

EMPLOYMENT OF PROFESSIONALS BY IOWA MUNICIPAL GOVERNMENTS

June 1981

A monograph of the Iowa Advisory Committee to the United States Commission on Civil Rights prepared for the information and consideration of the Commission. This monograph will be considered by the Commission, and the Commission will make public its reaction. In the meantime, the contents of this monograph should not be attributed to the Commission but only to the Iowa Advisory Committee.

EMPLOYMENT OF PROFESSIONALS BY IOWA MUNICIPAL GOVERNMENTS

A report prepared by the Iowa Advisory
Committee to the U.S. Commission on Civil Rights

ATTRIBUTION:

The findings and recommendations contained in this monograph are those of the Iowa Advisory Committee to the United States Commission on Civil Rights and, as such, are not attributable to the Commission. This monograph has been prepared by the State Advisory Committee for submission to the Commission and will be considered by the Commission in formulating its recommendations to the President and Congress.

RIGHT OF RESPONSE:

Prior to publication of a monograph, the State Advisory Committee affords to all individuals or organizations that may be defamed, degraded, or incriminated by any material contained in the monograph an opportunity to respond in writing to such material. All responses received have been incorporated, appended, or otherwise reflected in the publication.

LETTER OF TRANSMITTAL

Iowa Advisory Committee to the
U.S. Commission on Civil Rights
June 1981

MEMBERS OF THE COMMISSION

Arthur S. Fleming, Chairman
Mary F. Berry, Vice Chairman
Stephen Horn
Blandina C. Ramirez
Jill S. Ruckelsbaus
Murray Saltzman

Louis Nunez, Staff Director

Dear Commissioners:

The Iowa Advisory Committee submits this monograph on its review of nine Iowa local governments' employment of minority, female, handicapped and older persons in professional positions as a part of its responsibility to advise the Commission about civil rights problems within the State. The Committee analyzed utilization patterns for professionals in the cities of Burlington, Cedar Rapids, Council Bluffs, Davenport, Des Moines, Dubuque, Marshalltown, Sioux City and Waterloo, their affirmative action plans and efforts to recruit for professional positions.

The Advisory Committee found little overall underutilization of minorities, male and female, with the exception of Cedar Rapids and Sioux City, based on EEOC labor force availability data for Iowa. However, analyses of the number of professionals employed by major departments of the local governments--fire and police, parks recreation, public works and general administration--showed the relative absence of minority professionals except in general administration departments.

The Advisory Committee found significant underutilization of white female professionals by the local governments, except for Davenport. The Committee calls upon the municipalities to review their affirmative action plans to determine why this underutilization has occurred, how the underutilization might be remedied and revise their plans and programs accordingly.

The Advisory Committee found that 1.4 percent of professionals employed by the cities were handicapped and a majority of the cities employed older workers as professionals. There was a disparity in the employment of older women vs. older men by the city governments. But there is no readily available data by which to determine the availability of handicapped persons with professional skills. The Committee calls upon the State Job Service to collect and maintain data on availability of handicapped persons, and also maintain or fund another organization to maintain a register of qualified handicapped persons seeking employment. It also suggests that the State Job

Service collect data on availability of older workers so that employers may determine whether they have underutilization problems regarding older women.

The Advisory Committee found that all the cities reviewed had affirmative action plans. While some noteworthy affirmative action efforts were evident, in many instances key elements were missing. Some cities cited successful efforts in the recruitment of women and minorities for professional positions; but, the underutilization, particularly of white women, suggests that affirmative action plans have not resulted in the level of outreach that might be possible.

The Advisory Committee urges the municipalities to review and revise their affirmative action plans to increase emphasis on recruitment, hiring and promotion of minorities, women, the handicapped and older workers. It suggests the Iowa Civil Rights Commission to develop an effective affirmative action model plan which could be used by most Iowa local governments with minor modifications to meet local circumstances.

We urge you to concur in our recommendations and to assist the Advisory Committee in follow-up activities.

Respectfully,

LEE B. FERGUSON, Chairperson
Iowa Advisory Committee

MEMBERS OF THE
IOWA ADVISORY COMMITTEE

Lee B. Furgerson, Chairperson
Des Moines

Louise H. Goldman
Davenport

Louise E. Cribbs, Vice Chairperson
Waterloo

Virginia Correa Jones
Ames

Peg Anderson
Bettendorf

Naomi S. Mercer
Des Moines

Harold E. Butz
Des Moines

Marilyn O. Murpny
Sioux City

John M. Ely, Jr.
Cedar Rapids

Ernest L. Ricehill
Sioux City

John M. Estes, Jr.
Des Moines

Stephen D. Rocha
Des Moines

Signi Falk
Cedar Rapids

William A. Stauffer
Des Moines

Gregory H. Williams
Iowa City

THE UNITED STATES COMMISSION ON CIVIL RIGHTS

The United States Commission on Civil Rights, created by the Civil Rights Act of 1957, is an independent, bipartisan agency of the executive branch of the Federal Government. By the terms of the act, as amended, the Commission is charged with the following duties pertaining to discrimination or denials of the equal protection of the laws based on race, color, religion, sex, age, handicap, or national origin, or in the administration of justice: investigation of individual discriminatory denials of the right to vote; study of legal developments with respect to discrimination or denials of the equal protection of the law; appraisal of the laws and policies of the United States with respect to discrimination or denials of equal protection of the law; maintenance of a national clearinghouse for information respecting discrimination or denials of equal protection of the law; and investigation of patterns or practices of fraud or discrimination in the conduct of Federal elections. The Commission is also required to submit reports to the President and the Congress at such times as the Commission, the Congress, or the President shall deem desirable.

THE STATE ADVISORY COMMITTEES

An Advisory Committee to the United States Commission on Civil Rights has been established in each of the 50 States and the District of Columbia pursuant to section 105(c) of the Civil Rights Act of 1957, as amended. The Advisory Committees are made up of responsible persons who serve without compensation. Their functions under their mandate from the Commission are to: advise the Commission of all relevant information concerning their respective States on matters within the jurisdiction of the Commission; advise the Commission on matters of mutual concern in the preparation of reports of the Commission to the President and the Congress; receive reports, suggestions, and recommendations from individuals, public and private organizations, and public officials upon matters pertinent to inquiries conducted by the State Advisory Committee; initiate and forward advice and recommendations to the Commission upon matters in which the Commission shall request the assistance of the State Advisory Committee; and attend, as observers, any open hearing or conference which the Commission may hold within the State.

ACKNOWLEDGMENTS

This monograph was produced with the assistance of the Commission's Central States Regional Office. The investigation and monograph were the principal staff assignment of Etta Lou Wilkinson. The report was written by Malcolm Barnett. Legal sufficiency review was conducted by Elaine M. Esparza and support services from Jo Ann Daniels and Gloria O'Leary. The project was undertaken under the overall supervision of Melvin L. Jenkins, Esq., Director, Central States Regional Office.

Introduction

On October 8, 1980, the Iowa Advisory Committee decided to conduct a study of the role of minority, female, handicapped and persons 40-70 who are professional employees of Iowa local governments. To do so it selected nine local governments for review--based on size and/or access to a center of minority population. The local governments selected were: Burlington, Cedar Rapids, Council Bluffs, Davenport, Des Moines, Dubuque, Marshalltown, Sioux City and Waterloo. On February 27, 1981, these cities were sent a letter requesting that they supply information for the study. The municipalities' responses are incorporated in this monograph. The Advisory Committee is grateful for the efforts of all the municipal officials who participated in the framing of those responses. All were asked to comment on the draft monograph which was sent to them so that they could correct any errors or omissions and verify the accuracy of the data. Only Sioux City reported any inaccuracies or made other comments or corrections.

It should be emphasized that this is not a comprehensive review of either employment or affirmative action. The Advisory Committee did not interview all those involved in city government or representatives of minority people, women, the handicapped and persons 40-70. The Committee's study is further limited because it focuses on professional employment and contains only references to other categories of workers. What the Advisory Committee has done is to compare actual utilization, as reported by the municipalities, to the available labor force statistics; review the affirmative action plans submitted by the municipalities; and, summarize the information on efforts to recruit professionals that was supplied by each of the municipalities. The findings and recommendations are based on these data and should not be construed as a comprehensive or final review of local government affirmative action efforts.

This monograph is part of a series of reports that the Iowa Advisory Committee has undertaken to review public sector commitment to equal employment opportunity. The first such report was prepared jointly with the other Advisory Committees in Region VII (Iowa, Kansas, Missouri and Nebraska) on State government affirmative action efforts. That report, published in 1973, soon will be updated.

The Advisory Committee reviewed affirmative action efforts in Des Moines as part of its study of the CETA program in the central Iowa region and reviewed the affirmative action efforts of Tama and Toledo as part of a study of race relations in Tama County (which will be published in summer, 1981). These studies are undertaken as part of the Advisory Committee's contribution to fulfilling the statutory mandate of the Commission, "To study and collect information concerning legal developments constituting discrimination or a denial of equal protection of the laws under the Constitution because of race, color, religion, sex, age, handicap or national origin or in the administration of justice."¹

1. Analysis of Statistics

The Advisory Committee requested data on minority, female, aged and handicapped employees of the nine local governments. It obtained copies of the official reports those governments submit to the U.S. Equal Employment Opportunity Commission which subdivide local government workers by job category, salary level, race and sex. It also obtained data on professional employees and on professional employees whose positions are funded by the Federal, State or county governments, divided by race, sex, age and disability. A summary of the data which the local governments submitted to the U.S. Equal Employment Opportunity Commission is printed in appendix A of this monograph. This provides the most detailed profile.

