

**City of Austin Asian American Quality of Life Advisory Commission**  
**HR Workgroup Meeting - 2/4/2016**

**Commissioners Present:** Sonia Kotecha, Thuy Nguyen

**Special Guests:** Jeff Burton, City of Austin Employee Relations Manager/Assistant Director HR Corporate, Rod Krane, Talent Acquisition Manager/Hiring Programs, Akash Patel, HR Systems and Reporting

- I. The team reviewed the HR Presentation from 9/15/2015 and discussed some specific questions that the workgroup had.
  - A. Employee Recruitment/Outreach
    1. Job postings
      - a) The HR team reported that 95% of job posts are done by the Departments. The departments might seek input from HR corporate if they need to do more targeted outreach to a community.
      - b) HR corporate can always share various outreach methods to the departments.
      - c) Akash reported that he can send us the most up-to-date list of the city's 'posting sites.' Yvonne Wilson from AARC has been a resource for them (see attached)
      - d) Sonia recommended collaborating with Marion Sanchez to obtain an even more comprehensive list.
    2. Other Outreach Methods
      - a) The city employees 3 Field Employment specialists who conduct workshops at Workforce Development Centers on how to apply for city jobs. -*Sonia suggested opportunities to inform the Asian community about these resource and possibly partner with City to conduct one or two workshops at the AARC.*
      - b) City Job Fair - HR Team reported that they are in talk with the Asian Employee Network to help with outreach for the city's job fair.
      - c) Thuy brought up the idea of the City creating a brochure with information on searching for a job within City government that communities can distribute.
    3. # of Applications that are interviewed and selected by race/ethnicity - the HR Workgroup had questions about whether this information can be obtained to determine gaps (are Asians applying for jobs with city? If so, are they moving through the process? Or are their gaps)
      - a) The team specifically discussed looking at data with regards to positions where Asian Americans are underrepresented within the

city - Para-professional/Admin and Public Service. This information will be easier accessible to the City.

- b) Jeff indicated that some of the jobs that have openings require a commercial driver's license. Most folks think that they need a special license to drive a truck, but that's not the case.
- c) The team also discussed City of Austin Resolution - 20140626-093  
<http://www.austintexas.gov/edims/document.cfm?id=212661>The "City Manager is directed to conduct a pilot process improvement project related to the City's hiring process by working with outside stakeholders in the design and process improvement field and city staff from the City's Human Resources Department and other departments as appropriate"

#### B. Employee Retention/Promotion

- 1. HR Workgroup discussed job advancement within the city and what might be perceived barriers towards Asian American employees being promoted within the city.
- 2. Rod this is something the city is looking at with regards to all affinity groups
- 3. Rod was also unsure as to who was leading this charge the AAQL Commission or AAEN. Sonia explained that AAEN has been established for many years, but it does not appear based on information received, they have had a strong relationship with HR. The AAQL is just wants to ensure accountability, but ultimately we want the AAEN to feel empowered and heard within the City of Austin.

#### C. Diversity Trainings

- 1. Sonia recommended a few lunch and learns or information sessions for the City to learn more about the make-up of Asian Americans within the City of Austin including demographics, history of migration, history of discriminatory and exclusionary practices, etc. Many are not aware of the implications the 'Model Minority' myth might have on their outreach, hiring and promotion of Asian Americans. I

#### C. Next Steps:

- 1) HR will send us a list of job posting sites targeting the Asian American community (see: <https://drive.google.com/file/d/0B75tANlaZ-yLLTBNbTkzWUk0M2s/view?usp=sharing>)
- 2) HR to pull data on applicant demographics for para-professional/Admin jobs and trends in hiring.
- 3) Identify a HR Field Employment Specialist to attend an upcoming meeting

