

Together, for several years now, we have been striving to make our Public Works Department the best it can be.  
And, together, we have made much progress towards this goal.

## Public Works Diversity Action Plan Accomplishments ADMINISTRATION

**JANUARY - DECEMBER 2006**

Mission: To make Tempe the best place to live, work, and play.

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

Goals	Action Items (where appropriate, include dates, numbers & with whom)
<b>1. Establish Positive and Open Relationships</b>	
Maintain connections with Supervisors & Employees	Ongoing weekly meetings with workgroups
Maintain connections between management and admin staff	Ongoing weekly meetings with workgroup
Coordinate and facilitate PW's Sup. Workshops	PDP - March 2
	Civil Rights/EEOC - June 1
	GenderSmart - November 16
Coordinate workgroup discussions for PW Workshops	Deputy Mgr, Superintendent, Supervisors , SR Mgt. & Employees
Successful implementation of PDP program	100% participation
Recognize Professional Admin Day	26-Apr-06
Provide daily contact with Supervisors & Employees	Ongoing interaction
Participate in Colors Training & Certification	Deputy Mgr & SR.Mgt.
Obtain CPM certification	SR. Mgt. completed 1st module
Participate in monthly SEIU meetings	Mgr and Dep Mgr participation in monthly meetings
Participate in bi-monthly meetings with SEIU	Mgr and Dep Mgr participation in monthly meetings
Attend monthly TSC meetings	Mgr and Dep Mgr participation in monthly meetings
Oversee coordination of the Annual PW Employee Breakfast	Oversee organization/implementation of annual event
Participate in monthly meetings w/Carlos de Leon	Dep Mgr
Participate in City Manager's monthly Breakfast mtgs for new employees and 20+ year employees	Attended by Mgr and/or Dep Mgr

<b>Goals</b>	<b>Action Items (where appropriate, include dates, numbers &amp; with whom)</b>
<b>2. Promote Cross-training &amp; Mentoring</b>	
Participate in City- wide mentoring program	Arnold Silvas participation in mentoring program as a Mentee - May 2006 Jennifer Adams participation in mentoring program as a Mentor - May 2006; mthly meetings w/Susan Giger
Belong to Tempe Professional Development Club	All levels of the organization enlisted
Develop and implement PW 101	Program established for all new employees and interns.
Cross-training detail support Custodial & Facility	Field Operations Management Asst. cross training as SR. Mgt.
Participate in Performance Evaluation Training	Feb
Meet with Maricopa Skills Center	Mar
Participate in MST Colors Training	Jun 20 - Dep PW Mgr train the trainer
Meet regarding Cross Department discussion	Jun 22 - regarding overlapping tasks
Participate in ADA Training	8/21/2006
Participate in Light Duty Training	8/24/2006
Participate in SOLVE Training	8/28/2006
Get involved in Women in Networking	Sep 5 - Dep Mgr participated on the panel
Structure Cross Training in Traffic Ops	Sep 19 - discussion and implementation
Participate in FMLA Training	10/24/2006
Partner w/HR and TLC on training	Dec
<b>Goals</b>	<b>Action Items (where appropriate, include dates, numbers &amp; with whom)</b>
<b>3. Maintain Awareness of Appropriate and Legal Conduct</b>	
Engage in Department-wide recruitments	Deputy Mgr reviews all hiring panels
Spearhead Superintendent Recruitment	Diverse hiring panel and employee forum
Organize Supervisor recruitments (2 each)	Diverse hiring panel
Oversee Custodial recruitments	Diverse hiring panel
Establish PW's Workshop discussion with employees	Deputy Mgr, Superintendent, Supervisors , SR Mgr & Employees - May
Establish PW's Top Ten Priorities discussion with	Deputy Mgr, Superintendent, Supervisors, SR Mgr & Employees - July
Diversity Action Plan 360 discussion	Deputy Mgr, Superintendent, Supervisors , SR Mgr & Employees - July
Design PW's Goals 360 discussion	Deputy Mgr, Superintendent, Supervisors , SR Mgr & Employees - July
Organize Safety Training 360 discussion	Deputy Mgr, Superintendent, Supervisors , SR Mgt & Employees - April, May, June, July
Participate in Civil Treatment training	Jan, Feb

