

City of Burlington: Employee Data and Equity Reporting

BRIAN LOWE AND VANESSA SANTOS EUGENIO

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Employee Data & the 2019 Equity Report

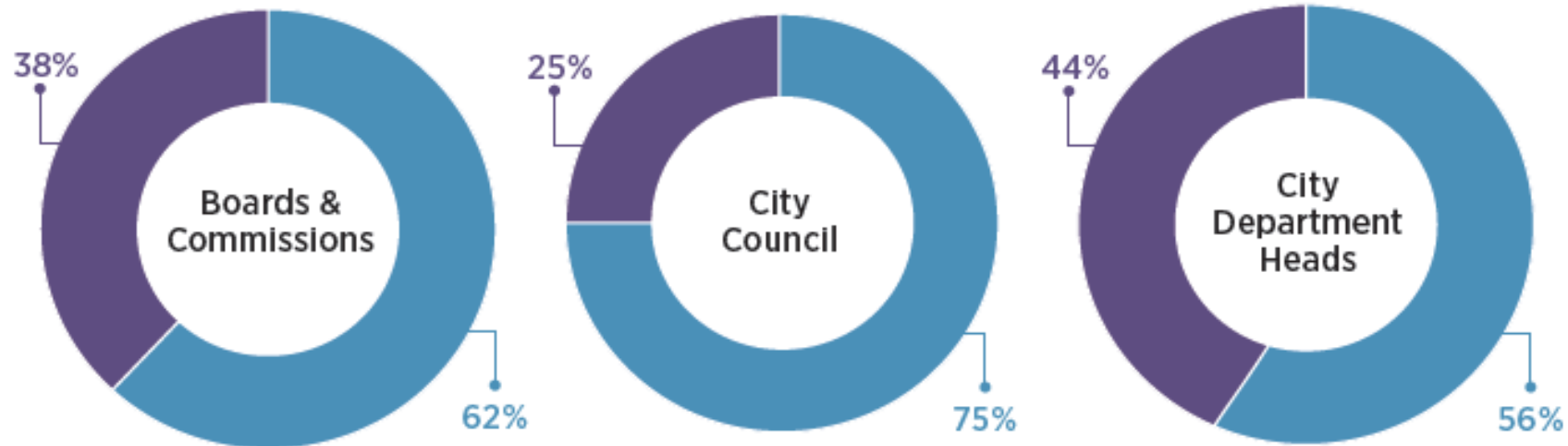
- **Data:** In 2019, 9% of City employees were people of color. About 15% of Burlingtonians over age 18 are BIPOC.
- **Data Management:** Data sources include the Census and the City's HR database. Over the past year we've moved from spreadsheets to a dashboard, and next to improved and expanded (i) data collection and (ii) reporting ability.
- **2019 Equity Report Commitment:** With support from the City's BTVStat Analyst, in 2019 HR created a City Workforce Dashboard to track and report employee demographics such as gender and race. This was made public on the City performance dashboard in January 2020. Work will continue to expand the dashboard to include hiring and retention statistics.

City Workforce Demographics

9% of City employees are people of color
(a slight increase from 7% in 2018), and **37% are women**.

Diversity of City Leadership

● Women ● Men



For the purposes of this report, data disaggregated by gender will be presented as it was collected, which in many cases does not include non-binary gender identities.

Dashboard

Improves accessibility of data:

<https://www.burlingtonvt.gov/btvstat/Finance-and-Governance#city-workforce>

Share the dashboard, highlight some findings, note Point-in-Time

Real time reporting and important categories of reporting still missing – promotion, attrition, retention and other measures

Improvements in Data Moving Forward

Partnership with Human Resources and the Racial Equity & Inclusion Office to purchase and implement two NeoGov modules to improve data and retention.

- Core Human Resources
- Learn & Develop

CORE Human Resources Module

- Comprehensive workforce demographic data:
 - *Post Employment* survey*
 - Expanded racial definitions
 - Gender Identity beyond the binary
 - Languages utilized
 - Veteran status
 - Ability status
- Pulls pay data from current systems
- Tracks tenure and promotion with data from current systems
- All easily reportable and automated, can be tracked based on demographics listed above

Integrated and accurate data allows us to be more nimble and informs outreach, resource sharing, and strategic decision making when it comes to addressing employee needs and equity concerns.



Home Main

PROFILE



Mark Roberts

HR Director
EE# 3

VAC
100.0

PTO
13.33

PERSONAL
24.0

MESSAGES

Notices and News

Task List

Due Date	Status	Contact
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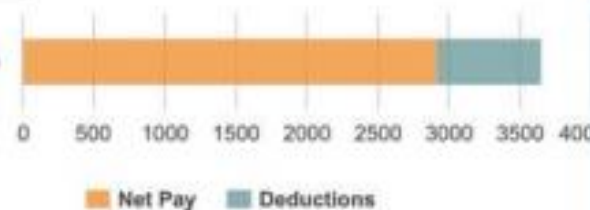
MY PAYSTUB



Gross Pay
\$3,653.85

Pay Date (Pay #) 03-08-2019 (1)

03-08-2019 (1)



Related Tasks

QUICK LINKS



My Profile



Contacts



Tax



Banking



Leave



Time Sheet



Pay History



Life Event



Open Enrollment



OE History



W2

Learn & Develop Module

- Promoting a culture of learning and investment in employee development
 - Particular focus on Racial Equity & Inclusion curriculum
- Aides in retention of current employees
- Soft skills & hard skill trainings to expand skill sets for promotion to promote excellence
- Can report and track on who accesses the trainings and assess needs

Dashboard

All Courses

METRICS

Approval Tasks
13

Total Courses
21

In Progress
6

Not Started
6

Overdue
15

COURSE PROGRESS



- Not Started
- Completed
- In Progress

Your Activity [View all your courses](#)

No Filter

Required

EMPLOYMENT LIABILITY
Lawful Hiring

05H 00M
CLASSROOM

[View session](#)

Required

HEALTH & SAFETY
Introduction to OSHA

01H 00M
CUSTOM ONLINE

OVERDUE
DUE DATE 04/28/2018

[Resume](#)

Required

PERFORM
2018 Introduction to Perform

00H 20M
CUSTOM ONLINE

OVERDUE
DUE DATE 04/30/2018

[Resume](#)

Required

EMPLOYMENT LIABILITY
Sexual Harassment Prevention

01H 00M
PRE-BUILT ONLINE

OVERDUE
DUE DATE 05/01/2018

[Resume](#)

UPCOMING FOR YOU

Developing and Coaching Others - June
06/22/2018 ILC

[View](#)

Lawful Hiring - August
08/08/2018 ILC

[View](#)

FEATURED COURSES

Emergency Communication in the Workplace
CUSTOM ONLINE

[View](#)

Responsible Use of Social Media
CUSTOM ONLINE

[View](#)

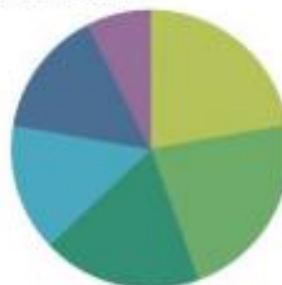
COMPLETED COURSES

Required
04

Elective
02

	Date
Excel Basics	06/07/2018
Hiring High Quality Diverse Candidates	05/03/2018
Sexual Harassment Prevention for Super...	04/30/2018
Emergency Communication in the Workp...	04/27/2018
Admin Setup for Perform	04/27/2018

YOUR TOP 5 CATEGORIES



- Human Capital Management
- Employment Liability
- Onboard

