

# City of Minneapolis

## Request for Committee Action

**To:** Committee of the Whole  
**Date:** 7/20/2016  
**Referral:** N/A  
**From:** Human Resources  
**Lead Staff:** Patience Ferguson  
**Presented by:** Patience Ferguson, Marylin Talarico, and Deb Krueger.  
**File Type:** Action  
**Subcategory:** City Policy

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**Subject:**

Strategic Workforce Planning

**Description:**

1. Receiving and filing a report on progress toward the Workforce Assessment and Diversification staff directive dated April 15, 2015.
  2. Approving the Enterprise Workforce Representation goals of hiring:
    - 41% of the City's Workforce as People of Color by 2022
    - 45% of the City's Workforce as Women by 2022
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**Ward/Address:**

Not applicable

**Background/Analysis:**

On April 15, 2015, the following Staff Directive was issued, as stated below:  
Workforce Assessment and Diversification ([15-00428](#)):  
Receiving and Filing presentation on Workforce Planning.

**Action Taken: Received and Filed, with the following staff directive.**

Staff Directive by Glidden and A. Johnson, as amended by Warsame and Yang:  
In alignment with City goals and strategic direction, City Departments, in collaboration with the Human Resources Department, are directed to develop a workforce planning process that supports the enterprise.

Plans will have specific goals and objectives designed to meet departmental workforce needs, factoring anticipated turnover rates and affirmative action plans and goals. In addition, the following information will be included:

- a) Assessment of workforce needs at a minimum of 3-5 years.
- b) Formal assessment of opportunities and challenges in diversifying their workforce.
- c) Engagement of Human Resources best practices in the assessment of position descriptions to:
  - a. Remove unnecessary requirements, certifications, and education levels.
  - b. Include fluency in the most commonly used languages in the city, as well as multicultural competency, as a desired/required skill, in particular on jobs that involve direct services.

**Financial Review:**

**No financial impact**

**Attachments:**

July 20, 2016, Strategic Workforce Planning Presentation