



Recruitment, Retention & Data

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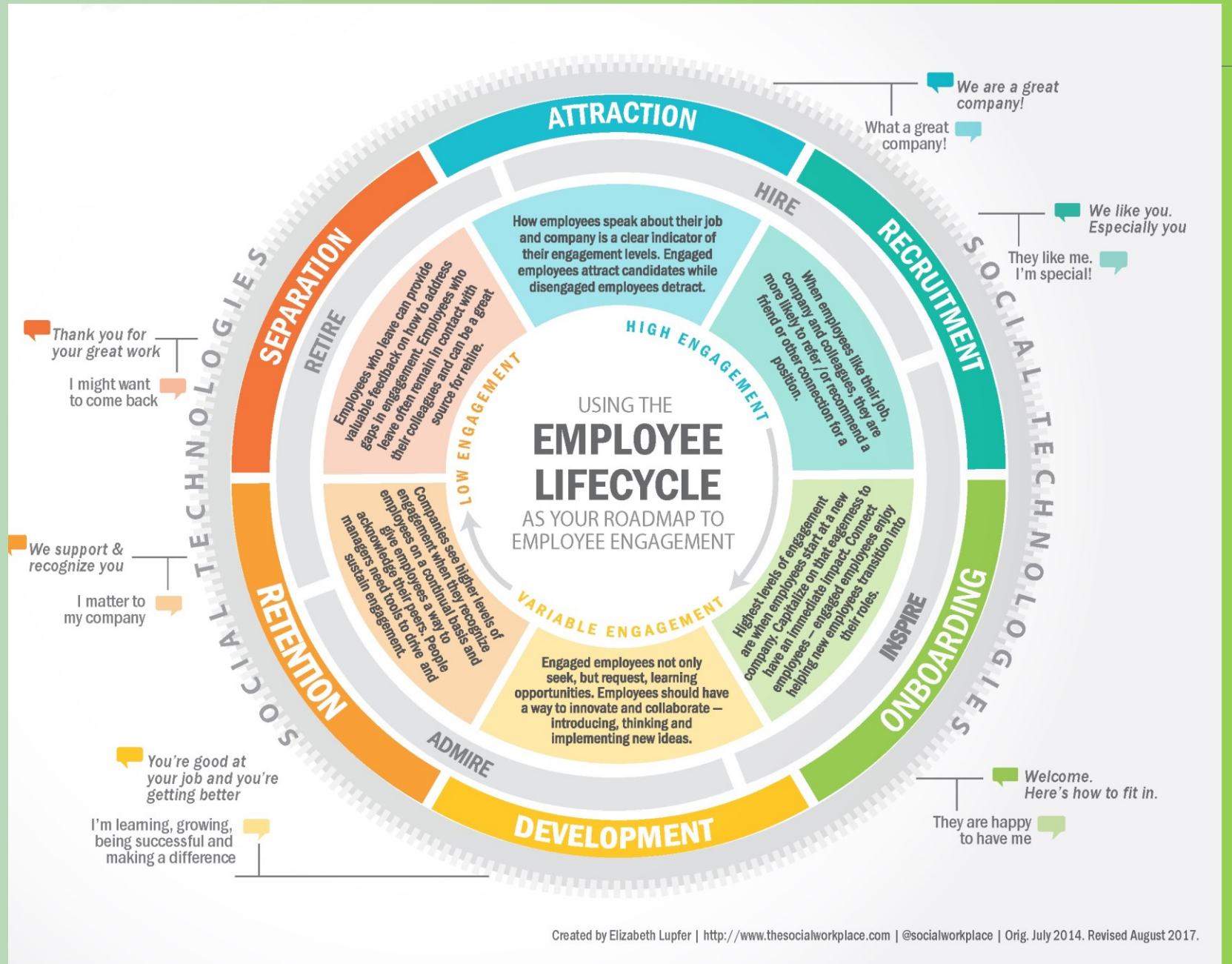
Talent, Development & Diversity Manager, City of Burlington Human Resources

I believe that Human Resources is an integral part of systematic equity change.

It is our responsibility to support ensuring equity and belonging for our potential and current employees.

*It isn't enough to simply bring diverse candidates in and increase access -
We must also simultaneously create and maintain an environment for people to thrive and grow.*

The Employee Lifecycle



Recruitment & Retention Advances

- Hired Talent, Development & Diversity Manager in HR (fall 2019)
- Hired Racial Equity Inclusion & Belonging Director (fall, 2019)
- Hired 2 Racial Equity, Inclusion, & Belonging Policy Analysts (x2 - fall 2020)
- Established Diversity & Equity Employee Resource Group (Fall 2019) now the Racial Equity, Inclusion & Belonging ERG
 - Subcommittees:
 - Communications
 - Training & Development
 - Recruitment & Retention
 - Events & Programming
- Established Racial Affinity Spaces for BIPOC (fall 2020)
- Expanded local community partnership/communication list for job announcements – stronger and meaningful relationships to understand needs
- Centralized City Paid Internships Program, CEDO Partnership offering stipend incentive to departments creating/continuing accessible internships
- BIPOC Network events and job fairs, partnership with CEDO workforce development

Priorities In the Year Ahead

- Hire Human Resources Director (Q1)
 - Will have specific accountabilities in respect to REIB
- Hire Public Health Equity Manager (Q1)
- Systematic changes in NeoGov:
 - Centralized data collection on employee demographics
 - Development and Training modules
 - Equity training City with REIB (by Q1)
 - Surveys & Studies for Employees
 - Suggestions: Annual employee survey
 - Climate survey
 - Compensation study
- Continues relationship-building with local organizations to increase racially diverse recruitment
- Performance/Evaluation Tool in NeoGov* to address:
 - Establishing consistency in process City-wide
 - Recency bias
 - Halo effect
 - Monitor trends in performance
 - Integrates with the Learn module