There are situations where statistical data of the kind obtained by the Advisory Committee can be used to show that there is, or is not, discrimination in employment. The data reported here do not permit such statements. What can be stated is that there are disparities from standard comparative measures that suggest the possibility of underutilization and discrimination. Even such statements are made with caution. Because Iowa's minority population is relatively small, the proportion of people from each of the principal minority groups in the available labor force is also small. Thus, where the proportion of a minority group available to be employed in a job category is less than 1 percent, parity would mean employment of a fraction of a person--clearly an artificial notion. Because the numbers of employees are small, even larger percentages, up to 4.4 percent, are needed to equate to one worker. The statistics on white women workers are not subject to the same problem because white women constitute a significant proportion of the available labor force in Iowa. Although the Advisory Committee uses several comparative measures and sometimes makes reference to disparities where only a small number of persons are available, it has attempted to

distinguish these from "significant disparities" where the statistical discrepancies are sufficiently large to suggest that a real possibility exists for employing persons from a given group. Even in these instances, however, the Advisory Committee is not asserting that a disparity is the same as discrimination. For many reasons, some identified in this report, and despite the best of intentions and good faith efforts, statistical disparities might exist which are not the consequence of discrimination. What a disparity does imply is that, assuming resources are available, a greater effort should be made to ensure that all that can be done, by way of recruitment, hiring procedure or promotion of an "underrepresented group", is being done where the actual work force of a local government is disparate from the available labor force.

EEOC's estimates of the civilian labor force for Iowa are that 98.22 percent of it is nonminority. Black men make up only 0.57 percent, black women are 0.45 percent, Hispanic men are 0.36 percent, Hispanic women are 0.19 percent and each of the other categories (Asian men and women; American Indian men and women, Other men and women) contribute less than one-tenth of one percent.²

Table 1 shows the total employment pattern for the nine local governments which provided copies of their latest submissions to EEOC. Comparison of this data to the civilian labor force for Iowa shows that there is consistently a larger proportion of white males employed by local governments than are available in the State labor force. The proportion of each other group of males employed is either larger or not significantly smaller except in Cedar Rapids, Council Bluffs, Davenport, Des Moines, Sioux City and Waterloo where the proportion of black males is significantly higher. In Council Bluffs, Davenport and Des Moines the proportion of Hispanic males is significantly higher. In the case of Asian and American Indian males the low availability

Table 1

Total Employment Distribution of Local Government Employees by Race and Sex

Municipality	Total	MALE					FEMALE				
		White No. %	Black No. %	Hispanic No. %	Asian/ Pac. Islr. No. %	Am. Indian/ Al. Native No. %	White No. %	Black No. %	Hispanic No. %	Asian/ Pac. Islr. No. %	Am. Indian/ Al. Native No. %
Burlington	293	231(78.8)	7(0.3)	1(0.3)	1(0.3)	57(19.5)	2(0.7)				
Cedar Rapids	1131	872(77.1)	29(2.6)	3(0.3)		219(19.4)	8(0.7)				
Council Bluffs*	449	346(77.1)	7(1.6)	6(1.3)		1(0.2)	82(18.3)	4(0.9)	1(0.2)		
Davenport	917	666(72.6)	24(2.6)	11(1.2)		2(0.2)	198(21.6)	14(1.5)	1(0.1)	1(0.1)	
Des Moines	1807	1496(82.8)	61(3.4)	16(0.9)	4(0.2)	3(0.2)	203(11.2)	18(1.0)	3(0.2)	1(0.1)	
Dubuque	581	477(82.1)	4(0.7)	2(0.3)	1(0.2)		96(16.5)			1(0.2)	
Marshalltown	179	142(79.3)	1(0.6)		1(0.6)		35(19.6)				
Sioux City	863	684(79.3)	8(0.9)	3(0.3)		6(0.7)	154(17.8)	5(0.6)	1(0.1)	2(0.2)	
Waterloo	640	500(78.1)	27(4.2)	1(0.2)			97(15.2)	14(2.2)	1(0.2)		
Civilian Labor Force (1980) Proportions		62.0	0.6	0.4	0.1	0.0	36.2	0.4	0.2	0.0	

*Council Bluffs' total number of employees includes 2 "Other" males.

SOURCE: EEO-4 data supplied by the local governments, on file at CSRO and EEOC documents.

makes comparison pointless. The proportion of white females employed by local governments is significantly smaller than the proportion in the State labor force, only two-thirds of the available labor force in the best case. The proportion of black females employed is significantly greater than availability in the cities of Burlington, Cedar Rapids, Council Bluffs, Davenport, Des Moines, Sioux City and Waterloo. The proportions of other minority women in the labor force are so small that any comparison is pointless.

In analyzing the data in this report, the Advisory Committee regards a disparity as significant if the discrepancy between the standard of availability and actual employment is greater than could be corrected by the addition of at least one person from a given race/sex group to the local government work force.

Table 2 shows the proportion of workers in each municipality who earn \$12,999 or less, divided by race and sex group. The proportions have to be treated with some caution since in many cases large proportions reflect the small number of workers from the ethnic group in city employment. But it is striking that the proportion of white female workers who earn \$12,999 or less is considerably larger than the proportion of white males who do so. Acknowledging the somewhat artificial nature of the proportion, the same is generally true for minority group workers, both male and female.

In the Iowa professional labor force, BEOC reports that 97.65 percent are nonminority. Black men are 0.53 percent, black women are 0.31 percent, Hispanic men are 0.49 percent, Hispanic women are 0.15 percent, Asian men are 0.54 percent and all other groups each contribute less than one-eighth of one percent.³ Later in this monograph the Advisory Committee reviews local government descriptions on recruitment which suggest that for many professional-level positions, the appropriate labor force data is not just

Iowa but includes the States immediately surrounding it. Table 3 profiles that labor force and includes two summary statistics: the proportion of persons from each ethnic/sex group in professional jobs and the proportion of persons in professional jobs who are from each ethnic/sex group. It is this data that serve as the basis of comparison in this monograph for the review of professional level personnel.

Table 3 contains two categories of professionals: all professionals and other professional workers. All professionals includes physicians, dentists and related practitioners, health workers, teachers, technicians other than health workers and a category "other professional workers."⁴ Because all the other categories are not usually represented in local government work forces, the category "other professional workers" seems to be a better estimator of the relevant available labor force.

A comparison of the data in Table 3 with that in Table 4 which shows employment of professionals by the nine local governments is hampered by the small numbers and proportions, even using the regional labor force estimates.⁵ For Burlington the proportions of persons in each minority group who are available are too small to result in employment of a single minority person. Thus, the employment of one black female is in excess of what could have been expected. For Cedar Rapids, the proportions are such that it could be expected to employ, 4 black men, 1 Hispanic man and 1 "other race" man,⁶ 3 black women, no Hispanic women and no "other race" women. In fact, Cedar Rapids employed 1 black man, 3 less than expected; no Hispanic man, one less than expected; no "other race" men, one less than expected; 7 black women, 4 more than expected. In aggregate, the city employed one fewer minority professional than could be expected. For Council Bluffs the proportions are such that it could be expected to employ one black male and one black female. The employment of one black male, four black females, and

Table 2

Percent of Local Government Employees Earning \$12,999 or Less (By Race and Sex)

	MALE					FEMALE				
	White	Black	Hispanic	Asian/ Pac. Isldr.	Am. Indian/ Al. Native	White	Black	Hispanic	Asian/ Pac. Isldr.	Am. Indian Al. Native
Burlington	26.3					80.8				
Cedar Rapids	20.9	58.6	33.3			63.2	12.5			
Council Bluffs	33.8	42.9	50.0			75.6	75			
Davenport	10.1	4.2	18.2			61.6	47.1	100		
Des Moines	8.3	24.5	12.5		33.3	69.1	44.5	33.3		100
Dubuque	50.6	75.0	50.0	50.0		82.9				
Marshalltown	15.4	100		100		85.1				
Sioux City	26.7	50.0	33.3		66.7	75.8	100	100		100
Waterloo	21.2	51.8				72.0	78.6	100		

SOURCE: EEO-4 data supplied by the municipalities and on file at CSRO.

Table 3

Laborforce Estimates for the Recruitment Area based on 1970 Census

	Total	White	Black	MALE			FEMALE		
				Other Races	Hispanic	White	Black	Other Races	Hispanic
Employed in all Occupations	11,259,629	6,600,309	386,017	37,757	115,257	3,894,673	313,277	27,596	59,025
<u>All Professionals</u>									
Number	1,576,245	885,886	24,866	10,668	11,093	611,497	35,740	7,588	5,792
% of Ethnic Group	14.0	13.4	16.4	28.3	9.6	15.7	11.4	27.5	9.8
% of Job Category		56.2	1.6	0.7	0.7	38.8	2.3	0.5	0.4
<u>Other Professionals</u>									
Number	679,199	444,804	13,953	5,524	5,246	199,738	12,772	2,408	2,097
% of Ethnic Group	6.0	6.7	3.6	14.6	4.6	5.1	4.1	8.7	3.6
% of Job Category		65.5	2.1	0.8	0.8	29.4	1.9	0.4	0.3

NOTES: % of Ethnic Group is percent of persons from the ethnic/sex group who are in the job category.
 % of Job Category is percent of persons in the job category who are from the ethnic/sex group.
 States included are: Illinois, Iowa, Minnesota, Missouri, Nebraska, South Dakota and Wisconsin.

SOURCE: Job Service of Iowa, Research and Analytica Department.

