

COMMISSION FILE NO: 17-052-5 **DATE INTRODUCED:** May 8, 2017

INTRODUCED BY: Executive Director (Signature on File in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Approval of the 2017 Milwaukee Metropolitan Sewerage District Affirmative Action Plan

SUMMARY:

The Commission is requested to adopt the 2017 MMSD Affirmative Action Plan (the Plan). The Plan's purpose is to ensure that recruitment strategies are aimed at achieving equal employment opportunities at all occupational levels at the District. The District is committed to equal employment opportunities in recruitment strategies as well as with all personnel practices, policies, and procedures. The Plan is a reference tool used to support an environment that values diversity and inclusion and fosters participation and ownership at all levels to meet the District's mission and overall strategic objectives and goals.

To evaluate the District's success in achieving an appropriate level of diversity, the percentages of minorities and females in the District's workforce are compared with their availability in the Primary Metropolitan Statistical Area (PMSA). The 2017 Plan indicates minority representation as a proportion of the District's workforce was 18 percent. The Plan also indicates during the same period, female representation at the District was 41 percent. When compared to the 2016 Affirmative Action Plan, the data and percentages for minorities in the District's workforce remained the same and female representation increased by one percent.

Based on the Milwaukee-Waukesha PMSA, the District is underutilized in minorities in the Professionals and Technicians Job Groups. The District is also underutilized by females in two of the five job groups it employs: Professionals and Technicians.

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☒ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☒ 2017 Affirmative Action Plan

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SUMMARY (Cont'd)

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The Plan's strategies to increase the utilization of minorities and females take into account projected hiring opportunities. The strategies focus on diversifying the applicant pool. The key strategy elements are:

- Continuing to advertise with the Society of Women Engineers to recruit qualified female engineers. Advertise with Alverno College to recruit females from degree programs in chemistry, biology, environmental science, and computing and information technology.
- Continuing to increase minority representation at the District by increasing the feeder groups, such as the District's internship and co-op programs, continued relationship building with Milwaukee Area Technical College (Environmental Health and Water Quality Technology Program), Marquette University, University of Wisconsin-Milwaukee (UWM) School of Freshwater Sciences, National Society of Black Engineers Chapter, Milwaukee School of Engineering, University of Wisconsin-Platteville, and through partnerships with the Regional Internships in Science and Engineering Program and Goodwill TalentBridge.

Key objectives for 2017 include:

- Continuing to cultivate diverse applicant pools for vacant positions by strengthening already established relationships and creating new relationships.
- Continue creating entry-level and career ladder positions (where appropriate) within the District; this may assist with continued diversity efforts and provide a point of entry for interns and co-op participants.
- Increasing utilization of minorities and females in all job groups, especially the Officials and Managers, Professionals, Technicians, and Service Maintenance Job Groups as vacancies occur.
- Utilizing relationships with local internship and training programs, colleges, and universities and promoting opportunities with the Water Council and UWM School of Freshwater Sciences.

KEY ISSUES

Approval of the 2017 Milwaukee Metropolitan Sewerage District Affirmative Action Plan

1. One of the purposes of the Plan is to increase the utilization of minorities and females in the District's workforce. The Plan does not mandate quotas or specific levels of minority or female employment. Rather, the Plan advocates a progression based on the utilization of minorities and females in the District workforce, relative to availability throughout the Milwaukee-Waukesha metropolitan area.
2. The concept of utilization is central to equal opportunity in employment. The long-range goal of the Plan is representation of each group identified as underutilized in reasonable relation to labor market availability in each major job classification.
3. Based on the Milwaukee-Waukesha PMSA workforce data:
 - Minorities are underutilized in two of the five District Job Groups.
 - Females are underutilized in two of the five District Job Groups.

Due the District's relatively small and stable workforce, hiring opportunities are typically limited. The District's future goals are to continue to grow its workforce in areas of minority representation and female representation. It is also a goal to ensure recruitment strategies are aimed at achieving equal opportunities at all occupational levels at the District. Staff will continue to cultivate diverse applicant pools for open positions and continue strengthening existing relationships with universities, colleges, and through community outreach programs. In addition, managers and supervisors will be provided with ongoing assistance and coaching to continue to promote equal employment opportunities during the recruitment and selection process.

RESOLUTION

Approval of the 2017 Milwaukee Metropolitan Sewerage District Affirmative Action Plan

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the 2017 Affirmative Action Plan is hereby approved.