

## DES MOINES WATER WORKS

Board of Water Works Trustees

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### MEMORANDUM

DATE: March 30, 2022  
TO: Ted Corrigan, CEO and General Manager  
FROM: Doug Garnett, Director of Human Resources  
SUBJECT: 2021 Affirmative Action Program Overview

The Human Resources Department again contracted with OutSolve to complete our 2021 Affirmative Action Plan. Based on the information we provided to OutSolve, we have the following placement goals for this year.

#### 2022 Placement Goals

- Executive/Senior Level Officials and Managers: No placement goals.
- First/Mid-Level Officials and Managers: No placement goals.
- Professionals: No placement goals.
- Technicians: No placement goals.
- Administrative Support Workers: No placement goals.
- Craft Workers - Employees needed to meet the availability goal: **9 Full-Time Equivalents** for females.
- Laborers and Helpers - No placement goals.
- Service Workers: No placement goals.

In 2021, we filled a total of 53 vacancies. Thirty-one (31) of those vacancies were filled internally through transfers or promotions. Twenty-two (22) positions were filled externally. Three of these internal recruitments were filled by minority males. Three (3) females received internal promotions. External recruitments resulted in the hiring of five (5) females and two (2) minority females.

In calendar year 2021, we received a total of 771 applications for open positions. A total of 228 of those applications were received from female candidates, including 57 applications from minority female candidates. We also received 99 applications from minority male candidates.

We are continuously looking for outreach initiatives and activities to assist us in attracting and retaining a workforce that reflects the community we serve. These efforts included the following:

- The senior management team attended a training titled “The Business Case for Diversity” presented by Claudia Schabel.
- HR staff attended a webinar conducted by the Greater Des Moines Partnership titled “Tapping Immigrant Talent”.
- HR staff attended a webinar titled “Equity in Local Government in Iowa”.

Human Resources will continue to ensure that the company’s policy of equal employment opportunity is understood, supported and adhered to by all employees. We each have the responsibility for promoting equal employment opportunity and applying affirmative action principles at Des Moines Water Works.