Table 4

Iowa Local Governments

All Permanent Professionals (Percent by Row)

Municipality	MALE				FEMALE							
	W	B	H	AN/ AI	Asian/ PI	Persons 40-70 Handic.	W	B	H	AN/ AI	Asian/ PI	Persons 40-70 Handic.
Jurilington	Total 46	(excludes 40-70/HC) 39(84.8)				[22](47.8) [2](4.3)	6(13.0)	1(2.2)				[2](4.3)
Cedar Rapids **	184	135(73.4)	1(0.5)			[84](45.6)	41(22.3)	7(3.8)				[15](8.2)
Council Bluffs	67	52(77.6)	1(1.5)	2(3.0)		[42](67.7)	8(11.9)	4(6.0)				[1](1.5)
Davenport	143	88(61.5)	5(3.5)			[46](32.2) [1](0.7)	44(30.8)	5(3.5)	1(0.7)			[18](12.6)
Des Moines	183	148(80.9)	7(3.8)	1(0.6)	1(0.6)	[75](41.0) [3](1.6)	20(10.9)	5(2.7)			1(0.6)	[3](1.6) [1](0.6)
Dubuque*	92	73(79.4)	1(1.1)			NR NR	17(18.5)				1(1.1)	NR NR
Marshalltown	23	23(100.0)				[13](56.5)						
Sioux City	91	86(94.5)				[54](59.3) [3](3.3)	5(5.5)					[1](1.1)
Waterloo	30	16(53.3)	3(10.0)			[4](13.3) [1](3.3)	8(26.7)	3(10.0)				[3](10.0) [1](3.3)

**Cedar Rapids included both administrators and professionals in Chart A, although the instructions stated it was to report only professionals as defined by EEOC.

*Dubuque did not provide Chart A. Figures taken from EEO-4.

KEY:

W = White
 B = Black
 H = Hispanic
 AN = Alaskan Native
 AI = American Indian
 PI = Pacific Islander
 Handic. = Handicapped
 NR = Not Reported

SOURCE: Chart A of responses from the local governments, on file at CSRO.

two Hispanic males is in excess of what could be expected. For Davenport the availability data suggest it could have about three black males, one Hispanic male, one "other race" male, two black females and no Hispanic or "other race" females. In fact Davenport employed five black males and five black females, well above what could be expected, as well as one Hispanic female. For Des Moines the availability data suggest it could employ three black males, one Hispanic male, one "other race" male, three black females and no "other race" or Hispanic females. In fact, Des Moines employed seven black males and five black females, well above what could be expected. It employed one Hispanic male, which could be expected, and one "other race" male, which could be expected. It also employed one "other race" female, one above what could be expected. For Dubuque the availability data suggest that it could employ one black male and one black female, and none from the other minority groups. In fact it employed one black male and one Asian female. For Marshalltown the availability data suggests it could be expected to employ no minorities, and it did not employ any. For Sioux City the availability data suggest it could be expected to employ one black male, one black female, no Hispanic or "other race" men or women. In fact, Sioux City employed no minority professionals, male or female. Waterloo could be expected to employ no minority professionals. In fact it employed three black males and three black females.

For white females, professional employment does not nearly match expectations based on the size of the work force and the available labor force. Burlington could be expected to employ 13 white female professionals but employed only six. Cedar Rapids could be expected to employ 58 white women as professionals but employed only 41. Council Bluffs could be expected to employ 19 but employed only eight. Des Moines could be expected to employ 19 but employed only 20. Dubuque could be expected to employ 26 but employed only 17; Marshalltown could be expected to employ six but employed none.

Sioux City could be expected to employ 26 but employed only five. Waterloo could be expected to employ eight and did so. Davenport could be expected to employ 42 and actually employed 44.

Appended to this monograph in appendix B are charts showing the employment of professionals in the fire and police departments, parks and recreation departments, public works departments and general administrative departments of the nine municipalities. While there are no statistically significant disparities regarding minority employment that apply to all the municipalities, it is interesting to note the relative absence of minority professionals except in general administration departments. Also, the proportions of white female professionals in fire, police and public works departments are far below what might have been expected, and this disparity is significant.

Another way to look at disparity is to suggest that the proportion of employees from each ethnic group who are in each job category ought to be the same, or at least similar. The U.S. Commission on Civil Rights and the Census Bureau have used an "index of disparity" to measure differences on this basis.⁷ Table 5 provides the relevant comparison for professional workers of the municipalities.⁸ It is interesting that only Marshalltown and Cedar Rapids show a disparity of five percentage points. In Waterloo there is a disparity regarding black males and in Sioux City a disparity regarding both black men and women; in Davenport there is a disparity regarding black men.

It is sometimes alleged that minority and female workers are employed on "soft money," that is using grant funds provided by Federal, State or other sources outside the municipalities' controls and therefore more likely to be terminated. In five municipalities--Burlington, Cedar Rapids, Council Bluffs, Davenport and Des Moines--Table 6 shows that there are significant disparities between the proportions of white males on "soft money" and the proportion of minority or female professional employees on such jobs.

Table 5

Professionals From Each Group as a Proportion of all Workers From Their Own Ethnic Group

	MALE					FEMALE				
	White	Black	Hispanic	Asian/ Pac. Isldr.	Am. Indian/ Al. Native	White	Black	Hispanic	Asian/ Pac. Isldr.	Am. Indian/ Al. Native
Burlington	4.8			100.0		14.1				
Cedar Rapids	7.7					14.6	50.0			
Council Bluffs	15.9	14.3	16.7			15.9	50.0			
Davenport	11.4	4.2				12.2				
Des Moines	11.3	13.0	6.3	25.0	33.3	5.9	22.3		100	
Dubuque	15.3	25.0				17.6			100	
Marshalltown	16.9									
Sioux City	12.7					2.5				
Waterloo	11.8					10.3	7.1			

NOTE: Because this chart is based on EEO-4 data and not the Chart A's used in Table 4, and the numbers of professionals reported in these two documents are not the same, there are occasional discrepancies. See Appendix A for the data on which this table is based.

SOURCE: EEO-4 data supplied by the municipalities and on file at CSRO.

Table 6

Proportion of Professionals in Each Ethnic Group on Soft Money
(Jobs funded in whole or part by Federal, State or County payments)

Burlington					
N - 3/39 WM		3/6 WF			
% - 7.7		50.0			
Cedar Rapids					
N - 6/135 WM		7/41 WF	4/7 BF		
% - 4.4		17.1	57.1		
Council Bluffs					
N - 2/57 WM		2/8 WF	2/4 BF		
% - 3.5		25.0	50.0		
Davenport					
N - 5/88 WM	1/5 BM	16/44 WF	5/5 BF	1/1 HF	
% - 5.7	20.0	31.8	100.0	100.0	
Des Moines					
N - 11/178 WM	2/1 BM	4/20 WF	2/5 BF	1/1 ASF	
% - 7.4	28.6	20.0	40.0	100.0	

WM = White Male
BM = Black Male

WF = White Female
BF = Black Female

HF = Hispanic Female
ASF = Asian or Pacific Islander Female

NOTE: Marshalltown and Waterloo had no "soft money" positions.

Sioux City had soft money positions, but had no minority professionals and none of the five white females was on soft money.

Dubuque had both minority and female professionals who were not on soft money, while 15.1 percent of its white male professionals (11 persons) were on soft money positions.

The numerators in the fractions are the numbers of professionals whose jobs are funded by "soft money." The denominators are the total number of professionals.

SOURCE: Data provided by the local governments.

There is no readily available labor force data to analyze possible underutilization of handicapped or older workers (persons 40-70). The Advisory Committee did request that the municipalities provide data on the professionals they employ who are handicapped or older. Burlington, Davenport, Des Moines, Sioux City and Waterloo reported that they employed handicapped professional workers. Cedar Rapids, Council Bluffs, Marshalltown and Dubuque did not report that they did so. All the municipalities except Dubuque reported that they employed older workers as professionals. Table 4, which summarizes the reports of the municipalities, does show a marked disparity between the proportion of older male and the proportion of older female professionals. Of the 859 professionals employed, 12 are handicapped men or women. Whether 1.4 percent is a reasonable proportion of handicapped persons might well be questioned by seeking availability data. It would be particularly interesting to determine whether there are available handicapped professionals for those jurisdictions which currently employ none.

2. Analysis of Affirmative Action Plans and Recruitment Efforts

The Advisory Committee reviewed the affirmative action plans submitted by Burlington, Cedar Rapids, Council Bluffs, Davenport, Des Moines, Dubuque, Marshalltown, Sioux City and Waterloo.⁹ To do so the Advisory Committee used a standard first used in its 1978 study of State affirmative action efforts.¹⁰ Not all jurisdictions provided plans that included current year action elements. The contents of the plans are summarized in Table 7.

Information on the available labor force had been obtained by five of nine municipalities. Several of the jurisdictions merely determined total work force composition and did not study the work forces of individual municipal departments or agencies. Only three of the cities compared work force to labor force to determine underutilization. Only Burlington and Cedar Rapids failed to set long-term numeric goals for employment of minorities and women or planned to do so. Only Cedar Rapids, Des Moines and Sioux City neither set short term numeric goals nor stated they would set them. Only Davenport actually specified possible adjustments in its entry-level jobs to improve potential for minorities and women, although several other cities alluded to this kind of activity.

None of the cities had concrete proposals to identify barriers to career ladder opportunities. Only Des Moines planned to assess requirements to determine whether they had a disparate effect. Indeed, only Des Moines had any plans to address any of the upward mobility criteria.

