

# Equal Employment Opportunity/Affirmative Action (Title VII) and Service Delivery (Title VI) Compliance Programs



## City of Madison Affirmative Action Division

### Our Mission

It is the mission of the Affirmative Action Division (AAD) to ensure that the City of Madison provides equal opportunity for all employees and citizens seeking access to City services and employment.

Lucía Nuñez, Director  
Department of Civil Rights  
Affirmative Action Division  
210 Martin Luther King, Jr. Blvd., Rm. 523  
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### EEO/AA ADMINISTRATION

Christie Hill .....(608) 267-8634

#### ■ Title VII and EEO/AA Policy Development

- Title VII and EEO/AA Planning/Oversight
- Title VII EEO/AA Demographic Analysis
- Title VII and EEO/AAA Training

#### ■ Title VI Policy Development

- Title VI Planning Oversight
- Title VI Complaint Investigation / Resolution
- Title VI Training

#### ■ Administrative Procedure Memorandum No. 3-5

#### ■ Prohibited Harassment and/or Discrimination Policy Coordinator

#### ■ Personnel Activity Monitoring, City-Wide

Harper Donahue, IV.....(608) 266-6511

#### ■ Recruitment

#### ■ Affirmative Action Student Professionals In Residence (AASPIRE) Internships and Youth Programs

### LANGUAGE ASSISTANCE PROGRAM (LAP)

Christie Hill .....(608) 267-8634

LAP ensures that programs and activities of the city of Madison are accessible to persons who, as a result of national origin, are limited in their English proficiency (LEP).

#### ■ Training in LEP policy and procedures

#### ■ LEP compliance monitoring

### CONTRACT COMPLIANCE PROGRAM

Norman Davis.....(608) 267-8759

Bertha Gaona.....(608) 266-4910

Colier McNair.....(608) 266-6510

Stephanie Oyler.....(608) 267-1141

#### ■ Targeted Business Program Administration

- Minority/Women Business Enterprises (M/WBE)
- Disadvantaged Business Enterprises (DBE)
- Small Business Enterprises (SBE)

#### ■ AA Monitoring and Enforcement

- Contractors and Subcontractors
- Vendors and Suppliers
- Community-Based Organizations

#### ■ Prevailing Wage Monitoring and Enforcement

- Public Works
- Planning and Development
- M/WBE Purchasing Achievement Compliance

### STAFF SUPPORT

Robin Bloom.....(608) 267-1127

#### ■ Administrative Assistance to AA Manager

#### ■ Clerical Support for AAD staff

## Commissions & Committees

The Affirmative Action Division works with the following commissions and committees in an effort to achieve the City's prescribed Affirmative Action goals:

### **AFFIRMATIVE ACTION COMMISSION (AAC)**

The Affirmative Action Commission consists of eleven (11) members appointed by the Mayor. The members are appointed from the entire City and at no time does the total number of women, persons with disabilities, and ethnic minority members constitute less than a majority. These members, who are not compensated, are committed to the extension of equal employment opportunities and are representative of the affected and/or under-represented groups of the Madison community.

### **REVEREND DR. MARTIN LUTHER KING, JR. HUMANITARIAN AWARDS COMMITTEE**

The Rev. Dr. Martin Luther King, Jr. Humanitarian Awards Committee identifies individuals (adult, young adult and youth) within the Madison Community who have made outstanding and significant contributions in the spirit of brotherhood, sisterhood and harmony towards making our city an ideal place in which to live. Awards are presented each year during the annual Martin Luther King, Jr. Celebration.

## **MADISON EMPLOYEES' COMMITTEE ON AFFIRMATIVE ACTION (MECAA)**

The City of Madison's Employees' Committee on Affirmative Action is comprised of City employees who have demonstrated an interest in participating in the development of pro-active policies and practices that are aimed at preventing and eliminating discrimination in employment and service delivery. The members are representative of the City's workforce. The purpose of the committee is to work with the Affirmative Action Division on a collaborative basis to identify areas of concern relative to employment opportunities for members of affirmative action group members.

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# Affirmative Action Division Directory

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City of Madison Department of Civil Rights

# DCR

## Affirmative Action Division

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If you need an accommodation in order to access this service or need materials in Braille, large print or an alternate format, please contact our office.