

AD HOC DIVERSITY, EQUITY AND INCLUSION COMMITTEE

MAY 20, 2021

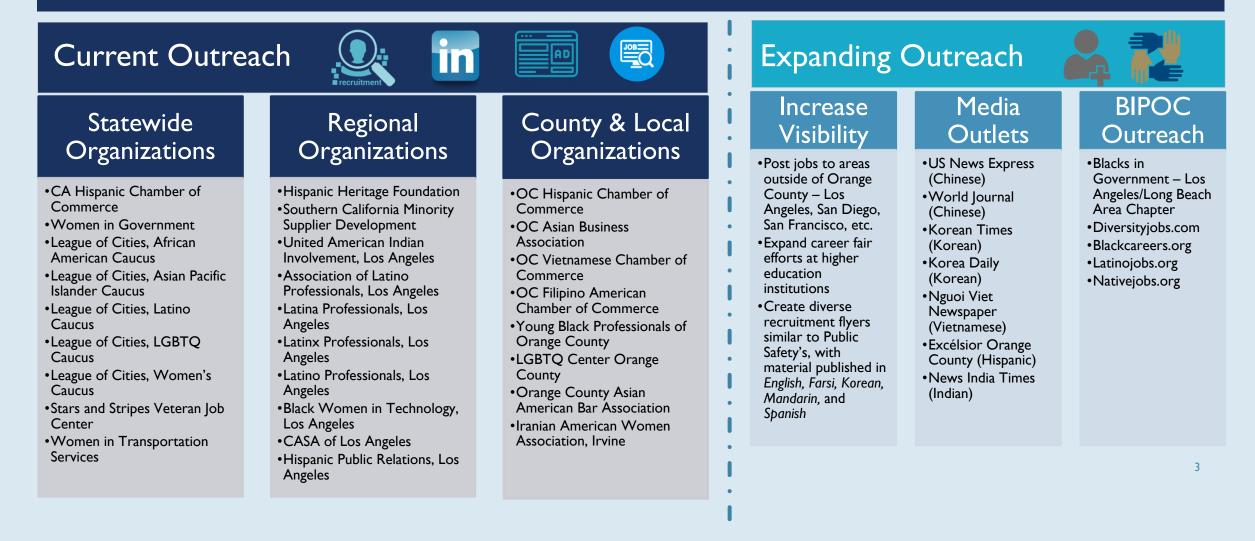


AD HOC DIVERSITY, EQUITY AND INCLUSION COMMITTEE

<u>Agenda</u>

- Meeting Agenda Review
- Staff Presentation
 - I. Recruiting Applicants: Current Outreach to Underrepresented Groups and Efforts to Expand
 - 2. Evaluating Applicants: Changes to Application Screening, Interview Questions, and Panel Composition
 - 3. Goals, Strategies & Timeline: Identifying Goals, Strategies, and Timeline to Implement
- Committee Member Questions and Deliberation
- Public Q&A
- Adjournment Next meeting June 21, 2021

I. RECRUITING APPLICANTS



DIVERSITY OUTREACH

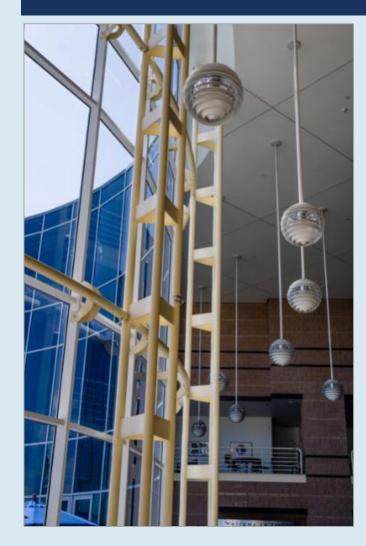








2. EVALUATING APPLICANTS





Changes to Application Screening

- Hide applicant names from HR screening process to eliminate bias
- Hiring managers to receive training and oral interview guide emphasizing importance of diversity, equity, and inclusion



Changes to Interview Questions

- Include questions to assess applicant's understanding of advancing diversity, equity, and inclusion
- "Please describe a situation you worked on a project with people who were of different racial/ethnic background than your own."
- "Describe your understanding of issues affecting the communities served by this workgroup."