Only Council Bluffs and Des Moines had identified the extent of the labor force pool from protected classes by functions and skills capacities. All the jurisdictions at least mentioned their efforts to identify groups able to assist in recruitment of persons from affected classes and to establish ongoing relations with such groups. But only Cedar Rapids, Des Moines and Marshalltown indicated they actually maintained regular contact with such

Table 7

Analysis of Local Government Affirmative Action Plans

	Burlington	Cedar Rapids	Council Bluffs	Davenport	Des Moines	Dubuque	Marshalltown	Sioux City	Waterloo
<u>COMPARE MANPOWER POOL WITH EMPLOYED WORKFORCE</u>									
1. Obtain information on available manpower from the State job service.	PI	A	PI	PI	PI	A	A	A	PI
2. Determine racial and sex composition of each sub-unit of the agency. If there are a large number of employees, determine within each sub-unit by job category. Determine for both the rank and salary held.	M	P	PI	PI	PI	PI	M	M	PI
3. Compare the data obtained in 2 with that in 1. Are there obvious disparities? Is there underutilization within any group analyzed?	A	A	PI	PI	M	A	A	A	PI
4. If there is underutilization:									
a. analyze what the causes are;	A	A	A	PI	A	PI	M	A	A
b. set long term goals based upon elimination of the underutilization;	A	M	PI	PI	PI	PI	P	M	PI
c. set short term goals based upon expected vacancies and the availability of persons to fill those vacancies--as indicated by the State job service and other sources;	PI	A	PI	PI	A	PI	P	A	PI
d. determine what actions might be taken that would reduce underutilization.	M	M	M	PI	M	P	A	A	M
<u>ANALYZED ENTRY LEVEL ROLES</u>									
Are their entry level roles requirements appropriate? Could they be pitched lower? Could jobs be divided to create two entry level roles at lower level than now postulated? Would restructuring benefit both the agency and underutilized classes? If no plan to restructure jobs.									
	M	M	M	PI	M	A	A	A	M
<u>CAREER LADDER OPPORTUNITIES</u>									
1. Identify barriers, both formal and informal.	M	M	M	A	M	A	A	A	A
2. Identify requirements and procedures for upward mobility. Do these have a disparate effect on protected groups?	A	A	M	A	P	A	M	A	A
3. To what extent do improper considerations effect upward mobility? Can alternate procedures be devised? (Ensure that a single factor or factors which adversely affect protected classes does not dominate upward mobility selections)	A	A	M	A	P	A	M	A	A
4. Ensure that affected classes get promoted proportionately to their share of the workforce of the agency, both by order to supervisory personnel and by establishing a tracking procedure.	M	M	M	A	M	A	M	A	A
5. Identify present affected class employees qualified for upward mobility and ensure that such employees are considered first when openings become available.	A	A	M	M	P	A	M	P	A
6. Establish career ladder patterns that ensure opportunities for upward mobility by use of clustering and natural progressions.	A	A	A	A	P	A	A	A	A
7. Establish patterns that prevent deadending.	A	M	A	A	M	A	A	A	A

Bureau
 Civil Rights
 Council Bluffs
 Des Moines
 Des Moines
 Dubuque
 Harlan
 Sioux City
 Waterloo

RECRUITMENT

1. Identify extent of laborforce pool that is from the protected classes by functions and skills capacities.	A	A	P	A	P	A	A	A	A
2. Identify groups able to assist in recruitment of persons from the affected classes.	P	M	PI	PI	P	M	P	P	PI
3. Establish contact with the identified groups on a regular and ongoing basis.	P	P	PI	PI	P	A	P	A	P
4. Ensure that they are informed of all job vacancies.	A	P	M	M	P	A	P	A	M
5. Make special effort to inform groups of job vacancies targeted for protected classes.	M	P	M	P	P	M	P	M	M
6. Revise recruitment procedures to minimize the proportion of candidates who are walk-ins.	A	A	A	A	A	M	A	A	A
7. Revise recruitment procedures to ensure checks on applicant flow.	A	P	P	P	M	A	P	A	PI
8. Revise recruitment procedures to eliminate blockages such as hostility to affected classes, real or perceived.	M	P	P	A	M	A	P	M	PI
9. Eliminate questions from application forms that are improper or illegal. Train supervisory staff so that they do not ask questions that are improper or illegal questions during oral interviews.	M	P	P	P	A	A	M	P	M
10. Ensure valid testing procedures using criterion validation procedures where possible, content validation where criterion is not possible.	P	M	P	P	A	A	M	M	P
11. Ensure job specifications are the minimum required.	P	P	P	P	P	A	P	A	A

RETENTION

1. Formalized grievance procedure with an appeal to an impartial group outside the agency in addition to in-house remedies.	P	M	P	P	P	P	A	P	PI
2. Ensure work schedules allow maximum opportunities for women with children who wish to work.	A	A	A	A	A	A	A	A	A
3. Policies involving layoffs, discharge and demotion must not have discriminatory impact.	M	M	P	M	A	M	M	M	M
4. Provide training for supervisors both on affirmative action policies and human relations.	A	P	P	M	M	M	A	P	M
5. Provide adequate personnel counseling.	M	A	P	M	M	M	M	P	M
6. Ensure that new facilities do not, by their location, discriminate against protected classes employment opportunities by making difficult access to housing, transportation, day care, etc.	A	A	P	A	A	A	A	A	A
7. Establish exit interview procedures to monitor possible discrimination.	A	M	P	P	M	M	A	A	M
8. Provide in-service and special education opportunities that will allow employees from protected classes to acquire the skills necessary for upward mobility.	M	P	M	A	M	M	M	P	M
9. Ensure fully desegregated social, professional and athletic associations associated with the agency.	M	A	A	A	A	A	A	A	A
10. Provide full maternity benefits and ample leave.	A	A	A	PI	P	A	A	A	A

EVALUATION

Devise an evaluation strategy that will adequately monitor all aspects of the affirmative action program including such vehicles as counts of minority and female employees, measures of change as well as measures that quantify the pace of change.

Records should be kept of all job applicants, the impact of different phases in the recruitment process, the impact of on-job experience and promotional opportunities afforded persons in protected classes.

Qualitative reviews should also be undertaken to assess what might be done to improve performance.

Burlington
Cedar Rapids
Council Bluffs
Davenport
Des Moines
Dubuque
Marshalltown
Sioux City
Waterloo

M	M	P	P	M	PI	A	P	P
M	P	P	M	M	A	A	A	PI
M	M	P	A	M	M	M	A	M

RESPONSIBILITY

Overall responsibility should rest with the chief executive officer of the agency.

But an affirmative action officer should have responsibility for day to day operation of the plan with access to the chief executive where problems arise.

Line supervisors should be responsible for implementation within the areas of their authority. This should be measured by including such action within the performance evaluation of line supervisors.

P	P	PI	M	P	M	P	P	PI
P	P	PI	P	P	PI	P	P	PI
A	A	PI	M	PI	M	A	A	A

- * No mention of concept.
- * Mentioned concept but no clear plan to implement.
- * Plan to implement specified.
- PI = Plan to implement specified and examples of successful actions taken are provided.

groups to keep them informed of vacancies. Neither Burlington, Dubuque nor Sioux City mentioned having or developing procedures to monitor applicant flow. Neither Burlington, Des Moines, Dubuque nor Marshalltown planned to revise their application forms and train staff to avoid illegal procedures and to check the validity of their testing procedures. Neither Dubuque, Sioux City nor Waterloo planned to ensure that job specifications included only minimum requirements.

Except for the establishment of formal grievance procedures which are proposed or implemented in all cities except Marshalltown and Cedar Rapids, few of the cities had plans to ensure that minorities and women did not suffer on the job discrimination and were assured reasonable working conditions.

While Cedar Rapids, Council Bluffs, Davenport, Dubuque and Waterloo had formal plans for collecting data, only Council Bluffs and Waterloo had procedures established for formal recordkeeping that would allow full assessment and only Council Bluffs' plan provided procedures for qualitative reviews.

While all cities provided that there be an affirmative action officer, not all provided that the chief executive assume formal overall responsibility and only Council Bluffs' and Des Moines' plans provided for assumption of responsibility by line supervisors.

There are 42 items in the Advisory Committee's checklist, not all of equal importance. But it is interesting to note that Council Bluffs had plans or a plan which showed that it had implemented only 25, and yet that city had complied with more of the guideline criteria than any other. Davenport scored next, with 20 criteria planned or implemented; Des Moines scored next with 18. Waterloo planned or implemented 15 of the points; Cedar Rapids, 13 points; Marshalltown, 11 points; Sioux City had planned or implemented 10 of the criteria points; Burlington 9; Dubuque only 8. The key element to

affirmative action planning is measurement of underutilization and setting effective goals and timetables. In this area Davenport had plans or had implemented all seven action items deemed essential by the Advisory Committee, Dubuque had plans in five, Council Bluffs in five, Waterloo in five, Des Moines in three and Marshalltown, Burlington in two and Cedar Rapids in one. Although Sioux City had no present plan, it stated that its affirmative action plan would be revised.

The Advisory Committee asked the cities to describe the process and area of recruitment for professional level positions, to describe current affirmative action efforts to recruit professionals who were from minority groups, women, handicapped or older, and to describe what success these efforts had achieved. What follows is a summary of their responses.¹¹

Dubuque and Marshalltown reported no success in recruitment of persons in any of the categories.

Sioux City reported that it had recruited two women to be city attorneys from regional law schools, had found a senior budget and management analyst internally, and obtained a recreation coordinator from the local YWCA. It reported no success in recruiting minorities. Cedar Rapids reported it had successfully recruited a minority male as executive director of its civil rights commission and had been successful in recruiting both minorities and females for professional jobs by internal promotion.

Davenport commented that:

It is difficult to accurately measure our success rate in regards to recruiting persons...[who are women, minorities, older]. This is due to the fact that applicants for professional level positions, especially from outside the local area, rarely use our standard form application where information is gathered relative to race, sex, age and physical or mental handicaps. ...from the statistical information at hand, in the last year we have had twenty-five professional level positions opening and of this figure we have filled twelve professional level positions with either minority, female, or older workers.

Des Moines commented that they are hampered by civil service requirements in filling many vacancies. They noted that:

While the City has had little success in recruiting minorities, females and disabled persons to fill professional level positions as a direct result of actual recruitment success, we have had greater success when our efforts are concentrated on the local and statewide levels.

Burlington commented:

Since the beginning of the 1979-80 fiscal year we advertised for five professional positions. Out of those five we hired two women and one Asian Indian.

