

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: Steve Stagliano

Department: Administrative Services

Title: Administrative Services Director

Date Completed: 10/28/15

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.

Administrative Services includes Purchasing, Stores, Facilities Maintenance, Real Estate, Mailroom and Security. It is a department of 35 people of which 15 are women, 1 who is a manager, 5 are in the Professional ranks and 9 are CWA Purchasing, Stores and Staff Assistant positions. Three of the women are African American and we lost a Hispanic male this year when he left the company. While I think we have a diverse group I would like to add male minorities and a woman in the Facilities Maintenance group.

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

In Facilities Maintenance we have experienced difficulty in finding qualified women even when we have worked closely with OD to develop a hiring plan when openings have occurred.

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.

On the FM coordinators position I worked with OD and EOE and developed a recruitment plan. We used the recommended advertising techniques for attracting qualified minority and women candidates. We advertised in Professional Women in Construction and National Association of Women in Construction – Gainesville web site. We also advertised in the Gainesville Sun and the Guardian. For the Stores opening we contacted the Diversity Recruiter in an attempt to find qualified minority candidates.

B. List Retention and Personnel Development Strategies you employed.

Employees are encouraged to attend training and are put in charge for more senior employees when they are out of the office. This gives them more training and experience for advancement opportunities. In some cases when openings occur we will give a number of departmental personnel an opportunity to act in the position temporarily to gain experience and allow management to evaluate their performance. Once all of the candidates have rotated through in that position on an acting basis then we will hire a permanent employee. We have also implemented a Progression Through Training (PTT) program in Stores which has had positive effect there. We also have three women who are currently enrolled in MBA programs and having their educational costs reimbursed in accordance with City policy.

III. Were those efforts successful?

A. Why/Why Not?

To some extent yes. For the Facilities Coordinator position we did have one women candidate that made it through the screening process and was interviewed, but she was not found to be the most qualified candidate. In the Stores process we interviewed 5 candidates that included 1 women and 1 African American candidate. The woman was offered one of the jobs and she accepted, but later declined the offer because her employer counter offered.

B. How did you measure your efforts?

The number of women and minorities who interview for the job.

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

A. List your efforts here.

- *AS has participated regularly in the EO committee meetings and information from these meetings is shared with AS staff*
- *Attendance at Diversity Lunch and Learn meetings held by Community Relations*
- *AS participated in the UF Small Business Fair and Tradeshow*
- *Purchasing attendance at Florida Minority Supplier Development Council (FMSDC) events*
- *Purchasing attended the Florida State of Florida annual Match Maker Conference and Trade Show*
- *AS attended and presented at the EO small business workshops*
- *Purchasing released on a monthly basis 'Minority Business of the Month' to managers*
- *All direct reports to the AS Director had a diversity goal included in their objectives*
- *Departmental luncheons for our employees to get to know one another better*
- *I am a member of the Diversity Awareness Committee and regularly share information with staff that is happening with the committee*

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

A. List your efforts here?

- *AS has participated regularly in the EO committee meetings*
- *AS participated in the UF Small Business Fair and Tradeshow*
- *Purchasing participated in Florida Minority Supplier Development Council (FMSDC) events*
- *Purchasing attended the Florida State of Florida annual Match Maker Conference and Trade Show*
- *AS attended and presented at the EO small business workshops*
- *Purchasing released on a monthly basis 'Minority Business of the Month' to managers*
- *I encourage my staff to use discretionary purchasing dollars with Women/Minority Owned businesses to the maximum extent possible.*

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

Now that there is a new Director, Purchasing will work with that person to inform him of the things we have done in the past and collaborate with him to find new ways to improve in this area. I am hopeful with a new person in this position new ideas and experiences will be shared resulting in improvement.

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

If positions become available in my department I will try different places and venues to advertise the position where we might attract a larger pool of local minority and women candidates. I will utilize HR/OD and EO and any suggestions they might have for expanding the pool like advertising in the "Guardian" and utilizing their women/minority focused e-mail list. Plus I would utilize several professional organizations that GRU belongs to for making the position known.

B. Retention Strategies

(1) Professional Development for all Employees

Continue with training at both internal and external sources, continue to have the less senior employees fill in for the more senior ones when they are out of the office to gain experience. Coach employees individually on aspects involving their jobs. Specifically in Stores continue to tweak the PTT program. Continue to encourage and reimburse employees to advance their education in Bachelor and Masters programs.

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

Encourage participation in the Diversity Lunch and Learn meetings, encourage peer to peer mentoring for new employees, quarterly department staff luncheons which foster a more casual environment and interaction between employees, cross training between employees wherever possible.

C. Women/Minority-Owned Small Business Strategies

- *As mentioned above reach out to and collaborate with the new OEO Director to identify and reach more MBE and WBE.*
- *Participate regularly in the EO committee meetings*
- *Attend the UF Small Business Fair and Tradeshow*
- *Participate in Florida Minority Supplier Development Council (FMSDC) events*
- *Continue to attend the Florida State of Florida annual Match Maker Conference and Trade Show*
- *Attend and present at the COG small business workshops*
- *Purchasing and AS Director will work with GRU's Managers to include encouragement in the budgeting process to evaluate projects up front to try and identify SBEs that they can use for in the upcoming FYs and to breakdown projects into smaller ones to enable more SBE participation.*
- *Work with CSS Analysts to develop better tracking methods on Women/Minority dollars spent so they can see where they can improve.*

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

Dollars spent with MBE/WBE and the number of qualified minority and women candidates that make it to the pool of candidates in a hiring process