

**GRAND JUNCTION CITY COUNCIL  
ADDITIONAL WORKSHOP AGENDA**

**MONDAY, AUGUST 4, 2003, 11:30 A.M.  
TWO RIVERS CONVENTION CENTER  
159 MAIN STREET**

- |          |   |                                 |
|----------|---|---------------------------------|
| 11:30 am | <b>City of Grand Junction Hiring Practices<br/>(Plateau Room)</b> | <a href="#"><u>Attach 1</u></a> |
| 12:00 pm | <b>Riverside Bypass Update<br/>(Kannah Room)</b>                  | <a href="#"><u>Attach 2</u></a> |
| 1:00 pm  | <b>Adjourn</b>  |                                 |

## **Attach 1 Hiring Practices**

### **CITY OF GRAND JUNCTION SUMMARY REPORT ON HIRING PRACTICES**

The following is a summary of the City of Grand Junction's ongoing and more recent activities related to recruitment, selection and related hiring practices. They serve as examples of our commitment to attracting and hiring the best qualified candidate, to ensuring equal employment opportunity and to promoting diversity in our workforce.

#### **Recruitment**

The City is an Equal Opportunity Employer. As such, discrimination against or in favor of any person on the basis of race, color, religion, sex, age, marital status, national origin, citizenship status, disability, or veteran status is prohibited.

It is the City's goal to design recruitment processes that will attract a diverse group of well-qualified applicants from which to select the best qualified for a particular position. The City continues to use a variety of sources to achieve this end.

All external recruitments for job openings are listed on the City's internet site, are recorded on the City job line, are posted internally at the City's various work locations and are advertised locally. The City's jobs page on the internet receives an average of 4,000 hits per month and the City application is downloaded 800-1,200 times per month. The jobs page is the most viewed City webpage. The current mailing list for City recruitments includes approximately fifty local and Colorado contacts some of which specialize in referrals of minorities, females and other protected groups. Examples of these contacts include The Resource Center, Hilltop Community Resources, Blind/Deaf Services, Salvation Army, American Red Cross, Colorado Division of Rehabilitation, Mesa Developmental Services, Western Slope Rehabilitation, Vietnam Veterans of America, United Way, Mesa State College Minority Affairs, Workforce Center, Colorado Women's College, Mesa County Public Library, Minority Employment Information Services, NAACP and the Colorado Civil Rights Division.

The development of the internet and on-line recruiting have enabled the City to reach an even broader base of potential applicants as well as to target specific occupations and groups of minorities, females and other protected groups. In addition, considerable effort has been made to improve recruiting brochures and related materials with an eye for marketing the City of Grand Junction as an attractive employer and as one who employs and enjoys a diverse workforce.

Public safety positions have historically experienced an under-representation of minorities and females and developing strategies to effectively address this issue is a challenge faced by many communities. Grand Junction is no exception. Human Resources along with the Police and Fire Departments have made a concerted effort at experimenting with new approaches to attracting minorities and females to these jobs. These efforts have included increased targeted advertising on various public safety internet sites, advertising in regions across the United States from which the City is more likely to tap and attract a broader base of minority and female applicants, increased participation at job fairs, and attendance at public safety conferences where active recruiting of minorities and females traditionally occurs.

While our recruitment efforts have resulted in some successes, we continue to explore innovative ways to reach a diverse group of qualified applicants.

### **Selection and Placement**

Human Resources is closely involved with hiring managers on all recruitments to ensure that the elements used in the selection process are based on job related factors.

The selection process will vary by position but may include an interview, written test, performance test, assessment center, physical ability test, psychological evaluation, a medical exam and the like. All prospective employees are required to undergo a drug screen.

The selection processes used for fire and police personnel have recently been re-evaluated to ensure that they continue to be valid and, where appropriate, to reduce adverse impact against minorities and females. The testing and screening methods that are used for positions experiencing high turnover are routinely evaluated in an effort to reduce turnover by improving the manner in which applicants are tested and screened. For example, the selection process for emergency dispatchers was recently changed to more fully test for the skills needed to be successful on the job.