Waterloo stated that "although we have not made recruitment trips a part of our recruitment process, we feel that our efforts have been successful in attracting minorities and women for professional positions."

Council Bluffs stated:

Of the nine professional vacancies where recruitment was not restricted by Civil Service, three women (33 percent) were hired; two blacks and one Hispanic were hired or 33 percent of the vacancies were filled by minorities; one individual in the 40-70 category was hired. In the area of Public Safety, we have concentrated our efforts in recruiting minorities and females at the entry level job classification. This should have a direct effect in future promotions of minorities and females in Police and Fire departments. During the past two years, the result of these efforts was the hiring of four minority police officers, one minority firefighter, and one handicapped firefighter.

Because few or no minorities or women are employed in professional level slots in the nine cities, recruitment is obviously essential since no network of minorities or women is likely to be informed about available opportunities in most of the communities. Except for Waterloo, Des Moines and Council Bluffs, the area labor force contains relatively few professional minorities who could be recruited. Thus, the likelihood of positive accomplishment in hiring minorities is dependent upon outside contacts. Although there are many professional women, their availability depends upon their awareness that a job is available--that is, the extent to which jobs are advertised.

Sioux City reported that it "may" advertise professional posts that are not filled by promotion within civil service in the Sioux City Journal, Des Moines Register, Chicago Sun-Times, Minneapolis Star-Tribune, Omaha World-Herald, and minority papers such as the New Iowa Bystander, Omaha Star and Kansas City Call. The extent to which it actually used such sources is not reported. Financial constraints, however, limited recruitment trips to area colleges and Nebraska/Iowa Association of Human Rights Workers meetings.

Dubuque reported that it sends copies of all job announcements to the city's affirmative action agencies and places advertisements in the Dubuque Telegraph Herald. It stated it sometimes advertises in the Des Moines Register, Chicago Tribune, Milwaukee Journal and Wall Street Journal, and sometimes sends announcements to college/university placement officers or trade magazines and journals. It does not normally make recruitment trips because of budgetary constraints but does utilize conferences attended by department managers.

Davenport reported that it posts its job announcements and sends them to "numerous local and regional colleges, institutions and agencies which represent female, minority, aged, handicapped and other citizen interests." It also places advertisements in the Iowa City Times. If the local labor pool is not adequate, it stated it will place advertisements in newspapers in Cedar Rapids, Waterloo, Des Moines, St. Louis, Kansas City and Minneapolis.

Davenport further stated that "if a particular position is identified in our Affirmative Action Plan for special consideration due to work force analysis, additional recruitment efforts are taken..." that include advertisements in local and regional minority newspapers, referrals from minority skill banks and consultation with local minority leaders or city employees.

Des Moines reported that it recruits locally, regionally and for some cases nationwide. It stated that "In those instances where recruitment is

done on the regional...and national levels, efforts are concentrated in areas where census information indicates that there is a higher percentage of minorities, females, or disabled persons." It reported placing advertisements in the Omaha Star, Twin Cities Courier, Kansas City Call, Kansas City Globe and Minneapolis Spokesman. The city personnel and civil service departments are also reported to have participated in a number of job fairs sponsored by organizations representing minorities, women and handicapped. It reported that budget constraints have prevented recruitment trips but that the last such trip, 18 months before its letter to the Advisory Committee, had been to Tennessee State University to recruit black engineers. The city reported that it made regular use of the Affirmative Action Register, International City Management Association Minority and Women Placement Service. The city stated that it is "in the process of developing working relationships with a number of minority, woman, and handicapped organizations to assist us in our recruitment efforts to reach protected class individuals." It reported that such contacts include follow-up to review with organizations their referral efforts.

Burlington reported that it had recently sought a planning director by advertising in the Des Moines Register, Public Jobs, Jobs in Planning but had made no recruitment trips. It had contacted college placement offices. In response to the question about what recruitment efforts were made specifically to reach minority, female, handicapped or older workers, the city stated: "The publications used have a reputation for reaching persons qualified to perform in that type of position [namely city planning]."

Waterloo reported that if it cannot promote from within, it advertises with Job Service of Iowa, Waterloo Courier and Des Moines Register. It also reported that it frequently advertises in the Minneapolis Tribune and Chicago Tribune. Occasionally, it stated, it uses professional journals or trade magazines. It reported it had made no recruitment trips.

Council Bluffs reported that it advertises all vacancies in the Council Bluffs Nonpareil, Omaha World Herald and Omaha Star. For some jobs it reported it also advertises in the Des Moines Register, Kansas City Star, Chicago Tribune and Minneapolis Tribune. It reported that for jobs requiring specific education it sends notices to midwestern colleges and universities and may use professional journals or associations. It reported that it also sends announcements to a wide range of area minority, women or handicapped persons organizations. It does not make recruitment trips, except to Omaha.

Cedar Rapids reported that for the post of executive director of its civil rights commission it advertised in the Cedar Rapids Gazette, Daily Iowan, Press Citizen, and Des Moines Register. It also reported contacting the Iowa Civil Rights Commission and local civil rights agencies in Milwaukee; Kansas City, Missouri; and Omaha. It reported it made no recruitment trips.

Notes

1. 42 USC sec. 1975 c(a) (2) (1980).
2. EEOC, Management Directive 707, Appendix B, "Labor Force Data for Making Determinations of Underrepresentation and Setting of Goals Under Section 717 and FEORP Plans," p. B-8, January 1981.
3. Ibid., p. B-17.
4. U.S. Bureau of the Census, General Social and Economic Characteristics: Iowa (PC(1)-C17), p. App.-19.
5. There are some discrepancies between the number of professionals city governments reported to EEOC and the numbers they reported to the Advisory Committee, although the Advisory Committee used EEOC's definitions.
6. The labor force data uses the category "other race" to include American Indian or Alaskan Natives and Asian or Pacific Islanders.
7. U.S. Commission on Civil Rights, Social Indicators of Equality for Minorities and Women (August 1978), pp. 39-45.
8. Note that this table uses EEO-4 data which differs from that in Table 4 of this monograph.
9. Data on file at CSRO and listed as City of Burlington Affirmative Action Program, Revised November, 1978; City of Cedar Rapids, Affirmative Action Policy Statement, Part I--Affirmative Action Program, October 26, 1977; Affirmative Action Plan of City of Council Bluffs, Iowa, December 5, 1977; Affirmative Action Plan, City of Des Moines, September 19, 1978; City of Des Moines, Equal Opportunity Program and Affirmative Action Plan, 1980-81; Affirmative Action Program of the City of Dubuque, Iowa, June 1974 and Fiscal Year 1979 Annual Report for Affirmative Action; City of Marshalltown, Equal Employment Policy, Affirmative Action Plan, August 27, 1979; City of Sioux City, Affirmative Action Program, as adopted by the City Council, October 16, 1972; City of Waterloo, Iowa, Affirmative Action Program, June 11, 1975.

10. See: Iowa Advisory Committee, State Government Affirmative Action in Mid-America (1978).

11. Roy F. Uffelman, Mayor of the City of Burlington, Iowa, letter to chairperson, Iowa Advisory Committee, Mar. 17, 1981; Ron Kuhlman, Employee Relations Director, City of Cedar Rapids, letter to chairperson, Iowa Advisory Committee, May 19, 1981; Walter W. Pyper, Jr., Mayor of the City of Council Bluffs, Iowa, letter to chairperson, Iowa Advisory Committee, Mar. 18, 1981; Charles J. Wright, Mayor of the City of Davenport, letter to chairperson, Iowa Advisory Committee, Mar. 23, 1981; Jerry D. Thompson, Employee Relations Director, City of Des Moines, letter to chairperson, Iowa Advisory Committee, Mar. 20, 1981; D. Michael King, Mayor of the City of Dubuque, letter to chairperson, Iowa Advisory Committee, Mar. 16, 1981; Sandra Trevathan, Administrative Assistant to the City Manager for Equal Employment Opportunity, City of Sioux City, letter to chairperson, Iowa Advisory Committee, Apr. 8, 1981; James E. Rodeneyer, Assistant Director of Personnel, City of Waterloo, Iowa, letter to CSTO, Mar. 13, 1981.

Findings and Recommendations

The two portions of this report, on utilization and affirmative action efforts, are a study of contrast. Merely analyzing employment data would suggest that while there is significant underutilization of white women, there is little underutilization of minorities, male or female. There are hints in the data of underutilization problems, but nothing that would lead an observer to allege discrimination. But the affirmative action plans analysis suggests that whatever minorities are employed are due to the efforts of the workers and not the municipalities. There are some noteworthy affirmative action efforts. But the overall pattern is of planning exercises that appear to have little prospect for implementation or, even if implemented, to be effective. The data on white women workers is clear and unambiguous. It shows dramatic underutilization. The failures of the affirmative action efforts to reach such women are unmistakable.

The Advisory Committee is convinced that the evidence of underutilization of white women points to a failure of the affirmative action efforts by the nine municipalities it reviewed. The Advisory Committee believes that if an effective affirmative action program is designed and implemented underutilization can be eliminated. Moreover, an effective affirmative action program which includes efforts to recruit, hire and promote minorities, male and female, the handicapped and older woman workers might result in substantial increases in municipal employment of persons from each of those groups because an effective effort was being made.

The following findings and recommendations are submitted under the provisions of Section 703.1(e) of the Commission's regulations, empowering the Advisory Committee to "Initiate and forward advice and recommendations to the Commission upon matters which the State Committee has studied."

The Advisory Committee presents the findings and recommendations for consideration by the Commission in its national program planning and for its consideration in advising the President and Congress on matters within its jurisdiction.

