

**COMMISSION FILE NO:** 20-077-5 **DATE INTRODUCED:** May 4, 2020

**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 2020 Milwaukee Metropolitan Sewerage District Affirmative Action Plan

**SUMMARY:**

The Commission is requested to adopt the 2020 Milwaukee Metropolitan Sewerage District (District) 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 and 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 2020 Plan indicates that minority representation as a proportion of the District's workforce was 18 percent. The Plan also indicates that, during the same period, female representation at the District was 42 percent. When compared with the 2019 Plan, the percentage for minorities in the District's workforce decreased by one percent and female representation increased by two percent.

Based on the Milwaukee-Waukesha PMSA, the District is underutilized in minorities in the Professional and Technicians job group. The District is also underutilized in females in three of the five job groups it employs: Professionals, Technicians, and Service Maintenance. When compared to market availability within Milwaukee County, underutilization increases for minorities. Underutilization now occurs in three categories: Professionals, Technicians, and Administrative Support. Underutilization for females is the same in three categories, Professionals, Technicians, and Service Maintenance.

**ATTACHMENTS:** **BACKGROUND** ☐ **KEY ISSUES** ☒ **RESOLUTION** ☒  
**FISCAL NOTE** ☐ **S/W/MBE** ☐ **OTHER** ☒ 2020 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 considers project hiring opportunities. The strategies focus in continuing diversifying the applicant pool. Key strategy elements are to:

- Continue to advertise with the Society of Women Engineers to recruit qualified female engineers.
- Advertise with Alverno College and technical colleges to recruit females from degree programs in chemistry, biology, environmental science, and computing and information technology.
- Continue to increase minority representation at the District by increasing the feeder groups, such as the District's internship and co-op programs; through continued relationship building with the 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, Milwaukee School of Engineering, and the Hispanic Professionals of Greater Milwaukee.

Key Objectives for 2020 include:

- Continuing to foster diverse applicant pools for vacant positions strengthening already established relationships and creating new relationships.
- Continuing to create entry-level and career ladder positions (where appropriate) within the District; this may assist with continued diversity efforts and provide a point of entry of interns and co-ops.
- Increasing utilization of minorities and females in all job groups, especially the 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

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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 nor specific levels of minority or female representation. 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 and ongoing goal of the Plan is representation of each group identified as underutilized in reasonable relation to the labor market availability in each major job group 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 three of the District job groups.
4. Based on the Milwaukee County workforce data:
  - Minorities are underutilized in three of the five District job groups.
  - Females are underutilized in three of the District job groups.

Due to the District's fairly stable workforce, hiring opportunities are typically limited. The District's future goals are to continue to grow its workforce in areas of minority and female representation. It is also a goal to ensure recruitment strategies are aimed at achieving equal opportunities at all levels at the District. Staff will continue to support diverse applicant pools for open positions and strengthen existing relationships with educational institutions, professional organizations, and through community outreach. 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 2020 Milwaukee Metropolitan Sewerage District Affirmative Action Plan

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**RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that the 2020 Affirmative Action Plan as attached is hereby approved.