**This tool has not been purchased at this time*

Current Data Collection

Store in two systems:

New World & Executime

887 Active employees across all position types and all City departments (except the school district)

Female: 326

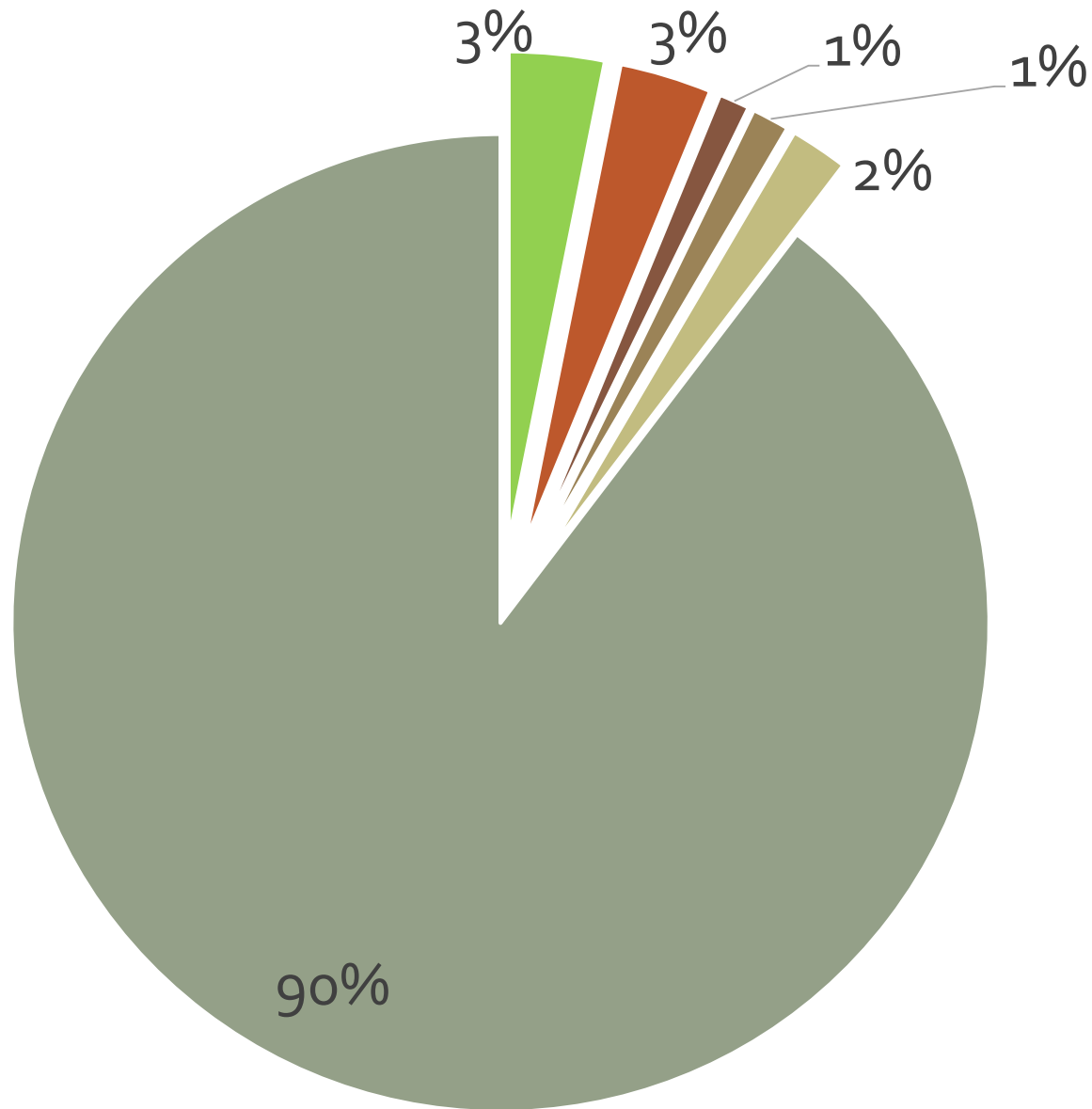
Male: 561

• Racial Categories

- White
- Hispanic or Latino
- Black or African American
- Asian*
- Native Hawaiian of Pacific Islander*
- American Indian or Alaska Native
- Two or more races
- Decline to identify

Current Employee Demographics 11/11

Asian	28	3%
Black or African American	27	3%
Hispanic or Latino	9	1%
Other *includes Indigenous/ American Indians	11	1%
Two or More Races	17	2%
White	795	90%
Grand Total	887	



- Asian
- Black or African American
- Hispanic or Latino
- Other
- Two or More Races
- White

Future State of Data with HRIS (Start of Q2)

- **Expanded Demographic Data***

- Race
- Ethnicity
- Gender identity – beyond the binary
- Sexual Orientation
- Language 1st, 2nd, 3rd.
 - Need for interpreters Y/N
- Disability
 - Need for accommodation Y/N
- Pronoun
- Chosen/Preferred name (in addition to the legal/birth name)

***We will work together with the REIB to design the intake list**

Additional Recommendations for Recruitment

Expand Digital Efforts, Centralize Efforts & Connection

- Post to External Diverse Job Boards
- Diversity & Representation in marketing materials
- More dollars centralized and in departments for diversity hiring
- More outreach to community partners – understanding needs and offering skills
- Translation of posts/language access