



Department of Employee Relations

John O. Norquist
Mayor

Florence Dukes
Director


David Heard
Fire and Police Commission
Executive Director

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Michael Brady
Employee Benefits Director

July 2, 2003

TO: Members of the Common Council Committee on Finance and Personnel

FROM: Florence Dukes 
Employee Relations Director

RE: Diversity, Equal Employment Opportunity and Affirmative Action Ordinance

Attached is the proposed Diversity, Equal Employment Opportunity and Affirmative Action Ordinance. We are proposing to repeal the "Affirmative Action" Ordinance (Ordinance No. 124) which was approved in 1984 and replace it with the attached ordinance. This new ordinance will do the following:

1. Update the description of the City's staff responsible for Diversity, Equal Employment Opportunity and Affirmative Action activities. For example, the 1984 Ordinance refers to the City Personnel Director and Affirmative Action Officer. We now have the titles of Employee Relations Director and Diversity and Outreach Officer.
2. Update the description of duties and responsibilities of staff working on issues related to Diversity, Equal Employment Opportunity and Affirmative Action. For example, these new duties and responsibilities include some activities specific to the Fire and Police Departments such as "participating in performance examinations, job fairs, and Police Aide and Fire Cadet recruitment activities at high schools and other locations". The description also provides information on the different complaint processes that are overseen by the Office of Diversity and Outreach. Some duties and responsibilities from the 1984 Ordinance are eliminated because they no longer are emphasized or are obsolete.
3. Change the reporting requirement for the Diversity/Equal Employment Opportunity/Affirmative Action Plan from annually to every two years. This practice is more efficient and is consistent with the general practices of many jurisdictions.

Please call me at 3335 if you have any questions. Thank you for your consideration.