Memorandum

TO:

Yvonne Yaskus, Records Management Supervisor, City Clerk's Office

FROM:

Jerry Lee, EEO Officer

SUBJECT:

PDR 08-1011 Dempsey

DATE:

November 3, 2008

V -4 PHI2: 46

Y CLERK'S

OFFICE

This is in response to PDR 08-1011. I have attached a packet containing copies of the following EEO reports regarding compliance to the City of Tacoma's Equal Employment Opportunity and Recruitment Plan.

1	EEO Report to Government Performance Finance Committee	Dec 2006
2	Complaints filed and number of Employees trained	July 2007
3	EEO Report to Government Performance Finance Committee	Aug 2007
Ц	EEO Policy (with most current signatures to EEO Policy Statement)	Feb 2008
5	EEO Report for City of Tacoma Human Rights Study Session	March 2008
6	Partnering project with Tacoma Schools	June 2008
7	Copy of EEO outline on goals to meet EEO and Recruitment Plan	August 2008
8	Copy of EEO Recruitment plan	September 2008
9	*Copy of EEO latest overall report	Oct and Nov. 2008

^{*} This report is to be distributed to: TPU Management, City Senior. Management Team, TPU Board, City's Human Rights Commission Study Session, City's Civil Service Board and all City departments.



Government Performance and Finance Committee December 13, 2006

1) Equal Opportunity

- i) Demographics of City of Tacoma (snapshot)
 - (1) Gender

(a) Female	51.2%
(b) Male	48.8%

(2) Race

Race	
(a) American Indian Alaskan	2.0%
(b) Asian	7.6%
(c) Black	11.2 %
(d) Hispanic	6.9%
(e) Native Hawaiian Other Pacific Islander	1%
(f) White	69.1%
(g) Other	2.9%

ii) Demographics of City of Tacoma Employee Workforce

(1) Gender

(a) Female	30.65%
(b) Male	69.09%

(2) Race

(a) American Indian/Alaskan	1.65%
(b) Asian or Pacific Islander	5.91%
(c) Black	6.15%
(d) Hispanic	2.61%
(e) White	79.70%
(f) Other not specified	3.98%

iii) Recruitment

- (a) Partnering with HR Analysts
- (b) Targeted Recruitment
- (c) Job Fairs (Partnering with the various departments)

2) Development

- i) Prevention/Empowerment
 - (a) Training
 - 1. Cultural Awareness
 - 2. Discrimination/Sexual Harassment Prevention

December 13, 2006 Government Performance and Finance Committee Equal Employment Opportunity Office Handout Page 2 of 3

January 2006 through June 2006

	Cultural Awareness		
# of Participants	# Sessions	# of Participants	
119	7	98	
	# of Participants 119	# of Participants # Sessions 119 7	

June 2006 through December 2006

Discrimination/Sexual Harassment		Cultural Awareness		
# Sessions	# of Participants	# Sessions	# of Participants	
46	704	2	34	

2006 Totals for Discrimination/Sexual Harassment Training

Sessions = 55

Participants = 823

2006 Totals for Cultural Awareness Training

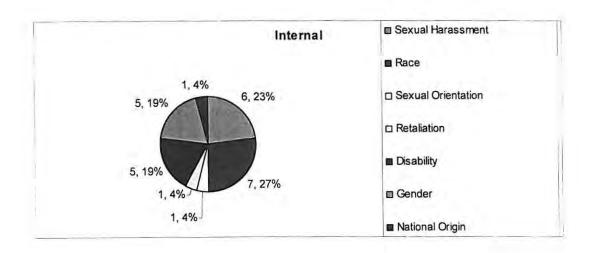
Sessions = 9

Participants = 122

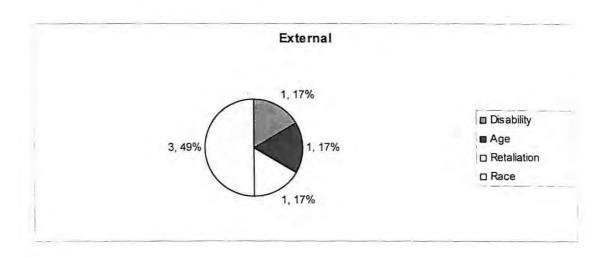
Note: Only new hires, employees that never received the training before and employees needing a refresher signed up for these sessions.

3) Protection

- i) Investigations (32 cases total)
 - (a) Internal (26 cases)



(b) External (6 cases)



ii) EEO Process and Development

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COMPLAINT CASES FILED

July 2006 to July 2007

<u>Department</u>	Number
CEDD	1
Finance	1
Fire	4
HR&HS	1
Information Technology	1
Legal	1
Library	2
Police	5
Public Assembly & Facilities	1
Public Works	5
TPU	24
Total	46

COMPLAINT CASES FILED

July 1006 to July 2007

Finding/Status	Number
No Reasonable Cause	27
Reasonable Cause	5
Open	14
Total	46

Sent: Wednesday, February 13, 2008 3:30 PM

To: Lee, Jerry

Subject: CA & SHP Totals

Jerry,

Here are the totals by year 2004 - 2007

Cultural Awareness:

2004 - 156

2005 - 181

2006 - 109

2007 - 210

TOTAL Cultural Awareness - 656

Sexual Harassment Prevention

2004 - 165

2005 - 369

2006 - 756

2007 - 343

TOTAL Sexual Harassment Prevention - 1,633



Tacoma City Council Government Performance and Finance Committee

www.cityoflacoma.org/councilcommittees
Tacoma Municipal Building North, 733 Market Street, Conference Room 16

AGENDA Change of Location

Wednesday, August 22, 2007 - 9:00 a.m.

- 1. Approval of the minutes of the meeting of August 15, 2007
- 2. Equal Employment Opportunity Tansy Hayward and Jerry Lee
- 3. Historically Underutilized Business/Disadvantaged Business Enterprise Programs – Percy Jones
- 4. Local Employment and Apprenticeship Program Peter Guzman
- 5. Topics for Upcoming Meetings
- 6. Other Items of Interest
- 7. Public Comment
- 8. Adjournment

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EQUAL EMPLOYMENT OPPORTUNITY OFFICE PRESENTATION SUMMARY

GOVERNMENT PERFORMANCE & FINANCE COMMITTEE August 22, 2007

2007 DEMOGRAPHIC SURVEY

- > # surveys returned
- > # employee's information changed as a result
 - Employee Racial Demographics:

0	Employee Racial Demographics:			
		White	78%	
		American Indian/ Alaskan	2%	
		Asian/ Pacific Islander	6%	
		Black/ Not Hispanic	6%	
		Hispanic	3%	
		Not Specified/ Other	5%	
0	Employee Gender Demographics:			
		Male	#%	

#% Female

TRAINING SUMMARY (Information provided by Training)

- > Sexual Harassment/Discrimination Prevention:
 - o 888 employees received training from 8/22/06-7/17/07
 - o # employees have not received training
- Cultural Awareness
 - o 144 employees received training from 9/19/06-8/1/07
 - # employees have not received training

COMPLAINT SUMMARY

- > 43 Complaints under investigation July 2006-July 2007
 - o Current Open Investigations: 10
 - o 36 Findings of No Reasonable Cause
 - o 5 Findings of Reasonable Cause
 - Department A (1)
 - Department B (3)
 - Department C (1)

*Handout 2: Complaint Illustration Chart (See in shared drive Excel document titled: Complaints Filed 081707. NEEDS WORK)

^{*} Handout 1: Employee Demographic Information

PROCESS CHANGE IMPLEMENTATION

- > New Checklist/ Process Document
- ➤ New Templates to Document/ Administer EEO Investigation

*Handout 3: Process Change Chart and Accompanying Templates

UPCOMING EEO EFFORTS

- > Anti-Discrimination Policy (PMP 130) Revision
- ➤ EEO 4 Report to the Equal Employment Opportunity Commission
- > Further Workforce Utilization Study
- > Performance Measures for EEO Plan
- > Further Study of EEO Training System

EEO Policy Statement

The City of Tacoma is an Equal Employment Opportunity employer. It is our policy that qualified people will be considered for employment, promotion, training, and retention, without regard to race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status (including pregnancy and/or adopting or having custody of a child under the age of 18), or the presence or perceived presence of any sensory, mental or physical disability. This policy also applies to any veteran honorably discharged from any branch of the armed forces of the United States.

The overall goal of the City's Equal Employment Opportunity policy is to promote the recruitment and eliminate barriers to hiring, promotion, training and retention of qualified individuals in under-represented or under-used groups.

The City Manager and the Director of Public Utilities assume responsibility for implementing this policy and, specifically, the City's Equal Employment Opportunity and Recruitment Plan. Department and division directors, managers and supervisors are responsible for enforcing this policy and the City's anti-discrimination policies. All employees are expected to comply with the provisions of the City's policies against discrimination. Periodic review of each department's progress is required under this policy.

As appointing authorities, we hereby direct that this plan be implemented in accordance with the City's Equal Employment Opportunity and Recruitment policy.

ERIC ANDERSON

City Manager City of Tacoma

Date:

BILL GAINES

Director of Public Utilities

City of Tacoma

Date:

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NOTICE

Tacoma Human Rights Commission

STUDY SESSION

DATE Monday, March 10, 2008

TIME 5:30 p.m.

PLACE 4th Floor Conference Room #434, Tacoma Municipal Bldg., 747 Market St.

Agenda

- 1. EEO Plan Update by Jerry Lee, City of Tacoma EEO Officer
- Director's Report
- 3. Chair's Report
- Other

THE MEETING SITE IS FULLY ACCESSIBLE TO PERSONS WITH DISABILITIES. PERSONS REQUIRING SPECIAL ARRANGEMENTS IN ORDER TO ATTEND THE MEETING MAY CONTACT THE HUMAN RIGHTS & HUMAN SERVICES DEPARTMENT (591-5151) AT LEAST 48 HOURS PRIOR TO THE BEGINNING TIME OF THE MEETING.

CITY OF TACOMA

EQUAL EMPLOYMENT OPPORTUNITY AND RECRUITMENT PLAN

Revised 5/20/04

EQUAL EMPLOYMENT OPPORTUNITY AND RECRUITMENT PLAN

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EQUAL EMPLOYMENT OPPORTUNITY AND RECRUITMENT PLAN

Introduction

The City of Tacoma's Vision Statement focuses on Tacoma as a livable and progressive international city well regarded for the richness of its multi-cultural population and natural setting. The City's Mission Statement has at its core the goal of providing high-quality, innovative and cost-effective municipal services that enhance the lives of its residents.

Additionally, the City's 2005-2010 Strategic Plan includes a strategic initiative to develop and implement an Equal Employment Opportunity and Recruitment Plan that targets for improvement key areas of diversity under-representation. With that in mind, determining ways to attract and maintain a well-qualified and diverse work force and a work environment free of discrimination and bias are primary motivators behind this plan.

Implementation of the Equal Employment Opportunity and Recruitment Plan will allow us to attract and retain a qualified work force that is a reasonable representation of the relevant labor market as determined by business conditions and number of placement opportunities that may occur, while still meeting federal and state requirements. Placement goals are viewed as objectives reasonably attainable by means of applying good-faith effort to make all aspects of the affirmative action program work. These goals are also used to measure our progress toward achieving equal employment opportunity.

The City of Tacoma's Equal Employment Opportunity and Recruitment Plan is designed to meet the requirements of Executive Order 11246 and the Department of Labor's Federal Contractor's affirmative action requirements and state law. Accordingly, annual percentage placement goals have been established according to the availability figure for women or minorities, as appropriate, for the work force in each City department. These goals are not to be misconstrued as rigid and inflexible quotas that must be met, nor as either a ceiling or a floor for the employment of particular groups.

The City's success in meeting federal and state requirements will not be solely on whether goals are attained, but upon whether good-faith efforts have been made. Therefore, the City is moving forward with this Equal Opportunity and Recruitment Plan with an emphasis placed on ensuring that its employment processes are non-discriminatory and that every good-faith effort is made to address any problem areas through outreach and action-oriented programs.

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Summary

The Equal Employment Opportunity and Recruitment Plan declares the City of Tacoma's commitment to diversity and to the goal of creating and maintaining a work environment free of all forms of discrimination and bias. This plan reaffirms the City's recognition that proactive and planned measures must be undertaken for the following purposes:

- To recruit, hire, develop and retain qualified and diverse individuals for City employment;
- to remedy the effects of possible past discrimination that may manifest themselves in under-representation of certain groups in the work force, and
- to foster a work environment where employees from diverse backgrounds can and do reach their potential.

This plan proposes the following general strategies to attain the above goals:

- Identify and maximize recruitment, hiring and retention methods that have yielded success, and eliminate or minimize barriers in all of these areas over which the City or its agents have control.
- Compare the City's current work force demographics to the relevant and qualified labor market to accurately determine a reas of significant underrepresentation.
- Review department and overall City performance in attaining goals on an annual basis and hold directors and managers responsible for a good faith effort to meet the goals established.
- Update and implement a management training program for prevention and early resolution of EEO concerns.

Business Rationale

The plan supports the City's Strategic Plan in the following ways:

- The plan supports the City's goal for a safe, healthy, livable community by increasing, emphasizing and strengthening partnerships with community organizations, neighborhood groups and business associations.
- The plan supports the City's goal for a balanced, vibrant economy by enhancing the City's ability to take full advantage of the diverse labor market and attract diverse investors and businesses.

Last saved 11/17/04

- The plan supports the City's goal for a results-oriented government by implementing strategies that increase cultural diversity in the City's work force, by promoting effective interactions with ethnic populations and by enhancing policies and programs that assure equality of opportunity and prevention of discrimination.
- The plan supports the City's goal for a results-oriented government_by facilitating the City's adaptation to the changing composition of the work force.

The plan supports the City's ability to compete for and retain government funding:

- The plan satisfies Department of Defense affirmative action requirements for Tacoma Public Utilities.
- The plan satisfies Department of Economic Development affirmative action requirements for grants to the Tacoma Economic Development Department.
- The plan satisfies Department of Justice Affirmative Action/Equal Employment Opportunity Program requirements for grants to the Tacoma Police and other City departments.
- The plan satisfies federal Affirmative Action/Equal Employment Opportunity Program requirements for future potential projects grants and other activities in which the City of Tacoma chooses to participate.

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EEO Policy Statement

The City of Tacoma is an Equal Employment Opportunity employer. It is our policy that qualified people will be considered for employment, promotion, training and retention, without regard to race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status (including pregnancy and/or adopting or having custody of a child under the age of 18) or the presence or perceived presence of any sensory, mental or physical disability. This policy also applies to any veteran honorably discharged from any branch of the armed forces of the United States.

The overall goal of the City's Equal Employment Opportunity policy is to promote the recruitment and eliminate barriers to hiring, promotion, training and retention of qualified individuals in under-represented or under-used groups.

The City Manager and the Director of Public Utilities assume responsibility for implementing this policy and specifically the City's Equal Employment Opportunity and Recruitment Plan. Department and division directors, managers and supervisors are responsible for enforcing this policy and the City's anti-discrimination policies. All employees are expected to comply with the provisions of the City's policies against discrimination. Periodic review of each department's progress is required under this policy.

As appointing authorities, we hereby direct that this plan be implemented in accordance with the City's Equal Employment Opportunity and Recruitment policy.

James Walton

City Manager

City of Tacoma

Date:

Mark Crisson

Director of Public Utilities

City of Tacoma

Date: 7-30-04

Plan Objectives and Strategies

The plan has multiple strategies and techniques that are to be implemented. The following major objectives provide the framework for the plan:

Objectives

- (1) Conduct ongoing statistical analysis of the City's work force to determine groups that may be under-used. Take steps to remedy under-utilization to promote full participation at all levels of employment.
- (2) Take proactive measures to ensure that applicants are considered for employment and employees are considered for promotion, transfer and training without regard to race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status or the presence of any sensory, mental or physical disability.
- (3) Take proactive measures to ensure that people with disabilities are considered for employment, promotion, transfer and training without regard to physical, mental or sensory disability, and continue to provide an interactive process to evaluate requests for reasonable accommodation.
- (4) Take proactive measures to ensure that qualified veterans and special disabled veterans are considered for employment, promotion, transfer and training with due regard for their veteran status.
- (5) Take proactive measures to eradicate the present effects of past discrimination, if any, and prevent all forms of illegal discrimination against any employee of the City.
- (6) Develop positive and productive relations with community groups, social service agencies, educational institutions and cultural organizations that serve racial minorities, women, persons with disabilities and veterans to facilitate targeted recruitment.

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Strategies and Techniques

Strategy 1

Identify successful recruitment strategies and develop effective strategies in departments where under-utilization is identified:

- (1) Evaluate present recruitment methods to determine whether they yield qualified applicants from under-represented groups or whether corrective measures are needed.
- (2) Develop recruitment priorities by department based on projected job openings and level of under-utilization.
- (3) Evaluate and revise the job posting distribution lists and recruitment strategies as needed, based on the identified under-utilized groups for targeted recruitment efforts.

Strategy 2

Reduce barriers to recruitment of qualified applicants where the presence of such barriers is within the City's control:

- (1) Evaluate options for recruitment in the City's civil service environment.
- (2) Identify personnel rules or practices that may be barriers to hiring individuals from under-represented groups.
- (3) Develop proposals for revising or removing rules or contractual provisions that impede hiring and promoting underrepresented groups.
- (4) Identify barriers to the training and upward mobility of under-represented groups.
- (5) Develop strategies to address identified barriers.

Strategy 3

Use technology to accurately track effectiveness of recruitment, hiring, retention and promotional strategies.

 Revise parity data for specific jobs based on changing job requirements and current census data.

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- (2) Evaluate progress on compliance with requirements of the Vietnam Era Veterans' Readjustment Assistance Act of 1972.
- (3) Develop, gather and analyze feedback from stakeholders.
- (4) Conduct annual internal audits of the EEO and Recruitment Plan to measure effectiveness.
- (5) Revise and update the EEO and Recruitment Plan as necessary.
- (6) Provide summary report of the annual review to department heads, Quality Council, Executive Forum, Management Forum and other interested City officials.
- (7) Conduct annual review of departmental progress and report the status to the City Manager, the Director of Public Utilities, department directors and the Human Rights Commission.

Strategy 4

Review EEO policies and training, and develop programs and practices as necessary to promote a bias-free work environment:

- Disseminate the City's Equal Employment Opportunity and Recruitment Plan policy statement.
- (2) Maintain a comprehensive EEO management training program to improve skills in preventing and responding to EEO complaints.
- (3) Provide refresher courses and training as applicable laws or policies change or as needed.
- (4) When possible, conduct exit interviews to track reasons for employee separation from employment.
- (5) Ensure understanding of the EEO and Recruitment Plan by managers and supervisors.
- (6) Provide EEO training at orientation sessions for new employees.
- (7) Implement continuing EEO training that can be tailored to meet specific needs of City departments or divisions, as needed.

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(8) Train all managers and supervisory staff in the proper response to complaints and enforcement of the City's policies against discrimination and retaliation.

Strategy 5

Enhance community awareness of opportunities for employment with the City of Tacoma:

- Partner with apprenticeship programs and community volunteer opportunities.
- (2) Provide training opportunities that could lead to opportunities for permanent employment with the City.
- (3) Develop long-term outreach programs with the community's educational system that encourage development of a pool of qualified potential employees.

UTILIZATION ANALYSIS

The City of Tacoma produces a semi-annual Utilization Analysis report which includes the following quantitative analysis elements:

- (1) Organizational profile Depicts the staffing pattern (Workforce Utilization report) within the City to determine whether barriers to equal employment opportunity exist in the organization. The profile provides an overview of the workforce that may assist in identifying organizational units where women or minorities are underrepresented or concentrated.
- (2) Job group analysis -Combines job titles within the City's organization. In the job group analysis, jobs at the establishment with similar content, wage rates, and opportunities, must be combined to form job groups. Similarity of content refers to the duties and responsibilities of the job titles which make up the job group. Similarity of opportunities refers to training, transfers, promotions, pay, mobility, and other career enhancement opportunities offered by the jobs within the job group. The job group analysis includes a list of the job titles that comprise each job group.
- (3) Placement of incumbents in job groups Separately states the percentage of minorities and the percentage of women the City employs in each job group established by the Office of Federal Contract Compliance Programs (OFCCP).

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- (4) Determining availability Estimates the number of qualified minorities or women available for employment in a given job group, expressed as a percentage of all qualified persons available for employment in the job group.
- (5) Comparing incumbency to availability Compares the percentage of minorities and women in each job group with the availability for those job groups as determined by OFCCP. When the percentage of minorities or women employed in a particular job group is less than reasonably expected given their availability percentage in that particular job group, the EEO Office will establish a placement goal in accordance with the OFCCP.
- (6) Placement goals These goals serve as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work. Placement goals are also used to measure progress toward achieving equal employment opportunity. The City's determination that a placement goal is required does not constitute a finding or an admission of discrimination.

Placement goals may not be rigid and inflexible quotas, which must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups. Quotas are expressly forbidden.

In all employment decisions, the City must make selections in a nondiscriminatory manner. Placement goals do not provide the City with a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that person's race, color, religion, sex, or national origin.

Additionally, placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results. These goals may not be used to supersede merit selection principles. Affirmative action programs prescribed by the OFCCP regulations do not require the City to hire a person who lacks qualifications to perform the job successfully, or hire a less qualified person in preference to a more qualified one.

MANAGEMENT ACCOUNTABILITY ASSIGNMENTS

The Role of the Tacoma City Council:

- Review and adopt the basic policy under the City's Equal Employment Opportunity and Recruitment Plan.
- (2) Enact legislation as necessary to support implementation and enforcement of the plan.

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- (3) Consider a diverse candidate pool when considering City Council appointees to City commissions, boards and other government positions and entities.
- (4) Consider the recommendations of the City Manager for further actions as needed.
- (5) Monitor City compliance with the plan on an annual basis.
- (6) Refer public comments about the plan to the City Manager for review and comment.

The Role of the Public Utility Board:

- (1) Monitor Tacoma Public Utilities compliance with the plan on an annual basis.
- (2) Consider recommendations of the Director of Utilities in support of the plan.
- (3) Refer public comments about the plan to the Director of Utilities for review and comment.
- (4) Consider a diverse candidate pool when considering Public Utility Board appointees to committees, boards and other government positions and entities.

The Role of the City Manager and the Director of Public Utilities:

- Implement and be accountable for the Equal Employment Opportunity and Recruitment Plan for the City.
- (2) Act as chief administrators for implementing the plan within General Government departments and Public Utilities' divisions respectively.
- (3) Review the progress of each General Government department and Public Utilities division in implementing the strategies outlined in the plan.
- (4) Hold department directors and superintendents accountable through an annual performance review process for compliance with this plan including recording and as necessary reporting their efforts to seek a diverse applicant pool for classified and appointive openings.
- (5) Support efforts to seek a diverse candidate pool when recruiting for directors, superintendents and other management positions.

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- (6) Consider recommendations made by the City's Human Resources director.
- (7) Direct the Human Resources director to monitor the EEO office on progress and outcome of training for managers and supervisors in ways to increase effectiveness of their hiring processes to provide for a more diverse work force.

