

DES MOINES WATER WORKS

Board of Water Works Trustees

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MEMORANDUM

DATE: July 28, 2020
TO: Ted Corrigan, CEO and General Manager
FROM: Doug Garnett, Director of Human Resources
SUBJECT: 2020 Affirmative Action Plan and Promotions/New Hires

The Human Resources Department again contracted with OutSolve to complete our 2020 Affirmative Action Plan. Based on the information we provided to OutSolve, we have the following placement goals for this year.

2020 Placement Goals

- Executive/Senior Level Officials and Managers: No placement goals.
- Professionals: No placement goals.
- Craft Workers - Employees needed to meet the availability goal: **11 FTE** for minorities and **10 FTE** for females.
- Laborers and Helpers - No placement goals.

In 2019, we filled a total of 11 vacancies. Six (6) of those vacancies were filled internally through transfers or promotions. Five (5) positions were filled externally. Three of these external recruitments were for Pipelines Laborer and they were filled by Caucasian males. We also filled one Auto Service Worker and one Customer Support Services Representative/Field Operations Support Specialist position with Caucasian females.

In calendar year 2019, we received a total of 212 applications for open positions. A total of 131 of those applications were received from female candidates, including 51 applications from minority female candidates. We also received 39 applications from minority males.

We are continuously looking for outreach initiatives and activities to assist us in attracting and retaining a workforce that reflects the community we serve. These efforts included the following:

- Met with Iowa Prison Industries regarding their apprenticeship program and toured program at Mitchellville Correctional Facility
- Met with Sanjita Pradhan from the Greater Des Moines Partnership to discuss hiring foreign born talent
- Attended the 2019 Fall NAACP job fair
- Attended the Greater Des Moines Partnership's Annual Inclusion Forum
- Purchased "sandwich boards" to place in front of the office building and the main gate announcing when we are recruiting for vacant positions

Human Resources will continue to ensure that the company's policy of equal employment opportunity is understood, supported and adhered to by all employees. We each have the responsibility for promoting equal employment opportunity and applying affirmative action principles at Des Moines Water Works.