



**Minutes  
Diversity Steering Committee  
Tuesday, May 3, 2011  
3 p.m.**

Every month the Diversity Steering Committee meets to discuss current diversity issues as well as the ongoing implementation of the Diversity Action Plan. In the interest of city wide inclusiveness and creating openness, the Diversity Steering Committee will publish a monthly summary of items discussed. Please review the following items and contact your respective 6-Sided Partnership representative or a Diversity Steering Committee member should you have any questions or suggestions.

**Mission: To work with each other and the community to make Tempe the best place to live, work, and play.**

**Values: People...Integrity...Respect...Openness...Creativity...Quality...Diversity**

**In Attendance**

Jackie Awosika, SEIU  
Ginny Belousek, Diversity Office  
Renie Broderick, Human Resources  
Natalya Christenson, SEIU  
Molly Enright, Confidential Employees  
Jerry Hart, Senior Management Group  
Rosa Inchausti, Diversity Office  
Kent Kortsen, GSA  
Todd Lunn, IAFF  
Kurt Mayer, TOA  
Jon O'Connor, Human Resources  
Wendy Springborn, TSA  
Louis Telles, Human Resources

**I. HR's Response to the Recruitment Procedures Recommendations**

Renie Broderick began by handing out and reviewing a May 3, 2011 memo from the Employment Section of Human Resources titled Recruitment Procedure Recommendations. Renie explained that HR is currently in the process of developing a guideline for the recruitment and selection of Classified Employees and emphasized

that the memo reflects HR's preliminary response to the Diversity Steering Committee's original nine recommendations. See attachment for numbered recommendations and responses.

Renie then opened the floor to questions. Wendy Springborn asked if HR's informal interview feedback would be enough for TLC to assist the employee's interview skills. Renie responded that TLC could talk to the HR analyst with the employee's approval. Jerry Hart asked about if the employee wanted feedback from the department. Renie said that would be okay if the department was comfortable providing feedback.

Clarification was requested to verify that although the original nine recruitment recommendations addressed all City hiring's, HR's response was addressing classified employees only. Renie confirmed HR's response memo was for the hiring of classified employees only.

Wendy inquired what would happen if the added ranking sheets done at the end of the day do not match up with the original scoring. Renie explained that would only be an issue if there was a big difference between the two. Molly Enright said the panel would need to be ready to explain their reasoning and defend their ranking.

Renie explained that final selections would not occur from the first panel but that qualified applicants would move on to a second interview. Kent Kortsen asked if HR's responses pertained to first interviews only. Renie replied yes, and that second interviews are up to the department with the hiring supervisor making the final decision. Louis Telles added that departments could choose to add in another assessment test.

Todd Lunn asked if the scoring sheets would be turned in at the end of each day when conducting multiple day interview processes. Todd explained that in the past each applicant would get a yes or no at the end of the day. The applicants who received a yes would then be reviewed again.

Rosa asked for confirmation that applicants could talk to HR after their interview. Renie and Louis Telles agreed that applicants are free to contact their HR Analyst. At that point the HR Analyst could provide informal feedback and suggest possible training.

Rosa reiterated that the recommendations originally were to include both classified and non-classified positions to provide better transparency of the process. It was decided to ask Clarence Matherson from the City Attorney's office to discuss classified vs. non-classified positions and place that on the agenda for a future meeting.

Kent asked if each department sent HR minimum qualification changes automatically or if they were required to send them once a year. Renie replied that departments are not required to send HR changes annually. Typically minimum qualifications are reviewed with a HR analyst. Louis explained that most changes occur prior to a position opening or during reorganization. Ginny asked if there was a concern that changing a job description during recruitment could be viewed as tailoring the job description for a certain candidate. Renie said this was an occasional complaint but generally the changes were small and that the employee groups in addition to HR, review any changes. Jackie Awosika said that was the number one complaint SEIU received. Usually the person bringing forth the complaint associates the change with a specific

employee's qualifications. Jerry Hart said the reorganization has resulted in a reallocation of duties in many positions. Louis added that HR Analysts question why changes are being made.