Goals	Action Items (where appropriate, include dates, numbers & with whom)
<b>4. Continue to promote the mission of Recruitment Outreach Committee (ROC)</b>	
ROC Committee Members:	Jennifer Adams, Glenn Kephart, Lucy Morales, Jessica Williams, Rosie Ault, Patricia Alcalá, Rebecca Johnson, Carol Martsch, Ramon Saiz, Shelly Seyler, Sylvia Whittle, Christine Warren, Dilanna Wilstead, Tanya Chavez, Denise Brewer, Bobbi Lloyd and Mike Gatewood
Career Fairs and Workshops Attended:	Feb. 22, 2006 National Guard and Reserves Municipal Job Fair Feb. 22, 2006 Mesa Community College Feb 23, 2006 ASU Polytech Career Day Mar. 1, 2006 Gate Way Community College Mar. 8, 2006 South Mountain Community College Apr. 1, 2006 ASU Wells Fargo Arena Apr. 5, 2006 Scottsdale Community College Apr. 12, 2006 Luke Air Force Base Employer Panel May 16, 2006 Luke Air Force Base Career Fair Sept. 19, 2006 ASU Engineering Diversity Dinner Sept. 19, 2006 ASU Career Fiesta Oct. 8, 2006 Tempe Tardeada Oct. 8, 2006 Octoberfest Oct. 14-15 National Hispanic Women's Conference Oct. 26, 2006 ASU-ASCE career fair Oct. 26, 2006 Purchased UA Career fair Resume CD Nov. 8, 2006 Proven Strategies for Employee Retention Seminar Nov. 16, 2006 ASU Super Recruitment Day Dec. 1, 2006 Professional Development Seminar on Diversity Dec. 15, 2006 Sun Devil CareerLink and Internship Recruiting 101
Current PW Internships:	1 Transportation Engineering Intern- Traffic Engineering 3 GIS Mapping interns- Engineering
Published Articles:	APWA Reporter- <i>Succession Planning: Recruiting an Untapped Work Force</i> - Jennifer Adams Outlook Magazine APWA Reporter- <i>Roadmap to an Effective Diversity Plan</i> - Glenn Kephart

Job posting boards/websites utilized:	EVIT • Luke Air Force Base • ITT Tech • ASU Sun Devil Career Link • American Public Works Association • WorkZone • Blue Suit Mom • Wider Opportunities for Women • The Diversity Network • Multicultural Advantage Diversity Ctr • Diversity Inc • diversityemployment.com • WomenOf.com • azpride.org • gayresourcecenter.com • aztogether.org • Solid Waste Assoc. • Maricopa Career Network • Maricopa Skills Center • Women Tech World • Career Builder
International student recruitment	research & legal questions Nov/Dec
National Involvement:	APWA Diversity Committee Member- Jennifer Adams APWA Women in Public Works Sub-Committee- Jennifer Adams, Chair APWA Diversity Committee Member- Glenn Kephart
ROC Meetings	Jan. 18, 2006 ROC monthly meeting Feb. 8, 2006 Meeting with Lisa Stark Feb. 15, 2006 ROC monthly meeting Mar 9, 2006 City-wide recruitment diversity steering subcommittee Mar. 15, 2006 ROC monthly meeting April 19, 2006 ROC monthly meeting May 17, 2006 ROC monthly meeting June 12, 2006 Meeting with HR regarding new internship application June 19, 2006 Meeting with Diversity Department regarding applications in Spanish June 21, 2006 ROC monthly meeting June 22, 2006 Meeting with Media Relations regarding PW Flyer July 18, 2006 Public Works 101 Development meeting July 19, 2006 City Marketing and Recruitment Outreach Team meeting Aug. 1, 2006 Arizona Informant Magazine Diversity Ad meeting Aug. 16, 2006 City Marketing and Recruitment Outreach Team meeting Aug. 23, 2006 ROC presentation at Field Services Sept. 14, 2006 ROC monthly meeting Sept. 20, 2006 City Marketing and Recruitment Outreach Team meeting Oct. 4, 2006 Traffic/Transportation Internship Interviews Oct. 11, 2006 ROC monthly meeting Oct. 18, 2006 City Marketing and Recruitment Outreach Team meeting Oct. 19, 2006 APWA Women's sub-committee conference call Nov. 9, 2006 ROC monthly meeting Nov. 15, 2006 City Marketing and Recruitment Outreach Team meeting Nov. 16, 2006 APWA Women's sub-committee conference call Nov. 28, 2006 ASU School of Engineering partnership meeting Nov. 29, 2006 Meeting with HR and City Attorney regarding non-citizen interns Nov. 30, 2006 ROC monthly meeting Dec. 1, 2006 Professional Development Seminar on Diversity

Internal/External promotions	Deputy Mgr participates in review of and/or administration of hiring panels
Seminars	Sep 12 - A View from the Top: Women in Public Works talk about their lives and careers - Mgr & Dep Mgr attended
	Sep 13 - An International Crisis: Recruitment and Retention of PW staff - Mgr & Dep Mgr attended
<b>Goals</b>	<b>Action Items (where appropriate, include dates, numbers &amp; with whom)</b>
<b>5. Be Inclusive</b>	
Engage in Monthly 360 Agenda's	Encourage employee participation and questions
	Email monthly agendas and minutes
	Invite Risk Manager and Speakers
	Invite SEIU
	Deputy Mgr. 1-1 meetings with employees
Participate in LGBT & Women's Networking Committee	Feb 10, 2006 - work on steering committee; work on subcommittee
Participate in Diversity Steering Committee	Dep PW Mgr attend monthly meetings
Structure Employee of the Month recommendations/presentations	send out requests monthly; presentations on-going throughout year
Encourage participate and support Who's Your Neighbor? Meetings	participate in sessions
Participate in Solid Waste staff meetings	Dep PW Mgr attend monthly meetings
Structure Fleet Services 360 staff meetings	Mgr & Dep Mgr attend weekly meetings
Participate Streets & Traffic Ops division meetings	Mgr & Dep Mgr attend monthly meetings
Facilitate Admin Support Qtrly meetings	Jun, Sep, Dec
Structure and organize One-on-One meetings	Fleet staff in month of Oct
Attend Engineering Staff meetings	Mgr & Dep Mgr attend monthly meetings