

Seattle Department of Transportation

RSJ Work Plan

Seattle City Council Presentation

June 2010

Desired Outcome(s)	Key Action(s)	Mid-year Accomplishments	Challenges
Goal 1: End racial disparities within the City as an organization			
<p>Workforce equity</p> <ul style="list-style-type: none"> The City's workforce diversity reflects the diversity of Seattle's working age population Opportunities for upward mobility for workers in low wage occupations are increased 	<p>Implement strategies to address workforce equity, including increasing representation in occupational groups where some racial groups are under-represented.</p> <p>Implement upward mobility strategies for employees in low wage occupations, with a focus on admin and/or laborers.</p> <p>Use new out-of-class rules and best practices as a part of the department's out-of-class assignments. Change Teams and/or management will evaluate their department's use of the new rules and best practices.</p>	<p>Committee has formed and adopted two objectives: changing procedures to eliminate existing barriers to advancement; enabling field workers to take responsibility for their careers despite perceived obstacles.</p> <p>Assignments for the year:</p> <ul style="list-style-type: none"> Partner with HR find and designate existing space in SDOT facilities for training, increase computer access, improve job/announcement posting procedures, increase access to job information and training. Create a manual to assist in finding and training for City jobs Sponsor a series of discussions in the field with SDOT employees who have successfully broken through barriers to advance 	<p>Changes in HR staff and loss of RSJ coordinator have presented challenges in moving work forward.</p> <p>Another challenge is funding for computer equipment and training.</p>
<p>Contracting equity</p> <ul style="list-style-type: none"> City increases MBE 	<p>Ensure equitable access by WMBE firms to compete for purchasing and consulting contracts</p>	<p>SDOT continues to host vendor lunches to encourage division directors, project</p>	<p>SDOT has only 1.0 FTE dedicated to this effort.</p>

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contracting.	Improve internal processes to help City employees make better contracting and purchasing decisions with respect to the City's contracting equity goals.	<p>managers, and other staff involved in purchasing and contracting to get acquainted with WMBE service providers</p> <p>SDOT current WMBE Consultant Roster utilization rate YTD is 35.75% up from 26.75% in 2009</p> <p>Employee training on effective utilization of WMBE contractors being implemented</p>	
<p>City employee knowledge and tools</p> <ul style="list-style-type: none"> City employees have the understanding, skills and tools needed to eliminate institutionalized racism and work towards racial equity. Initiative has consistent Citywide visibility and employees have a greater understanding of the scope and depth of the Initiative. 	<p>Change Teams implement baseline standards for success, including development and implementation of a Change Team charter, and lead and/or provide support for key RSJI activities.</p> <p>Provide appropriate training to all employees to ensure attainment of RSJI core competencies.</p> <p>Provide training to departmental directors, managers and supervisors who have not yet completed the management training series, and provide ongoing skill development opportunities for other directors, managers, supervisors and Change Teams.</p> <p>Establish annual accountability agreements between director and senior management and between senior management and next level down inclusive of at least one RSJI priority.</p>	<p>Adopted first SDOT RSJ Change Team Charter</p> <p>Race the Power of an Illusion training delivered to over 96% of SDOT employees</p> <p>Management training series completed</p> <p>Accountability agreements are in place.</p> <p>Included RSJ terminology and objectives in Statements of Expectations and Performance Evaluations</p> <p>Internal communications tools are in place to inform all staff of the RSJ principles and current topics. Other tools include a SharePoint site, RSJ InWeb site, monthly Lunch and Learn learning</p>	<p>Overall coordination and training is more difficult without a dedicated RSJ Coordinator. This has resulted in slower progress and in fewer staff being trained, knowledge and understanding of RSJ principles.</p> <p>There is no funding to create email addresses for our field crew. We are still looking into options for electronic communications. We are asking that RSJ Initiative information sharing be a priority during all field safety meetings.</p>