Finding 1: The data showed little overall underutilization of minorities, male and female, with the exception of Cedar Rapids and Sioux City. But in the analysis of professionals employed by major departments of the local governments: fire, police, parks/recreation, public works, and general administration, the Advisory Committee noted the relative absence of minority professionals, except in general administration departments. However, the data on utilization of white female professionals shows disparity from availability statistics beyond reasonable level.

Recommendation 1: The municipalities should review their affirmative action plans to determine why these have not succeeded in remedying the underutilization and revise their plans and programs accordingly.

Finding 2: The data needed to determine the availability of handicapped persons with professional skills are not currently centralized or readily available.

Recommendation 2: The State Job Service should maintain adequate data on the availability of handicapped persons. It should also either maintain or fund another organization to maintain a register of qualified handicapped persons seeking employment.

Finding 3: There is a disparity in utilization of older women vs. older men workers by municipal governments.

Recommendation 3: The State Job Service should collect data on availability of older workers so that it becomes possible for employers to determine whether, in fact, they have an underutilization problem. Since women

returning to the labor force may be older, this may be a way of detecting and eliminating discrimination based on sex.

Finding 4: The affirmative action plans of the municipalities reviewed by the Advisory Committee need revision to increase their emphasis on recruitment, hiring and promotion of minorities, women, the aged and handicapped.

Recommendation 4: The Advisory Committee urges the Iowa Civil Rights Commission to develop an effective affirmative action model plan which can be used with minor modifications by Iowa local governments. This should be done in consultation with those local governments and their associations.

Appendix A - EEO-4
Data Summaries

The total employment of each of the nine municipalities as reported by them on their EEO-4 report for 1980 appears on the following pages. The data is divided by job category, salary category, sex and ethnic group. The rows (salary levels) in the tables show the row number but not the salary range because there was insufficient room on the page. The salary range for each row is as follows:

	Officials	Professionals	Technicians	Protective Service	Para Professionals	Office Clerical	Skilled Craft	Service/ Maintenance
\$ 100 - 3,999	1	9	17	25	33	41	49	57
4,000 - 5,999	2	10	18	26	34	42	50	58
6,000 - 7,999	3	11	19	27	35	43	51	59
8,000 - 9,999	4	12	20	28	36	44	52	60
10,000 -12,999	5	13	21	29	37	45	53	61
13,000 -15,999	6	14	22	30	38	46	54	62
16,000 -24,999	7	15	23	31	39	47	55	63
25,000 or more	8	16	24	32	40	48	56	64

Job Category	Annual Salary	Total (Columns)		MALE					FEMALE				
		(B-K) A	White B	Black C	Hispanic D	Asian or Pac. Isl. E	Amer. Ind. Alaskan F	White G	Black H	Hispanic I	Asian or Pac. Isl. J	Amer. Ind. Alaskan K	HINDCP
Para Professionals	33.												
	34.												
	35.												
	36.	4						4(7.0)					
	37.												
	38.												
	39.												
	40.												
Office Clerical	41.												
	42.												
	43.	1						1(1.8)					
	44.	8						7(12.3)					
	45.	29	9(3.9)					20(35.1)	1(50.0)				
	46.												
	47.												
	48.												
Skilled Craft	49.												
	50.												
	51.												
	52.												
	53.												
	54.	9	9(3.9)										
	55.	1	1(0.4)										
	56.												
Service Maintenance	57.												
	58.												
	59.												
	60.												
	61.	46	43(18.6)					3(5.3)					
	62.	26	25(10.8)					1(1.8)					
	63.	5	5(2.2)										
	64.												
TOTAL FULL TIME	TOTAL	293	231	1	1	1		57	2				

Source: City of Burlington, EEOC Form EEO-4.

City of Cedar Rapids

Job Category	Annual Salary	Total (Column)		MALE							FEMALE			
		(B-K) A	White B	Black C	Asian or Amer. Ind.			White G	Black H	Hispanic I	Asian or Amer. Ind.		HNDCP	
					Hispanic D	Pac. Isl. E	Alaskan F				Pac. Isl. J	Alaskan K		
Officials/ Administrators	1. 2. 3. 4. 5. 6. 7. 8.	2 39 31	1(0.1) 29(3.3) 31(3.6)	1(3.4)				1(0.5) 7(3.2)	2(25.0)					
Professionals	9. 10. 11. 12. 13. 14. 15. 16.	2 31 69 1	1(0.1) 11(1.3) 54(6.2) 1(0.1)					1(0.5) 18(8.2) 17(5.9)	2(25.0) 2(25.0)					
Technicians	17. 18. 19. 20. 21. 22. 23. 24.	10 31 62	5(0.6) 22(2.5) 58(6.7)	1(3.4)				5(2.1) 8(3.7) 3(1.4)	1(12.5)					
Protective Service	25. 26. 27. 28. 29. 30. 31. 32.	19 95 105	17(1.9) 91(10.4) 104(11.9)	2(6.9)				4(1.8) 1(0.5)						

Job Category	Annual Salary	Total (Columns)	MALE					FEMALE					
			(B-K) A	White B	Black C	Hispanic D	Asian or Amer. Ind. Pac. Isl. Alaskan E F	White G	Black H	Hispanic I	Asian or Amer. Ind. Pac. Isl. Alaskan J K	INDCP	
Para Professionals	33.												
	34.												
	35.												
	36.	8	3(0.3)					5(2.3)					
	37.	2	1(0.1)					1(0.5)					
	38.	1						1(0.5)					
	39.	1						1(0.5)					
	40.												
Office Clerical	41.												
	42.												
	43.	1						1(0.5)					
	44.	38	8(0.9)					30(13.7)					
	45.	90	5(0.6)					84(38.4)	1(12.5)				
	46.	20	5(0.6)					15(6.8)					
	47.												
	48.												
Skilled Craft	49.												
	50.												
	51.												
	52.												
	53.	9	7(0.8)	2(6.9)									
	54.	173	154(17.7)	9(31.0)	2(66.7)			8(3.7)					
	55.	51	51(5.8)										
	56.												
Service Maintenance	57.												
	58.												
	59.												
	60.	2	2(0.2)										
	61.	159	134(15.4)	13(44.8)	1(33.3)			11(5.0)					
	62.	53	51(5.8)	1(0.1)				1(0.5)					
	63.	26	26(3.0)										
	64.												
	TOTAL	1131	872	29	3			219	8				

Source: City of Cedar Rapids, EEOC Form EEO-4.

Job Category	Annual Salary	Total (Column)	MALE					FEMALE									
			(B-K) A	White B	Black C	Hispanic D	Asian or Pac. Isl. E	Amer. Ind. Alaskan F	White G	Black H	Hispanic I	Asian or Pac. Isl. J	Amer. Ind. Alaskan K	INDCP			
Para Professionals	33.																
	34.																
	35.																
	36.	2															
	37.	3															
	38.	1															
	39.																
	40.																
Office Clerical	41.																
	42.																
	43.	14															
	44.	28		1(0.3)													
	45.	10															
	46.																
	47.																
Skilled Craft	48.																
	49.																
	50.																
	51.																
	52.																
	53.	23		22(6.4)	1(14.3)												
	54.	33		31(9.0)	1(14.3)	1(16.7)											
	55.																
	56.																
Service Maintenance	57.																
	58.																
	59.																
	60.	6		5(1.4)													
	61.	50		42(12.1)	1(14.3)	3(50.0)											
	62.	1		1(0.3)													
	63.																
	64.																
TOTAL FULL TIME		449*		346	7	6		1	82	4		1					

*Two persons, both male, are listed as other by the city - one professional, one protective service.

Source: City of Council Bluffs, print-out of EEOC Form EEO-4 data.

Job Category	Annual Salary	Total (Column)	MALE					* FEMALE						
			(B-K) A	White B	Black C	Hisp. D	Asian or Pac. Isl. E	Amer. Ind. Alaskan F	White G	Black H	Hisp. I	Asian or Pac. Isl. J	Amer. Ind. Alaskan K	INDCP
Para Professionals	33.													
	34.													
	35.													
	36.													
	37.	12	4(0.6)					6(3.0)	2(14.3)					
	38.	6		1(4.2)				3(1.5)	2(14.3)					
	39.													
	40.													
	41.	1						1(0.5)						
	42.													
Office Clerical	43.													
	44.	33						32(16.7)	1(7.1)					
	45.	65	3(0.5)					59(29.8)	2(14.3)	1(100.0)				
	46.	15	2(0.3)					13(6.6)						
	47.	1	1(0.2)											
	48.													
	49.													
	50.													
Skilled Craft	51.													
	52.													
	53.	12	11(1.7)					1(0.5)						
	54.	50	40(6.0)	3(12.5)	1(9.1)			5(2.5)	1(7.1)					
	55.	69	62(9.3)	5(20.8)	1(9.1)			1(0.5)						
	56.													
	57.													
	58.													
Service Maintenance	59.													
	60.	4	2(0.3)					1(0.5)	1(7.1)					
	61.	45	40(6.0)	1(4.2)	2(18.2)			2(1.0)						
	62.	134	111(16.7)	9(37.5)	4(36.4)		1(50.0)	9(4.5)						
	63.	22	22(3.3)											
	64.													
	TOTAL FULL TIME	917	666	24	11		2	198	14	1			1	

SOURCE: City of Davenport, EEOC Form EEO-4.

