintenance operation activities, including planning, design, construction, and maintenance of landscaped and recreational areas around city buildings and parks. Parks Operations maintains the active recreational parks, including maintenance of athletic fields, mowing, facilities maintenance, trash pick-up, and general upkeep.

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

The Division generally has a diversity of age ranges, and ethnicities. Parks Operations has an all-male work force. There are currently 4 vacancies in Park Operations. We have 21 Full-time employees in Park Operations. Of those positions, there are no females and we have 6 minorities (28%).

The AA goal for several positions is Female.

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

We seek to hire the most qualified individual for the job based on education, job knowledge, skills, experience, and ability. We work very closely with HR and EO to advertise any open positions so that a diverse applicant pool is reached. Throughout the Parks and Recreational fields there is a shortage of minorities and females in many of the targeted areas. Traditionally labor oriented positions such as Irrigation Mechanic, Labor Crew Leader, Maintenance Mechanic, and Parks Maintenance Worker attract more qualified male than female applicants.

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

We worked closely with HR, EO, UF, Santa Fe, the Florida Recreation and Parks Association and the National Parks and Recreation Association (FRPA & NRPA), to advertise so that a diverse applicant pool was reached. Twice staff worked a tabling event through the City's Job Fair, in an attempt to attract a more diverse group to park operations careers. We ensured that a diverse panel was assembled when conducting interviews and evaluating bids.

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

Jobs are posted on web sites specific to the field of work. Job openings are sent to local technical colleges (as appropriate).

Work with EEO recruiter to help expand contacts and reach a larger audience.

Efforts to use the tools offered by EEO will be expanded upon to enhance the recruitment process.

B. List Retention and Personnel Development Strategies you employed.

Staff is encouraged to attend GCU courses and other training when applicable and continue their professional development through external means if applicable.

Supervisors work hard to develop staff to reach their full potential through on the job coaching and mentoring.

Park Operations staff are encouraged to cross-train in others areas of the division.

External training opportunities are offered when they are available.

We have also offered special assignment opportunities for staff to learn and develop their skills in efforts to develop them for future opportunities.

III. Were those efforts successful?

A. Why/Why Not?

As a division within the Parks, Recreations and Cultural Affairs Department, the Park Operations Division is successful in recruiting minorities through current processes;

Efforts have been successful but improvement is possible as evidenced by the Equal Opportunity Office's workforce analysis plan; We need to improve on the recruitment of female applicants.

B. How did you measure your efforts?

We evaluated the pool of applicants that met minimum qualifications from HR for the diversity makeup after the hiring process has been completed to see if our efforts were successful. In many instances we have met our AA goals and have brought on (whether it be through upward mobility or hiring from the outside) very qualified staff. As always we will continue to work closely with our HR and EO offices to expand our efforts if not successful.

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

A. List your efforts here.

The Department established a Diversity working group dedicated to developing a work plan to address diversity issues. All staff was afforded an opportunity to participate on this team. The team reports their progress during Departmental Quarterly Meetings. There are 2 members of the Park Operations section that participate on the Diversity Action Committee. They report to the maintenance team during monthly

meetings and give updates and look for feedback from the group to better understand the needs and concerns revolving around maintaining a diverse work place.

Remind staff every time we have a staff meeting, in preparing for the advertising/interviewing process, in preparing for and during the RFP process. Attended diversity training through the City's Equal Opportunity Office in person;

Training and Conversations regarding 4 C's have included discussion in diversity.

Bulletin boards are maintained to inform employees of training and other activities that promote education and diversity.

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

A. List your efforts here?

Staff has worked hard to encourage and recruit minority businesses when RFPs are solicited. We have several minority contractors due to these efforts. There are minority contract firms who provide mowing and landscape maintenance services, and cleaning services.

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

We will continue to encourage and recruit minority businesses when RFPs are solicited.

Increase solicitation from MBE's and WBE's using emails, etc. and advise them of upcoming contract opportunities.

Parks, Recreations and Cultural Affairs Department can work closer with the City's Purchasing department to recruit and encourage the use of minority and female owned local 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.

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

Encourages training for staff. This enables minority and female staff members to advance their knowledge and skills so they may be promoted when new positions become available;

Trained to be professional and courteous with fellow employees and citizens no matter race creed or color at all times

Advertises its vacant positions in local and minority publications, at UF and at SF in an attempt to reach the broadest minority and female population possible. The Department advertises in national

organization publications as related to the open positions;
Holds public hearings and informational meetings which are an opportunity to not only inform citizens about our projects but to inform them of our organizational needs and the opportunity of working in the Department;

Our office and field staff routinely interacts with citizens on a regular basis and are trained to be professional and courteous at all times. By representing the Department in this manner they are actively recruiting for City, including very diversely populated areas.

B. Retention Strategies

(1) Professional Development for all Employees

National Recreation and Park Association
Florida Recreation and Parks Association
Gainesville Corporate University
University of Florida and Santa Fe College
Florida Gateway College (formerly Lake City Community College)
Special assignment training for departmental staff.

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

Update staff regularly on the importance of, and efforts made to address our departmental diversity including progress toward the departmental Diversity Action Plan.

C. Women/Minority-Owned Small Business Strategies

Work closely with Purchasing and business Development in order to identify a wider range of Women/Minority owned Small Businesses for services we contract out including capital improvement development and renovation, cleaning and opening/closing contracts.

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

Re-evaluate our efforts each year; work with EO, HR, the City Manager's office and departmental staff; and continue training opportunities with staff. Discuss and measure increases or decreases as the results of staff positions filled, vendors hired, and contractual services awarded.