The Role of Department Directors and Superintendents:

- Act as chief administrators for implementing the plan within their specific departments/divisions.
- (2) Review the progress of each manager and supervisor in implementing the strategies outlined in the plan.
- (3) Hold managers and supervisors accountable for implementing the plan within their departments, divisions or work groups through an annual performance review process. Schedule periodic staff meetings to review the department or division's progress and responsibilities under the plan.
- (4) Hold managers and supervisors accountable for disseminating and posting the plan and the City's anti-discrimination policies where they may be easily reviewed and read by all employees within their work groups.
- (5) Hold managers and supervisors accountable for demonstrating reasonable efforts to recruit a diverse candidate pool for appointive openings and for classified openings to the extent allowed by civil service rules or union contract.
- (6) Hold managers and supervisors accountable for enforcing anti-discrimination policies and for taking appropriate remedial action to address complaints of discrimination.
- (7) Hold managers and supervisors accountable for preventing retaliation against people who bring forward complaints of discrimination.
- (8) Participate in and take responsibility for disciplinary decisions involving employees found engaging in discriminatory conduct or retaliation.
- (9) Hold managers and supervisors accountable for cooperating with the Human Resources Department to make reasonable accommodations to employ and retain people with disabilities.

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- (10) Require new managers and supervisors to attend and complete training in EEO, diversity and sexual harassment prevention. Refresher training may be required as necessary.
- (11) Designate one or more department or division representatives to manage and assist the Human Resources EEO Office with implementing the plan.
- (12) Consider recommendations of the Human Resources EEO Office when recruiting.

The Role of Managers and Supervisors:

- (1) Disseminate and post the EEO/Recruitment Plan policy statement in locations where it may be reviewed and read by all employees in the division, section or work group.
- (2) Enforce and follow the City's anti-discrimination and retaliation policies and procedures.
- (3) Take appropriate action to address complaints of discrimination and/or retaliation.
- (4) Attend training in EEO, diversity, and sexual harassment prevention.
- (5) Hold lead workers or all employees designated to supervise the work of any other employees accountable for enforcing and following anti-discrimination and sexual harassment policies and procedures and for properly documenting and reporting complaints of discrimination, harassment and retaliation.
- (6) Require all employees to complete training in EEO, diversity, and sexual harassment prevention. Refresher training may be required as necessary.
- (7) Actively seek a diverse candidate pool for positions within their work group, to the extent allowed by union contract and civil service rules.
- (8) Take steps to diversify interviewing panels for job openings within their work group.

The Role of the Human Resources Director:

(1) Provide Human Resources Department support to General Government and Tacoma Public Utilities for their efforts to recruit, promote, train and retain under-represented groups in accordance with the City's plan.

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- (2) Encourage the support of labor unions in approving and promoting the acceptance of the plan among their members.
- (3) Direct Human Resources Department staff to maintain accurate and complete statistical information on applicants, new hires, promotions, transfers and termination of City employees as required by this plan.
- (4) Follow through on findings and recommendations of an EEO investigation.
- (5) Direct Human Resources Department staff to develop and provide periodic reports of the City's progress in meeting the objectives of the plan to City departments and divisions.
- (6) Assign Human Resources Department staff to ensure that the objectives of the plan remain relevant and are supported with adequate research and that progress is appropriately monitored.
- (7) Direct Human Resources Department staff to periodically evaluate its recruitment and screening processes, certification and selection processes, testing methods and promotional practices to ensure that potential artificial barriers to recruiting, hiring and promoting under-represented groups are identified and eliminated as appropriate.
- (8) Provide oversight, support and direction to the City EEO Office.
- (9) Direct Human Resources Department training staff and City EEO staff to provide updated training for diversity, EEO, sexual harassment prevention, and EEO investigation suitable for managers, supervisors and other employees as appropriate.

The Role of the Civil Service Board:

Work with City management to reduce or eliminate barriers that are identified.

The Role of the Tacoma Human Rights Commission:

Offer recommendations to the City Manager and Director of Utilities on improvements or revisions to the plan that promote accomplishment of the objectives.

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The Role of the City EEO Office:

- (1) Offer recommendations on recruitment methods, management training, personnel rule changes and policy revisions that support the objectives of the plan.
- (2) Serve as an advisor to department directors, managers and supervisors as they implement the plan.
- (3) Provide input and direction to Human Resources staff charged with gathering and revising parity reports and statistical information on the City's work force and applicant pools.
- (4) Periodically evaluate screening and hiring practices, including interviewing questions, job classification descriptions and job postings, to ensure compliance with equal employment opportunity laws and disability law. Recommend changes as needed to meet the objectives of the plan.
- (5) In conjunction with training staff, develop, revise or contract as appropriate, for training for diversity, sexual harassment prevention, disability and discrimination law and EEO investigation for various audiences as required.
- (6) Coach and advise managers and supervisors on appropriate methods of promptly and fairly addressing complaints of discrimination, sexual harassment and retaliation.
- (7) Serve as the City's primary community liaison to under-represented groups seeking information on the plan.
- (8) Review all summaries of EEO complaint investigations.
- (9) In conjunction with the Human Resources Training Division and individual departments, provide EEO and diversity orientation training to all new employees within the first year of hire.
- (10) Ensure the investigation and/or response to complaints of discrimination that may be filed by applicants or employees.
- (11) Investigate and respond to complaints of discrimination filed by employees or applicants with the City's Human Rights and Human Services Department and other external federal and state agencies.
- (12) Monitor the implementation of the plan and provide periodic reports to the City Manager, the Director of Public Utilities, the Human Resources Director, department directors and division managers on the City's progress in meeting the plan's objectives and timelines.

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- (13) Act as the primary spokesperson for explaining the objectives of the plan to City officials or other interested parties.
- (14) Monitor changes in the local labor market and recommend periodic updates to the plan to reflect changes in work force statistics.

The Role of the Human Rights and Human Services Department:

- (1) Assist the City EEO Officer with developing and maintaining liaisons with community groups that can assist with City's recruitment efforts.
- (2) Provide recommendations for revisions or improvements to the plan.
- (3) Designate staff as necessary to assist the City EEO Officer or other Human Resources staff in developing targeted recruitment programs, curriculum development and specific training designed to increase awareness of work force issues facing under-represented groups; training may include such topics as sexual harassment, equal pay, pregnancy discrimination and women in non-traditional jobs.

MEASUREMENT STRATEGIES

The City plans to use the following tools and reports to measure progress on the Initiative:

- (1) The City EEO Office will produce quarterly reports of EEO complaints by department and division for information to the City Manager and Director of Public Utilities.
- (2) The City EEO Office will produce reports by department and division on recruitment, hiring, promotions and turnover in all positions.
- (3) The City EEO Office will provide quarterly reports on current appointive openings, offers made and refused, resignations, terminations, retirements and temporary hires (such as hires to accommodate medical leaves).
- (4) The City EEO Officer will analyze data and provide updates to interested employees and to the general public on the City's progress under the plan as requested.

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PLAN REVIEW AND REVISION

- (1) The Human Resources Department will track the effectiveness of recruitment strategies and make recommendations as necessary.
- (2) The City EEO Office will report progress on plan compliance to City Manager and Director of Public Utilities, and to senior management on a semi-annual basis.
- (3) The Human Resources Department will be responsible for revising this plan as needed to address unanticipated budgetary conditions, labor market fluctuations, hiring opportunities or legal compliance.

DISSEMINATION

The successful implementation of the City's EEO and Recruitment Plan depends in large measure on the extent to which applicants, employees and Tacoma residents understand and embrace the objectives of the plan. Therefore, the plan provides for disseminating the Equal Employment Opportunity Policy Statement and plan objectives using the following methods:

- Internal dissemination by the Human Resources Department.
 - (1) Posting the Equal Employment Opportunity Policy Statement and Plan Objectives and EEO notice poster in conspicuous locations throughout City facilities where employees may read and review the policy at their leisure.
 - (2) Disseminating the Equal Employment Opportunity and Recruitment Plan to all City employees.
 - (3) Providing a copy of the Equal Employment Opportunity and Recruitment Plan to all new employees and explaining their responsibilities during new employee orientation.
 - (4) Incorporating the plan into the City's Personnel Policy Manual, Administrative Policy Manual and other management handbooks or procedure manuals.
 - (5) Notifying employees of the existence of the City's Equal Employment Opportunity and Recruitment Plan and anti-discrimination policy during staff and management meetings.
 - (6) Posting the policy statement, plan objectives and EEO notice poster in the Human Resources Department where applicants may read and review the policy.

Last saved 11/17/04 -18-

- (7) Discussing the EEO policy statement and the plan during employee diversity and EEO training.
- B. External Dissemination by the Human Resources Department
 - (1) Mailing the policy statement and plan objectives to organizations, agencies, educational institutions and community groups identified through recruitment processes.
 - (2) Providing a copy of the EEO policy statement and plan to federal agencies, grantors, contractors and any other entity or party requesting a copy.
 - (3) Providing a copy of the EEO policy statement and plan to the Civil Service Board and Human Rights Commission.
 - (4) Providing a copy of the EEO policy statement and plan to all collective bargaining units and all contractors with the City.
 - (5) Including the words "Equal Employment Opportunity Employer" in classified advertisements, job announcements and on the City's Human Resources Web site.
 - (6) Posting a copy of the plan on CityWeb, the City's intranet.

The Equal Employment Opportunity and Recruitment Plan together with its appendices is hereby approved and adopted, pursuant to the authority contained in Council Resolution No: 36220.

Signed and approved this 29 day of 1000, 2004

James Walton

City Manager

Mark Crisson

Director of Public Utilities

City of Tacoma - EEO Job Groups Defined

Managers - Executive

Classes in this job group possess broad policy making authority with major impact on a City-wide basis. Incumbents typically manage departments or large divisions within a department which are multifaceted in nature with significant impact on the citizens of the City. These classes often have influence over decisions outside of their program areas.

Management - General

Classes in this job group manage programs or activities within a small division or a functional area. Classes in this job group are distinguished from those in the "Senior Management" job group by the scope and nature of their responsibility. Classes in this job group have very little influence over major policies affecting the City. Incumbents are primarily involved with the management of a functional area or activity rather than the formulation of policy. However, they are often consulted in the development of policy when the policy affects their area of responsibility. Many incumbents in these classes are involved in providing support to senior and executive level managers, a department, or large division.

Professionals - Senior/Supervisory

Classes in this job group require high degrees of specialized and theoretical knowledge, skills and abilities which are usually acquired through college training, work experience and/or other training which provides comparable knowledge, skills and abilities. This job group is distinguished from the "General Professionals" job group by the level of knowledge, skills and abilities required and additional responsibilities of incumbents. Incumbents typically have higher levels of competency than that required of those in the "General Professional" job category. In addition, incumbents in these classes usually have responsibility for supervising, coordination, and or directing small units, projects or programs.

City of Tacoma - EEO Job Groups Defined

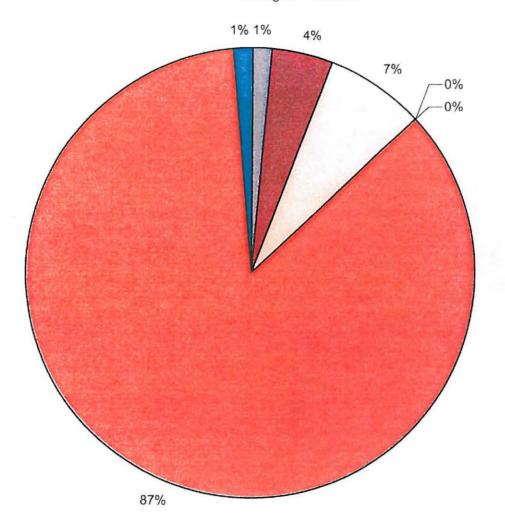
Managers - Executive

Classes in this job group possess broad policy making authority with major impact on a City-wide basis. Incumbents typically manage departments or large divisions within a department which are multifaceted in nature with significant impact on the citizens of the City. These classes often have influence over decisions outside of their program areas.

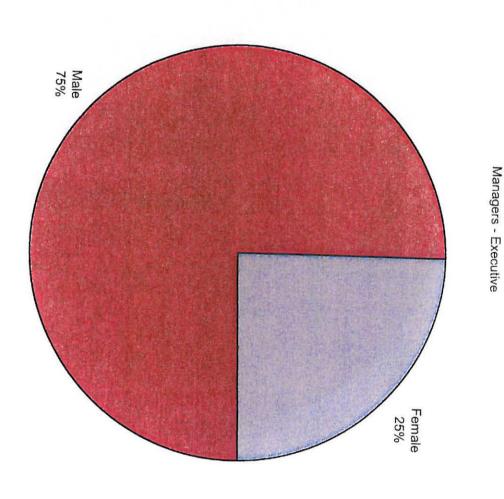
Job Group	Gender Key	American Indian/ Alaskan	Asian or Pacific Islander	Black/Not Hispanic origin	Hispanic	Not Specified/ Other	White/Not Hispanic origin	No Entry	Grand Total
1 Managers - Executive	Female		1		\$		16		17
	Male	1	2	5			43	1	52
		1%	4%	7%			87%	1%	

Total: Female 17 Male 52

Managers - Executive







■ Female
■ Male

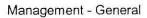
City of Tacoma - EEO Job Groups Defined

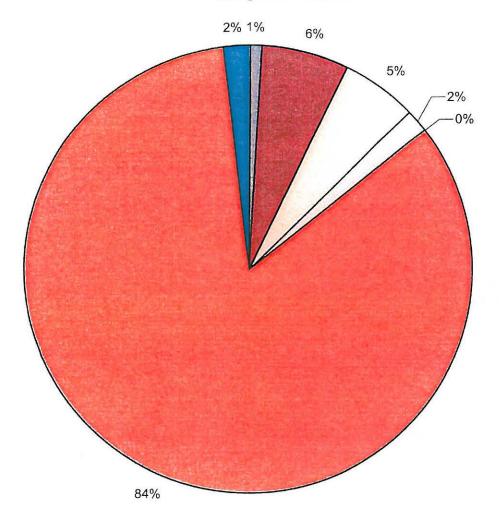
Management - General

Classes in this job group manage programs or activities within a small division or a functional area. Classes in this job group are distinguished from those in the "Senior Management" job group by the scope and nature of their responsibility. Classes in this job group have very little influence over major policies affecting the City. Incumbents are primarily involved with the management of a functional area or activity rather than the formulation of policy. However, they are often consulted in the development of policy when the policy affects their area of responsibility. Many incumbents in these classes are involved in providing support to senior and executive level managers, a department, or large division.

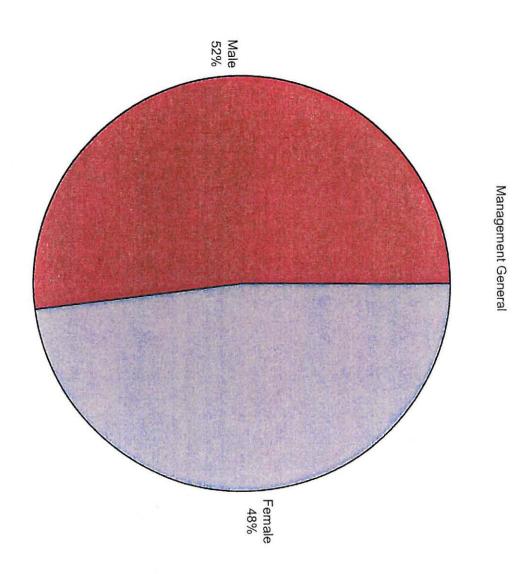
Job Group	Gender Key	American Indian/ Alaskan	Asian or Pacific Islander	Black/Not Hispanic origin	Hispanic	Not Specified/ Other	White/Not Hispanic origin	No Entry	Grand Total
2 Management - General	Female		3	4			45	1	53
	Male	1	4	2	2		47	1	57
		1%	6%	5%	2%		84%	2%	

Total: Female 53 Male 57









■ Female
■ Male

City of Tacoma - EEO Job Groups Defined

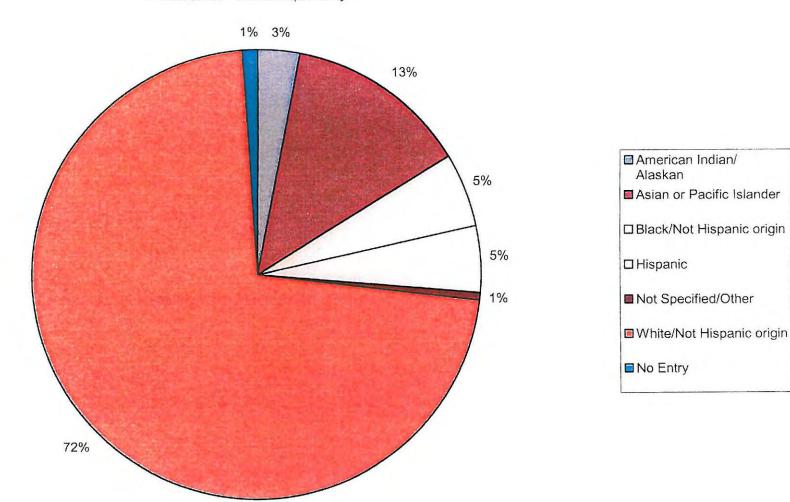
Professionals - Senior/Supervisory

Classes in this job group require high degrees of specialized and theoretical knowledge, skills and abilities which are usually acquired through college training, work experience and/or other training which provides comparable knowledge, skills and abilities. This job group is distinguished from the "General Professionals" job group by the level of knowledge, skills and abilities required and additional responsibilities of incumbents. Incumbents typically have higher levels of competency than that required of those in the "General Professional" job category. In addition, incumbents in these classes usually have responsibility for supervising, coordination, and or directing small units, projects or programs.

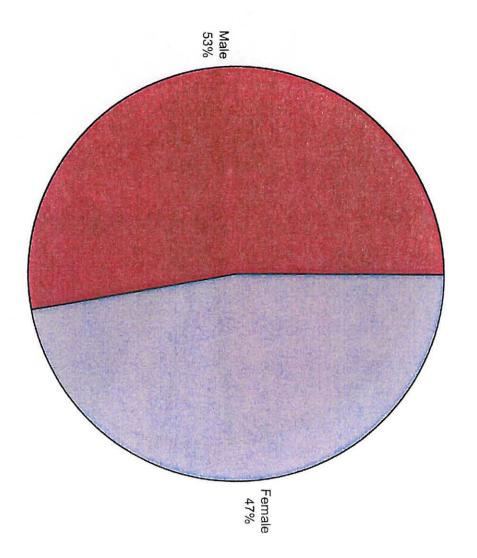
Job Group	Gender Key	American Indian/ Alaskan	Asian or Pacific Islander	Black/Not Hispanic origin	Hispanic	Not Specified/ Other	White/Not Hispanic origin	No Entry	Grand Total
4 Professionals -	Female	1	10	6	3	1	59	1	81
Senior/Supervisors	Male	4	13	3	5		64	2	91
		3%	13%	5%	5%	1%	72%	1%	

Total: Female 81
Male 91

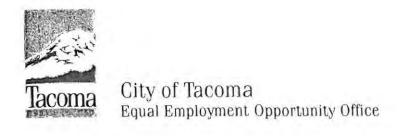
Professionals - Senior/Supervisory











March 3, 2008

Fred Schuneman, Chair Human Rights Commission 747 Market Street, Room 836 Tacoma, WA 98402

Dear Chair Schuneman:

Human Rights Commission's EEO Study Session

I look forward to attending your March 10, 2008, study session where I'll be available to answer any questions or concerns you may have. I have attached my December 10, 2007, report to the Commission, along with a number of charts that reflect the City's management/supervisory racial and gender composition.

If you have any questions prior to next week's study session, please feel free to contact me at 253.591.5420.

Sincerely

Jerry Lee EEO Officer

Attachments

cc: John Briehl, Director Human Rights and Human Services



City of Tacoma Equal Employment Opportunity Office

December 10, 2007

Teri Wood, Chair Human Rights Commission 747 Market Street, Room 836 Tacoma, WA 98402

Dear Chair Wood:

Equal Employment Opportunity Recruitment Plan

Thank you for your October 5, 2007, memo to Tansy Hayward, Assistant to the City Manager, concerning the City of Tacoma's implementation of the City's Equal Employment Opportunity (EEO) Plan. I am pleased to receive the invitation to tonight's meeting to have an opportunity to update you on the work of the EEO Office. I have attached three documents: a report that was generated prior to my employment with the City with complaint experience from 2003-2005; a copy of a report that I created for the Government Performance and Finance Committee in December 2006; and the most recent report provided to the Government Performance and Finance Committee in August 2007.

Since I have been with the City, we have focused primarily on:

- 1. Improvement and increased emphasis on the EEO Office training program. We have brought this function back to the EEO Office so that employees and supervisors can meet me. I believe that this has helped to build a higher level of comfort among the organization, which positively has improved relationships for consultation or investigations. Despite this effort, I continue to be disturbed about the number of untrained employees because of past neglect in this area. I am currently engaged with the City's purchasing office to secure additional training tools for training and re-training that will not reduce my potential for building relationships. I have attached the current statistics with regard to employees still in need of training.
- 2. Process improvement and documentation of the Complaint Investigation Process. When I joined the organization, I found inconsistencies in the documentation and process around complaint investigation. This, coupled with dissatisfaction with the timelines around investigations and confusion among stakeholders, impacted the effectiveness of the EEO Officer. With the process improvement completed, I now have an effective quality control tool that helps to define the process for all involved. I have attached a copy of the process documentation for your review.

"It is the policy of the City of Tacoma to provide equal employment opportunities and a work environment free from all forms of illegal discrimination and harassment."

Teri Wood, Chair December 10, 2007 Page Two

3. Improved turn-around within complaint investigations.

This has been an ongoing struggle for the EEO Office. The EEO Office was expanded to include two EEO Officers and increased administrative support through a shared Administrative Secretary. The second EEO Officer position has been vacant since late spring and has put additional strain on the EEO Office. This has impacted our timeliness with investigations and has restricted our ability to focus on the strategic components of the EEO Office. We will be filling a position soon that will be focused solely on the investigative side of the EEO Office. This delineation of duties and additional support should improve the timeliness of investigations and allow me to focus on the strategic implementation of the EEO plan.

4. Identification of new tools and resources for the EEO Office.
The purchasing office will be providing support for two additional Requests for Proposals beyond the Training RFP. First, the City will be looking to increase its internal application of mediation as an opportunity to address internal EEO conflicts. We are early in this process and will be identifying the approach and scope in 2008. Second, we want to ensure that we can generate and distribute information around our utilization of individuals in protected classes across the organization in way that is meaningful for the community and management. As such, we have included funding to hire a consultant to help frame this and provide support to develop an initial report and systems to provide ongoing information. We will also be developing the approach and scope for this RFP in early 2008.

I regret that I was unable to provide you with more information. With the important efforts planned in 2008, I would like an opportunity to update you on our progress in May 2008. In addition, our 2007 EEO4 submission to the EEOC is not yet available on their website. However, we have requested a copy of the materials from the EEOC directly. When I receive these, I will forward a copy to the Commission for your information.

