

Diversity Action Plan (2020)
Milwaukee
Assessor's Office

Goals of Plan:

- Increase diversity and inclusion within the Assessor's Office
+ recruitment and retention of diverse employees/student/partners
+ fostering and creating promotional opportunities within the office for a diverse workforce
+ creating a welcoming and supportive business climate through efforts such as communication, recognition, and education
+ encouraging diverse perspectives within the office
- Develop new hiring pathways from which candidates can be selected
+ creating relationships with partners to funnel qualified candidates to the Assessor's Office
- Create individual development plans for each person interested in position advancement
- Have diverse candidates on hiring list to replace those that will be retiring
- Ensure interviewing panels are diverse to ensure applicants are viewed from multiple perspectives
- Assessor's Office to be recognized as a leader within Milwaukee city hall for diversity and inclusion

Internal Activities

1) Engagement with city Department of Employee Relations (DER) -> particularly about improving diversity

Kristen Urban – Meeting planned for July 2020
Diversity Recruiter - none in place at present

2) Ensure that interview teams are inclusive and diversified by:

Gender, Age, Generation, Position (rank), Region, Extrovert/Introvert, Ethnicity

3) Establish intentional interactions with current African American, Hispanic, and female staff members to discover potential avenues for finding new employees and improving office functions

Appraisers
Administrative Staff
Supervisors

4) Reviewing previous office efforts including efforts by department Diversity Team

Assessor's Office Diversity Statement - need to update for 2020
Quarterly meetings of Diversity Team – review minutes from the previous Diversity team

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Establish a new version of the Diversity Team? – Not started yet

5) Find out what other city departments are doing to create pathways and pipelines for new employees.

Work with new City Recruiter to get this started (no one in the position at present) – this effort is currently limited by the budgetary restrictions which reduces our ability to hire property technicians and appraisers

6) Determine if other city departments have Diversity Statements or Action Plans and what successful ideas have already been put into practice?

Work with new Common Council President and Diversity Recruiter to assist with this effort

7) Explore the creation of an incentive program for current employees who recruit new employees.

Provide some form of incentive to current employees who successfully recruit new employees. New employees need to complete a probationary period before receiving incentive

8) Ensure action plan is sustainable so this work will continue into the future

9) Encourage African American supervisors to participate in the African American Leadership Programs – Kirk was not interested in 2020

10) Suggestions from Departmental Supervisors:

- Create instructions for potential hires to “get on the list”
- Use social networks to share information
- Create a PowerPoint presentation for meeting with groups
- Find out what DER is currently doing to promote diversity
- Find out what DER is not doing

Ask DER to create a new hiring list (appraisers) for summer 2020

– previously completed in 2018

- July 2020 - in process

Encourage external contacts to work for the City in general and the Assessor's Office specifically

External Activities

10) Present information and lead diversity discussion with the Executive Board of the [International Association of Assessing Officers \(IAAO\)](#).

-This includes presenting information to the IAAO President and then the Executive

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Board. Sharing information about Milwaukee's diversity efforts will be the responsibility of multiple supervisors. Encouraging IAAO to create a task force to address racial inequities and the lack of diversity within the organization and the assessment filed is the goal.

11) Continued involvement with African American leadership Alliance, Milwaukee including the AALAM - Policy and Practice Team
- ongoing

12) Commissioner to continue working with [Divided by Design](#) leadership team to finalize school curriculum which will be provided to local high schools. The educational program is based on concepts from [Richard Rothstein's book "The Color of Law"](#).
- ongoing

13) Developing plan and talking points which can be used when meeting with groups of potential employees
Base the recruitment strategy on the recruitment plan already in use.
Develop talking points with help from DER – send to DER for review
Work with City Recruiter to improve the strategy

14) Creation of outreach team who will do outreach to other groups
Possibly, Pam, Angie, Vicente, Sarah, Jose, Tonja
– need to send out a request

15) Work with LISC and other local organizations to gain access to potential candidates
– email sent to new Executive Director Theodore Lipscomb in July 2020

16) Reach out to educational institutions whenever a new hiring list is created. Potential institutions include:

Averno College
- [Denise Poberezny](#) Office & Special Events Coordinator

Associates in Commercial Real Estate (ACRE) program – through LISC in Milwaukee in partnership with Marquette University, the Milwaukee School of Engineering and the University of Wisconsin - Milwaukee
- Executive Director
- [Dawn Hutchinson- Weiss](#) Senior Program Officer

- <http://www.lisc.org/milwaukee>

Cardinal Stritch University -
<http://www.stritch.edu/>

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Marquette University -

<http://www.marquette.edu/>

Executive Director

Rana Altenburg

[Karen Hoffman](#) Associate Dean of Les Aspin Center for Government

Milwaukee School of Engineering

<http://www.msOE.edu/>

Bob Lemke /

Alverno College -

<http://www.alverno.edu/>

Rufus King International School -

<http://www5.milwaukee.k12.wi.us/school/rufusking/>

Lynde & Harry Bradley Technology & Trade School -

<http://www5.milwaukee.k12.wi.us/school/bradleytech/>

Milwaukee Area Technical College

Student Employment Services – (414) 297-6244

Downtown Milwaukee Campus

Room – S114

Open: Monday – Thursday 8:00 AM to 4:30 PM and Friday 7:45 AM

Employer Marketplace -

<http://www.matc.edu/student/resources/JOBshop/employerrecruitment.cfm>

Milwaukee Public Schools

Career and Technical Education Director – [Eric Radomski](#) (414) 475-8391

Milw. Vincent High School -

<http://www5.milwaukee.k12.wi.us/school/vincent/>

School of Architecture and Urban Planning

Office of Architecture – (414) 229-5564

Dean's Office – (414) 229-4016

Community Outreach – (414) 229-2573

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Part-Time Job Fair August 25, 2017 – Internship Coordinator Linda Walker
walkel@uwm.edu

Sheldon B. Lubar School of Business

Senior Career Advisor – Dan Neuwirth (414) 229-5445 neuwirtd@uwm.edu

University of Wisconsin – Milwaukee

<http://uwm.edu/>

Recruiting Coordinator – Kamara Jackson (414) 229-5367 jacksoke@uwm.edu

Wisconsin LGBT Chamber of Commerce

<https://wislgbtchamber.com/>

414-678-9275

17) Use of external resources for ideas and solutions

18) Work closely with the participants of the [African American Alliance for Leadership, Milwaukee \(AALAM\)](#), [Diverse and Resilient](#), the [LGBT Community Resource Center](#) and other groups to find new ways to increase employment and leadership opportunities for underrepresented groups

19) Obtain copies of job descriptions of Diversity and Inclusion Managers from external employers

120) Meet with diversity contacts from other large organizations to discover what works best for improving diversity and inclusion.

21) Create Group within the Wisconsin Association of Assessing Officers for people of color

22) Suggest Group within the IAAO for people of color
– Suggested idea on December 2018 IAAO Rep report.