

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>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 Projected</u>	<u>2006 Request</u>	<u>2006 Executive</u>	<u>2006 Adopted</u>
Affirmative Action	596,478	649,818	649,818	619,015	644,272	671,857
Agency Total	\$ 596,478	\$ 649,818	\$ 649,818	\$ 619,015	\$ 644,272	\$ 671,857

Adopted Budget Highlights

The Budget includes:

1. The deletion of a 1.0 FTE Administrative Clerk 1 and the addition of a 1.0 FTE Clerk-Typist 2 to recognize efficiencies associated with implementation of Voice-Over Internet Protocol telephones and the agency co-location as part of the Department of Civil Rights.

The agency submitted \$59,526 in supplemental funding requests, of which \$35,000 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 the AASPIRE Program (summer college interns). Administers the 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			
	2004 Actual	2005 Budget	2006 Adopted
Total Expenditures	\$ 660,328	\$ 728,568	\$ 750,607
Less Inter-Agency Billings	63,850	78,750	78,750
Net Total	\$ 596,478	\$ 649,818	\$ 671,857

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

	<u>2004 Actual</u>	<u>2005 Budget</u>	<u>2005 Projected</u>	<u>2006 Request</u>	<u>2006 Executive</u>	<u>2006 Adopted</u>
Permanent Salaries	\$ 441,499	\$ 434,862	\$ 434,862	\$ 376,450	\$ 420,675	\$ 435,818
Hourly Employee Pay	15,323	13,140	13,140	13,140	13,140	13,613
Overtime Pay	432	0	0	0	0	0
Fringe Benefits	137,636	158,642	158,642	137,468	153,500	164,909
Purchased Services	12,058	33,014	33,014	33,014	33,014	33,574
Supplies	14,094	10,520	10,520	10,520	10,520	10,520
Inter-Departmental Charges	39,287	78,390	78,390	92,173	92,173	92,173
Debt/Other Financing Uses	0	0	0	0	0	0
Capital Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$ 660,328	\$ 728,568	\$ 728,568	\$ 662,765	\$ 723,022	\$ 750,607
Inter-Agency Billings	<u>63,850</u>	<u>78,750</u>	<u>78,750</u>	<u>43,750</u>	<u>78,750</u>	<u>78,750</u>
Net Budget	<u>\$ 596,478</u>	<u>\$ 649,818</u>	<u>\$ 649,818</u>	<u>\$ 619,015</u>	<u>\$ 644,272</u>	<u>\$ 671,857</u>