I want to express my thanks for your support and patience as I have learned about this organization and role and have worked to improve our organization.

Best regards,

Jerry Lee EEO Officer

Attachments

cc: Eric Anderson, City Manager

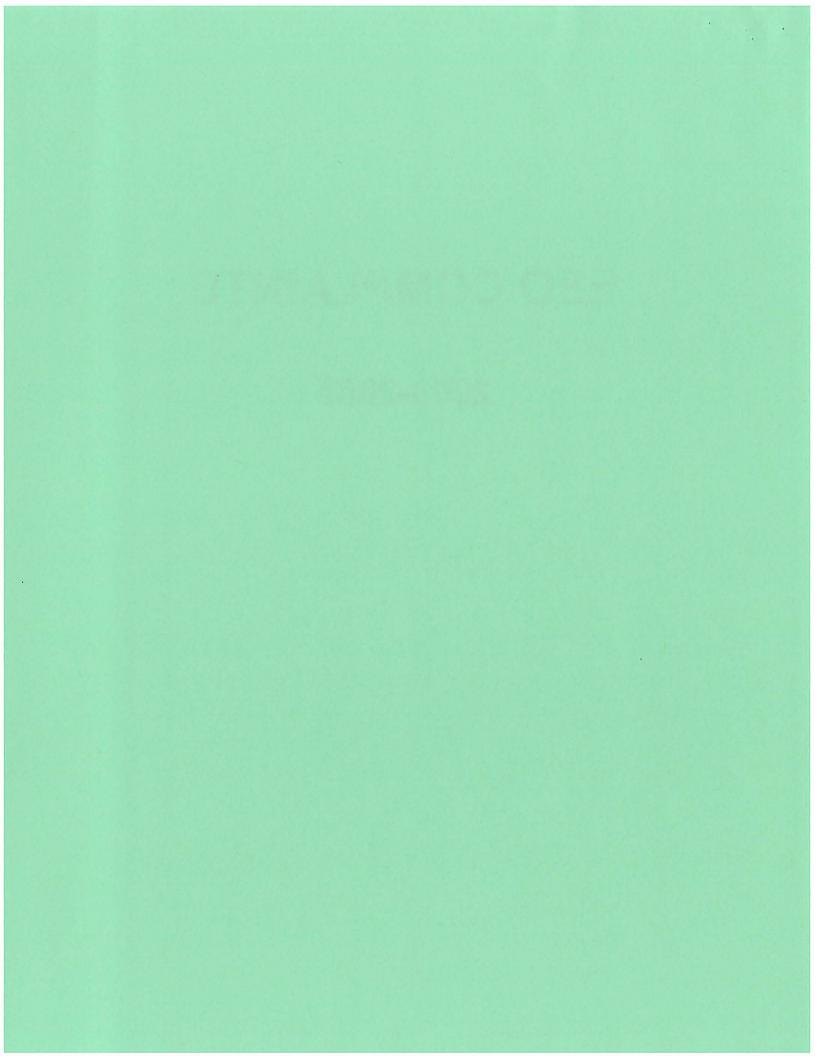
Bill Gaines, Director of Utilities

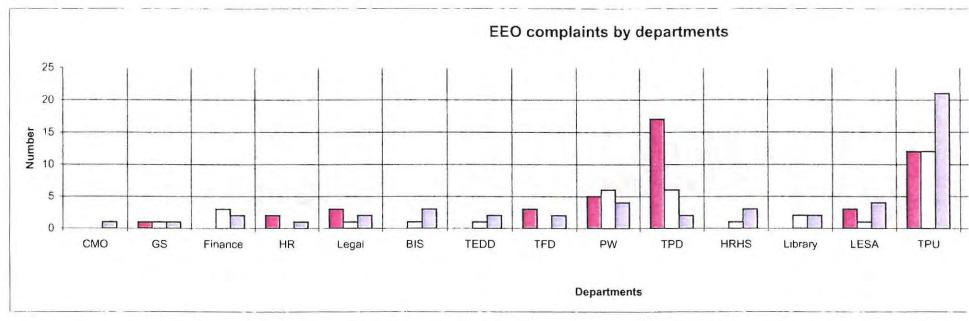
Tansy Hayward, Assistant to the City Manager Joy St. Germain, Human Resources Director

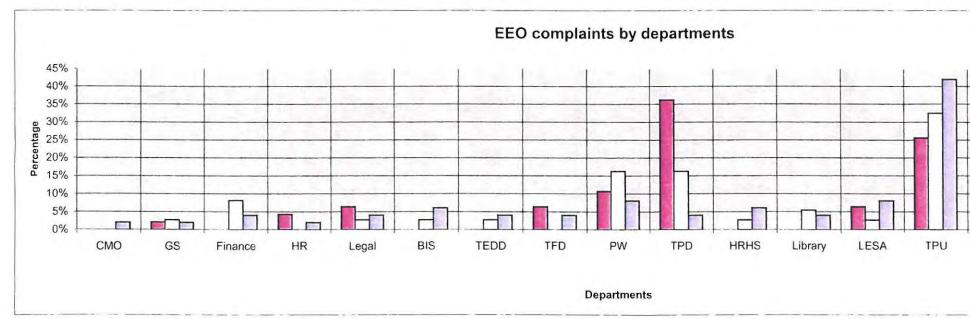
Paul Goulding, Assistant City Attorney

EEO COMPLAINTS

2003-2005







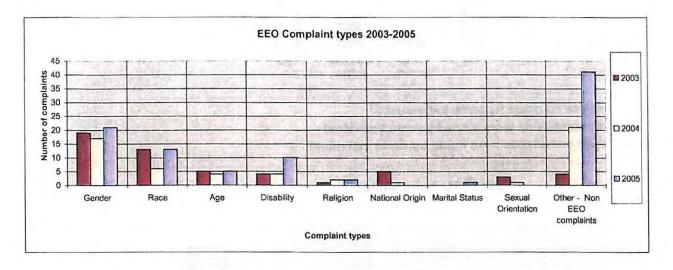
■ 2003 □ 2004		■ 2003 □ 2004	E 2005
	Other		Other
	Tacoma Municipal Court		Tacoma Municipal Court

EEO Complaints - 2005 (January 1, 2005 - December 12, 2005)

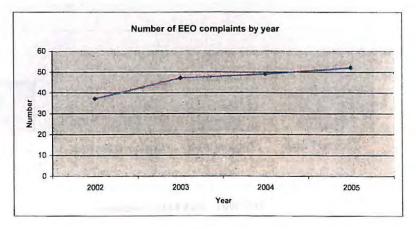
Department	# of complaints	# of EEO complaints	# of non EEO complaints	EEO Complaint type	EEO Findings
BIS	2	1	1	Age - 1	No violation of policy
City Manager's office	1	1.	0	Race - 1	Violation of policy
Citizen complaint	1	1	0	Disability - 1	No violation of policy
Finance	5	2	3	Disability – 1	No violation of policy
	h =			General harassment -1	
General Services	4	1	3	Gender - 1	In progress
Human Resources	2	1	1	Disability - 1	No violation of policy
HRHS	4	3	1	Gender and Race – 2	No violation of policy
				Gender - 1	In progress (1)
LESA	6	3	3	Disability – 2	No violation of policy
				Religion - 1	In progress (1)
Legal	3	2	1	Age - 1	No violation of policy
Legar		_		Race - 1	Two violation of policy
Library	5	2	3	Gender – 1	Violation of policy – 1
				Disability - 1	No violation of policy 1
Public Works	9	3	6	Disability – 3	No violation of policy
TEDD	3	2	1	Gender – 2	No violation of policy
TFD	3	2	1	Race - 1	In progress
				Race and Gender - 1	
TPD	6	2	4	Race - 1	No violation of policy
				Multiple categories (gender, race, age)- 1	
TPU	25	16	10	Gender – 6	Violation of policy – 4 (33% of completed investigations)
				Race - 2	No violation of policy – 8 (67% of completed investigations)
				Age – 1	Investigations in progress - 4
				Disability – 2	
	1			Religion – 1	
	1			Multiple categories – 2	
				General harassment - 2	
TOTALS	80	42	38		

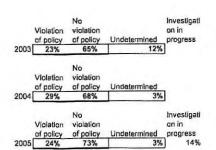
		* , -

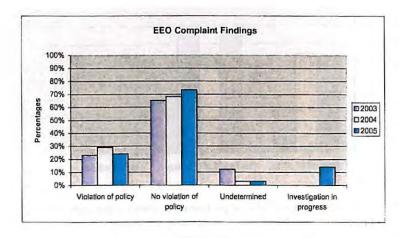
- 3				Com	plaint Type	•			
	Gender	Race	Age	Disability	Réligion	National Origin	Marita! Status	Sexual Orientation	Other - Non EEO complaint s
2003	19	13	5	4	1	5	0	3	4
				Com	plaint Type	3			
	Gender	Race	Age	Disability	Religion	National Origin	Marital Status	Sexual Orientation	Other
2004	17	6	4	4	2	1	0	1	21
				Com	plaint Type	9			
	Gender	Race	Age	Disability	Religion	National Origin	Marital Status	Sexual Orientation	Other
2005	21	13	5	10	2	0	1	0	41

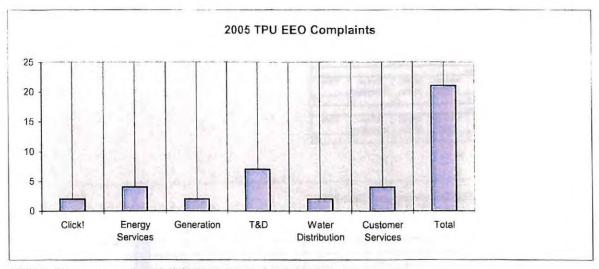


Year	EEO complaints by year	-
2002	37	
2003	47	
2004	49	
2005	52	

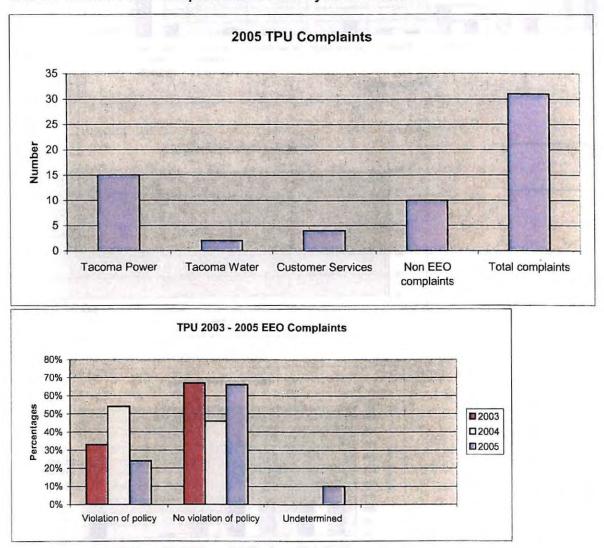








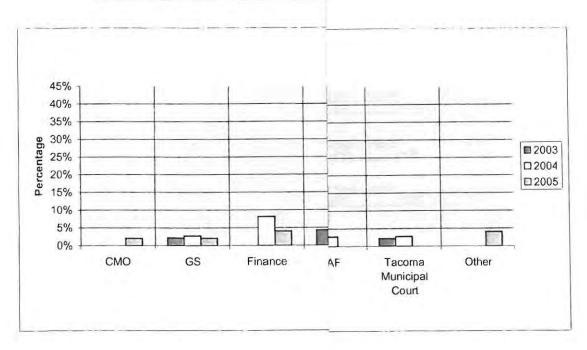
NOTE: Water complaints (2) made by same individual 2 Customer Services complaints were made by same individual 2 of the Tacoma Power complaints were made by same individual

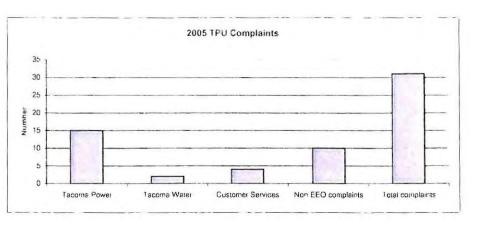


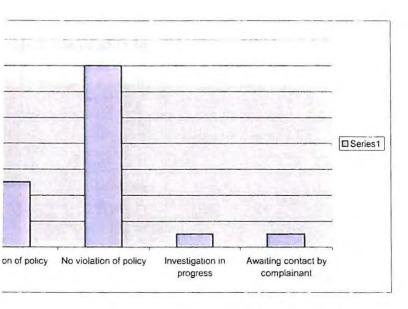
2003 - 100% of policy violaitons pertained to gender violations of policy were regarding gender 2004 - 66% of all violations were pertaining to gender, 17% pertained to disability, 17% pertained to religion 2005 - 100% of policy violations pertained to gender

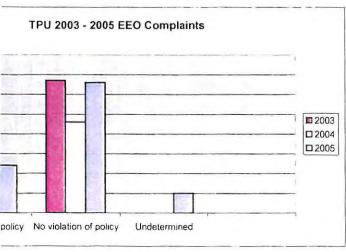
Complaints by c	iepartment
-----------------	------------

	2003	2003	2004	2004	2005	
CMO	0	0%	0	0%	1	
GS	1	2%	1	3%	1	
Finance	0	0%	3	8%	2	
HR	2	4%	0	0%	1	
Legal	3	6%	1	3%	2	
BIS	0	0%	1	3%	3	
TEDD	0	0%	1	3%	2	
TFD	3	6%	0	0%	2	
PW	5	11%	6	16%	4	
TPD	17	36%	6	16%	2	
HRHS	0	0%	1	3%	3	
Library	0	0%	2	5%	2	
LESA	3	6%	1	3%	4	
TPU	12	26%	12	32%	21	
PAF	0	0%	1	3%	0	
Tacoma Municipa	al				10.7	
Court	1	2%	1	3%	0	
Other	0	0%	0	0%	2	
	47	100%	37	100%	50	









Government Performance and Finance Committee December 13, 2006

1	Equa	1 Op	portu	nity

- i) Demographics of City of Tacoma (snapshot)
 - (1) Gender

(a) Female	51.2%
(b) Male	48.8%

(2) Race

11400	
(a) American Indian Alaskan	2.0%
(b) Asian	7.6%
(c) Black	11.2 %
(d) Hispanic	6.9%
(e) Native Hawaiian Other Pacific Islander	1%
(f) White	69.1%
(g) Other	2.9%

ii) Demographics of City of Tacoma Employee Workforce

(1) Gender

7 E (1 E E E E E E E E E E E E E E E E E	
(a) Female	30.65%
(b) Male	69.09%

(2) Race

(a) American Indian/Alaskan	1.65%
(b) Asian or Pacific Islander	5.91%
(c) Black	6.15%
(d) Hispanic	2.61%
(e) White	79.70%
(f) Other not specified	3.98%

iii) Recruitment

- (a) Partnering with HR Analysts
- (b) Targeted Recruitment
- (c) Job Fairs (Partnering with the various departments)

2) Development

- i) Prevention/Empowerment
 - (a) Training
 - 1. Cultural Awareness
 - 2. Discrimination/Sexual Harassment Prevention

December 13, 2006 Government Performance and Finance Committee Equal Employment Opportunity Office Handout Page 2 of 3

January 2006 through June 2006

Discrimination/Sexual Harassment		Cultural Awareness	
# Sessions	# of Participants	# Sessions	# of Participants
9	119	7	98

June 2006 through December 2006

Discrimination/Sexual Harassment		Cultural Awareness	
# Sessions	# of Participants	# Sessions	# of Participants
46	704	2	34

2006 Totals for Discrimination/Sexual Harassment Training

Sessions = 55

Participants = 823

2006 Totals for Cultural Awareness Training

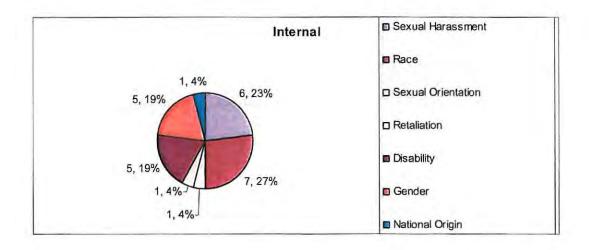
Sessions = 9

Participants = 122

Note: Only new hires, employees that never received the training before and employees needing a refresher signed up for these sessions.

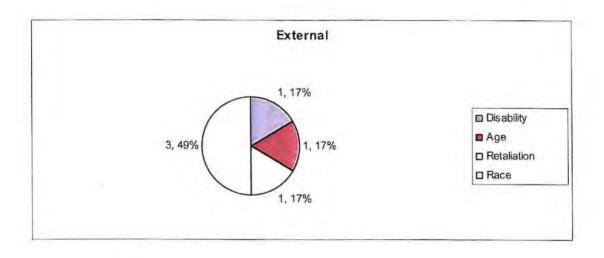
3) Protection

- i) Investigations (32 cases total)
 - (a) Internal (26 cases)



December 13, 2006 Government Performance and Finance Committee Equal Employment Opportunity Office Handout Page 3 of 3

(b) External (6 cases)



ii) EEO Process and Development

EQUAL EMPLOYMENT OPPORTUNITY OFFICE PRESENTATION SUMMARY

GOVERNMENT PERFORMANCE & FINANCE COMMITTEE August 22, 2007

2007 DEMOGRAPHIC SURVEY

Total number of Employees 3,839

- > 135 surveys for follow-up
- > 358 employee's information changed as a result
 - o Employee Racial Demographics:

	White	78%
	American Indian/ Alaskan	2%
	Asian/ Pacific Islander	6%
•	Black/ Not Hispanic	6%
	Hispanic	3%
	Not Specified/ Other	5%

o Employee Gender Demographics:

Male	70.0%
Female	30.0%

^{*} Handout 1: Employee Demographic Information

TRAINING SUMMARY (Information provided by Training)

- > Sexual Harassment/Discrimination Prevention:
 - o 888 employees received training from 8/22/06-7/17/07
 - o 1,355 employees have not received training
- > Cultural Awareness
 - o 144 employees received training from 9/19/06-8/1/07
 - o 778 employees have not received training

COMPLAINT SUMMARY

- > 46 Complaints under investigation July 2006-July 2007
 - Current Open Investigations: 14
 - o 28 Findings of No Reasonable Cause
 - o 4 Findings of Reasonable Cause

^{*}Handout 2: Complaint Illustration Chart

PROCESS CHANGE IMPLEMENTATION

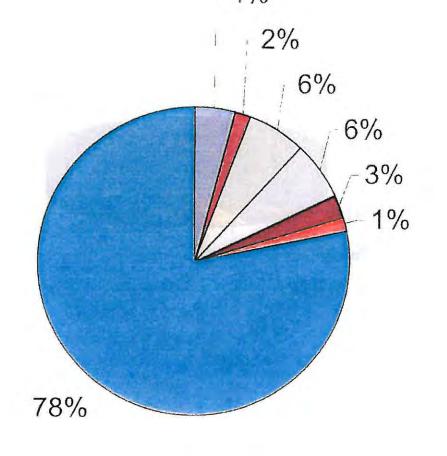
- > New Checklist/ Process Document
- > New Templates to Document/ Administer EEO Investigation

*Handout 3: Process Change Chart

UPCOMING EEO EFFORTS

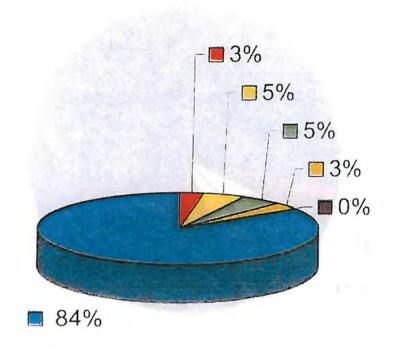
- > Anti-Discrimination Policy (PMP 130) Revision
- > EEO 4 Report to the Equal Employment Opportunity Commission
- > Further Workforce Utilization Study
- > Performance Measures for EEO Plan
- > Further Study of EEO Training System

City of Tacoma Employee Ethnic Origin



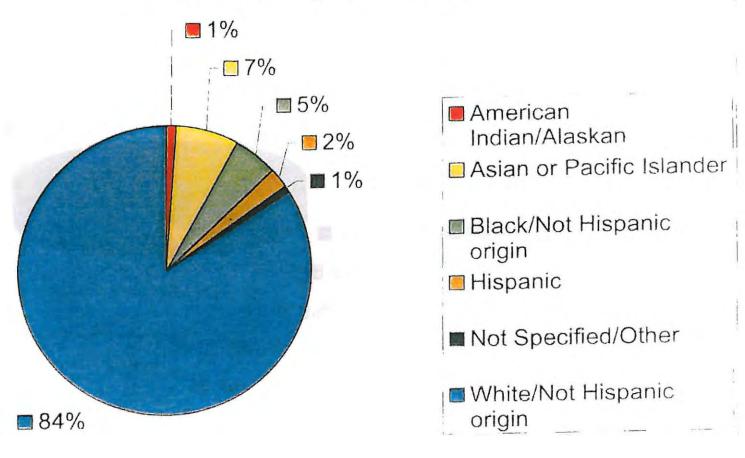
- Not Provided
- American Indian/Alaskan
- ☐ Asian or Pacific Islander
- ☐ Black/Not Hispanic origin
- Hispanic
- Not Specified/Other
- White/Not Hispanic origin

Fire Ethnicity Post-Survey

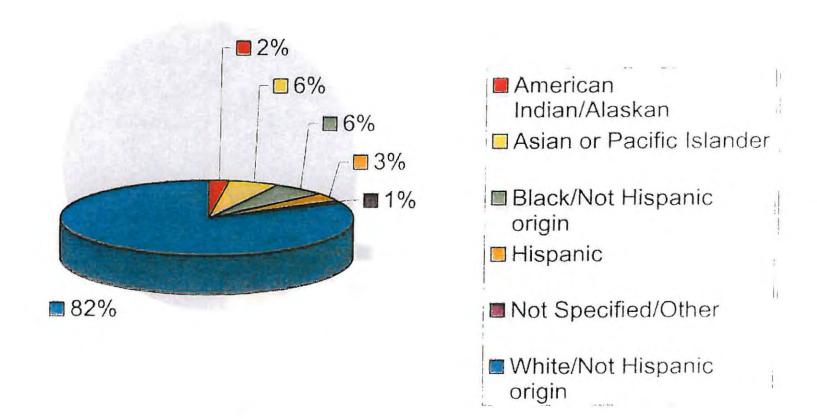


- American Indian/Alaskan
- Asian or Pacific Islander
- Black/Not Hispanic origin
- Hispanic
- Not Specified/Other
- White/Not Hispanic origin

