



September 23, 2009

**MEMORANDUM****TO:** Department Directors and Elected Officials**FR:** Ray Walton, Director**RE:** Diversity Progress Report – July 2009

Attached is the monthly Diversity Progress Report that provides an update on your department's progress from the June report to July 23, 2009, and the net change for fiscal year-to-date. During the fiscal year-to-date, there was a decrease of 6 employees in the Executive Branch. Please note that month to month workforce totals for employees in the Executive Branch are decreasing. During the June to July reporting period, there was:

- A decrease of 6 total employees in the workforce.
- A decrease of 3 Females in the workforce.
- An increase of 15 Minorities in the workforce.
- An increase of 3 Persons with Disabilities:

This chart summarizes the incremental changes in the Executive Branch workforce as of the current reporting period and since EOFY 2005:

Net Change Period	Total	Female	% of State Workforce	Minority Totals	% of State Workforce	PWD Totals	% of State Workforce
July '09	20,472	10,521	51.40%	1,209	5.90%	1,083	5.30%
June '09	20,478	10,524	51.40%	1,194	5.80%	1,080	5.30%
<b>Monthly Change</b>	-6	-3		15		3	
<b>Net Change FY to Date</b>	-6	-3		15		3	
EOFY 2009	20,478	10,524	51.40%	1,194	5.80%	1,080	5.30%
EOFY 2008	20,516	10,496	51.16%	1,177	5.74%	1,135	5.53%
EOFY 2007	19,932	10,105	50.70%	1,081	5.42%	1,198	6.01%
EOFY 2006	19,674	9,889	50.26%	1,022	5.20%	1,290	6.56%
EOFY 2005	19,283	9,648	50.03%	977	5.07%	1,322	6.86%
<b>Net Change EOFY05</b>	1189	873		232		-239	

## Diversity Progress Report

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Please review the enclosed report with your hiring managers and supervisors, noting the following key points:

- Diversity Progress Summary – This report documents net changes in the State’s workforce and your agency from the end of FY 2009 to July 23, 2009. The top section provides workforce change data for the Executive Branch overall, and the bottom section shows workforce change data for your agency, both monthly and year-to-date.
- Current Hiring Opportunities – This report provides a list of current underutilized vacancies for your agency. (You will not receive it if you do not have vacancies.) Protected class applicant counts will appear in this report only when the job class is underutilized, and when protected class applicants are available on the lists. For more detail about your underutilized vacancies, please refer to the hiring lists (excel spreadsheets) that are issued to your agency’s personnel assistant.

This report is useful for:

- Indicating progress with your diversity hiring efforts.
- Monitoring the timeliness of your agency’s hiring processes.
- Assisting DAS-HRE in closing applicant lists for which hires have been made, closed, or require no further action. If the current hiring opportunities identified are no longer active, but are not closed, your personnel assistant should apply final codes in the BrassRing applicant tracking system, so that the appropriate requisition record can be closed by DAS-HRE. This will provide DAS-HRE with critical information to accurately monitor applicant flow and hiring outcomes.

For assistance in improving the composition of your applicant pool, please contact Robin Jenkins, State Recruitment Coordinator, at 515-725-2095 or at [robin.jenkins@iowa.gov](mailto:robin.jenkins@iowa.gov). Recruitment is critical in addressing diversity in the workforce.

If you have questions or need additional information about the Diversity Progress Report, please contact Jesus Estrada at [jesus.estrada@iowa.gov](mailto:jesus.estrada@iowa.gov).

Thank you for your attention to this issue.

DIVERSITY PROGRESS SUMMARY  
FOR FEMALES, MINORITIES AND PERSONS WITH DISABILITIES  
NET CHANGE DURING FY 2010 BEGINNING EOFY 2009 (6/25/09)

EXECUTIVE BRANCH

July-09		June-09					Net Change--Month				
Total	Fem	Min	Pwd	Total	Fem	Min	Pwd	Total	Fem	Min	Pwd
20,472	10,521	1,209	1,083	20,478	10,524	1,194	1,080	-6	-3	15	3
	51.4%	5.9%	5.3%		51.4%	5.8%	5.3%	-0.03%	0.00%	0.07%	0.02%
EOFY 09											
Total	Fem	Min	Pwd	Total	Fem	Min	Pwd	Total	Fem	Min	Pwd
20,472	10,521	1,209	1,083	20,478	10,524	1,194	1,080	-6	-3	15	3
	51.4%	5.9%	5.3%		51.4%	5.8%	5.3%	-0.03%	0.00%	0.07%	0.02%

ADMINISTRATIVE SERVICES

July-09		June-09					Net Change--Month				
Total	Fem	Min	Pwd	Total	Fem	Min	Pwd	Total	Fem	Min	Pwd
403	173	45	34	402	174	44	35	1	-1	1	-1
	42.9%	11.2%	8.4%		43.3%	10.9%	8.7%	0.25%	-0.36%	0.22%	-0.27%
EOFY 09											
Total	Fem	Min	Pwd	Total	Fem	Min	Pwd	Total	Fem	Min	Pwd
403	173	45	34	402	174	44	35	1	-1	1	-1
	42.9%	11.2%	8.4%		43.3%	10.9%	8.7%	0.25%	-0.36%	0.22%	-0.27%