

Affirmative Action

Agency Number: **09**
 Budget Function: **Administration**

The mission of the Affirmative Action Department is to ensure that the City of Madison takes pro-active steps to provide equal opportunity for all employees and citizens seeking access to employment, service and/or business opportunities, without regard to their race, religion, color, age, disability, sex, national origin or sexual orientation. The Affirmative Action Department will strive to ensure that appropriate action is taken to eliminate policies, procedures and/or practices which in effect may create an adverse impact on any protected group.

<u>Major Service</u>	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 Projected</u>	<u>2002 Request</u>	<u>2002 Executive</u>	<u>2002 Adopted</u>
Affirmative Action	504,555	549,739	549,739	549,739	549,739	577,217
Agency Total	\$ 504,555	\$ 549,739	\$ 549,739	\$ 549,739	\$ 549,739	\$ 577,217

Adopted Budget Highlights

The Budget includes:

1. A reduction in funding for hourly salaries.

The agency submitted no supplemental budget requests.

Affirmative Action

Budget Service Descriptions:

Affirmative Action

AA/EEO Program. Provides consultation and guidance for the development and implementation of a city-wide Equal Opportunity/Affirmative Action Plan (AAP) with relevant goals and objectives for measuring progress and preventing discrimination. Compiles statistics and develops reports on workforce statistical data and trends, monitors personnel selection activities, and develops recruitment strategies for municipal vacancies. Coordinates development and implementation of a city-wide Title VI Program with relevant goals and objectives. Offers consultation and training to departmental/divisional managers and supervisors on AA plan development and program implementation procedures; Anti-Harassment in the Workplace; Diversity; and AA Issues for Supervisors. Represents the Affirmative Action Department at Police and Fire Commission meetings, Supervisor's Training Advisory group, Madison Fire Department Personnel Committee, Madison Employees Committee on Affirmative Action, and other Ad Hoc committees as deemed appropriate. Administers AASPIRE Program (summer college interns). Administers City's investigation process of informal complaints alleging discrimination, harassment and/or retaliation.

Contract Compliance Program. Monitors and enforces the City's equal opportunity policy for companies doing business with the City of Madison. Requires nonexempt entities to develop and maintain an approved affirmative action plan. Monitors and evaluates the compliance of non-exempt contractors, vendors and suppliers with MGO 3.58 and their AAP. Conducts desk audits, compliance reviews and on-site project monitoring. Administers and manages certification, outreach and recruitment, and contract compliance functions for various targeted business programs including: Small Business Enterprise (SBE) Program for Public Works projects, Minority Business Enterprise (MBE) Program for CDBG funded projects, and Disadvantaged Business Enterprise (DBE) Program for USDOT/FTA funded projects through the Transit Utility. Works with Purchasing Services and individual department/divisions to ensure Minority/Women Business Enterprises (M/WBEs) maximum feasible opportunity to compete for City contracting and procurement opportunities. Provides technical assistance to targeted businesses. Provides prevailing wage monitoring and enforcement for City-financed projects covered by MGO 4.23.

Disability Rights Program. Coordinates the City's efforts to prevent discrimination on basis of disability in the delivery of City programs and services in reference to requirements established under MGO 3.72, (S.504), federal, State and local legislation. In accordance with MGO 3.72, 504 and the Americans with Disabilities Act (ADA), identifies City department, agency and contractor accessibility issues through execution of self-evaluations and development of transition plans. Provides staff support to Citizen's Advisory Commission on People with Disabilities per MGO 3.62. Provides informational, outreach and advocacy services for applicants, employees and citizens with disabilities.

Service Summary			
	2000 Actual	2001 Budget	2002 Adopted
Total Expenditures	\$ 583,864	\$ 643,924	\$ 671,402
Less Inter-Agency Billings	79,309	94,185	94,185
Net Total	\$ 504,555	\$ 549,739	\$ 577,217

**Affirmative Action
Summary by Major Object of Expenditure**

	<u>2000 Actual</u>	<u>2001 Budget</u>	<u>2001 Projected</u>	<u>2002 Request</u>	<u>2002 Executive</u>	<u>2002 Adopted</u>
Permanent Salaries	\$ 340,166	\$ 408,389	\$ 408,389	\$ 416,951	\$ 416,951	\$ 429,460
Hourly Employee Pay	48,133	28,690	28,690	18,000	18,000	18,540
Overtime Pay	9,702	0	0	0	0	0
Fringe Benefits	106,975	139,615	139,615	141,278	141,278	146,468
Purchased Services	31,137	25,200	25,200	24,675	24,675	24,675
Supplies	22,761	22,300	22,300	22,300	22,300	22,300
Inter-Departmental Charges	20,195	19,730	19,730	20,720	20,720	29,959
Debt/Other Financing Uses	0	0	0	0	0	0
Fixed Assets	4,796	0	0	0	0	0
Total Expenditures	\$ 583,864	\$ 643,924	\$ 643,924	\$ 643,924	\$ 643,924	\$ 671,402
Inter-Agency Billings	79,309	94,185	94,185	94,185	94,185	94,185
Net Budget	\$ 504,555	\$ 549,739	\$ 549,739	\$ 549,739	\$ 549,739	\$ 577,217