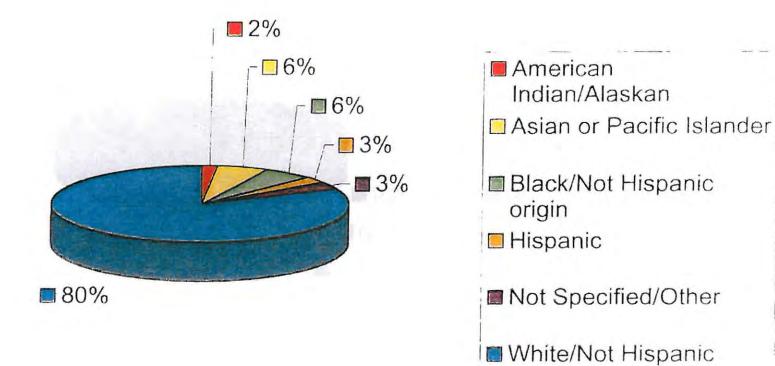
Police Ethnicity Post-Survey



Public Works Ethnicity Post-Survey

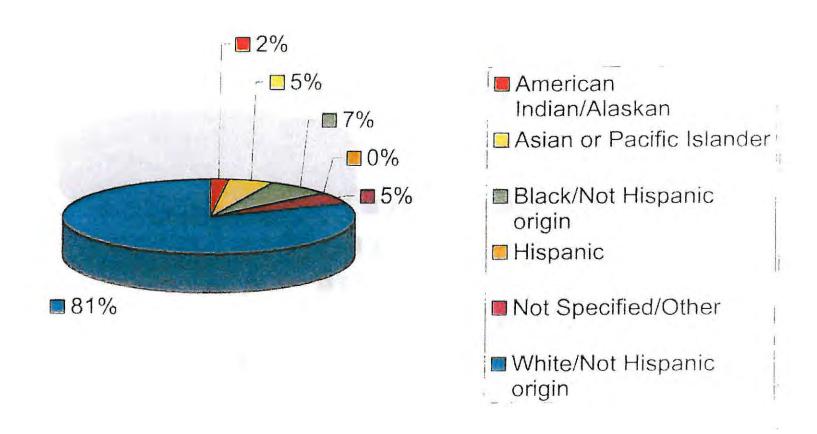


Power (TPU) Ethnicity Post-Survey

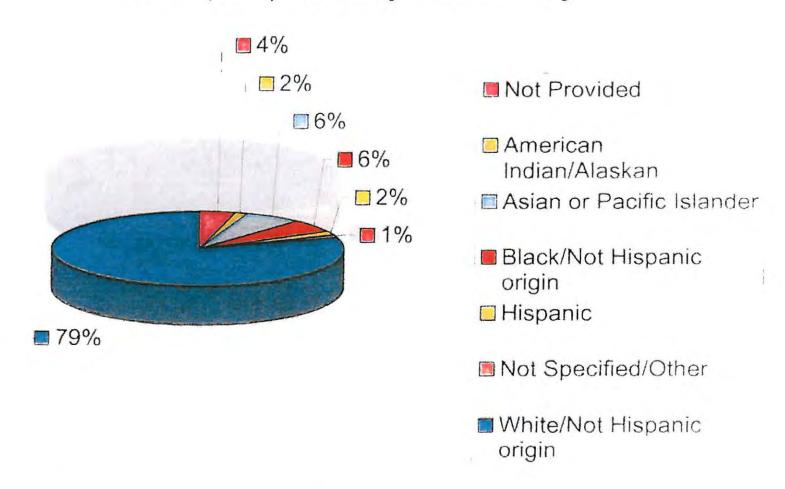


origin

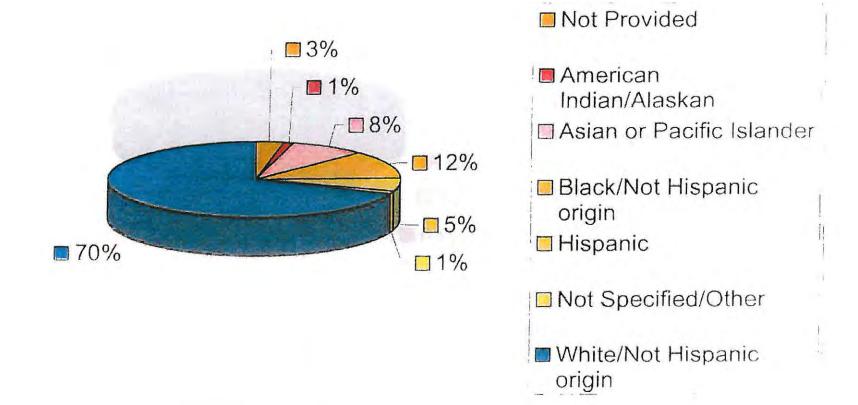
Rail (TPU) Ethnicity Post-Survey



Water (TPU) Ethnicity Post-Survey



Customer Service (TPU) Ethnicity Post-Survey



U.S. Census Bureau

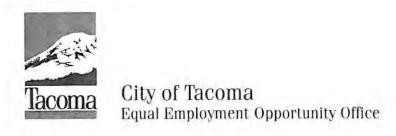


State & County QuickFacts

Tacoma (city), Washington

People QuickFacts	Tacoma W	/ashington
Population, 2003 estimate	196,790	6,131,445
Population, percent change, April 1, 2000 to July 1, 2003	1.7%	4.0%
Population, 2000	193,556	5,894,121
Population, percent change, 1990 to 2000	9.1%	21.1%
Persons under 5 years old, percent, 2000	7.0%	6.7%
Persons under 18 years old, percent, 2000	25.8%	25.7%
Persons 65 years old and over, percent, 2000	11.9%	11.2%
Female persons, percent, 2000	51.2%	50.2%
White persons, percent, 2000 (a)	69.1%	81.8%
Black or African American persons, percent, 2000 (a)	11.2%	3.2%
American Indian and Alaska Native persons, percent, 2000 (a)	2.0%	1.6%
Asian persons, percent, 2000 (a)	7.6%	5.5%
Native Hawaiian and Other Pacific Islander, percent, 2000 (a)	0.9%	0.4%
Persons reporting some other race, percent, 2000 (a)	2.9%	3.9%
Persons reporting two or more races, percent, 2000	6.3%	3.6%
Persons of Hispanic or Latino origin, percent, 2000	6.9%	7.5%
Living in same house in 1995 and 2000, pct 5 yrs old & over	47.8%	48.6%
Foreign born persons, percent, 2000	11.9%	10.4%
Language other than English spoken at home, pct age 5+, 2000	16.5%	14.0%
High school graduates, percent of persons age 25+, 2000	83.6%	87.1%
Bachelor's degree or higher, pct of persons age 25+, 2000	20.0%	27.7%
Mean travel time to work (minutes), workers age 16+, 2000	25.4	25.5
Housing units, 2000	81,102	2,451,07
Homeownership rate, 2000	54.7%	64.69
Median value of owner-occupied housing units, 2000	\$123,300	\$168,300
Households, 2000	76,152	2,271,39
Persons per household, 2000	2.45	2.5
Median household income, 1999	\$37,879	\$45,77
Per capita money income, 1999	\$19,130	\$22,97
Persons below poverty, percent, 1999	15.9%	10.69

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GETTING THE WORD OUT

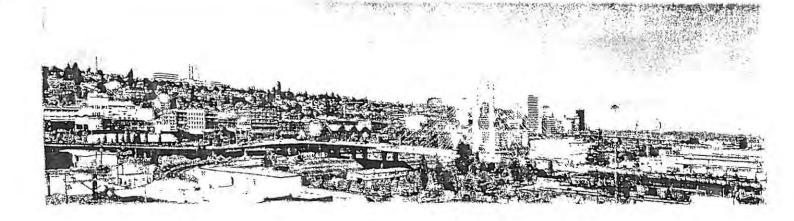
Dear Mr. Ament:

I greatly appreciate your assistance with informing the Tacoma High School Principal's, and students about the City of Tacoma interest in partnering with Tacoma Schools. The City would be honored to have seniors utilize City government as part of their Sr. project of job shadowing. A sample packet is enclosed. Additionally, I am in communication with Chris Backman of Tacoma School's guidance counselors.

As you know, my goal is to inform every high school senior of this opportunity. If there are any questions please do not hesitate to contact me at 253.591.5420.

Sincerely,

Jerry Lee, Jr. EEO Officer City of Tacoma





The City of Tacoma Rocks! with Jobs & Opportunities

A partnership with Tacoma Schools www.cityoftacoma.org/jobs

These are just some of the many jobs at the City of Tacoma.

To view current employment opportunities and to apply online, visit www.cityoftacoma.org/jobs. Check the website often; it is updated regularly as new positions become available.





Dear High School Seniors:

Welcome to your senior year!

As the City of Tacoma partners with Tacoma Schools, a senior class project is one way for the City of Tacoma to introduce you and your classmates to a new arena of opportunity. We want our Tacoma students to discover the endless opportunities that the City offers.

This is an excellent chance to explore new uncharted territory. We will provide each of you an opportunity to shadow and talk with City employees, learning firsthand the functions of the diverse jobs we have in the City, and what skills are needed to be successful.

You'll find enclosed a list of some of our various entry-level positions. As you can see, all of the positions require at a minimum, a high school diploma, while other positions listed require some college coursework. We hope you will consider arranging a shadowing opportunity with the City of Tacoma as a part of your senior class project.

Please do not hesitate to contact any of our Human Resources analysts or our Equal Employment Officer if you're interested, or have any questions.

The best to you,

Joy St Germain, Director

Human Resources Department

City of Tacoma

HR Analysts

Margith Baker	253-591-2321	Teresa Dent	253-591-8555
Aaron Moe	253-591-8323	Roberta Peters	253-591-8855
Rodney Croston	253-591-5427	EEO Officer	
Bob Paz	253-798-2301	Jerry Lee	253-591-5420

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ENTRY

ENTRY LEVEL

Office Assistant Hourly Pay: \$13.14 - \$20.79

Office Assistants perform a variety of support activities. Work includes providing information and assistance to the public, preparing correspondence, memoranda, reports, and other documents, maintaining hard copy and electronic records and files and operating multi-line telephones, personal computers and a variety of office equipment. Incumbents are expected to perform tasks and exercise independent judgment commensurate with their level of experience and expertise. Office Assistants may also perform specialized duties for the specific departments in which they work. Physical requirements include: Sitting for long periods of time, using a personal computer; some positions may require moderate lifting.

Minimum Qualifications:

- Graduation from high school or equivalent
- One year of clerical or secretarial experience in an office environment including experience operating personal computers with word processing and spreadsheet software, multi-line telephones and providing information and assistance to the public.

Custodian Hourly Pay: \$14.55 - \$17.49

Custodians perform routine custodial work in City buildings and facilities. Duties may include but are not limited to: sweeping; mopping; and polishing floors; dusting and cleaning offices; washing windows, woodwork and walls; cleaning restrooms and plumbing fixtures; replenishing supplies; emptying and cleaning trash cans and ashtrays; moving furniture and equipment; and other related duties as assigned.

Minimum Qualifications:

An equivalent combination to one year of professional custodial work.

Laborer Hourly Pay: \$10.62 - \$12.90

This is unskilled manual work of limited duration. An employee in this class performs work of a heavy manual nature which does not require a high degree of manipulative skill. Work is usually closely supervised and the employee receives specific work instructions at the beginning of each new job; however, constant supervision is not necessary for routine and repetitive tasks which can be carried on without difficulty once they are learned. Work may include the performance of heavy lifting and other strenuous tasks.

- Graduation from high school or equivalent
- Some experience in performing heavy manual work
- Valid Washington state driver's license required at time of appointment

Street Maintenance Worker Hourly Pay: \$20.48 - \$21.76

Street Maintenance Workers perform a wide variety of semi-skilled and heavy manual work maintaining City streets, alleys, sidewalks and street signs. Duties include asphalt patching and finishing; concrete installation and repair; oiling; street cleaning; ice removal; and spreading sand and salt during ice and snow conditions. Incumbents use a variety of vehicles, tools and equipment to perform work such as dump-trucks, pick-up trucks, jackhammers, compressors, picks, shovels, drainage pipe augers, chainsaws, handsaws, hoists and pitchforks. Work is performed during all types of weather conditions and may be subject to working on holidays, shift work, and off-duty emergency calls.

Minimum Qualifications:

Graduation from high school or equivalent

Solid Waste Worker Hourly Pay: \$15.67 - \$19.04

Solid Waste Workers perform semi-skilled work involving a wide variety of tasks in support of the City of Tacoma's Solid Waste Management programs. Duties include general maintenance work and the safe operation of various tools and equipment. Some duties require a degree of mechanical aptitude and the ability to perform manual labor tasks to include standing, walking, lifting, bending, stooping and operating equipment for extended periods under all types of weather conditions. Solid Waste Workers may also perform a variety of customer service related tasks such as directing customers to disposal sites, and providing information about the City's collection programs. Employees in this classification must be able to work independently with little supervision. Solid Waste Workers must be able to use respiratory and chemical protective equipment without restriction and walk and stand for extended periods of time. These positions involve a non-traditional work week, extended work hours, working at alternate work sites, shift work, and substituting for other staff as needed.

Minimum Qualifications:

 An equivalent combination to: graduation from high school and six (6) months' experience in heavy manual labor.

Sewer Worker Hourly Pay: \$20.22 - \$22.31

Sewer Workers perform manual labor in the installation, construction, maintenance and repair of wastewater and surface water collection systems. Duties may include the use of hand and power tools to make excavations, perform repairs, maintenance or installations. The work involves the ability to lift and carry heavy tools and materials and to perform continuous and strenuous manual labor in trenches and/or confined spaces and in all types of weather.

- Graduation from high school or equivalent
- One year of experience performing manual labor in the construction trades

Building Maintenance Worker Hourly Pay: \$18.24 - \$20.14

A Building Maintenance Worker performs semi-skilled building maintenance duties at City facilities. Typical tasks may include repair of doors, locks, office furniture, tile floors, faucets and light fixtures; inventory and tagging of building equipment; installing and disassembling semi-permanent office partitions; and moving office furniture and equipment. The position may also provide work direction and guidance to custodial personnel; and may perform custodial duties as required.

Minimum Qualifications:

- High School Graduation or Equivalent
- One year of experience maintaining multi-dwelling units, a factory, utility or commercial buildings

Vehicle and Equipment Shop Attendant Hourly Pay: \$15.02 - \$18.28

As a Vehicle and Equipment Shop Attendant you will use your mechanical skills and training in one of the City of Tacoma's Fleet Services facilities. You will have the opportunity to service a large fleet ranging from automobiles to trucks to construction equipment. This position performs a variety of routine and preventive maintenance tasks including: installing and servicing batteries, spark plugs, fan belts, exhaust systems, shock absorbers and water pumps; inspecting and filling fluids; changing, balancing and repairing tires; adjusting clutches and brakes; maintaining work areas and equipment; and maintaining vehicle exteriors and interiors. Some nights/weekend shifts may be required.

Minimum Qualifications:

- Graduation from
- high school or equivalent
- One year of experience servicing automotive equipment in an automotive or truck repair/maintenance business, dealership, or fleet environment

Or

· Graduation from an automotive/heavy equipment vocational program

Equipment Operator Hourly Pay: \$23.75

Equipment Operators drive a variety of trucks and operate various other equipment, completing tasks in a safe and efficient manner. They perform maintenance, operations, and construction duties for the City of Tacoma. This position requires heavy lifting, up to 100 pounds.

- Graduation from high school or equivalent
- One year of work experience performing maintenance, operations, or construction duties for the City of Tacoma

Computer Support Technician Hourly Pay: \$18.64 - \$24.86

A Computer Support Technician performs technical information systems work including installing, maintaining and troubleshooting workstation computer hardware, operating systems and software within the City's networked computing environment. Additional duties include assisting individuals with basic workstation operation and determining appropriate workstation configuration needs.

Minimum Qualifications:

Associate's degree in Information Technology or a related field

Or

 One year of progressively responsible professional computer support experience in a network environment

Permit Specialist Hourly Pay: \$20.58 - \$24.73

Permit Specialists issue a wide variety of construction and public improvement permits. Duties also include providing information to the public regarding building codes and zoning requirements, the placement of public improvements, assigning addresses for the City of Tacoma and maintaining a variety of related records.

Minimum Qualifications:

- Graduation from high school or equivalent
- One year performing engineering aide work; building construction work; title research or work with codes and/or permits, all involving substantial public contact

Assistant Construction Inspector Hourly Pay: \$21.51 - \$26.13

Perform a variety of routine inspection duties related to municipal infrastructure construction and installation projects. Duties include assisting in project inspections, testing construction materials and collecting and verifying data for billing and payment activities. Work conditions include traveling to various locations to conduct inspections, working in all types of weather conditions and exposure to traffic hazards.

- Graduation from High School supplemented by college-level courses in engineering sciences
- One year of experience performing field and office construction inspection duties and related engineering work

Engineering Technician I Hourly Pay: \$18.45 - \$22.43

This is entry-level field and office work in civil, electrical, mechanical, and/or architectural engineering. Responsibilities include technical engineering, drafting, mapping, and field work using computer-aided drafting and mapping equipment. The City employs Engineering Technician I's in the Public Works Department and the Power and Water Divisions of Tacoma Public Utilities.

Minimum Qualifications:

Graduation from high school or equivalent and one of the following:

- One year of work experience in an engineering related field utilizing computer-aided drafting
- Completion of an engineering technology vocational program which included computer-aided drafting

Court Clerk Hourly Pay: \$16.61 - \$23.23

Under the direction of the Municipal Court Operations Supervisor, perform a variety of complex and responsible clerical duties related to the functions and activities of the Municipal Court; process a variety of legal documents including dockets, abstracts, arrest warrants and court calendars; provide information and assistance to defendants, attorneys, the public and other City employees.

Minimum Qualifications:

 An equivalent combination to: graduation from high school including or supplemented by courses in business or criminal justice and two years' increasingly responsible courtrelated clerical experience at the level of Court Clerk I.

Apprentice Line Electrician Hourly Pay: \$25.20 - \$29.89

Apprentice Line Electricians perform apprentice-level work assisting journey-level Line Electricians in the installation, construction, maintenance and repair of electrical overhead and underground distribution and transmission systems. The employee will be formally enrolled in the City of Tacoma's Line Electrician Apprenticeship program. This apprenticeship program is recognized by the International Brotherhood of Electrical Workers, requiring a minimum of three and one-half years to complete. Continued enrollment and employment is subject to attending off-hour training without compensation and maintaining the progress standards set by the Joint Apprenticeship Training Committee. This position requires lifting, pulling, pushing, kneeling, squatting, climbing, working from heights, climbing stairs and working in confined spaces. Employees in this position are exposed to electrical hazards.

Minimum Qualifications:

- · Graduation from high school or equivalent
- · Completion of high school level algebra and basic electricity courses
- Six months' work experience in the electrical or construction trades
- Valid driver's license

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- Graduation from high school or equivalent
- Completion of high school level algebra and basic electricity courses
- Completion of a formalized vocational training program in a related field (attach proof of completion)
- Valid driver's license

Apprentice Wire Electrician Hourly Pay: \$25.20 - \$29.89

Apprentice Wire Electricians perform apprentice-level work assisting journey-level Wire Electricians in the construction, maintenance and repair of electrical substations and underground electrical systems. The employee will be formally enrolled in the City of Tacoma's Wire Electrician Apprenticeship program. This apprenticeship program is recognized by the International Brotherhood of Electrical Workers, requiring a minimum of three and one-half years to complete. Continued enrollment and employment is subject to attending off-hour training without compensation and maintaining the progress standards set by the Joint Apprenticeship Training Committee. This position requires lifting, pushing, pulling, climbing, kneeling, squatting, working from heights, climbing stairs and working in confined spaces. Employees in this position are exposed to electrical hazards.

Minimum Qualifications:

- · Graduation from high school or equivalent
- Completion of high school level algebra and basic electricity courses
- Six months' work experience in the electrical or construction trades
- Valid driver's license

Or

- Graduation from high school or equivalent
- Completion of high school level algebra and basic electricity courses
- Completion of a formalized vocational training program in a related field (attach proof of completion)
- Valid driver's license

Police Officer Recruit Hourly Pay: \$22.78 - \$26.00

Police Officer Recruits train to become commissioned Police Officers through attendance and successful completion of the Washington State Criminal Justice Training Commission (WSCJTC) Police Academy. A Police Officer Recruit performs expectations as outlined in the WSCJTC curriculum which includes but is not limited to: participating in classroom training exercises and performing a variety of mock, specialized police duties as assigned; responding to mock crime and accident scenes, assuring the protection of the crime scene and physical evidence, performing investigations as directed; performing first aid and giving general assistance as directed; preparing accurate and detailed investigative reports and completing a variety of forms; detecting, apprehending, arresting and transporting mock suspects; performing mock traffic enforcement and crowd control; and using and maintaining a variety of specialized equipment according to established procedures.

Minimum Qualifications:

- Graduation from high school or equivalent (two-years of college preferred but not required)
- 21 years of age at time of appointment
- U.S. Citizenship (proof required at time of appointment)
- Washington State Driver's license required at time of appointment and maintenance thereafter

Firefighter Hourly Pay: \$20.47 - \$28.21

Firefighters are primarily responsible for the protection of life and property through firefighting activities. This is general duty firefighting work including combating, extinguishing and preventing fires, providing emergency medical services and maintaining fire department equipment, apparatus and quarters.

Firefighter candidates are evaluated by the minimum medical standards adopted by the Association of Washington Cities and the Washington State Association of Fire Chiefs. These standards include being a non-smoker, which is defined as having quit use of any tobacco product two or more years ago and having normal lung function.

- · Graduation from high school or equivalent
- 18 years of age

Mail and Stock Processor Hourly Pay: \$14.16 - \$17.24

A Mail and Stock Processor performs a variety of duties including operating automated mail processing equipment to prepare and distribute interoffice and U.S. mail according to established procedures; operating material handling equipment to receive, deliver, and inventory stock items; operating a City vehicle to pick up and deliver interoffice mail, supplies and other materials; maintaining various records and reports related to daily activities using a personal computer.

Minimum Qualifications:

- · Graduation from high school or equivalent
- One year of related experience in a mail center with experience or training in utilizing spreadsheets, databases, and word processing

Or

An Associates degree in business administration or a related field

MID-LEVEL

Two years of experience or an Associate's degree

MID-LEVEL

2 Years of Experience or Associate's Degree

Hydro Utility Worker Hourly Pay: \$20.36 - \$26.49

This is semi-skilled labor involving a wide variety of tasks in support of hydroelectric plant, recreational facilities and fish hatchery operations. Some duties require a degree of mechanical aptitude and an employee must be willing and able to perform heavy manual labor under all types of weather conditions. The work sites located in Western Washington include but are not limited to the Nisqually River Project near La Grande, the Cushman Hydro Project near Hoodsport and the Cowlitz River Project near Mossyrock. Expectations are that new employees will be able to report within 30 minutes to assigned Project during emergency call outs. Employees may be assigned to a rotating shift schedule. Employees must be able to work independently and as a team member. Work is strenuous and includes bending, standing, climbing and lifting heavy loads.