Jerry then reviewed the Senior Management recommendation comments explaining that his handout did not represent a consensus but rather 5-6 individual's responses. See the second attachment for numbered recommendations and responses.

Rosa asked if the recruitment recommendations should be placed on the next agenda. Renie said that she would let the committee know when HR's draft of guidelines is ready to be added to a future meeting's agenda.

## **II. Promotion From Within Follow Up**

### **A. Vertical Diversity – 2001-2011**

Rosa explained that questions had been raised about the City of Tempe's Vertical Diversity during past discussions concerning promotion from within, specifically looking at the cause and effect of promotion from within to vertical diversity. Ginny explained her Vertical Diversity handout. The handout incorporated Department Directors only, with the exception of the first column representing the total workforce. Currently there are seven Department Directors. The numbers do not include administrators. In the pre-Diversity Audit and pre-Diversity Office days of 2001, the top level of the organization was 100% male and 91% white. Significant improvements can be seen in 2003 when Diversity practices and the strategic plan were implemented. Wendy asked for the total counts used. Ginny explained that the high was around sixteen to the current seven Department Directors.

Louis presented two handouts. The first "Vertical Diversity Summary – 2011" was a demographic comparison for the total workforce showing the different level's vertical diversity incorporating one table for sworn personnel and an additional table excluding sworn employees. There was confusion regarding what positions were included in the various categories. Louis confirmed Police Department Assistant Chiefs were included in the Deputies category. Discussion continued with wondering if the Senior Management Team should be a separate category for clarification purposes. Renie reported that from HR's perspective, they include Administrators in the Directors category.

The second handout "Demographic Comparison of Totals for Three Time-Periods" showed the changing trends from fiscal year 2006/2007, 2009/2010 and the last report done in March 2011. The highest increase was seen in the number of Hispanics in the total workforce, which increased .92% from 2006/2007 to March 2011. The only category that decreased was females in the total workforce which declined 1.95%. This decrease was likely due to the elimination of administrative assistant's positions. Louis said these numbers were derived from a PeopleSoft report and the next step will be to include the age breakdowns. Molly Enright noted the significant decrease of African Americans and suggested these reports should be seen by recruiters. Rosa reported that recent Tempe census numbers highest increases were reflected in Tempe's African American and Asian communities. Renie confirmed these reports would be made available. HR will be incorporating

recent Tempe census numbers in additional reports. Molly suggested a non-judgmental analysis of these reports and would be willing to assist in that process.

Rosa asked for a summary of the discussion regarding vertical diversity and how it relates to promotion from within. Jackie Awosika said there is diversity in the line level but not at the top. The question was would promotion from within help or hinder the vertical diversity of the organization. Rosa reported she had not heard any additional discussion about changing the current policy regarding promotion from within. Louis agreed that nothing had been set in stone. It was confirmed that among the Diversity Steering Committee there is disagreement about changing the promotion from within policy. Louis said another way to look at the vertical diversity numbers would be having the demographics broken down by union codes. Jackie agreed that would be a helpful comparison. Jackie added that promotion from within was one of the five top priorities SEIU received in their recent member survey.

Rosa reiterated that the total female personnel in the City are currently 31%. The Diversity Office will bring Tempe's Census information to the next meeting. Molly said that mirroring the Tempe community is extremely valuable. Rosa added that with the recent reorganization it is important to take a look at titles and make the categories clear and consistent.

### **III. Diversity Steering Committee: Purpose and History Review**

Rosa had planned to present a purpose and historical review of the Diversity Steering Committee. It had been discussed to bring in Diversity Leadership Alliance (DLA) members to speak about Diversity Councils and their private sector perspectives. This will be placed on the Agenda for the June meeting. It was suggested that the next meeting be entirely focused on the purpose and history of the Diversity Steering Committee along with DLA speakers and that it be held in a larger room so that additional guests could be invited to attend. Rosa would like to see an annual report come from the Diversity Steering Committee. Ginny suggested that sub-committees get reorganized to work on concrete tangibles. The Diversity Steering Committee is vital to the organization. Dee will forward next month's agenda earlier so guests can be invited.

### **IV. Member Updates**

No member updates provided.