Changes to Interview Panel Composition

- Employment interview panels will be representative of the diversity of the City's workforce and the community served
- Receive oral interview guide emphasizing importance of diversity, equity, and inclusion

3. GOALS/STRATEGIES & TIMELINE

Goal I: Build a more diverse and inclusive workforce in which employees reflect the diversity of all city levels

Strategy	Timelines	Accountability	Description	Status Report
Advertise and recruit in different publications in multiple languages, with outreach through community-based organizations and videos.	Ongoing	Public Safety Human Resources	Public Safety's recruitment efforts to be used as model for other departments (using digital signs, website and social media to attract candidates from diverse backgrounds, with material published in <i>English, Farsi, Korean, Mandarin,</i> and <i>Spanish</i>)	Complete
Outreach through higher education partners, such as UC Irvine, Brandman University, Irvine Valley College, and others beyond Orange County.	Ongoing	Human Resources	Develop long-term outreach programs with the community's educational system that encourages development of a diverse pool of qualified candidates. In addition, partner with existing programs such as UCI's DECADE Mentors program designed to foster an inclusive environment.	Complete Congoing
Participate with Orange County Business Council's Workforce Development Committee.	Ongoing	City Manager's Office	The Workforce Development Committee is a coalition of business leaders, education and training professionals, and community partners collaboratively ensuring Orange County's dynamic workforce needs are met.	🗹 Underway

3. GOALS/STRATEGIES & TIMELINE (CONTINUED)

Goal 2:Welcome and value differences (racial/ethnic/gender) as a strength and leverage diverse talent to delivery city services and programs

Strategy	Timelines	Accountability	Description	Status Report
Provide internship opportunities that encourage diverse applicants.	Ongoing	Human Resources	Developed "City of Irvine Internship Program" webpage to provide internship opportunities to interested candidates.	Complete Ongoing
Develop formal job rotational/internship program for middle and high school youth.	November 2021	Human Resources	Develop formal job rotational and/or internship program for middle and high school youth to engage interest in local government careers and services.	🗹 Underway
Engage employees in meaningful multi-language and multi-cultural activities.	November 2021	Human Resources	Host listening sessions over the next six months to focus on the experience of employees of color and integrate input from those sessions to inform policy and practice.	🗹 Underway
Provide translation services on City of Irvine's website.	Ongoing	Various	City's website includes feature to translate information to more than 80 different languages, including information on how to apply for a job with the City and other services.	Complete Ongoing

3. GOALS/STRATEGIES & TIMELINE (CONTINUED)

Goal 3: Implement an unbiased equity framework and principles of fairness in all employee performance reviews, promotions, and disciplinary actions

Strategy	Timelines	Accountability	Description	Status Report
Require second-level review of promotional requests within each department, and by the City Manager	Pending review with bargaining groups	City Manager's Office Human Resources	Internal promotions are considered part of the hiring process, and the process for internal promotions and filling vacancies will focus on underrepresentation.	🗹 Underway
Implement random audit of performance reviews and disciplinary actions, with employee names hidden, by HR and City Manager's Office	Pending review with bargaining groups	City Manager's Office Human Resources	Check to ensure performance reviews and disciplinary actions align with organization's needs in serving a diverse community.	🗹 Underway

3. GOALS/STRATEGIES & TIMELINE (CONTINUED)

Goal 4: Implement employee development programs in collaboration with a diverse working group of employees that promote diversity and inclusion

Strategy	Timelines	Accountability	Description	Status Report
Continue Citywide Mentorship Program	June 2021	Human Resources	Continuation of mentorship program to include new employees coming on-board. Program has proven valuable during remote work to enhance employee connections across departments.	🗹 Underway
Continue Meet Your Executive Team Series	September 2021	Human Resources	Continuation of Meet Your Executive Team Series where employees connect with members of the executive management team through an informal setting to gain career advice and share career challenges.	🗹 Underway
Meet Your Team Series	July 202 I	Human Resources	Spin-off of Meet Your Executive Team Series to feature teams from across all departments. Provides employees exposure to other work teams outside their specific areas.	✓ Underway

3. GOALS, STRATEGIES & TIMELINE (CONTINUED)

Goal 5: Celebrate a wide spectrum of employee racial/ethnic demographics

Strategy	Timelines	Accountability	Description	Status Report
Offer diversity, equity, and inclusion training to City employees	July 2021	Human Resources	Provide employees with training and professional development sessions that have equity as a focus, particularly racial/ethnic equity.	🗹 Underway
International Week/Month for employees in connection with City's Irvine Global Village Festival.	October 2021	Human Resources	Work with all departments to include International Week/Month for employees to celebrate their cultural heritage. Brings a sense of unity and purpose for employees from different backgrounds.	🗹 Underway

AD HOC DIVERSITY, EQUITY AND INCLUSION COMMITTEE

- Committee Member Questions and Deliberation
- Public Q&A
- Adjournment Next meeting June 21, 2021



AD HOC DIVERSITY, EQUITY AND INCLUSION COMMITTEE

MAY 20, 2021