Minimum Qualifications:

Graduation from high school or equivalent, a valid driver's license and one of the following:

 Possess a diploma or a certificate of completion in electrical or industrial arts program from a community or vocational college and six-months of experience in semi-skilled manual labor in the construction trades, including operation and maintenance of industrial equipment and vehicles

Or

 Two-years of experience in semi-skilled manual labor in the construction trades, including operation and maintenance of industrial equipment and vehicles

Grounds Maintenance Worker Hourly Pay: \$21.51 - \$22.85

Grounds Maintenance Workers cultivate and care for lawns, flowers, plants, trees, and ornamental shrubbery. Other duties include landscape construction and right of way maintenance. Workers also operate and maintain a variety of tools, equipment and vehicles; and properly use and dispose of pesticides. Positions may be located at Tacoma Power or Public Works.

Minimum Qualifications:

- Associate's degree with major coursework in horticulture or grounds maintenance
 Or
- Certificate of Completion of a grounds maintenance program at a vocational technical college

Or

 Two years of professional grounds maintenance experience in the care of lawns, flowers, plants, trees, ornamental shrubbery and in the maintenance of gardening tools, equipment, and facilities

Heavy Equipment Operator Hourly Pay: \$25.04 - \$26.29

A Heavy Equipment Operator performs skilled work in the operation of heavy, power-driven equipment, i.e., backhoes, loaders and graders. An employee in this class is responsible for the safe and efficient operation of equipment and related duties, which require considerable skill in performing work according to established standards.

Minimum Qualifications:

- Two years in a permanent appointment with the City of Tacoma performing Construction and field maintenance work directly associated with heavy equipment operation
- Possession of a valid Washington State Commercial Driver's License (CDL) Class "A" with Air Brake endorsement at time of application with maintenance thereafter

Equipment Mechanic Hourly Pay: \$24.42

Under the direction of an assigned Vehicle and Equipment Shop Supervisor, perform skilled journey-level work in the repair and maintenance of a wide variety of vehicles.

Minimum Qualifications:

Any combination equivalent to: graduation from high school including completion of recognized automotive machinist apprenticeship program or ASE Master Mechanic Certification Program or graduation from an automotive mechanic vocational program; and four years' experience in the repair, overhaul and maintenance of a variety of vehicles and power-driven equipment with previous experience in one or more areas of specialty.

Building Inspector Hourly Pay: \$24.31 - \$29.60

Building Inspectors inspect buildings and properties to assure compliance with Tacoma Municipal Code. Other duties include investigating and resolving property complaints for code compliance; explaining and interpreting restrictions and requirements; examining prepermit plans; using the City's permit tracking system; and preparing reports.

Minimum Qualifications:

Graduation from high school or equivalent and one of the following:

- One year of experience as a building Inspector using the International Code Council (ICC)
- Certification by the ICC as a Building Inspector or Plan Reviewer
- Three years of journey-level experience in the building construction trades or in building code or code enforcement for a municipality

Construction Inspector Hourly Pay: \$24.31 - \$31.37

A Construction Inspector inspects a variety of construction and installation projects including water and electrical systems, streets, concrete structures and large development projects for conformance with specifications, City ordinances and regulations. Construction Inspectors also inspect sewers, streets, street lighting and traffic signal systems, telephone cables, bridges, walls and large construction projects such as housing developments and apartment complexes as assigned, inspect grades and test construction materials such as sand, gravel, concrete pour and aggregates; inspect and test water mains and fire hydrants. Position may require lifting, pushing and climbing. Incumbents in this classification may be exposed to hazardous chemicals and traffic hazards.

Minimum Qualifications:

- Graduation from high school or equivalent
- Three years' experience in field or office engineering work involving a variety of construction phases

Survey Technician II Hourly Pay: \$18.65 - \$22.70

Perform skilled work on a survey crew. We are seeking reliable and motivated team players with experience working on a survey crew. This is the entry level classification within the Survey series and will provide an excellent opportunity for occupational growth and career advancement. This is a benefited position with medical, dental and vision coverage, paid leave, and participation in the Tacoma Employee's Retirement System as well as an optional Deferred Compensation plan.

Minimum Qualifications:

- Graduation from high school or equivalent
- Two year's of education or experience in field survey work or an equivalent combination of education and experience

Paralegal Hourly Pay: \$20.29 - \$24.67

Applicants must have excellent skills in: drafting pleadings, motions, and other legal documents; performing legal and factual research; conducting witness interviews and preparing summaries and/or affidavits; obtaining and summarizing medical records; providing and requesting discovery; collecting evidence; assisting attorneys at trial; creating, obtaining and maintaining various records and files; and performing administrative assignments and tasks associated with electronic databases.

Desired Qualifications:

Graduation from an accredited two-year paralegal or legal assistant program <u>and</u> one year of experience as a paralegal or legal assistant. Knowledge of the state, county and city court system is desirable.

Legal Assistant Hourly Pay: \$16.36 - \$22.86

The City of Tacoma is recruiting for highly motivated professionals to join our staff as a legal assistant. Working in a fast paced environment, a person in this position will perform a variety of legal support services including extensive client contact, document preparation and organization, word processing, research, and related clerical activities. Employment opportunities exist in several specialty areas to include, but not limited to: litigation/labor employment law, criminal and municipal law.

Minimum Qualifications:

- · Graduation from high school or equivalent
- One year of legal secretarial/paralegal coursework
- · Two years of recent legal support experience

O

- · Graduation from high school or equivalent
- Three years of recent legal support experience

Assistant City Attorney Hourly Pay: \$27.88 - \$33.89

The Assistant City Attorney I is the entry-level position in the City Attorney's office and incumbents perform routine professional legal functions required by municipal government operations. The Assistant City Attorney II performs more difficult and advanced legal functions of a nature requiring familiarity with laws and ordinances applicable to municipalities. The Assistant City Attorney III performs complex and specialized legal functions requiring considerable experience, discretion and independent judgment as well as extensive knowledge of municipal, State and federal laws.

Minimum Qualifications:

- Graduation from high school or equivalent
- One year of legal secretarial/paralegal coursework
- Two years of recent legal support experience

Or

- Graduation from high school or equivalent
- Three years of recent legal support experience

Television Production Coordinator Hourly Pay: \$28.65 - \$34.83

Responsible for coordinating television production and direction activities for the City's Municipal Television Program. Duties include being an active producer/director; leading and participating in video production development including scripting, editing and duplication; coordinating communication and program development activities with City personnel and outside organizations; determining production equipment needs for the annual budget; and providing work direction to a production staff of four. This position will require evenings and weekends.

- Graduation from high school supplemented by college-level course work in television production or broadcast journalism and,
- Two years' experience in professional television or industrial videotape production

Real Estate Specialist Hourly Pay: \$18.15 - \$22.06

Real Estate Specialists provide support to Real Estate Officers and Senior Real Estate Specialists in acquisition, disposition and management of the City's real properties and rights of way.

Minimum Qualifications:

- Graduation from high school or equivalent
- Three years of real estate experience in right of way, property titles, escrow, survey appraisal or a closely related field, preferably including familiarity with right of way laws and federal regulations governing right of way acquisition

Financial Assistant Hourly Pay: \$14.03 - \$23.71

Financial Assistants perform a variety of accounting support duties such as accounts payable, accounts receivable, treasury, payroll, purchasing and fund accounting. Work assignments require a sound understanding of accounting principles and practices and the ability to apply complex regulations to daily transactions. Duties may involve preparation of basic financial reports with accompanying narratives. Responsibilities may include providing training and leading work groups. Necessary skills include proficiency with Microsoft Word, Excel, Access and SAP or other enterprise resource planning software.

Minimum Qualifications:

- · Graduation from high school or equivalent
- Associates degree in accounting or finance OR two years of increasingly responsible technical accounting support experience to include working with spreadsheets and word processing software OR an equivalent combination of education and experience

Police Officer Hourly Pay: \$21.74 - \$30.05

A Police Officer is responsible for crime prevention, criminal apprehension, and the general enforcement of laws and ordinances. This is general duty and investigatory police work involving the protection of life, property and preservation of the peace. Work involves an element of personal danger and employees must be able to act without direct supervision. Physical requirements include above-average physical endurance in running, climbing and lifting as well as good balance, hearing and vision.

- Graduation from high school or equivalent
- Graduation from the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy or the Washington State Patrol Training Academy
- Current Washington State certification at time of appointment
- U.S. citizenship. (Proof required at time of appointment)

Human Resources Assistant Hourly Pay: \$18.31 - \$22.25

A Human Resources Assistant performs a variety of responsible, complex and specialized administrative functions in support of the City of Tacoma's human resource function. Human Resources Assistants perform assignments in one or more human resource functional areas such as employment, EEO/affirmative action, benefits, employee relations, classification, compensation, human resource information systems, safety or training. These assignments may consist of human resources transactions, clerical support tasks, providing information to clients, explaining policies, rules and regulations applicable to assigned human resource functional area(s). Work in this classification requires strong attention to detail, independent judgment, working discreetly with confidential information, and excellent customer service and organizational skills.

Minimum Qualifications:

- Graduation from high school or equivalent
- Two years' experience performing human resources administrative work

O

 Associates degree in Human Resources, Business Management, or Public Administration or related field of study

Locomotive Mechanic Hourly Pay: \$30.10

Locomotive Mechanics perform skilled mechanical work in the inspection, testing, maintenance, service and repair of diesel locomotives, track maintenance equipment and railway vehicles. Duties include troubleshooting locomotive electrical systems; maintaining and repairing railway facilities; and operating a variety of equipment and machinery such as tractors, cranes, and power tools.

Minimum Qualifications:

 Two years of journey level experience in a locomotive maintenance and repair shop, including training in the repair and servicing of diesel locomotives under Federal Railroad Administration regulations

Or

 Completion of a recognized apprenticeship program in the repair and service of diesel locomotives and/or diesel equipment

Railway Switch Operator Hourly Pay: \$20.43 - \$26.44

Duties include switching, coupling and uncoupling railroad cars to designated sidings, communicating to the Locomotive Engineer and crew through the use of signals, operation of railway and vehicular equipment, and spotting railcars at sidings or directed locations. Railway Switch Operators must be willing to work in an environment subject to noise, fumes, dust and hazardous substances spilling or leaking from railcars. Railway Switch Operators must lift, climb, push, pull and walk on uneven and loose surfaces; and bend, stoop, and use twisting motions in the performance of switch operator basic duties. Operators work various shifts which may include days, swing, graveyard and weekends.

Minimum Qualifications:

- Graduation from high school or equivalent, AND
- Two years' cumulative work experience in the railroad, transportation, military, construction or manufacturing fields.

Railway Track Maintenance Worker Hourly Pay: \$19.06 - \$25.41

Railway Track Maintenance Workers perform heavy manual semi-skilled work in the maintenance and repair of railway tracks, switches, and roadbeds. Duties include: replacing cross and switch ties, rails, joint bars, switch points and gauge rods; driving spikes; aligning and raising tracks; repairing railway crossings; maintaining railway right-of-ways; clearing weeds, debris and drainage ditches; and removing snow and ice from switch points. Work is performed outdoors in all kinds of weather; overtime may be required.

- One year of experience in the maintenance of standard gauge railroad tracks and roadbeds
- Two years of experience in the operation of backhoe/tie inserter and automatic raising/tie tamper equipment (Tacoma Rail currently uses an STMXLC 16-tool Electromatic Switch Tamper)

EXPERIENCE

Four or more years of experience or a Bachelor's degree

EXPERIENCE

Four Years of Experience or a Bachelor's Degree

Administrative Assistant Hourly Pay: \$22.66 - \$27.51

Under the direction of an assigned administrator, provide administrative assistance for a high-level administrator; perform complex and technical research, evaluation and studies of various programs, operations or activities; provide recommendations as appropriate.

Minimum Qualifications:

An equivalent combination to: bachelor's degree in public or business administration and two years' experience performing responsible administrative staff work.

Equipment Mechanic, Heavy Hourly Pay: \$25.15

Heavy equipment mechanics perform skilled mechanical work in the repair, maintenance, overhaul and rebuilding of a wide variety of light to heavy-duty diesel and gasoline vehicles, including, but not limited to construction, specialized and aerial equipment. Positions may be located in Public Works or Tacoma Public Utilities fleet service sections. Work demands performing heavy manual labor, including lifting heavy objects and working in awkward positions.

Minimum Qualifications:

Graduation from high school or equivalent and one of the following:

- Four or more years' experience in the repair, overhaul and maintenance of a variety of light, medium and heavy construction vehicles and heavy power construction equipment and one of the following:
 - (a) Completion of recognized automotive machinist apprenticeship program,
 - (b) Graduation from an automotive or truck mechanic vocational program, including military training
 - (c) ASE Master Automobile or Medium/Heavy Truck Technician Certification
 Or
- Eight or more years' experience in the repair, overhaul and maintenance of a variety of light, medium and heavy construction vehicles and heavy power construction equipment

Machinist Hourly Pay: \$25.15

Under the direction of an assigned supervisor, perform journey-level work for the Light and Water Divisions in the operation of machine tools and in the fabrication, maintenance and repair of metal parts, tools, machines, vehicles and equipment.

Minimum Qualifications:

An equivalent combination to: graduation from high school including completion of a recognized machine shop apprenticeship program or four years' experience as a journey-level machinist.

Carpenter Hourly Pay: \$25.19

This is skilled work at the journey level and duties include but are not limited to repairing and maintaining doors, floors, windows, partitions, bridges, bed beams and small parts of buildings; participating in the setting and installation of fences, gates, sidewalks, curbs, vaults, manholes, drains and foundations for towers and other equipment; repairing, building and maintaining tables, chairs, benches, cabinets, counters and other wood equipment; installing hardware on doors, windows and related wood parts; grading lumber to determine economically appropriate material for job; forming and pouring concrete; participating in the excavation and placement of reinforcing steel and anchor bolts. Position requires lifting, pushing, climbing and working from ladders and scaffolds.

Minimum Qualifications:

- Graduation from high school or equivalent
- · Five years of full-time paid employment as a journey level carpenter

Computer Systems Programmer Hourly Pay: \$23.64 - \$33.26

Performs a variety of technical support activities including evaluating, installing, modifying and maintaining new and existing computer operating systems, multi-user applications, and networks; investigate and solve user problems.

Minimum Qualifications:

Bachelor's degree in computer science or related field or Associate's degree in computer science and at least two years of computer operating system and/or network support experience.

Application Development Systems Analyst Hourly Pay: \$23.64 - \$33.26

The City of Tacoma has a combination of centralized and decentralized information technology environments. The Information Technology Department supports the enterprise-wide SAP system centrally, while other departments throughout the city have their own department-specific application development initiatives.

The Application Development Systems Analyst is responsible for development, technical troubleshooting and maintenance of computer applications. The Application Development Systems Analyst may work with the ABAP programming language native to SAP, Java, the Microsoft Development Suite; including .NET, Visual Basic and C#, XML, Web Services, T-SQL, Crystal Reports, Microsoft Reporting Services or MS Access. Experience with one or more of these programming tools is desired. Candidates should have strong programming and analytical skills, excellent communication skills, writing skills to document developments, and to work both independently and as a team member.

Minimum Qualifications:

- Two years of application development experience in a business environment, or
- A degree or certificate of training in the computer science, programming, or related field

Desired Qualifications:

· Bachelor's degree in CS and/or four years of progressive programming experience

GIS Analyst Hourly Pay: \$23.64 - \$33.26

A Geographic Information Systems (GIS) Analyst performs technical work in the analysis, design, implementation and maintenance of geographic information systems including spatial, graphic, automated mapping and facilities management systems. Examples of their work include but are not limited to: interpreting and translating client/user technical requirements into GIS products and services; identifying user data needs and developing software interfaces for data exchange among distributed databases; developing and implementing quality control procedures for GIS processing, automation and database maintenance; documenting new or revised system applications, programs and data sets; participating in database design, hardware and software needs analysis, and associated administrative tasks. The City of Tacoma operates the following GIS environments: ESRI, AutoDesk and GE SmallWorld.

Minimum Qualifications:

An equivalent combination to four years of experience and education in GIS, Planning, Geography, Cartography, Economic Development, Civil Engineering, Computer Science or related field.

Database Analyst Hourly Pay: \$23.64 - \$33.26

Design, program, install and maintain database software and provide technical assistance on database issues. The position is responsible for analyzing, developing, implementing and maintaining shared computer information system databases; ensuring security, data integrity, back-up and recovery; performing database product and tool evaluations; and participating in procurement, testing, and analysis of results. Other duties include: designing and developing physical databases from logical data models including de-normalization; indexing and data domain and referential integrity process logic; developing and conducting training programs on proper database design and use; developing and implementing procedures for controlling the distributions of data across multiple computer platforms; ensuring appropriate levels of data integrity in each environment and assisting in developing physical database standards and methods for design and implementation of city-wide shared databases. Experience installing, configuring, tuning and administering relational databases is desired. Candidates should have strong technical and analytical skills, excellent technical writing skills, good communication skills, and the ability to work both independently and as a team member.

Minimum Qualifications:

An equivalent combination of the following: an Associate's degree in computer science, or related field, or two years of database design, implementation and maintenance experience.

Plans Examiner Hourly Pay: \$23.69 - \$28.72

This is professional work performing primarily zoning and building code plan review and inspection activities involving commercial and residential projects relative to the issuance of building and land use permits. Major work areas include: zoning and building plan review, code interpretation, inspection, coordination of code enforcement with inspectors, and responding to customer inquiries.

Minimum Qualifications:

Graduation from high school or equivalent and one of the following:

- Bachelor's degree with a specialization in planning, engineering, architecture, or related field
- Four years experience as a land use planner, plans examiner, and/or building inspector

Local Improvement District Representative Hourly Pay: \$25.21 - \$30.64

Under the direction of an assigned supervisor, perform various sub-professional engineering duties related to the organization of Local Improvement Districts and the development and coordination of related projects and activities. Responsibilities include Coordinating the design, development and implementation of Local Improvement District projects; reviewing process petitions; preparing plans, specifications and cost estimates; coordinating with property owners and providing information concerning Local Improvement District projects and activities such as the formation of neighborhood marketing plans and the formation and construction of Water Local Improvement Districts to provide adequate domestic, commercial and firefighting water supply; responding to questions and requests for improvement; preparing and organizing Local Improvement Districts for various improvements including performing complex calculations of irregularly shaped parcels of land, drawing assessments sketches, writing legal descriptions and conducting ownership searches.

Minimum Qualifications:

- Graduation from high school or equivalent supplemented
- · Four years education or experience in field and office engineering

Engineering Construction Coordinator Hourly Pay: \$27.11 - \$32.96

An Engineering Construction Coordinator oversees and coordinates field operation activities assigned to City or Utility construction projects to assure compliance with applicable specifications; City Ordinances; Federal, State, and City regulations. Duties may also include coordinating work between the City and private contractors and overseeing the activities of Construction Inspectors and survey crews.

MINIMUM QUALIFICATIONS:

 Five years' increasingly responsible experience in sub-professional field engineering related to public works, utility construction, and inspection of projects

Or

- An associates' degree or equivalent in civil engineering
- Three years' increasingly responsible experience in sub-professional field engineering related to public works, utility construction, and inspection of projects

Associate Engineer Hourly Pay: \$28.67 - \$34.86

Under the direction of an assigned supervisor, perform technical engineering duties in the preparation, implementation, coordination and evaluation of electrical, mechanical, or civil specialized engineering projects, studies, systems and functions. Incumbents in this classification perform technical specialized studies which may be short or long-term permanent assignments. Assignments require considerable background and experience in an engineering discipline at the entry engineering level with emphasis in specialized project or design work.

Desired Qualifications

- A Bachelor's degree in Engineering or equivalent
- Two years of experience in the design, and/or construction management of municipal street and sewer projects
- Engineering in Training certificate

Engineer Hourly Pay: \$33.10 - \$40.24

Perform engineering duties in the preparation, implementation, coordination, evaluation and analysis of engineering projects, studies, systems and functions. Assignments require a high level of technical expertise within assigned field. May lead assigned staff.

Desired Qualifications

Four-year degree from an accredited college or university in civil, mechanical, or electrical engineering or related field and three years' experience in a highly technical division specialty (HTDS). Engineering in Training or Professional Engineer Certificate may be substituted for degree.

Professional Engineer Hourly Pay: \$36.07 - \$43.85

Incumbents in this classification perform highly technical and complex special studies which may be short- or long-term permanent assignments. Assignments required considerable background and experience in an engineering discipline at a Professional Engineering level. This is a non-supervisory classification which may direct others in a project basis.

Desired Qualifications

The ideal candidate will have a bachelor's degree in Civil Engineering or a related field with four or more years of progressively responsible experience in the field of civil engineering. Possession of a State of Washington Professional Engineer's (PE) License is required. The ideal candidate will also possess the ability to effectively communicate orally and in writing and demonstrate strong team leadership ability and experience.

Chief of Party Hourly Pay: \$24.31 - \$29.60

A Chief of Party's primary work responsibilities include planning, organizing, overseeing, monitoring and participating in the field work of a survey field crew. Field work includes preparing surveys for engineering design, construction, dam safety and property boundary verification.

Minimum Qualifications:

- Graduation from high school or equivalent
- Five years' increasingly responsible experience in the area of field survey, including three years' full-time experience in the operation of survey instruments

(CATV) Video Operations Specialist Hourly Pay: \$23.30 - \$28.32

TV Tacoma, the City of Tacoma's nationally acclaimed cable television channel, is looking for a highly motivated professional with strong writing and video production skills to join our award winning staff. A Video Operations Specialist is responsible for all aspects of video production, which include: working with clients to determine production needs, script writing, camera operation, lighting, audio engineering and editing. Job responsibilities center on production of public information programs for the City's 24-hour information channel. An Operations Specialist also provides technical assistance and support to other City Departments to enhance the City's communications efforts. This position is subject to lifting up to 60 lbs. Weekend and evening work will be required periodically.

Minimum Qualifications:

 Bachelor of Arts in communications, journalism, broadcast or a related field and a minimum of two years of professional television production and operations experience.

O

 Six years of recent and relevant experience working in the area of television production and operations.

Master Control Technician Hourly Pay: \$14.71 - \$21.86

A Master Control Technician schedules, programs and monitors Cable Access Television (CATV) playback for existing Public Educational Government (PEG) television stations; installs, repairs and maintains master control equipment; and monitors all system equipment for audio and video communications systems in support of the General Government communications network. Additional duties include assisting in the development, administration and evaluation of specialized CATV programs.

MINIMUM QUALIFICATIONS:

- Graduation from high school or equivalent
- · Five years of experience in the television broadcasting field
- Valid Washington State Driver's license at time of appointment with maintenance thereafter

Urban Planner Hourly Pay: \$23.08 - \$32.26

The City of Tacoma's Community and Economic Development Department is seeking Urban Planners to perform a variety of long range and current municipal planning activities such as, planning for shoreline, critical areas and open spaces, land use, growth management, housing, environment, economic development, transportation, neighborhoods, and urban development. Duties include preparing codes, plans, and regulations; collecting and analyzing data; writing and administering grants; preparing and reviewing amendments to the comprehensive plan and development regulations; and preparing land use studies and technical reports including maps and graphics. Urban Planners attend and facilitate evening Planning Commission and other citizen group meetings and make presentations to the Planning Commission and City Council.

