

**CITY OF PHOENIX
HOUSING DEPARTMENT
2003- 2004 AFFIRMATIVE ACTION PLAN**

PROGRAM OVERVIEW

This Affirmative Action Plan is for the Housing Department for Plan Year 2003-04. The Plan supports the Department's continued commitment to equal opportunity and affirmative action in the areas of employment and business. The Plan provides for specific goals to achieve parity with the local labor force and maximize the utilization of M/WBEs in City business opportunities.

SECTION I - PLAN COMMITMENT

The Housing Department will publish, post, and distribute an internal "Statement of Commitment" to EEO/AA and M/W/DBE utilization, signed by the Department Head, and make it available for viewing to all employees. The "Statement of Commitment" will include the name and/or title of the Department's contact person(s) for employment and business EEO issues. The Department will identify the location(s) where the statement is posted and how and when it was distributed.

Further, the Housing Department will publish and post an external "Statement of Commitment" to EEO/AA and M/W/DBE utilization, signed by the Department Head, and make available for viewing to all customers, employment applicants, and business applicants. The Department will identify the location(s) where the statement is posted.

SECTION II - EMPLOYMENT SECTION

(A total of 50 maximum points awarded based on overall achievement of employment objectives.)

A. Department Purpose

The City of Phoenix Housing Department provides and promotes diversified living environments for low-income families, seniors and persons with disabilities by operating and leasing assisted and affordable housing. The Housing Department strives to meet the needs of public housing residents through programs and services that make an impact on families, our community and the City of Phoenix.

B. Work Force Profiles

As of March 31, 2002, the Housing Department had 210 full-time employees. The March 1, 2003 profile shows a total of 207 employees. There was a decrease of 3 employees due to budget reductions

Changes occurred in the categories of Professionals, Technicians, Office/Clerical Paraprofessionals, Skilled Crafts, and Service Maintenance. As of March 1, 2003, females comprised 45.9% (a decrease of -1.7% from the March 31, 2002 number of 47.6%) and minorities comprised 62.3% (an increase of 0.4% from the March 31, 2002 number of 61.9%)

C. Work Force Utilization Analysis for Full-Time Regular Employees

The March 1, 2003 comparison of the Department's work force composition to the Maricopa County Labor Market data showed four categories in which underutilization exists; Officials and Administrators, Professionals, Skilled Craft, and Service Maintenance. The Department is at parity with the Maricopa County Labor Market in the federal job categories of Technicians, Paraprofessionals, and Office/Clerical. The Housing Department does not have any classifications in the Protective Services federal job category.

D. Employment Objectives

A total of 50 points to be awarded based on overall achievement of employment objectives. This section of the Plan addresses any underutilization of minorities and/or women in any Federal Occupational Category in the Housing Department. The objectives are based on the Work Force Utilization Analysis conducted in Section C above:

Employment Goals

- a. Eliminate any current underutilization of **Females** in the **Officials and Administrators** Federal Occupational Category. Classifications in the Officials and Administrators Federal Occupational Category for the Housing Department are the Housing Director, Assistant Director, and Deputy Housing Director.
- b. Eliminate any current underutilization of **Females** in the **Skilled Crafts** Federal Occupational Category. Classifications in the Skilled Crafts Federal Occupational Category for the Housing Department are Building Equipment Operator, Building Maintenance Foreman, Building Maintenance Worker, and Building Maintenance Supervisor.

- c. Eliminate any current underutilization of **Females** in the **Service Maintenance** Federal Occupational Category. Classifications in the Service Maintenance Federal Occupational Category for the Housing Department are Laborer, Semi-Skilled Worker, Trades Helper and Mini-bus Operator.

- d. Eliminate any current underutilization of **Asians** in the **Professionals** Federal Occupational Category. Classifications in the Professionals Federal Occupational Category for the Housing Department are Accountant I, Accountant II, Accountant III, Accountant IV*Housing, Info Tech Analyst/Programmer I, Info Tech Analyst/Programmer II, Info Tech Project Manager, Budget Analyst I, Budget Analyst II, Caseworker II, Caseworker III, Housing Development Assistant, Housing Manager, Housing Development Manager, Housing Development Specialist, Modernization Manager, Management Assistant II, Administrative Assistant I, Personnel Officer I, and User Technology Specialist.

- e. Eliminate any current underutilization of **Asians** in the **Service Maintenance** Federal Occupational Category. Classifications in the Service Maintenance Federal Occupational Category for the Housing Department are Laborer, Semi-Skilled Worker, Trades Helper and Mini-bus Operator.

- f. Eliminate any current underutilization of **American Indians** in the **Skilled Crafts** Federal Occupational Category. Classifications in the Skilled Crafts Federal Occupational Category for the Housing Department are Building Equipment Operator, Building Maintenance Foreman, Building Maintenance Worker, and Building Maintenance Supervisor.

E. EEO Training Objectives (10 points)

Participation in training opportunities:

- a. Ensure that fifty percent (50%), or 2, of all executive and mid-management employees participate in EEO/AA or ADA training opportunities to stay abreast of EEO/AA laws and regulations. The training shall be a minimum of four consecutive hours in duration. The Housing Department will provide a list with the employee's name, job title, gender, race or ethnicity, name of training, duration of training and date(s) attended of executive and mid-management employees who take advantage of these opportunities. (5 points)

- b. Ensure that at least twenty percent (20%), or 42, of all employees at a supervisory level or below, receive EEO/AA, diversity, ADA or other related training provided by EOD, Personnel, other governmental agencies or outside non-governmental training providers. The Housing Department will provide a list with the employee's name, gender, race or ethnicity, job title and federal job group, name of training provider and date(s) attended of employees who take advantage of these opportunities. (5 points)

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Section III - Business Section

(38 points)

A. Spending Objectives

1. Solicit one or two M/WBE firms when obtaining quotes for DPOs, Housing Department service contracts (less than \$5,000) or cash purchases and will maintain a DPO log as documentation. (3 points)

B. Notification of Procurement Processes

Notify the M/W/SBE Procurement Manager of the Finance/Purchasing Division or EOD of procurement opportunities being considered by the department to enable them to assist your department in targeting M/WBEs. (3 points)

C. Outreach Efforts

1. Assist EOD in identifying at least three firms that can be certified as M/W/DBEs through the City's certification program and refer them to EOD. (4 points)
2. Support the M/W/DBE program efforts by participating in at least two or buying a booth a one seminar, trade fair or conference where contact with potential M/WBE firms can be made. (4 points)
3. Create handouts to utilize at M/W/DBE business fairs. Describe the department, its functions, and identify the contact person(s) (and phone number) to call for contract or purchasing activities. (4 points)
4. Attend at least one or buy a booth at a community program/event sponsored by minority/women organizations to facilitate networking with M/WBE firms that could do business with the City. (4 points)

5. Meet with at least fifteen (15) M/W/DBE firms during the calendar year (may cross AA Plan Years) to become familiar with their businesses and to promote participation in City business. (4 points)
6. Ensure that department staff attend at least one of EOD's quarterly trainings on how to use the M/WBE Online Access Directory to solicit M/WBE involvement on DPOs and PCDs. (4 points)
7. Schedule at least one training session during the AA Plan year by EOD and Finance Department representatives for the procurement staff on Chapter 18 of Phoenix Code, Articles IV and V and the M/WBE program. (4 points)
8. Mandatory attendance at all scheduled quarterly meetings for Business Liaisons to hear and experience presentations by selected certified M/Ws when doing discretionary spending. (4 points)