Job Category	Annual Salary	Total (Columns)	MALE						FEMALE				
			(B-K) A	White B	Black C	Hispanic D	Asian or Pac. Isl. E	Amer. Ind. Alaskan F	White G	Black H	Hispanic I	Asian or Pac. Isl. J	Amer. Ind. Alaskan K
Para Professionals	33.												
	34.												
	35.												
	36.												
	37.	12	4(0.6)					6(3.0)	2(14.3)				
	38.	6		1(4.2)				3(1.5)	2(14.3)				
	39.												
Office Clerical	40.												
	41.	1						1(0.5)					
	42.												
	43.												
	44.	33						32(16.2)	1(7.1)				
	45.	65	3(0.5)					59(29.8)	2(14.3)	1(100.0)			
	46.	15	2(0.3)					13(6.6)					
Skilled Craft	47.	1	1(0.2)										
	48.												
	49.												
	50.												
	51.												
	52.												
	53.	12	11(1.7)					1(0.5)					
Service Maintenance	54.	50	40(6.0)	3(12.5)	1(9.1)		5(2.5)	1(7.1)					
	55.	69	62(9.3)	5(20.8)	1(9.1)		1(0.5)						
	56.												
	57.												
	58.												
	59.												
	60.	4	2(0.3)					1(0.5)	1(7.1)				
TOTAL FULL TIME	61.	45	40(6.0)	1(4.2)	2(18.2)		2(1.0)						
	62.	134	111(16.7)	9(37.5)	4(36.4)		1(50.0)	9(4.5)					
	63.	22	22(3.3)										
	64.												
	TOTAL FULL TIME	917	666	24	11	2	198	14	1			1	

SOURCE: City of Davenport, BEOC Form BEO-4.

Category	Annual Salary	Total (Column)		MALE					FEMALE				
		(B-K) A	White B	Black C	Hispanic D	Asian or Pac. Isl. E	Amer. Ind. Alaskan F	White G	Black H	Hispanic I	Asian or Pac. Isl. J	Amer. Ind. Alaskan K	HNDCP
33.													
34.													
35.													
36.													
37.	13		7(0.5)				6(3.0)						
38.	2		1(0.1)				1(0.5)						
39.													
40.													
41.													
42.													
43.													
44.	33		3(0.2)	1(1.6)			27(13.3)	1(5.6)				1(50.0)	
45.	109		4(0.3)				96(47.3)	7(38.9)	1(33.3)			1(50.0)	
46.	18		1(0.1)				17(8.4)						
47.	5		4(0.3)				1(0.5)						
48.													
49.													
50.													
51.													
52.													
53.	7		6(0.4)	1(1.6)									
54.	71		64(4.3)	7(11.5)									
55.	178		171(11.4)	5(8.2)	2(12.5)								
56.													
57.													
58.													
59.													
60.													
61.	101		85(5.7)	10(16.4)	2(66.7)		4(2.0)						
62.	274		252(16.8)	15(24.6)	4(25.0)	2(66.7)			1(33.3)				
63.	1		1(0.1)										
64.													
FULL TIME	1807		1496	61	16	4	3	203	18	3	1	2	

City of Des Moines, EEOC Form EEO-4.

Job Category	Annual Salary	Total (Columns)		MALE					* FEMALE				
		(B-K) A	White B	Black C	Hispanic D	Asian or Pac. Isl. E	Amer. Ind. Alaskan F	White G	Black H	Hispanic I	Asian or Pac. Isl. J	Amer. Ind. Alaskan K	HNDGP
Para Professionals	33.												
	34.												
	35.												
	36.												
	37.	13	7(0.5)				6(3.0)						
	38.	2	1(0.1)				1(0.5)						
	39.												
Office Clerical	40.												
	41.												
	42.												
	43.												
	44.	33	3(0.2)	1(1.6)			27(13.3)	1(5.6)				1(50.0)	
	45.	109	4(0.3)				96(47.3)	7(38.9)	1(33.3)			1(50.0)	
	46.	18	1(0.1)				17(8.4)						
47.	5	4(0.3)				1(0.5)							
Skilled Craft	48.												
	49.												
	50.												
	51.												
	52.												
	53.	7	6(0.4)	1(1.6)									
	54.	71	64(4.3)	7(11.5)									
55.	178	171(11.4)	5(8.2)	2(12.5)									
Service Maintenance	56.												
	57.												
	58.												
	59.												
	60.												
	61.	101	85(5.7)	10(16.4)	2(66.7)		4(2.0)						
	62.	274	252(16.8)	15(24.6)	4(25.0)	2(66.7)				1(33.3)			
63.	1	1(0.1)											
64.													
TOTAL FULL TIME	1807	1496	61	16	4	3	203	18	3	1	2		

SOURCE: City of Des Moines, EEOC Form EEO-4.

Job Category	Annual Salary	Total (Column) (B-K) A	MALE							* FEMALE								
			White B	Black C	Hispanic D	Asian or Pac. Isl. E	Amer. Ind. Alaskan F	White G	Black H	Hispanic I	Asian or Pac. Isl. J	Amer. Ind. Alaskan K	HNDCP					
Para Professionals	33.																	
	34.																	
	35.																	
	36.																	
	37.	5																
	38.	1		1(0.2)														
	39.																	
	40.																	
Office Clerical	41.																	
	42.																	
	43.																	
	44.	8																
	45.	33		2(0.4)														
	46.	19		5(1.0)														
	47.	2		2(0.4)														
	48.																	
Skilled Craft	49.																	
	50.																	
	51.																	
	52.																	
	53.	37		35(7.3)														
	54.	41		41(8.6)														
	55.																	
	56.																	
Service Maintenance	57.																	
	58.																	
	59.																	
	60.																	
	61.	94		88(18.4)	2(50.0)	1(50.0)	1(100.0)											
	62.	2		2(0.4)														
	63.																	
	64.																	
TOTAL FULL TIME		581		477	4	2	1											

Source: City of Dubuque, EEOC Form EEO-4.

City of Sioux City

Job Category	Annual Salary	Total (Columns) (B-K) A	MALE					FEMALE					
			White B	Black C	Hispanic D	Asian or Amer. Ind. Pac. Isl. Alaskan E F	White G	Black H	Hispanic I	Asian or Amer. Ind. Pac. Isl. Alaskan J K	INDCTP		
Officials/ Administrators	1. 2. 3. 4. 5. 6.												
	7. 8.	14 27	11(1.6) 26(3.8)	1(12.5)	1(33.3)		2(1.3)						
Professionals	9. 10. 11. 12. 13.												
	14. 15. 16.	6 75 10	5(0.7) 72(10.5) 10(1.5)				1(0.6) 3(1.9)						
Technicians	17. 18. 19. 20. 21. 22. 23.												
	24. 25. 26. 27. 28. 29.	9 23 46 46	1(0.1) 10(1.5) 40(5.8) 40(5.8)				6(3.9) 13(8.4) 6(3.9) 5(3.3)	1(20.0)			1(50.0)		
Protective Service	30. 31. 32.	17 133	17(2.5) 130(19.0)	1(12.5)		1(16.7)	1(0.6)						

Job Category	Annual Salary	Total (Column)		MALE							* FEMALE			
		(B-K) A	White B	Black C	Hispanic D	Asian or Pac. Isl. E	Amer. Ind. Alaskan F	White G	Black H	Hispanic I	Asian or Pac. Isl. J	Amer. Ind. Alaskan K	HINDCP	
Para Professionals	33.													
	34.													
	35.	2						2(6.1)						
	36.	1						1(3.0)						
	37.	4		2(1.4)				2(6.1)						
	38.													
	39.	1		1(0.7)										
	40.													
	Office Clerical	41.												
		42.												
43.		4						4(11.4)						
44.		9						9(25.7)						
45.		1						1(2.9)						
46.		3						3(8.6)						
47.														
48.														
Skilled Craft	49.													
	50.													
	51.													
	52.													
	53.	3		3(2.1)										
	54.	20		20(14.1)										
	55.	1		1(0.7)										
	56.													
Service Maintenance	57.													
	58.													
	59.	2					1(100.0)		1(2.9)					
	60.	1					1(100.0)							
	61.	11		11(7.7)										
	62.	13		13(9.2)										
	63.													
	64.													
TOTAL FULL TIME	179		142	1			1		35					

NOTE: Some numbers omitted have been entered and obvious numeric errors have been corrected.

SOURCE: City of Marshalltown, EEOC Form EEO-4.

Job Category	Annual Salary	Total (Column)	MALE					FEMALE						
			(B-K) A	White B	Black C	Hispanic D	Asian or Pac. Isl. E	Amer. Ind. Alaskan F	White G	Black H	Hispanic I	Asian or Pac. Isl. J	Amer. Ind. Alaskan K	HNDCP
Para Professionals	33.													
	34.													
	35.													
	36.													
	37.	4	1(0.1)					3(1.9)						
	38.	4						4(2.6)						
	39.													
	40.													
Office Clerical	41.													
	42.													
	43.	4						4(2.6)						
	44.	57	2(0.3)					52(33.8)	2(40.0)	1(100.0)				
	45.	31						29(18.8)	1(20.0)				1(50.0)	
	46.	12						12(7.8)						
	47.													
	48.													
Skilled Craft	49.													
	50.													
	51.													
	52.													
	53.	61	59(8.6)					1(0.6)	1(20.0)					
	54.	76	75(11.0)			1(33.3)								
	55.	43	41(6.0)	2(25.0)										
	56.													
Service Maintenance	57.													
	58.													
	59.													
	60.	21	15(2.2)	2(25.0)				2(33.3)	2(1.3)					
	61.	107	95(13.9)	2(25.0)	1(33.3)			2(33.3)	7(4.5)					
	62.	37	34(5.0)					3(1.9)						
	63.													
	64.													
TOTAL FULL TIME		863	684	8	3		6	154	5	1			2	

SOURCE: City of Sioux City, EEOC Form EEO-4.