Minimum Qualifications:

 Bachelor's degree with specialization in urban planning, public administration, geography, natural sciences, architecture/urban design, environmental studies, engineering, transportation, political science or a related field

<u>Or</u>

Four years of recent and relevant experience working in the area of urban planning

Land Use Administration Planner Hourly Pay: \$23.08 - \$32.26

The City of Tacoma is seeking Land Use Administration Planners to perform a variety of land use planning activities in zoning, subdivision, shoreline permits, environmental review, annexation, zoning enforcement, and/or administrative permit processing. Responsibilities include reviewing development applications and reports, determining code and policy conformance, responding to inquiries from the public, and preparing and making presentations to various councils and committees.

Minimum Qualifications:

 Bachelor's degree with a specialization in planning, public administration, architecture, engineering or a related field

<u>Or</u>

Four years' training and experience performing land use planning activities

Line Electrician Hourly Pay: \$27.46 - \$36.51

Tacoma Power's Transmission & Distribution section is seeking to fill several Journey Level Line Worker positions. Journey Level Line Workers perform skilled journey-level work involving the construction, maintenance and repair of electrical overhead and underground distribution and transmission systems. A high degree of skill and safety consciousness is required. The work is dangerous and frequently performed on energized high voltage lines and/or under unfavorable weather conditions. Work is normally performed under supervision; however, on occasion, employees may work on special assignments without supervision and may supervise skilled and unskilled workers of other classifications. Position requires heavy lifting, climbing and working from poles and ladders, climbing stairs, fast reflexes, good eyesight, bending, stretching and standing.

Minimum Qualifications:

· A current journey-level line electrician card

Wire Electrician Hourly Pay: \$34.57 - \$35.54

Tacoma Power's Transmission & Distribution section is seeking to fill several Journey Level Substation Electricians perform skilled journey-level work involving the construction, fabrication, maintenance and repair of electrical substations and secondary network underground facilities. This includes transformers, circuit breakers, switches, network protectors and related equipment. A high degree of skill and safety consciousness is required. The work is frequently performed on or near energized high voltage equipment and/or under unfavorable weather conditions. Work is normally performed under supervision; however, on occasion, employees may work on special assignments without supervision and may supervise skilled and unskilled workers of other classes. Employees in this position may be subject to dangers of exposure to heights, high voltage, hazardous materials, gases, insulating oil and noise from equipment.

Minimum Qualifications:

- Journey-level wire electrician
- Three years' journey-level utility substation experience during the past five years

Line Clearance Tree Trimmer Hourly Pay: \$30.69

A line clearance tree trimmer performs skilled work in the safe and efficient trimming and removal of trees and other vegetation that interfere with energized power lines, transmission towers and other electrical equipment. Additional duties include removing broken limbs, using climbing gear, operating from bucket trucks, and using power and hand tools designed for the tree trimming operations in close proximity to energized high-voltage power lines. Work requires lifting, climbing, hoisting, pulling and occasional prolonged physical exertion.

Minimum Qualifications:

- Journey-level Line Clearance Tree Trimming or Line Electrician card (attach copy of journey-level card to application) AND
- Two years in the last five years performing line clearance tree trimming duties at the journey-level

Financial Analyst Hourly Pay: \$22.01 - \$26.77

Financial Analysts perform a variety of routine professional accounting or budgeting duties for an assigned function such as fund accounting and analysis, payroll, budget analysis, investments and grants, and special projects accounting. Specific duties include analyzing and processing financial data, and preparing and analyzing a variety of financial documents.

Minimum Qualifications:

- A bachelor's degree preferably in accounting, finance, business or related field
- One year of professional accounting or budgeting experience, preferably in governmental or regulatory accounting/budgeting

Management and Budget Specialist Hourly Pay: \$20.24 - \$25.85

Perform various budget system maintenance functions including creating and updating tables, forms and reports; tracking, inputting and reconciling budget data and adjustments; and creating and updating system documentation and training material. This position also assists in the compilation and publication of the budget document and other reports generated by the Division.

Minimum Qualifications:

- Two years of experience working with budgets, finance and/or accounting with a working knowledge of general governmental accounting.
- Two years of experience with automated accounting systems, Microsoft Office Suite and automated reporting tools is highly desired.
- An Associate's degree or equivalent knowledge in accounting, finance, business, or related field preferred.

Human Resources Analyst Hourly Pay: \$26.31 - \$31.98

Support and participate in the development, implementation and day-to-day administration of Human Resources policies, programs and projects; perform a variety of professional and technical personnel duties involving recruitment, selection, testing, position classification, contract administration, grievance resolution; provide advice on a wide variety of personnel matters such as discipline, employee benefits, and classification; and coordinate special projects and assigned on-going Human Resources programs. Work in this classification involves the use of independent judgment in analyzing problems and making recommendations on personnel management issues. This position requires lifting exam materials up to 50 pounds and may require travel from site-to-site. A current opening exists at Tacoma Public Utilities supporting Tacoma Power.

Minimum Qualifications:

Graduation from high school or equivalent and one of the following:

- Six years' experience performing human resources administrative duties and an associates degree or equivalent in Human Resources Management, Business Management, Public Administration or related discipline.
- Four years' experience performing human resources administrative duties and a four year college or university degree in Human Resources Management, Business Management, Public Administration or related discipline.

Community Relations Specialist Hourly Pay: \$26.40 - \$32.10

Must be an experienced, highly motivated professional communicator to help keep the employees of the City of Tacoma informed about City actions, policies, services and events. Duties include: producing the weekly online City employee newsletter, Take5, which provides information for employees about health and wellness, safety programs, City policies, services and events; breaking news that needs to be communicated to employees; coordinating City Manager communications and meetings with employees; coordinating the annual City of Destiny Awards program; staffing the City Council's Citizen's Recognition Committee; participating in Community Connection; updating the City's intranet; implementing communications surveys with City employees, as necessary; and providing staff support for emergency operations and emergency situations, geared toward communications with City employees.

Desired Qualifications:

Graduation from a four-year college or university with specialization in communications, public relations, journalism or a related field and three years' experience working in communications or public/employee relations in a governmental, non-profit or business setting. Public sector experience and experience working on Web-based publications is desired.

Community Relations Officer Hourly Pay: \$29.67 - \$36.05

Serve as a spokesperson, media relations liaison, writer and marketing expert to support the City's Environmental Services utilities. Duties include: Media relations, communication plan development, meeting facilitation and strategic planning.

Desired Qualifications:

Bachelor's degree and at least five years of experience in communications, journalism, public relations, marketing or a related field and at least three years of management experience.

Marketing Coordinator Hourly Pay: \$22.66 - \$28.89

Responsible for the day-to-day marketing functions including assisting the Director of Sales with promotional needs, selling strategies and public relations. Applicants must have accomplished written and verbal communication skills. If you have a passion of marketing, are comfortable being in front of a PC and also enjoy speaking in front of groups – you might be just what we're looking for.

Desired Qualifications:

A bachelor's degree in business administration, marketing or a related field and at least two years of marketing or public relations experience is preferred.

The ideal candidate will have experience in the hospitality industry, possess excellent communication skills, a working knowledge of marketing principles and practices including public and media relations, promotional and sales development, media buying and advertising.

Safety Officer Hourly Pay: \$28.81 - \$35.01

The City of Tacoma is recruiting for a Safety Officer to design and administer programs in response to the City's needs for Safety, Health, Environmental, or other regulatory needs or requirements. Duties will include conducting regular and/or special inspections to assure compliance with regulations; providing detailed data analysis; develop, coordinate and deliver training to employees; investigate injuries and accidents and provide detailed reports in accordance with departmental policies; administer and perform services for the City's drug and alcohol testing programs; represent the City in State-level public hearings regarding changes in safety regulations; and investigate incidences resulting in industrial insurance claims and recommend corrective action. This position requires driving from site-to-site, exposure to inclement weather and hazards of investigating accident scenes, and/or performing environmental or safety testing to assure a safe work environment. The use of respiratory protective equipment, working in confined spaces, at heights, around machinery, and in noisy environments is required.

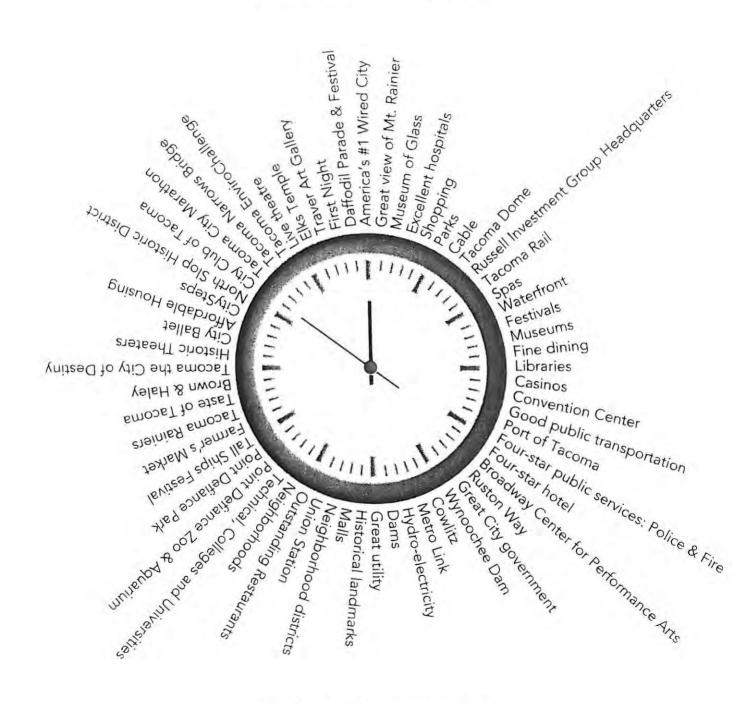
Minimum Qualifications:

- Bachelor's degree from an accredited four-year college or university with specialized course work in safety, health, or environmental issues, education, communications or business, AND
- Two years' experience in administering safety, health, and/or environmental programs

Changing the image of Tacoma Let's focus on the positive. It's Tacoma Time.

What time is it?

It's Tacoma Time!



What time is it?

It's Tacoma Time!

What is the City currently doing to reach its goals in the EEO Recruitment Plan and to employ City of Tacoma residents?

Plans and Efforts Underway

- Targeting organizations to develop relationships as a source for recruiting skilled candidates for City of Tacoma jobs.
 - i. Working with local schools and universities to increase awareness of City jobs and provide more opportunities.
 - 1. Creating more intern opportunities;
 - 2. Providing job shadowing opportunities for youth (high school culminating projects).
 - ii. Offer more summer work opportunities for college students.
 - iii. Expand our community investment to groom competitive candidates by providing training and information/outreach.
 - YBT (Youth Building Tacoma): Expand our existing participation in training and intern opportunities. (City managers are on the Board of Directors.)
 - Developing partnerships and meeting with:
 - a. Civil Service Board members
 - b. Tacoma Human Rights Commission members
 - c. Community Groups
 - d. LEAP
 - e. Black Collective
 - f. Urban League
 - g. Tacoma Public Schools
 - h. Ministerial Alliance
 - Boys and Girls Club
 - j. Metropolitan Parks and Recreation
 - k. Work Source
 - Local, statewide and regional universities and community colleges
 - iv. Expanding our recruitment areas:
 - Military bases
 - 2. ACAP (Army Career & Alumni Program, VA)
 - 3. Churches
 - 4. Historical Black Colleges for professional positions hard to place.
 - Relationships with key sources for candidates (e.g., University of Northern Arizona)

Expanding Recruitment Strategy - HR Leadership in Internal Coordination and Partnering with all City Departments – leveraging our resources

HR Department biennial budget request

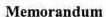
Tacoma Fire Department (Recruitment Team) – has video, brochures, strong outreach, training

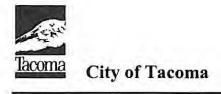
Tacoma Police Department (Recruitment Team)

Tacoma Power, Transmission and Distribution

Tacoma Public Works Department

- v. Continuing with Annual Calendar Planning Recruitment and Outreach Participation
 - 1. Job Fairs
 - 2. Community events (Tall Ships, Ethnic Fair)
- vi. Expanding Tools and "out of the Box" approaches
 - * Providing recruitment messages on website on all utility bills, flyers, etc.;
 - * You Tube
 - * Click TV adds
 - * Bus back boards
 - * Movie theater ads
 - * Ongoing ads in publications such as "Tacoma Weekly"
 - * TV Tacoma highlights
 - * Getting agreement to place link on other organization's websites





TO: Eric Anderson, City Manager

Tansy Hayward, Assistant to the City Manager Joy St. Germain, Director, Human Resources

FROM: Jerry Lee, EEO Officer

SUBJECT: EEO Data Presentation for Black Collective Meeting (February 16, 2008)

DATE: February 11, 2008

It is my understanding that the Black Collective requested a snapshot view of our workforce, comparing it to the city's population.

Attached are a number of graphs that illustrate a snapshot view of the City of Tacoma's workforce. The attachments cover the general workforce, the management/supervisor level, and the city of Tacoma's population.

I'm sorry that I'm unable to attend the pre-meeting; I am facilitating sexual harassment training sessions in morning and afternoon. Please let me know if you have any questions and/or whether this information addresses the Collective's request.

Attachments



City of Tacoma Recruitment Plan and Employing City of Tacoma Residents

September 24, 2008 Black Collective meeting

Community Outreach

- Community investment to develop candidates by providing training and information/outreach.
- YBT (Youth Building Tacoma) expand our existing participation in training and intern opportunities (City managers are on the Board of Directors).
 - Developing partnerships and meeting with :
 - Civil Service Board members;
 - Tacoma Human Rights Commission members
 - LEAP, Black Collective, Urban League
 - Tacoma Public Schools
 - Ministerial Alliance
 - Boys and Girls Club
 - Metropolitan Parks and Recreation
 - Work Source
 - Local, statewide and regional universities and community colleges



- Working with local schools, community colleges and universities to increase awareness of city jobs and provide more opportunities.
 - Creating more intern opportunities;
 - Providing job shadowing opportunities for youth (High School culminating projects);
 - Offer more summer work opportunities for college students
 - Internship opportunities
 - Issue: Labor has raised concerns about interns doing bargaining unit member work.

City Demographics

Age

- 7% 15-19 years
- 7% 20-24 years
- 15% 25-34 years
- 16% 35-44 years
- 13% 45-54 years
- 4% 55-59 years
- 3% 60-64 years

- Roughly 65% of Tacoma residents are of employment age
- Candidates must pass a physical test, drug screen and background check

City Demographics

Education levels obtained

- City positions have minimum requirement of H.S. Diploma or G.E.D for application and hire
- 16% of City population is not eligible for hire due to lack of H.S diploma or G.E.D.

City Demographics

Education levels obtained

5% Less than 9th grade

11% Attended 9-12 w/o diploma

29% HS grad/G.E.D.

27% Some college – No degree

8% Associate degree

13% Bachelors degree

7% Graduate or professional degree

Data obtained from 2000 US Census

Recruitment

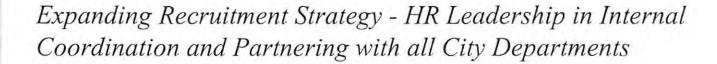
- NeoGov job tagging feature candidates notified of job openings they have selected
- On-line (Monster, Yahoo, Craig's list)
- TNT, trade journals, organizations
- Association of Washington Cities (AWC)
- Direct mailings to other Cities
- Community Groups (Black Collective, Boys & Girls Clubs)
- Click! TV ads
- Bus back boards
- Movie Theatre ads
- Tacoma Weekly
- TV Tacoma highlights
- Getting agreement to place link on other organization's website
- Messages on City website, utility bills and City flyers

Recruitment

- Recruitment incentives such as employee bonus for referral who is hired permanent status (e.g. TPD)
- Longer recruitment periods
- Restructuring of tests to better meet the position requirements
- Hiring manual to encourage thoroughness of hiring process
 - HR Analysts partner with hiring managers to ensure recruitment goals are met
 - Forms will ensure consideration of city-wide goals
- Human Resources leadership for proactive, targeted recruitment and outreach

Expanding

- Expanding our Recruitment areas
 - Military bases,
 - ACAP Army Career & Alumni Program
 - VA Disabled veterans
 - Churches
 - Historical Black Colleges for professional positions hard to place.
 - Relationships with key sources for candidates (e.g., University of Northern Arizona, University of New Mexico)



- HR Department biennial budget request
- Tacoma Fire Department (Recruitment Team) has video, brochures, strong outreach, training
- Tacoma Police Department (Recruitment Team)
- Tacoma Power, Transmission and Distribution
- Tacoma Public Works Department
 - Continuing with Annual Calendar Planning Recruitment and Outreach Participation
 - Job Fairs
 - Community events (Tall Ships, Ethnic Fair)
 - Expanding Tools and "out of the Box" approaches

INTRODUCTION

The City of Tacoma (City) continues to position itself to attract, develop and retain a high-performing, diverse workforce dedicated to service, integrity, accountability, respect, stewardship, innovation and teamwork. The City of Tacoma is an Equal Employment Opportunity employer with a recruitment policy and plan. The Equal Employment Opportunity and Recruitment Plan was approved and adopted pursuant to the authority contained in Council Resolution No 36220. It is the City's policy that qualified people be considered for employment, promotion, training and retention without regard to race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familiar status or presence or perceived presence of any sensory mental or physical disability.

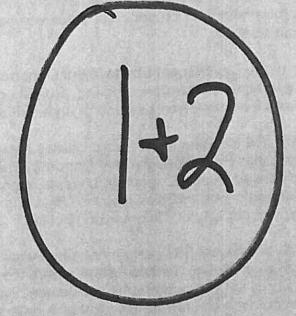
The overall plan of the City's Equal Employment Opportunity policy is to promote the recruitment and eliminate barriers to hiring, promoting, training and retaining qualified individuals from underrepresented or underutilized groups.

The City Manager and the Director of Public Utilities assume responsibility for implementing the City's Equal Employment Opportunity and Recruitment Plan. Department and division directors, superintendents, managers and supervisors are responsible for enforcing this plan and the City's anti discrimination policies. Attached is a copy of our City of Tacoma EEO policy.

Currently, the City employs 3,362 permanent employees. This report is an indication of what we look like. In those areas where the City workforce does not reflect the diversity of the city's community workforce, the City commits to using its best efforts to obtain a diverse workforce that is reflective of the surrounding city population and labor market, and one that best serves the community.

There are seven sections in this report:

- Section 1 is a snapshot of our workforce comparing it to our city population.
- Section 2 reflects the City of Tacoma's demographics by education and occupation.
- Section 3 is data that reflects our look by gender and ethnicity in EEO-4 and job group categories.
- Section 4 is a breakdown by departments.
- Section 5 is an annual salary base breakdown by gender, ethnicity, EEO-4 and job group categories.



	City of Tacoma				
Factor	Communities	Tacoma City Government			
Male		49%	72%		
Female		51%	28%		
Caucasian		65%	81%		
Black		11%	6%		
Hispanic		7%	3%		
Asian		8%	7%		
American					
Indian		6%	2%		

(2)

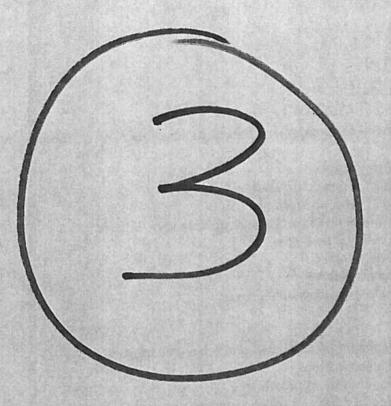
Profile of General Demographic Characteristics of the City of Tacoma, WA.

