

## Affirmative Action

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

The mission of the Affirmative Action Division 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 Division 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>2003 Actual</u>	<u>2004 Budget</u>	<u>2004 Projected</u>	<u>2005 Request</u>	<u>2005 Executive</u>	<u>2005 Adopted</u>
Affirmative Action	610,003	602,640	602,640	596,487	636,238	649,818
<b>Agency Total</b>	<b>\$ 610,003</b>	<b>\$ 602,640</b>	<b>\$ 602,640</b>	<b>\$ 596,487</b>	<b>\$ 636,238</b>	<b>\$ 649,818</b>

### Adopted Budget Highlights

The Budget includes:

1. Effective January 1, 2005, the creation of the Department of Civil Rights, with Divisions of Affirmative Action and Equal Opportunity. The Department of Civil Rights will be headed by a high-level Director who will become a member of the Mayor's Management Team. Current supervisory positions in the Divisions of Affirmative Action and Equal Opportunity will be allocated to agency management positions, such that there will be three management level positions devoted to the advocacy of civil rights. The current supervisor positions will not be deleted until the new manager positions are filled competitively. In addition, there is created within the Division of Affirmative Action a Civil Rights Recruitment Specialist to further focus efforts on making the City workforce more diverse. As space becomes available, the agencies will co-locate in order to fully realize service efficiencies and enhancements.
2. Approve the Dept of Civil Rights and other services regarding civil rights (fair housing testing, language assistance program, enforcement and education for minimum wage and minority recruitment) contingent upon final Council approval. Council approval will be based on a report by an ad hoc committee of 1 EOC staff person, 1 EOC commissioner, 1 AA staff person, 1 AA commissioner, 2 Mayor's Advisory Committee members, 2 City residents, the mayor or his designee, and 2 alders appointed by the Mayor and confirmed by the Common Council. The committee, which will be staffed by the interim director of human resources and the city attorney or their designees, will hold at least three public facilitated forums at locations in places other than downtown regarding the Department of Civil Rights and associated services and report back its recommendations to the Affirmative Action Commission and the Equal Opportunities Commission to be returned to the Common Council by March 1st, 2005. Implementation by the Common Council of organizational changes recommended in the report will require a simple majority vote as long as the changes fall within the proposed budget parameters and general organizational structure; otherwise, a 15-vote majority will be required.
3. Refer to the ad hoc committee an alternative organizational proposal for consideration. The proposal would create a Human Resources/Affirmative Action Department and incorporate the Equal Opportunities Commission in a Department of Civil Rights.
4. \$20,000 in support of Language Assistance and Interpretive Services to expand the Language Assistance Program in order to translate key City documents in multiple languages and have translators at significant meetings and public hearings.

The agency submitted \$94,024 in supplemental requests, of which \$71,019 is included in the Adopted Budget.

## 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 Division 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.

<b>Service Summary</b>			
	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2005 Adopted</b>
Total Expenditures	\$ 673,775	\$ 695,390	\$ 728,568
Less Inter-Agency Billings	63,772	92,750	78,750
Net Total	\$ 610,003	\$ 602,640	\$ 649,818

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

	<b>2003 Actual</b>	<b>2004 Budget</b>	<b>2004 Projected</b>	<b>2005 Request</b>	<b>2005 Executive</b>	<b>2005 Adopted</b>
Permanent Salaries	\$ 460,228	\$ 458,430	\$ 458,430	\$ 425,938	\$ 430,215	\$ 434,862
Hourly Employee Pay	0	13,130	13,130	0	13,000	13,140
Overtime Pay	1,388	0	0	0	0	0
Fringe Benefits	131,348	159,621	159,621	147,375	149,849	158,642
Purchased Services	22,675	12,922	12,922	13,014	33,014	33,014
Supplies	11,323	12,000	12,000	10,520	10,520	10,520
Inter-Departmental Charges	40,975	39,287	39,287	78,390	78,390	78,390
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	5,837	0	0	0	0	0
Total Expenditures	\$ 673,775	\$ 695,390	\$ 695,390	\$ 675,237	\$ 714,988	\$ 728,568
Inter-Agency Billings	63,772	92,750	92,750	78,750	78,750	78,750
Net Budget	\$ 610,003	\$ 602,640	\$ 602,640	\$ 596,487	\$ 636,238	\$ 649,818