Job Category	Annual Salary	Total (Column)	MALE						FEMALE						
			(B-K) A	White B	Black C	Hispanic D	Asian or Pac. Isl. E	Amer. Ind. Alaskan F	White G	Black H	Hispanic I	Asian or Pac. Isl. J	Amer. Ind. Alaskan K	INDCP	
Para Professionals	33.														
	34.														
	35.														
	36.														
	37.	1													
	38.	7		2(0.4)											
	39.							4(4.1)		1(7.1)					
Office Clerical	40.								1(7.1)						
	41.														
	42.														
	43.														
	44.	11													
	45.	58		1(0.2)				7(7.2)	4(28.6)						
	46.	1						50(51.6)	6(42.9)	1(100.0)					
Skilled Craft	47.							1(1.0)							
	48.														
	49.														
	50.														
	51.														
	52.														
	53.														
Service Maintenance	54.	35		33(6.6)	1(3.7)	1(100.0)									
	55.	7		7(1.4)											
	56.														
	57.														
	58.														
	59.														
	60.	6		3(0.6)	1(3.7)										
TOTAL FULL TIME	61.	96		80(16.0)	12(44.4)			2(2.1)							
	62.	34		33(6.6)	1(3.7)			3(1.1)		1(7.1)					
	63.	14		13(2.6)	1(3.7)										
	64.														
	TOTAL FULL TIME	640		500	27	1		97	14	1					

SOURCE: City of Waterloo, EEOC Form EEO-4.

Appendix B: Utilization of Minorities and Women, Older Workers, Handicapped in Selected Activities

a. Fire Departments

Professionals
All Permanent Professionals

Department/Agency	MALE						FEMALE					
	W	B	H	AN/ AI	Asian/ PI	Persons 40-70 Handic.	W	B	H	AN/ AI	Asian/ PI	Persons 40-70 Handic.
Burlington*	Total (excludes 40-70/HC)											
	10	10(100.0)				[5](50.0)						
Council Bluffs	25	24(96.0)	1(4.0)			[20](80.0)						
Davenport	38	38(100.0)				[27](71.1)						
Des Moines	51	51(100.0)				[30](58.8)						
Dubuque**	27	27(100.0)				NR	NR				NR	NR
Marshalltown	9	9(100.0)				[6](66.7)						
Sioux City	36	36(100.0)				[30](83.3)						
Waterloo***	36	36(100.0)				NR	NR				NR	NR
Cedar Rapids****	20	14(70.0)				[7](35.0)		6(30.0)			[1](5.0)	

*EEO-4(9/10/80)-Burlington shows no professionals in Fire Protection.

**Chart A not provided - Dubuque. Figure taken from EEO-4 data as of 8/20/80.

***Chart A excluded Police/Fire explanation in cover letter. Figures from EEO-4, 9/26/80.

****Chart A included both administrators and professionals.

KEY:
W = White AN = Alaskan Native Handic. = Handicapped
B = Black AI = American Indian NR = Not Reported
H = Hispanic PI = Pacific Islander

b. Police Departments
All Permanent Professionals

Department/Agency	MALE						FEMALE					
	W	B	H	AN/ AI	Asian/ PI	Persons 40-70 Handic.	W	B	H	AN/ AI	Asian/ PI	Persons 40-70 Handic.
Total (excludes 40-70/HIC)												
Burlington*	11	10(90.9)				[9](81.8)		1(9.1)				
Cedar Rapids***	25	24(96.0)				[20](80.0)		1(4.0)				
Council Bluffs	12	11(91.7)	1(8.3)			[12](100.0)						
Davenport	20	18(90.0)				[15](75.0)		2(10.0)				
Des Moines	28	26(92.9)	2(7.1)			[24](85.7)		[1](3.6)				
Dubuque**	7	7(100.0)				NR	NR				NR	NR
Marshalltown	4	4(100.0)				[3](75.0)						
Sioux City	18	18(100.0)				[12](66.7)						
Waterloo***	14	14(100.0)				NR	NR				NR	NR

*Discrepancy with EEO-4 shows 1 on category of Professionals.

**Chart A not provided. Figures taken from EEO-4.

***Chart A Waterloo excluded count of Police/Fire Professionals. Figures taken from EEO, 9/20/80.

****Chart A included both administrators and professionals

KEY:

W = White
B = Black
H = Hispanic

AN = Alaskan Native
AI = American Indian
PI = Pacific Islander

Handic. = Handicapped
NR = Not Reported

c. Natural Resources/Parks and Recreation Departments

All Permanent Professionals

Department/Agency	MALE						FEMALE					
	W	B	H	AN/ AI	Asian/ PI	Persons 40-70 Handic.	W	B	H	AN/ AI	Asian/ PI	Persons 40-70 Handic.
Burlington	Total (excludes 40-70/HK) 4 4(100.0)					{4}(100.0)						
Cedar Rapids**	20	14(70.0)				{7}(35.0)	6(30.0)					{1}(5.0)
Council Bluffs	4	3(75.0)				{1}(25.0)	1(25.0)					
Davenport	9	5(55.6)					4(44.4)					{5}(55.6)
Des Moines	14	5(35.7)	2(14.3)			{3}(21.4)	7(50.0)					{2}(14.3)
Dubuque*	18	10(55.6)				NR	NR	7(39.9)			1(5.6)	NR
Marshalltown	3	3(100.0)				{1}(33.3)						
Sioux City	11	8(72.7)					3(27.3)					
Waterloo	7	6(85.7)				{2}(28.6)	1(14.3)					

*Figures taken from EEO-4.

**Chart A included both administrators and professionals

KEY:

W = White AN = Alaskan Native Handic. = Handicapped
 B = Black AI = American Indian NR = Not Reported
 H = Hispanic PI = Pacific Islander

Departments Used:

Burlington - Parks

Cedar Rapids - Forestry, Parks, Recreation, Riverfront Commission, Paramount Theatre, Community Center, Pioneer Village

Council Bluffs - Parks

Davenport - Parks & Recreation

Des Moines - Parks & Recreation

Dubuque - Natural Resources

Marshalltown - Parks & Recreation

Sioux City - Leisure Services Recreation; Leisure Services Art Center; Leisure Services Auditorium; Leisure Services Library; Leisure Services Museum

Waterloo - Parks; Recreation; Conway

d. General Administration

All Permanent Professionals

Department/Agency	MALE							FEMALE						
	W	B	H	AN/ AI	Asian/ PI	Persons 40-70	Handic.	W	B	H	AN/ AI	Asian/ PI	Persons 40-70	Handic.
Burlington	Total (excludes 40-70/HC)													
Burlington	8	6(75.0)				[2](25.0)		2(25.0)					[1](12.5)	
Cedar Rapids***	29	15(51.7)	1(3.4)			[5](17.2)		11(39.9)	2(6.9)				[6](20.7)	
Council Bluffs	11	6(54.6)		1(9.1)		[3](27.3)		4(36.4)					[1](9.1)	
Davenport*	18	6(33.3)	4(22.2)				[1](5.6)	8(44.4)					[2](11.1)	
Des Moines	43	32(74.4)	1(2.3)	1(2.3)		[9](33.3)	[1](2.3)	8(18.6)	1(2.3)				[1](2.3)	
Dubuque**	7		1(14.3)					6(85.7)						
Marshalltown	4	4(100.0)				[1](25.0)								
Sioux City	17	16(94.1)				[6](35.3)	[2](11.8)	1(5.9)					[1](10.0)	
Waterloo	6	5(83.3)						1(16.7)						

*CETA administration staff are excluded.

**Figures from EEO-4.

***Chart A included both administrators and professionals

KEY:

W - White
 B - Black
 H - Hispanic
 AN - Alaska Native
 AI - American Indian
 PI - Pacific Islander
 Handic. - Handicapped
 NR - Not Reported

Departments Used:

- Burlington - Planning; Legal; City Clerk; Finance
- Cedar Rapids - Mayor and Council Staff, Human Relations Commission, Clerk's Office, Auditors Office, Treasurer's Office, Legal Office, Information Service, Employee Relations, Safety, Printing, City Hall Maintenance/Memorial Commission, Civil Service Commission Clerk
- Council Bluffs - Legal; Finance; Personnel; Planning
- Davenport - Financial Administration
- Des Moines - Personnel; Planning; City Manager; Civil Service, Finance; Legal
- Dubuque - General Administration
- Marshalltown - Personnel; Legal
- Sioux City - Legal; Budget Office; Treasurer's Office; Employee Relations; Planning; Central Services; Purchasing; Property Office; Data Processing
- Waterloo - City Clerk; Planning

e. Public Works Departments

All Permanent Professionals

Department/Agency	MALE							FEMALE						
	W	B	H	AN/ AI	Asian/ PI	Persons 40-70	Handic.	W	B	H	AN/ AI	Asian/ PI	Persons 40-70	Handic.
Burlington	Total (excludes 40-70/HK)													
	5	5(100.0)			[2](40.0)		[1](20.0)							
Cedar Rapids**	19	19(100.0)			[10](52.6)									
Council Bluffs	5	5(100.0)			[5](100.0)									
Davenport	8	7(87.5)			[1](12.5)		1(12.5)							
Des Moines	23	21(91.3)			1(4.3)	[2](8.7)	1(4.3)							
Dubuque*	20	20(100.0)			NR		NR							
Marshalltown	3	3(100.0)			[1](33.3)									
Sioux City	6	6(100.0)			[3](50.0)									
Waterloo	4	3(75.0)			[1](25.0)		1(25.0)							[1](25.0)

*No Chart A provided. Figures taken from EEO-4.

**Chart A included both administrators and professionals

KEY:

W = White

AN = Alaskan Native

Handic. = Handicapped

B = Black

AI = American Indian

NR = Not Reported

H = Hispanic

PI = Pacific Islander

Departments Used:

Burlington - Property Maintenance; Refuse; Engineering

Cedar Rapids - Streets, Engineering, Traffic Engineering

Council Bluffs - Public Works

Davenport - Streets & Highways; Sanitation & Sewage

Des Moines - Public Works; Engineering; Traffic

Dubuque - Streets; Transportation; Sanitation

Marshalltown - Engineering; Flood Control

Sioux City - Public Works

Waterloo - Engineering; Airport