Educational Attainment:

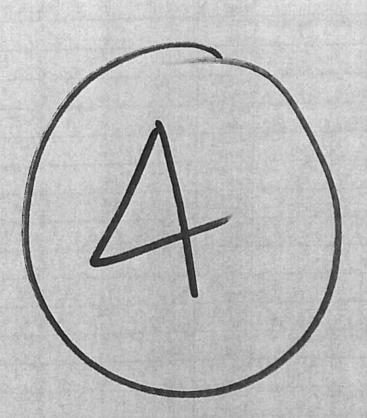
Lucus	CIOILLI I IIII
5%	Less than 9th grade Education
11%	9th to 12th with no diploma
29% -	High School Grad (including equivalency)
27%	Some college, no degree
8%	Associate Degree
13%	Bachelor's Degree
70/	Graduate or professional degree

Occupation:

29%	Management, professional, and related occupations
18%	Service occupations
26%	Sales and office occupations
1%	Farming, fishing and forestry occupations
10%	Construction, extraction, and maintenance occupations
16%	Production, transportation and material moving occupations

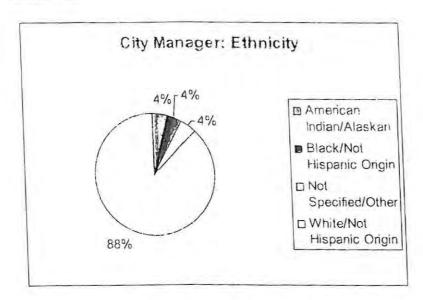


roup	Gender Key	American Indian/ Alaskan	Asian or Pacific Islander	Black/Not Hispanic origin	Hispanic	Not Specified/ Other	White/Not Hispanic origin	No Entry	Grai Tot
Managers - Executive	Female Male	1	1 2	5			16 43	1	17
Management - General	Female		3	4	0		45	1	52 53
	Male	1	4	2	2	2	47	1	57
Professionals - General	Female Male	3	13 11	7	3 5	2	125 103	14	16
Professionals - Senior/Supervisory	Female	1	10	6	3	1	59	1	13
	Male	4	13	3	5	- 1	64	2	91
Professional - Technicial	Female		1			_	15		1€
Professional - Technicial	Male	1	2	11	1	2	45	8	70
Professional - Senior/Supervisory Technicial	Female		2	1			16		15
Professional - Semion-Supervisory rechnician	Male		6	2	3		60	1	72
Professionals - Attorney	Female						9	2	1
Tidiessidilais - 7 moniej	Male		2	2			8	1	13
Firefighter	Female	1	1	1			12	_	15
1 Hongintoi	Male	7	10	13	9	1	142		18
Fire Specialty	Female		1		1		8		10
, File Specially	Male	1	1	1			49		5
0 Fire - Supervisory	Female	1		1			6		7
• 1.114 T-P-113-1	Male	1	3	3	1		81		8
11 Fire - Management	Female						1		
	Male		5	2	2		19		2
12 Police - Patrol Officer	Female	7	2	2	1		27		3
	Male	2	19	6	6	2	186		22
13 Police - Sergeant	Female			4			6		1
	Male	-	2	2			31		3
. olice - Detective	Female Male		1	3			9		
	Female			3			41		- '
15 Police - Management	Male	1	3	2	1		13		
16 Support Staff - General	Female		26	29	8	2	206	10	
16 Support Stail - General	Male		4	5	4	2	45	6	- 0
17 Support Staff - Senior/Supervisory	Female		8	2	1	1	32		
17 Oupport often Dominion Department	Male	1		1		1	6		
18 Technicians - Entry	Female		3	3	3		58	2	
	Male	2	10	13	7	4	170	8	
19 Technicians - Senior/Supervisory	Female	1	2	1			18		
19 199111111111111111111111111111111111	Male		1	2	3		50	1	
20 Service Maintenance - General	Female		1	2	2		27		
	Male	5	12	20	6	1	206		3
21 Service Maintenance - Supervisor	Female				1		5		
	Male	1	2	4	1		42		
22 Skilled Crafts - Entry/Apprentice	Female	1		_	- 4	1	9		2
	Male	3	5	7			66		4
23 Skilled Crafts - General	Femal		2	2			24		1
6 0 10	Male	10	18	24	1 1	1 17		1 2	20
24 Skilled Crafts - Senior/Supervisory	Femal						4		
	0 Male	1	6	5	4		100	0	
		and the second							- 1

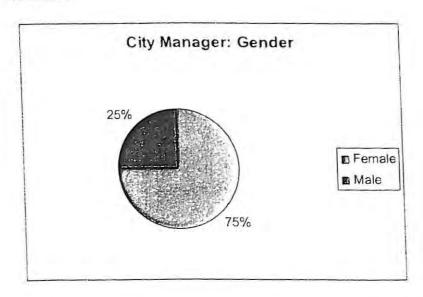


City Manager

Ethnicity

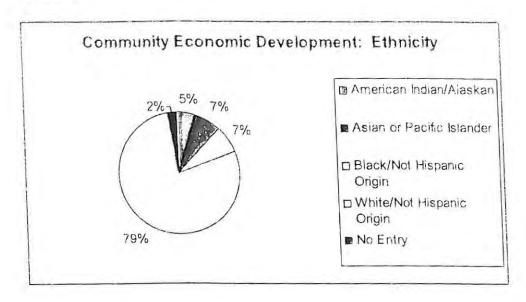


Gender

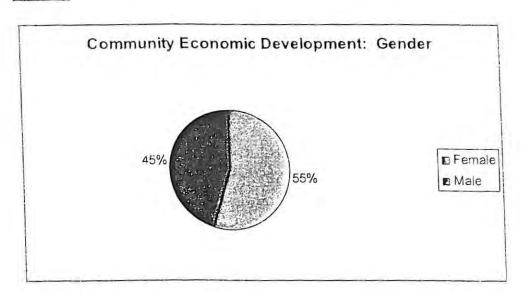


Community Economic Development

Ethnicity

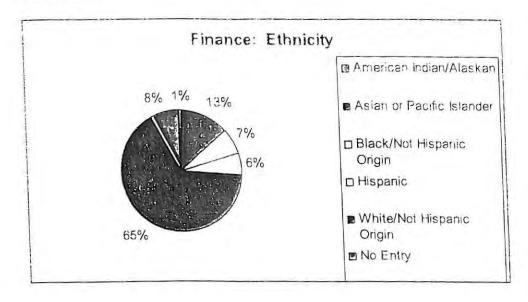


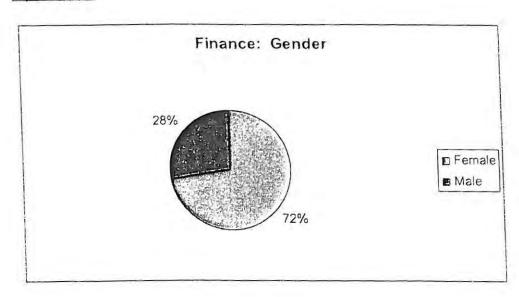
Gender



Finance

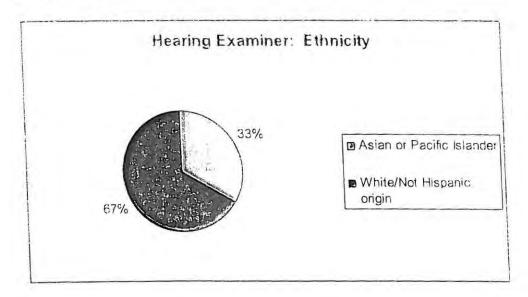
By Ethnicity

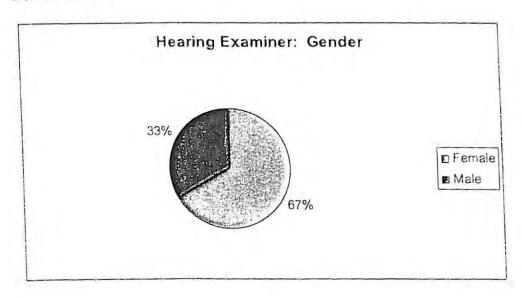




Hearing Examiner

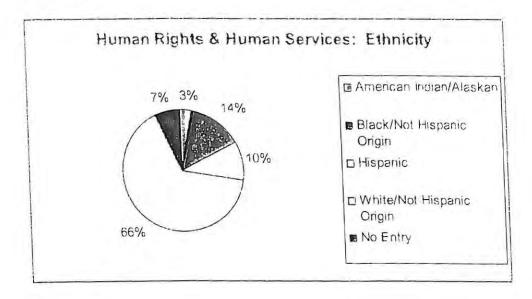
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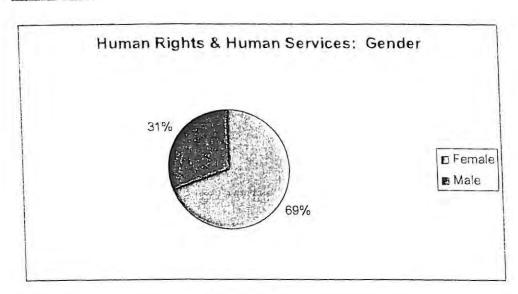




Human Rights & Human Services

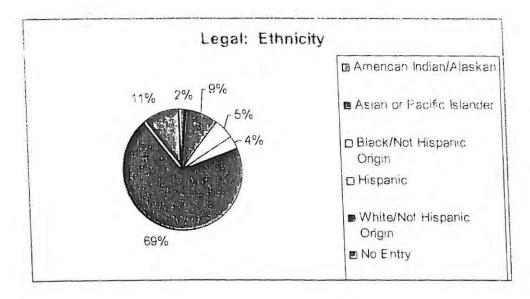
Ethnicity

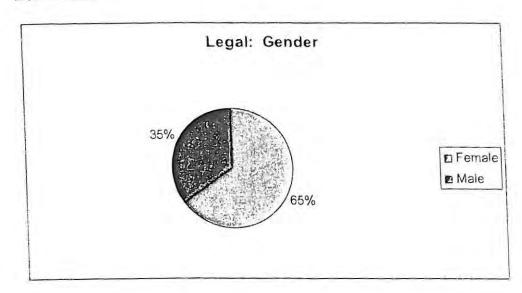




Legal

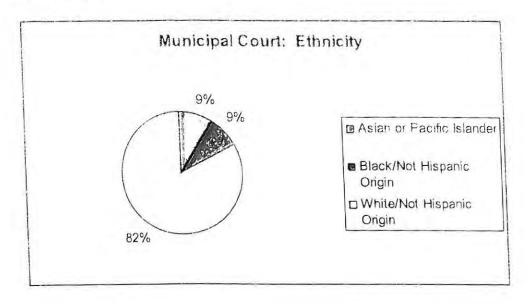
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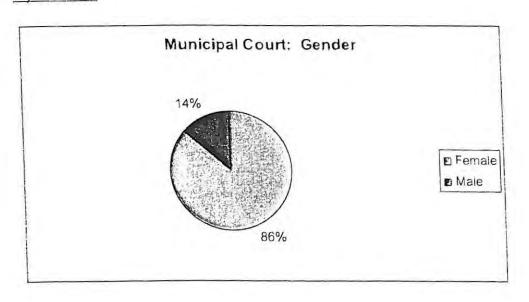




Municipal Court

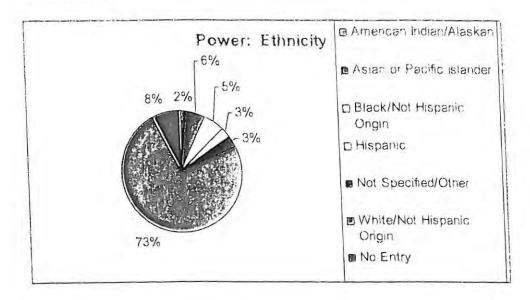
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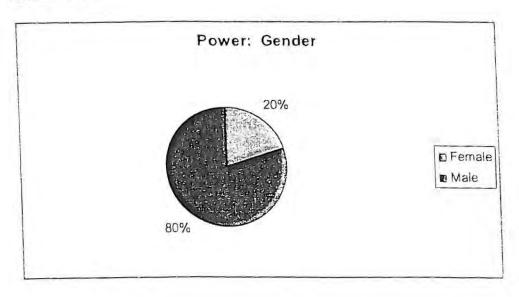




Power

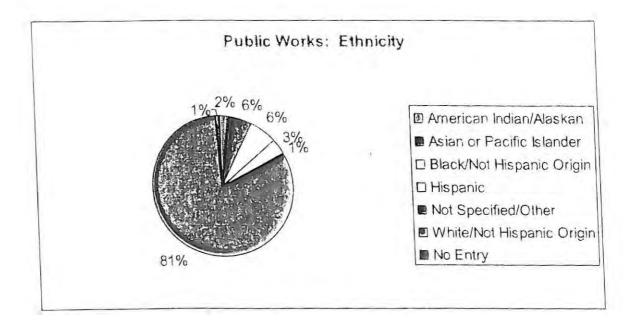
By Ethnicity

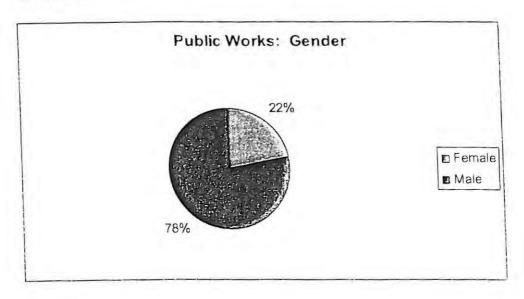




Public Works

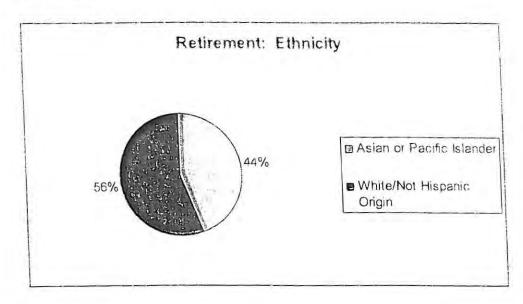
By Ethnicity



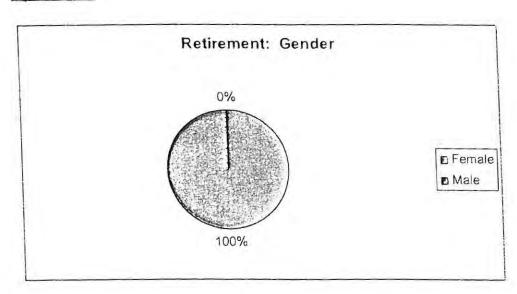


Retirement

By Ethnicity



By Gender

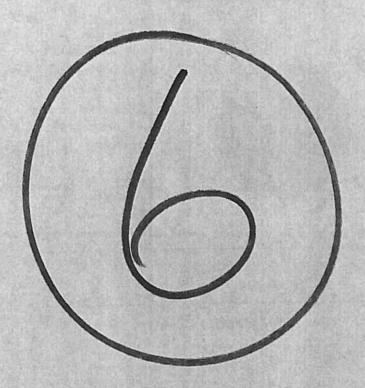


Gender Key	20,000 - 50,000	50,001 - 75,000	75,001 - 100,000	100,001 - 150,000	150,001 - greater	Grand Total
Female	314	471	150	47	7	989
Male	309	1419	588	189	23	2528
Grand Total	623	1890	738	236	30	3517

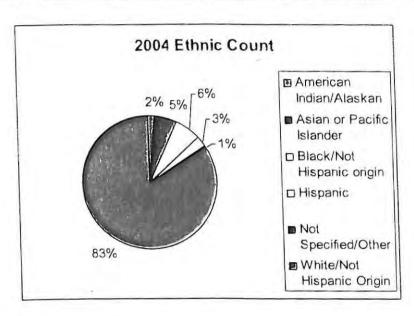
Ethnic origin	20,000 - 50,000	50,001 - 75,000	75,001 - 100,000	100,001 - 150,000	150,001 - greater	Grand Total
American Indian/Alaskan	12	34	6	4		56
Asian or Pacific Islander	38	116	47	15	2	218
Black/Not Hispanic origin	48	112	33	14	2	209
Hispanic	19	60	14	4		97
Not Specified/Other	54	120	25	3		202
White/Not Hispanic origin	452	1448	613	196	26	2735
Grand Total	623	1890	738	236	30	3517

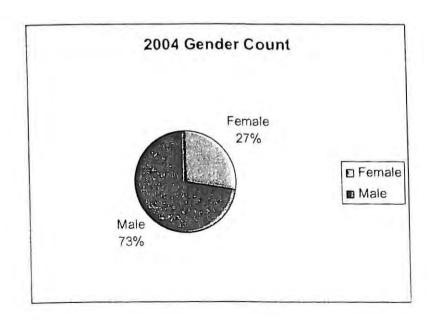
EEO-4 Category	20,000 - 50,000	50,001 - 75,000	75,001 - 100,000	100,001 - 150,000	150,001 - greater	Grand Total
1 Officials & Administrators		1	37	38	29	105
2 Professionals	3	313	307	149	1	773
3 Technician	40	282	141	35		498
4 Protective Service Workers		443	166	12		621
5 Paraprofessionals	11	35	3			49
6 Administrative Support	299	115				414
killed Craft Workers	15	509	84	2		610
Service Maintenance	255	192				447
Grand Total	623	1890	738	236	30	3517

Job Group	20,000 - 50,000	50,001 - 75,000	75,001 - 100,000	100,001 - 150,000	150,001 - greater	Grand Tota
1 Managers - Executive			14	31	29	74
2 Management - General		32	29	58	1	120
3 Professionals - General	8	195	100			303
4 Professionals - Senior/Supervisory		59	89	29		177
5 Professional - Technicial	2	50	46			98
6 Professional - Senior/Supervisory Technicial			31	72		103
7 Professionals - Attorney		8	2	11		21
8 Firefighter		189	12			201
9 Fire Specialty		1	63			64
10 Fire - Supervisory		2	94			96
11 Fire - Management			21	6		27
12 Police - Patrol Officer	3 -	246	10			256
13 Police - Sergeant			42			42
14 Police - Detective			57			57
15 Police - Management				21		21
16 Support Staff - General	298	62				360
17 Support Staff - Senior/Supervisory	1	56				57
18 Technicians - Entry	40	220	31			291
19 Technicians - Senior/Supervisory	2	70	14			86
20 Service Maintenance - General	189	108				297
Service Maintenance - Supervisor		53	2			55
Skilled Crafts - Entry/Apprentice	55	49				104
23 Skilled Crafts - General	28	406	21			455
24 Skilled Crafts - Senior/Supervisory		84	60	8		152
Grand Total	623	1890	738	236	30	3517

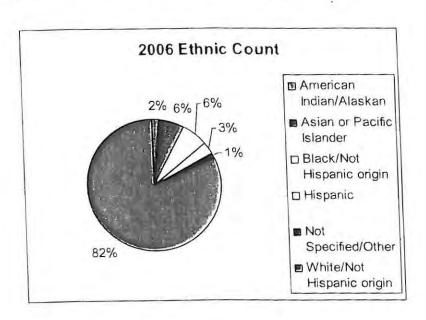


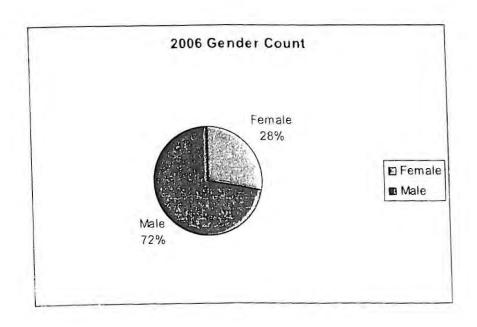
Gender Key			E	thnic origin	<u> </u>		
	American Indian/Alaskan	Asian or Pacific Islander	Black/Not Hispanic origin	Hispanic	Not Specified/ Other	White/Not Hispanic origin	Grand Total
Female	14	59	59	27	2	742	903
Male	40	129	134	61	15	2007	2386
Grand Total	54	188	193	88	17	2749	3289



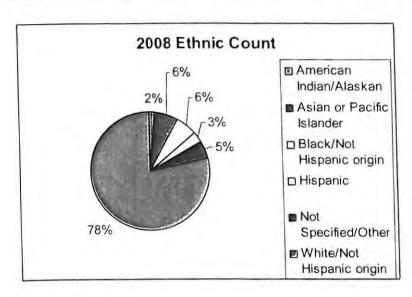


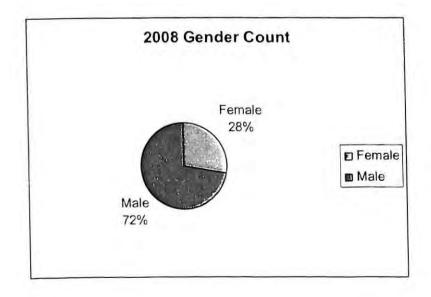
Gender Key			E	thnic origi	<u> </u>	т	
	American Indian/Alaskan	Asian or Pacific Islander	Black/Not Hispanic origin	Hispanic	Not Specified/ Other	White/Not Hispanic origin	Grand Total
Female	12	74	65	27	16	743	937
Male	45	138	144	69	25	2022	2443
Grand Total	57	212	209	96	41	2765	3380

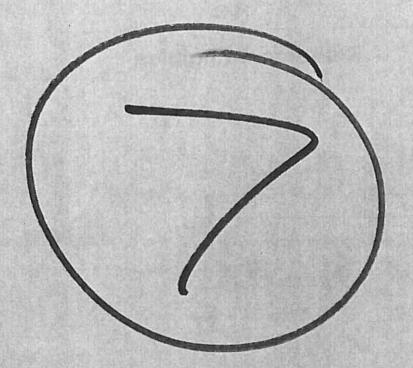




Gender Key	Ethnic origin											
	American Indian/Alaskan	Asian or Pacific Islander	Black/Not Hispanic origin	Hispanic	Not Specified/ Other	White/Not Hispanic origin	Grand Total					
Female	14	77	60	24	42	738	955					
Male	42	142	145	73	115	1971	2488					
Grand Total	56	219	205	97	157	2709	3443					

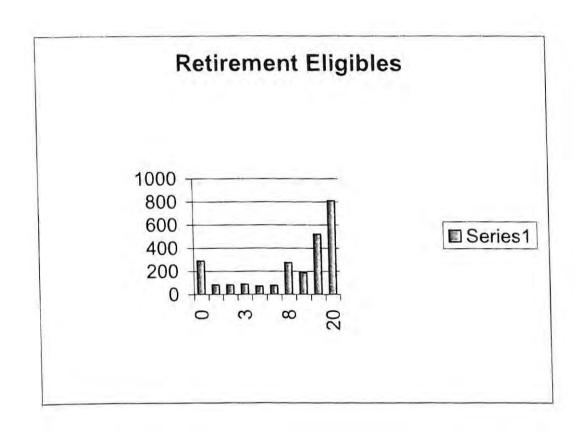






Number of Employees qualified for retirement

0 Years	290 People
1 Year	83 People
2 Years	81 People
3 Years	88 People
4 Years	71 People
5 Years	77 People
8 Years	274 People
10 Years	189 People
15 Years	521 People
20 Years	810 People



Retirement Eligible -- Number of Employees by Department

Personnel Area	< 0 years	< 1 year	< 2 years	< 3 years	< 4 years	< 5 years	< 8 years	< 10 years	< 15 years	< 20 years	Grand Total
City Manager		1	1		1		2	2	5	4	16
Community Economic Development	11					4	4	4	9	4	36
Finance	12	3	4	2		5	8	9	24	13	80
Fire	60	15	21	12	15	12	51	29	88	58	361
Hearings Examiner	1							1	1		3
Human Resources	2	2		1			3	4	12	9	33
Human Rights & Human Services	3		1	3		1	1	2	8	5	24
Information Technology	13	4	3	1	1	3	18	8	39	19	109
Legal	3	1	2			1	4	4	15	12	42
Municipal Court	6		3		1	1	5	3	6	4	29
Police	38	5	11	11	8	16	47	37	83	49	305
Public Assembly Facilities/PAF	4	3	4	1	1	2	2	4	9	17	47
Public Works	101	26	31	25	26	31	82	60	133	137	652
Retirement	1						1		1	1	4
TPU Director			1						1		2
Community & Media Services	1						1	1	1	2	6
Customer Service	14	4	5	2	3	4	12	7	33	29	113
Management Services	2					1	2	1			6
Power	87	27	25	21	23	27	79	77	180	128	674
Rail	7	2	3	1	1	1	7	5	21	22	70
Water	32	11	7	9	12	4	18	21	44	59	217
Grand Total	398	104	122	89	92	113	347	279	713	572	2829