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		<p>series, and quarterly newsletter</p> <p>Prepared work plan for creating field office Tutorial/Classrooms to support RSJ capacity building, professional development/training to increase promotional opportunities for field crews</p>	<p>Computer availability for field staff is limited. The classrooms have been identified, funding for professional development training has not been identified.</p>
Goal 2: Strengthen the way the City provides services and engages with the community			
<p>Outreach and public engagement</p> <ul style="list-style-type: none"> Public engagement activities are more intentionally inclusive and culturally appropriate. Communities' cultural assets and knowledge are better utilized, and participation by people of color increases. All boards and commissions reflect the diversity of Seattle's communities. 	<p>Outreach and public engagement lead:</p> <ul style="list-style-type: none"> Coordinates internal departmental team and implements outreach and public engagement training within the department; Participates in Outreach and Public Engagement Work Group; and Shares departmental outreach and public engagement best practices with the Work Group. <p>Build competency in the use of the OPE Toolkit as a resource in public engagement activities to ensure coordinated and effective approaches to City engagement activities.</p>	<p>Held intra-departmental monthly meetings to coordinate outreach and engagement strategies</p> <p>Launched SharePoint site to coordinate/leverage departmental outreach activities and share ideas</p> <p>Drafted Intra-departmental Outreach and Engagement Team Charter</p> <p>Participated in citywide Outreach and Public Engagement Work Group</p> <p>Presented at April RSJ Summit—Translating Theory into Practice</p> <p>Drafted inclusive outreach performance measures</p>	<p>Cost effective baseline information collection for performance measure targets.</p> <p>Measurement of community satisfaction in process vs. outcome.</p> <p>Privacy concerns management while collecting data on race, age, etc.</p>

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	Track, recruit and facilitate the appointment of racially diverse board members, commissioners and advisory group members.	Incorporated RSJ principles to outreach efforts for plans and projects such as the Pedestrian Master Plan and the Community Parking Program	
RSJI best practices criteria <ul style="list-style-type: none"> • Staff increases familiarity with a racial equity framework through practice and application of tools. • A systematic racial equity review of City programs, policies, practices and procedures is established. 	Identify key programs or policies and evaluate using the Racial Equity Toolkit. Results and recommendations from the Analysis will be used in conjunction with RSJI best practices to develop improvements.	Building on SOCR's RSJ budget filter toolkit, SDOT Budget staff created and implemented RSJ budget filter training specifically geared towards SDOT managers. This training has accomplished three outcomes: <ul style="list-style-type: none"> • Helping managers understand and articulate the RSJ impacts of their proposals • Encouraging the consideration of RSJ principals in the development of projects • Expanding the RSJ capacity of SDOT by increasing the number of employees involved in the RSJ initiative 	
Immigrant and Refugee (I&R) Action Plan: <ul style="list-style-type: none"> • Improve customer service with I&R • I&R will experience 	Implement the Immigrant and Refugee Action Plan <ul style="list-style-type: none"> • Improve access to services and information (includes implementation of the translation and interpretation policy) 	Continued implementing Translation and Interpretation Policy Back-up staff has been	Consistency. Tracking progress via staff who use multiple agencies/services and getting constructive feedback on services. Finding and maintaining

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<p>improved knowledge of and access to City services and funding</p> <ul style="list-style-type: none"> Support community-based organizations serving I&R to assure effective service delivery 	<ul style="list-style-type: none"> Protect civil rights Promote civic engagement Encourage work force and economic development Strengthen service delivery 	<p>trained on SDOT Language Line as work force development and to strengthen service delivery</p> <p>Continued to add to the translation glossary</p>	<p>stable and reliable contacts within vendor services.</p>

Goal 3: Eliminate race-based disparities in our communities
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<p>Community race-based disparities</p> <ul style="list-style-type: none"> Institutional barriers to racial equity within the City are identified and analyzed. City, community and public and private institutions work together to address race-based disparities that impact our communities. 	<p>Designate staff to participate in relevant interdepartmental teams convened to address racial disparities</p>	<p>Continue to encourage and streamline processes for staff to use interpreters for community meetings</p> <p>Continue to train staff on various ways to reach the limited English speaking community in more creative and effective ways</p> <p>Continue to be consistent with updating resources</p>	<p>City of Seattle employees that volunteer for the internal language bank, but are not receptive to assisting when contacted. Provide sufficient detail to employees when they sign up as to what may be asked of them.</p>
	<p>Analyze departmental barriers and opportunities for the given racial disparity.</p>		
	<p>Work with SOCR and the Race and Social Justice Roundtable to develop action plans to affect community conditions and measures to track improvements.</p>		
	<p>Implement and track action plan items within the department.</p>		