The City conducted a comprehensive classification and compensation study in 1998 during which all City jobs were audited, duties and qualifications were verified and job descriptions were updated. The results of this study continue to be updated by Human Resources staff to ensure that the duties performed and the qualifications required for positions are appropriate.

### **Promotions and Transfers**

The City encourages employees to compete for promotions and seek career advancement within the organization. Job vacancies are posted in each department and on the intranet. This allows all employees the opportunity to not only consider openings for themselves but to increase word-of-mouth advertising.

Employees are encouraged to attend formal and informal training and to improve their education. The City provides an educational reimbursement program that reimburses 100% of tuition for job related college coursework. The policy requires that the coursework be directly related to the employee's current job. The City also provides for employee technical training to improve job skills in employees' current occupations.

The Human Resources Division added a Training Coordinator to its staff during 2001. This position is, in part, responsible for assisting employees with career planning and with the development of programs that encourage professional development. This service will allow all employees to be better prepared for promotional opportunities as they arise.

Future plans also include a mentoring program where employees in higher level positions take on the role of helping lower level employees improve their skills and their promotability.

### **Training and Awareness**

The City continues to provide training to improve awareness on topics of diversity and sexual and other forms of harassment. Training on generational differences, communication skills, customer service skills and the like have also served to compliment the awareness training.

Work is currently underway to identify the necessary skills or "core competencies" for various types of jobs within the City and the professional, personal and technical training that is required to attain them. In addition, career ladders will be identified so employees are clear as to the career opportunities available within the organization and the skills and training that are required to advance.

### **Workforce Profile**

As shown below, the ethnic composition of the City's workforce is generally comparable to that of the community served. The "community" refers to the corporate limits of the City of Grand Junction. The City workforce numbers reflect full-time employees as of July 1, 2003.

<b>City Workforce Profile</b>	<b>Community Profile*</b>
90% Caucasian	84.5% Caucasian
8.7 % Hispanic	10% Hispanic
.5% African American	.4% African American
.9% Asian American	.5% Asian American
	1% American Indian
	3.6 % Other

\*Data used from the 2003 Community Profile published by the Grand Junction Area Chamber of Commerce. (Source 2000 Census)

### **Affirmative Action**

The City has an Affirmative Action Plan that was originally implemented in 1975. The most recent update to this plan was completed in 1996. Affirmative Action planning is voluntary for the City. Although the City has developed and is following action plans that address areas in which improvement can be made, the statistical data and goals for the Affirmative Action Plan need to be updated.

Before an organization can determine if its applicants and workforce reflect the availability of minority groups and females, an analysis of the available workforce must be done. Until this year, 1980 Census data was the most recent available to do this. Workforce availability data from the 2000 Census will be available this year. In addition, the OFCCP has just revised the requirements for federal contractors (which the City follows) in developing an Affirmative Action Plan. The new rules have simplified the statistical analysis. The City will incorporate these two important changes into its statistical data when the Affirmative Action Plan is updated next year.

Prepared by: Nicole Jost, Human Resources Analyst  
Claudia Hazelhurst, Human Resources Manager  
July 31, 2003

**Attach 2  
Riverside Parkway Update**

**CITY COUNCIL WORKSHOP  
12:00 PM @ TWO RIVERS CONVENTION CENTER  
AUGUST 4, 2003**

12:00 – 12:15: Lunch and introductions

12:15 – 12:30: Introduction of Carter Burgess Consulting Team

- ✓ What they will do on the 1601 Process
- ✓ Timeline for 1601 Process
- ✓ Role of Council and Design Action Committee during 1601

12:30 – 12:45: Introduction of Kirkpatrick Pettis and George K. Baum Team

- ✓ What they will do as underwriters for a potential bond issue
- ✓ Overview of current market conditions

12:45 – 1:15: Discussion: “Should the Riverside Parkway (including 29 Road improvements) be built in 6 to 7 years compared to 20 years?”

- ✓ Determination of interest in seeking a bond election for \$75 million in November, 2004 on this question.
- ✓ What are the elements of an election: approving a ballot question; other related elements such as TABOR; key dates; forming a Political Action Committee (PAC); role of governing officials during an election; role of Design Action Committee during an election.

1:15 – 1:30: Summarize meeting and set forth next steps.