Retirement Eligible -- Number of Employees by Department and EEO-4

O-4 Code Officials & Administrators Professionals Administrative Support Officials & Administrators Professionals Technician Administrative Support Officials & Administrators Professionals Administrative Support Officials & Administrators Professionals Technician Officials & Administrators	2 7 1 1 6 5 3 14 2 40	1 1 1 1 1 5 7	1 2 2 2 8	years 2	years 1	3 1 3 2	years 1 1 2 2 1 7	2 1 3 5 4	years 1 2 2 1 7 1 3 16	years 1 3 4	Total 4 6 6 4 26 2 4 6 51
Professionals Administrative Support Officials & Administrators Professionals Cechnician Administrative Support Officials & Administrators Professionals Administrative Support Officials & Administrators Professionals Cechnician Professionals Cechnician Professionals Cechnician Contective Service Workers Commistrative Support Children Contective Service Workers Children Contective Service Worke	7 1 1 1 6 5 3 14 2 40	1 1 1 1 1 5	2 2		1	1	2 1 7	1 3	2 1 7 1 3 16	4	6 6 4 26 2 4 6 51
Administrative Support Officials & Administrators Professionals Cechnician Administrative Support Officials & Administrators Professionals Administrative Support Officials & Administrators Professionals Cechnician Protective Service Workers Administrative Support Skilled Craft Workers Cervice Maintenance	7 1 1 1 6 5 3 14 2 40	1 1 1 1 1 5	2 2			1	2 1 7	1 3	2 1 7 1 3 16	4	6 4 26 2 4 6 51
Officials & Administrators Professionals Fechnician Administrative Support Officials & Administrators Professionals Administrative Support Officials & Administrators Professionals Professionals Fechnician Protective Service Workers Administrative Support Skilled Craft Workers Fervice Maintenance	7 1 1 1 6 5 3 14 2 40	1 1 1 1 1 5	2 2			1	2 1 7	1 3	1 7 1 3 16		4 26 2 4 6 51
Professionals Fechnician Administrative Support Officials & Administrators Professionals Administrative Support Officials & Administrators Professionals Professionals Fechnician Protective Service Workers Administrative Support Skilled Craft Workers Fervice Maintenance	7 1 1 1 6 5 3 14 2 40	5	2			1	2 1 7	5	3 16		26 2 4 6 51
Administrative Support Officials & Administrators Professionals Administrative Support Officials & Administrators Professionals Professionals Protective Service Workers Administrative Support Skilled Craft Workers Pervice Maintenance	1 1 1 6 5 3 14 2 40	5	2			1	2 1 7	5	3 16		2 4 6 51
Administrative Support Officials & Administrators Professionals Administrative Support Officials & Administrators Professionals Technician Protective Service Workers Administrative Support Skilled Craft Workers Tervice Maintenance	1 1 6 5 3 14 2 40	5	2			3	7		3	9	4 6 51
Officials & Administrators Professionals Administrative Support Officials & Administrators Professionals Technician Protective Service Workers Administrative Support Skilled Craft Workers Tervice Maintenance	1 6 5 3 14 2 40	5	2			3	7		16	9	6 51
Professionals Administrative Support Officials & Administrators Professionals Echnician Protective Service Workers Administrative Support Skilled Craft Workers Ecrvice Maintenance	6 5 3 14 2 40	5	2				7		16	9	51
Administrative Support Officials & Administrators Professionals Technician Protective Service Workers Administrative Support Skilled Craft Workers Tervice Maintenance	5 3 14 2 40	5	2							9	
Officials & Administrators Professionals Technician Protective Service Workers Administrative Support Skilled Craft Workers Tervice Maintenance	3 14 2 40	5		4		2		4	-		
Professionals Fechnician Protective Service Workers Administrative Support Skilled Craft Workers Fervice Maintenance	14 2 40	5	8	4				- 7	5	4	23
echnician Protective Service Workers Administrative Support killed Craft Workers ervice Maintenance	2 40	7	8	1		Lancacca de la constante de la	1				5
Protective Service Workers Administrative Support Skilled Craft Workers Service Maintenance	40			77	4	4	21	11	28	4	103
dministrative Support killed Craft Workers ervice Maintenance				2			2		1		7
killed Craft Workers ervice Maintenance	1		11	6	10	5	25	17	54	53	228
killed Craft Workers ervice Maintenance		2	2		1		1	1	100		8
						1			2	1	4
officials & Administrators						2	1		3		6
micials & Auministrators	1					17 -0					1
dministrative Support								1	1		2
Officials & Administrators									3	1	4
rofessionals	2			1			3	3	7	4	20
dministrative Support		2						1	2	4	9
fficials & Administrators	1							1		1	3
rofessionals	2		1				1		5	3	12
araprofessionals				1		1			3		5
dministrative Support								1			1
ervice Maintenance				2						1	3
fficials & Administrators			- +				1	1	1	1	4
	5	1	2			1		3		7	41
		3	1	1	1						56
The state of the s								100			6
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	1		2			1	1	4			18
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	2	1			-	-		_			10
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ofessionals	-						-			4	1
ofessionals chnician			2					-	F		25
dr dr dr dr ffi	ofessionals chnician ministrative Support lled Craft Workers cials & Administrators fessionals chnician aprofessionals ministrative Support cials & Administrators fessionals hinistrative Support cials & Administrators fessionals hinician	ofessionals 5 chnician 5 ministrative Support 3 lled Craft Workers cials & Administrators fessionals 1 chnician aprofessionals ministrative Support 2 cials & Administrators fessionals	ofessionals 5 1 chnician 5 3 ministrative Support 3 lled Craft Workers cials & Administrators fessionals 1 chnician aprofessionals ministrative Support 2 1 cials & Administrators fessionals hinician	offessionals 5 1 2 chnician 5 3 1 ministrative Support 3 3 1 lled Craft Workers 1 2 1 2 cials & Administrators 4 2 1 2 1 2	offessionals 5 1 2 chnician 5 3 1 1 ministrative Support 3 3 1 1 lled Craft Workers 3 3 1 2 3 1 2 3 1 2 3 1 2 3 3 1 2 3 3 1 1 2 3 3 1 1 2 3 3 1 1 2 4	offessionals 5 1 2 chnician 5 3 1 1 1 ministrative Support 3 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 2 1	offessionals 5 1 2 1 chnician 5 3 1 1 1 2 ministrative Support 3 3 1 1 1 2 1 1 2 1 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1 1 2 1	offessionals 5 1 2 1 6 chnician 5 3 1 1 1 2 8 ministrative Support 3 1 1 1 2 8 description of the control of	offessionals 5 1 2 1 6 3 chnician 5 3 1 1 1 2 8 4 ministrative Support 3 1 1 1 2 1 1 1 4 1 1 4 1 1 4 1 4 1 4 1 1 1 1 1 1 1 1 4 1 1 1 1 1 1	offessionals 5 1 2 1 6 3 16 chnician 5 3 1 1 1 2 8 4 21 ministrative Support 3 1	offessionals 5 1 2 1 6 3 16 7 chnician 5 3 1 1 1 2 8 4 21 10 ministrative Support 3 1

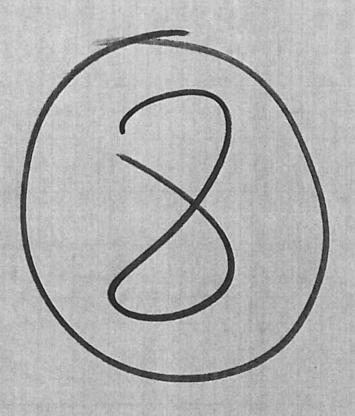
Police	1 Officials & Administrators	1		1 1	1 1	T	1 1	1		1 1		6
	2 Professionals	8	1	1			2	3	2	6		23
	3 Technician	4	1	1	2	4	1	8	8	13	8	50
	4 Protective Service Workers	22	2	8	5	3	12	32	27	59	37	207
	5 Paraprofessionals									4	3	7
	6 Administrative Support	3	1	-	3	1	1	3			1	12
Public Assembly Facilities/PAF	1 Officials & Administrators	1				-			1		1	3
	2 Professionals								1	2	7	9
	3 Technician	1									1	2
	6 Administrative Support			1							2	3
	7 Skilled Craft Workers		1							3	1	5
	8 Service Maintenance	2	2	3	1	1	2	2	3	4	5	25
Public Works	1 Officials & Administrators	3	2				1	3	6	10	2	27
	2 Professionals	7	2	4			4	5	6	18	22	68
	3 Technician	14	5	5	5	4	4	14	13	24	29	117
	5 Paraprofessionals	2			2	1	1	4	1	5	3	19
	6 Administrative Support	11	3	1	5	2	3	8	6	9	12	60
	7 Skilled Craft Workers	25	5	9	6	4	12	21	10	21	14	127
	8 Service Maintenance	39	9	12	7	15	6	27	18	46	55	234
Retirement	1 Officials & Administrators	1		1 - 1 -								1
	2 Professionals							1				1
	6 Administrative Support									1	1	2
Community & Media Services	1 Officials & Administrators									1	1	2
	2 Professionals								1		1	2
	6 Administrative Support	1						1			0.00	2
Customer Service	2 Professionals	3		1		1	1	4	4	2	2	18
	3 Technician	8	4	1		1		1		5		20
	5 Paraprofessionals							1		1		1
	6 Administrative Support	3		3	2	1	3	7	3	25	27	74
Management Services	1 Officials & Administrators							1				1
	2 Professionals	2		5.2			1	1	1			5
Power	1 Officials & Administrators	6		1			1	3	2	2	1	16
	2 Professionals	22	7	1	5	11	10	29	18	60	30	193
	3 Technician	6	2	5	2	2	4	16	19	42	29	127
	6 Administrative Support	5	2	2	2	2	3	4	4	13	18	55
	7 Skilled Craft Workers	40	13	13	12	6	8	22	28	49	42	233
	8 Service Maintenance	8	3	3		2	1	5	6	14	8	50
Rail	1 Officials & Administrators	1 1								1		1
	2 Professionals	1	1					2		3	5	12
	3 Technician	1										1
	6 Administrative Support	1		1				1			2	5
	7 Skilled Craft Workers	4		2	1	1	11	3	5	17	13	47
	8 Service Maintenance		1					1			2	4

TPU Director	1 Officials & Administrators							-1		1		1
	6 Administrative Support		7-11	1								1
Water	1 Officials & Administrators	3	2					1		1		7
	2 Professionals	7	2		1	1		4	4	6	10	35
	3 Technician	4			3	1	2	2	4	8	15	39
	5 Paraprofessionals					1					1	2
	6 Administrative Support	1		1		1	1	- 1	1		1	7
	7 Skilled Craft Workers	15	5	4	3	7	1	8	9	22	21	95
	8 Service Maintenance	2	2	2	2	1		2	3	7	11	32
Grand Total		398	104	122	89	92	113	347	279	713	572	2829

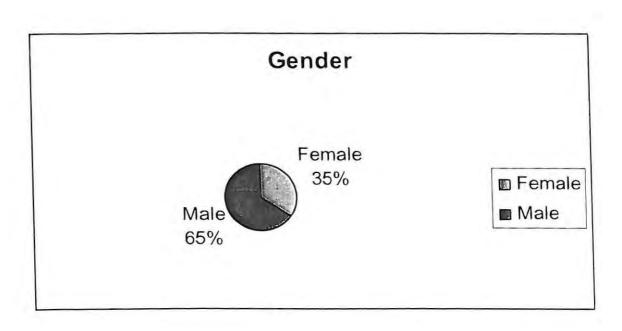
Personnel Area	r of Employees by Department and Job						1000					
Larry Box 1990 Control	Job Group	< 0 years	< 1 year	< 2 years	< 3 years	< 4 years	< 5 years	< 8 years	< 10 years	< 15 years	< 20 years	Grand Tol
City Manager	1 Managers - Executive					1		1		2		4
	2 Management - General										1	1
	3 Professionals - General							1		1	3	5
	17 Support Staff - Senior/Supervisory		1	1			7		2	2		6
Community & Media Services	1 Managers - Executive							100 1		1		1
	2 Management - General								100		1	1
	3 Professionals - General						7		1	E	1	2
	16 Support Staff - General	1						1		1000	1	2
Community Economic Development	1 Managers - Executive		-		VI I				1	J		1
Control of the State of the Sta	2 Management - General	3							2	3	1	9
	3 Professionals - General	1					1	1		5	2	10
	4 Professionals - Senior/Supervisory	5		7	1-3-1		2	1	1		1	10
	5 Professional - Technicial	1					-	-	-			1
	6 Professional - Senior/Supervisory Technicial	-		-	-					1		1
	16 Support Staff - General	1				100	1	2				4
Customer Service	2 Management - General	2				1	1		1			5
	3 Professionals - General	1		1				2	1	2	1	8
	4 Professionals - Senior/Supervisory	- '			-			2	2	1	1	6
	5 Professional - Technicial	1			-							1
	6 Professional - Senior/Supervisory Technicial	1	-							3		3
	16 Support Staff - General	2		3	2		3	6	3	18	22	59
				3	4	1	3	1	3	7	5	15
	17 Support Staff - Senior/Supervisory	1								2	5	16
Flores	18 Technicians - Entry	7	4	1		1		1		2		
inance	1 Managers - Executive	1			1			1		1		3
	2 Management - General		1				-			3		4
	3 Professionals - General	1			1		1	4	2	4	5	18
	4 Professionals - Senior/Supervisory	5	1	2	1		2	3	3	11	4	32
	16 Support Staff - General	2	1	2			2		4	3	4	18
	17 Support Staff - Senior/Supervisory	3								2		5
Fire	1 Managers - Executive	2	2		2		- 14	1	1			8
	2 Management - General	5	1	2	2			1		3		14
	3 Professionals - General							1			1	2
	4 Professionals - Senior/Supervisory										1	1
	5 Professional - Technicial	1								1		2
	6 Professional - Senior/Supervisory Technicial				1			2				3
	8 Firefighter	16	2	6	2	6	2	14	12	39	35	134
	10 Fire - Supervisory	19	5	5	1	4	3	21	10	25	2	95
	16 Support Staff - General	1	1	2		1		1	1			7
	17 Support Staff - Senior/Supervisory		1									1
	20 Service Maintenance - General		-							2		2
4	23 Skilled Crafts - General						3	1		2	1	7
	24 Skilled Crafts - Senior/Supervisory						-	-		1		1
	9 Fire Specialty	5	1	4	4	2	3	7	4	12	18	57
	11 Fire - Management	11	2	5		2	1	2	1	3	-10	27
learings Examiner	1 Managers - Executive	1	- 2	- 3		- 2	See Line		_	3	-	1
iodiniga exeminici	16 Support Staff - General	1	-					_		1		1
		-				-			-1	1		-
uman Resources	17 Support Staff - Senior/Supervisory				-				1	-	1	
uman nesources	1 Managers - Executive									1	1	2
	2 Management - General	1	-		-			1	-	4	-	6
	3 Professionals - General	1			1			2	2	4	3	13
	4 Professionals - Senior/Supervisory								1	1	1	3
	16 Support Staff - General		2							2	4	8
	17 Support Staff - Senior/Supervisory								1			1

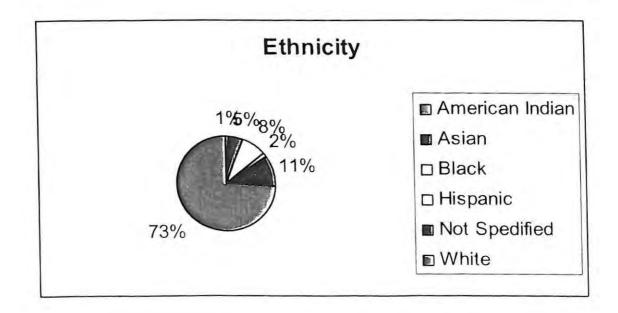
Human Rights & Human Services	1 Managers - Executive	1 1	1		T	1		1	1	1		2
9	2 Management - General		_		-				1	1	1	2
	3 Professionals - General	1		1	1		1	1	_	5	2	11
	4 Professionals - Senior/Supervisory	2		-	1	1	-	+	+	1	1	4
	16 Support Staff - General		_		-		+	+	+ .	1	1	_
	20 Service Maintenance - General	-		-	-	-	-	-	1	-	-	1
	22 Skilled Crafts - Entry/Apprentice	-			2	1		+	-		1	3
Information Technology	1 Manager Franchis				-		4	-		1		1
information rechnology	1 Managers - Executive	-							1	4		1
	2 Management - General	1	1	-		-		2		5	1	10
	3 Professionals - General	2	-				-	-	1	5	4	12
	4 Professionals - Senior/Supervisory	2		2	-	1	1	4	2	6	3	20
	5 Professional - Technicial	1	1			-	1	2	2	4	4	15
(1)	6 Professional - Senior/Supervisory Technicial	2	2	1	1	1		3	1	14	3	28
	16 Support Staff - General	3						1		1	1	6
	18 Technicians - Entry	2					1	3	1	1	3	11
	19 Technicians - Senior/Supervisory							1		3		4
	23 Skilled Crafts - General							2				2
Legal	1 Managers - Executive									1 -	1	2
	2 Management - General			1			1		1	2	1	6
	3 Professionals - General			1				2	1	2	4	10
	4 Professionals - Senior/Supervisory							N -		1		1
	7 Professionals - Attorney	1		1				1	2	4	4	12
	16 Support Staff - General	2						1		4	2	9
	17 Support Staff - Senior/Supervisory	1-5	1									1
	#N/A									1		1
Management Services	2 Management - General			1				1				1
	3 Professionals - General		-				1		1		1	2
	4 Professionals - Senior/Supervisory	2	-			-		1			-	3
Municipal Court	2 Management - General		+		-			1	+	1	-	2
manuspar oban	7 Professionals - Attorney	-		1	-		_			-	-	1
	16 Support Staff - General	5	-	2		1	1	3	3	5	3	23
	17 Support Staff - Senior/Supervisory	1	-		-	-	-	1	3	3	3	23
	18 Technicians - Entry		-	-		-	-	-			1	1
Police	1 Managers - Executive	1	-	1	1		1	-			1	4
7 Olice	2 Management - General	1	-				1	1		1		2
	3 Professionals - General						-	1		1	-	4
		-			-	-				_	3	
	4 Professionals - Senior/Supervisory	1						07	- 00	1	- 20	2
	12 Police - Patrol Officer	11	2	4	2	1	8	27	20	46	28	149
	14 Police - Detective	11		4	3	2	4	5	7	13	9	58
	16 Support Staff - General	3	1		3	1		3			1	12
	18 Technicians - Entry	-						2	1	4	3	10
	19 Technicians - Senior/Supervisory						-	1	-	10		1
	13 Police - Sergeant	4	1	1	2	4	1	5	7	12	5	42
24000	15 Police - Management	7	1	1			2	3	2	5		21
Power	1 Managers - Executive	3					1	2	2	2		10
	2 Management - General	5	3	1	1	2	2	4		12	3	33
	3 Professionals - General	6	2	1 11	200	2	3	10	3	20	17	63
	4 Professionals - Senior/Supervisory	3	1	1	2	3	2	5	8	14	5	44
	5 Professional - Technicial	1			1		2	2	1	4	2	13
	6 Professional - Senior/Supervisory Technicial	8	1		2	4	2	8	6	11	6	48
	16 Support Staff - General	5	1	2	2	2	3	2	4	13	16	50
	17 Support Staff - Senior/Supervisory		1					2		1	2	6
	18 Technicians - Entry	3	1	2	1	1	2	8	14	29	22	83
	19 Technicians - Senior/Supervisory	3	1	3		1	1	7	4	10	5	35
	20 Service Maintenance - General	4	2	2			1	5	6	14	8	42
	21 Service Maintenance - Supervisor	2	1			2						5
	22 Skilled Crafts - Entry/Apprentice	5	1	1	1	1	1	1	2	6	5	24
	23 Skilled Crafts - General	20	10	8	7	2	3	13	17	35	33	148
	24 Skilled Crafts - Senior/Supervisory	19	2	5	4	3	4	10	10	9	4	70

Dublic Assembly Englisher (DAF	Ta transaction in the same	1	7			1	1	1	_			1
Public Assembly Facilities/PAF	1 Managers - Executive	1	-	-	1		1	-	-	-	1	1
	2 Management - General			-	-	-	-		1	1	1	3
	3 Professionals - General	-					-	-	-	1	4	5
	4 Professionals - Senior/Supervisory	-				-	-		-	-	3	3
	16 Support Staff - General			4				1	4		1	1
1	17 Support Staff - Senior/Supervisory		-	1		-			1	-	111	2
	19 Technicians - Senior/Supervisory	1									1	2
	20 Service Maintenance - General		2	3	1	1	2	2	3	4	4	22
	21 Service Maintenance - Supervisor	2									1	3
	23 Skilled Crafts - General		1							3	1	5
Public Works	1 Managers - Executive	2	2					3	5	9	2	23
	2 Management - General	4					2	11_	1	2	2	12
	3 Professionals - General	3	1	2	1		2	2	4	12	15	42
	4 Professionals - Senior/Supervisory	1	1	2			1	2	1	4	4	16
	5 Professional - Technicial	1	V		1		1	2	2	7	5	19
1	6 Professional - Senior/Supervisory Technicial	1					1	2	4	4	2	14
,t,	16 Support Staff - General	10	3	1	5	2	3	6	4	9	10	53
	17 Support Staff - Senior/Supervisory	1						2	2		2	7
	18 Technicians - Entry	6	4	4	5	4	2	11	7	13	25	81
	19 Technicians - Senior/Supervisory	6	1	1	+ -	2	2	3	2	8	1	26
	20 Service Maintenance - General	16	4	9	5	5	3	21	11	35	46	155
	21 Service Maintenance - General 21 Service Maintenance - Supervisor	16	1	3	1 -	6	1	3	4	4	5	43
	22 Skilled Crafts - Entry/Apprentice	6	3	-	-	2	1	3	1	3	3	22
			4	6	8	5	9		11	23	15	
	23 Skilled Crafts - General	15			- 0	5		19	1	23	15	115
8.3	24 Skilled Crafts - Senior/Supervisory	13	2	3	_	_	3	2		-		24
Rail	1 Managers - Executive									1		1
	2 Management - General					1				1		1
	3 Professionals - General							1		2	2	5
	4 Professionals - Senior/Supervisory	1	1					1			3	6
	16 Support Staff - General	1		1				1			1	4
	17 Support Staff - Senior/Supervisory										1	- 1
	20 Service Maintenance - General		_1					1			2	4
	21 Service Maintenance - Supervisor	/			()	1					2	2
	23 Skilled Crafts - General	2			1		1	2	1	14	4	25
	24 Skilled Crafts - Senior/Supervisory	3		2		1		1	4	3	7	21
Retirement	1 Managers - Executive	1				1				15		1
remainen	4 Professionals - Senior/Supervisory						-	1				1
	16 Support Staff - General										1	1
	17 Support Staff - Senior/Supervisory			-						1		1
TPU Director	17 Support Stall - Senior/Supervisory								_	1		1
TPU Director	1 Managers - Executive								-			1
inc.	17 Support Staff - Senior/Supervisory	-	_	1-1-					-	2		7
Water	1 Managers - Executive	3	2						-			-
	2 Management - General	2	1					1		1		5
	3 Professionals - General	2			1	1		3	2	11	4	13
	4 Professionals - Senior/Supervisory	2				1		1	2		3	9
	5 Professional - Technicial	1					1		1	3	3	9
	6 Professional - Senior/Supervisory Technicial		1									1
	16 Support Staff - General	1	(1.ell-el-	1 = 11 = 1		1	1-1	1	1		1	7
								1			1	2
	18 Technicians - Entry	4			2	1		1	3	6	10	27
	19 Technicians - Senior/Supervisory	1			1	1	1			2	5	11
	21 Service Maintenance - Supervisor				1							1
		1	1		-	1		3	1	4	14	25
				E	2							75
				0			-					
Consideration of the Constant	24 Skilled Crafts - Senion-Supervisory			400								25 2829
Grand Total	16 Support Staff - General 17 Support Staff - Senior/Supervisory 18 Technicians - Entry	4	1 4 2 104	6 122	1	1		1			10	



Gender	Arnerican Indian/Alaskan	Asian or Pacific Islander	Black/Not Hispanic origin	Hispanic	Not Specified/Other	White/Not Hispanic origin	Grand Total
Female		3	6	1	10	68	88
Male	2	10	14	3	17	119	165
Grand Total	2	13	20	4	27	187	253





Conclusion:

The Equal Employment Opportunity and Recruitment plan calls for the City of Tacoma to use its best efforts in recruiting and retaining employees from the City's under-utilized groups and communities.

This report provides the city's demographics with a comparison of the city of Tacoma's population to the City's employee workforce. Each department may be able to use this information to measure their levels of representation. For recruitment purposes, this information can assist departments in implementing the strategies set forth in the EEO Recruitment Plan.