



# AD HOC DIVERSITY, EQUITY AND INCLUSION COMMITTEE

MAY 20, 2021



# AD HOC DIVERSITY, EQUITY AND INCLUSION COMMITTEE

## Agenda

- Meeting Agenda Review
- Staff Presentation
  1. **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

## Current Outreach



### Statewide Organizations

- CA Hispanic Chamber of Commerce
- Women in Government
- League of Cities, African American Caucus
- League of Cities, Asian Pacific Islander Caucus
- League of Cities, Latino Caucus
- League of Cities, LGBTQ Caucus
- League of Cities, Women's Caucus
- Stars and Stripes Veteran Job Center
- Women in Transportation Services

### Regional Organizations

- Hispanic Heritage Foundation
- Southern California Minority Supplier Development
- United American Indian Involvement, Los Angeles
- Association of Latino Professionals, Los Angeles
- Latina Professionals, Los Angeles
- Latinx Professionals, Los Angeles
- Latino Professionals, Los Angeles
- Black Women in Technology, Los Angeles
- CASA of Los Angeles
- Hispanic Public Relations, Los Angeles

### County & Local Organizations

- OC Hispanic Chamber of Commerce
- OC Asian Business Association
- OC Vietnamese Chamber of Commerce
- OC Filipino American Chamber of Commerce
- Young Black Professionals of Orange County
- LGBTQ Center Orange County
- Orange County Asian American Bar Association
- Iranian American Women Association, Irvine

## Expanding Outreach



### Increase Visibility

- Post jobs to areas outside of Orange County – Los Angeles, San Diego, San Francisco, etc.
- Expand career fair efforts at higher education institutions
- Create diverse recruitment flyers similar to Public Safety's, with material published in *English, Farsi, Korean, Mandarin, and Spanish*

### Media Outlets

- US News Express (Chinese)
- World Journal (Chinese)
- Korean Times (Korean)
- Korea Daily (Korean)
- Nguoi Viet Newspaper (Vietnamese)
- Excelsior Orange County (Hispanic)
- News India Times (Indian)

### BIPOC Outreach

- Blacks in Government – Los Angeles/Long Beach Area Chapter
- Diversityjobs.com
- Blackcareers.org
- Latinojobs.org
- Nativejobs.org

# 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 1: 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, and Spanish</i> )	<input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing
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.	<input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Ongoing
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.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> Underway
Meet Your Team Series	July 2021	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.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> Underway

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