

RESOLUTION NO. R 2486

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AMENDING ITS AFFIRMATIVE ACTION PROGRAM (CONTAINED IN RESOLUTION NO. R-2335), BY WAY OF UPDATING GOALS AND TIME TABLES, AND INSERTING REFERENCE TO WOMEN WHERE NECESSARY TO REFLECT THE CITY OF KIRKLAND'S DECLARED POLICY OF EQUAL EMPLOYMENT OPPORTUNITY.

BE IT RESOLVED by the City Council of the City of Kirkland as follows:

The following sections and subsections of Resolution No. R-2335 are amended to read as follows:

Section I. The following subsections of Section III of Resolution No. R-2335 are amended to read as follows:

- (4) Provide orientation for all new employees, specifically emphasizing how the City assures equal opportunity and the significance of the Affirmative Action Program. Encourage all employees, specifically minorities, and women, to avail themselves of services rendered.
- (6) Accomplish recruiting in such a manner as to inform the greatest possible number of minorities and women in the Kirkland area of employment and to make known that such applicants are sought. With regard to minorities, and women, a description of each position shall be:
 - (a) Advertised in area news media, daily and/or weekly editions.
 - (b) Circulated to current staff and present employees who shall be encouraged to refer minority and women applicants.
 - (c) Distributed to minority, women and human relations organizations, requesting the referral of qualified minority and women applicants. An up-to-date listing of these organizations and their spokespersons shall be maintained by the E.E.O Officer. All employment notifications shall include the "Equal Opportunity Employer" statement and date of publication, and shall be published at least ten (10) days prior to cutoff date for receiving applications.

Section II. The following appendixes, reflective as of this date, including time tables and specific programs proposed to facilitate the achievement of Equal Employment goals are hereby added to Resolution No. R-2335:

- (1) Part I (1977)
- (2) Part II (1977)
- (3) ATTACHMENT B (1977)


PASSED BY MAJORITY VOTE of the Kirkland City Council in regular meeting on the 19th day of December, 1977.

SIGNED IN AUTHENTICATION thereof on the 19th day of December, 1977.



MAYOR

ATTEST:



Director of Administration and
Finance
(ex officio City Clerk)

PART II (1987)

The City of Kirkland has a policy that it will make the necessary notification regarding position openings on the permanent staff through public advertisement for two weeks prior to interview closure. Open positions are also registered with the Washington State employment program and any other organization that would be appropriate. All advertisements shall contain the words "The City of Kirkland is an equal opportunity employer" and indicate that minority and women applicants are sought; in addition, agencies serving high concentrations of minorities and women will be notified of all openings and asked to recommend applicants.

PART I (1977)

GOALS AND TIMETABLES

The total work force of the City of Kirkland as of 10-31-77 is 100 people--75 males and 25 females--of which 5 are minority. Converting these figures to percentages of the total work force, the males comprise 75%, females comprise 25%, and minorities comprise 5%.

Using the Seattle-Everett Metropolitan area as a baseline, the City of Kirkland compares as follows:

	<u>SMSA</u>	<u>City of Kirkland</u>	<u>Disparity as of 10-31-77</u>
Male	59.8%	75%	+15.2%
Female	40.2%	25%	-15.2%
Minorities	9.0%	5%	- 4.0%

Our goal is to correct the disparity in all categories of employment within the City as generally indicated below. Chart I, attachment B, shows the areas of disparity and the percentages of correction necessary. The City has an attrition rate of 6.7% a year based on an analysis of the last ten years, 1964-1975, using an average payroll of 90 employees for the same period.

These goals will be achieved in the following manner:

Year I (1978)

Provided that sufficient turnover or expansion occurs, we will strive to:

1. Correct 20% or more of the total disparity of females which exists today.
2. Correct 50% or more of the total disparity of minorities which exists today.

Year II (1979)

Provided that sufficient turnover or expansion occurs, we will strive to:

1. Correct 20% or more of the total disparity of females which exists today.
2. Correct 50% or more of the total disparity of minorities which exists today.

Years III through V

Provided that sufficient turnover or expansion occurs, we will strive to correct any remaining disparities and ensure to the maximum extent feasible that parities be maintained in all categories.

These goals will be strictly supervised and documented so as to revise and update relevant data as required to promote their achievement.

Attachment B (1977)

Chart I

City of Kirkland
Staff Distribution by Sex and Ethnic Background 10-31-77

Employee Category	Number of Positions	Sex		Black	Hispanic	Asian	Native American	White
		Male	Female					
Officials/Admin.	8	8						8
Professional	22	17	5					22
Technicians	12	6	6			1		11
Protective Serv.	26	26				1		25
Para-Professional								
Office/Clerical	14		14		1			13
Skilled Crafts	14	14		1	1			12
Serv./Maint.	4	4						4
Total	100	75	25	1	2	2	0	95
% Distribution for City of Kirkland		75%	25%	1%	2%	2%	0%	95%
Distribution for King-Sno Metro Area		59.8%	40.2%	3.5%	2.1%	2.9%	.8%	92.5%
Variance		+15.2%	-15.2%	-2.5%	-.1%	-.9%	-.8%	+ 2.5%

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