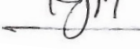




Mary Callery  
Human Relations Director

TO: Kevin J. Murphy, City Manager 

FROM: Mary Callery, Human Relations Director

DATE: March 14, 2018

SUBJECT: Motion 10.4 of 01/09/2018 by Councilor Nuon

*“Req. City Mgr. to provide information regarding outreach in hiring process; including breakdown of results in following categories; Race; Gender; Veteran Status; and Residency”*

The standard hiring outreach process consists of posting vacant positions on the City’s website and providing each department with a copy of the posting. Individuals who are subscribed to the City’s employment opportunities listserv are automatically emailed once the position becomes available online. Upon the request of the Department Head, vacant positions may also be advertised with outside agencies/organizations as they see fit. In addition, word of mouth serves as another effective means of outreach.

The hiring process for the City of Lowell involves applicants submitting a completed City of Lowell Employment Application, cover letter and resume, or both. The employment application is available for pick up in the Human Relations Office or for download on the City’s website and requires basic information including employment history, educational background, employment references, license, and voluntary self-reporting information. Once applications and/or resumes are reviewed, applicants selected for an interview are contacted.

Specifically, the voluntary self-reporting information, which is optional, requests information including gender and ethnic origin. In general, approximately half of all applicants will submit an employment application for consideration. Of those who do submit an employment application, approximately 90% decline to submit responses to the voluntary self-reporting information.

With the exception of the Fire and Police Departments, the City is unable to provide a complete accurate figure of employee’s gender and ethnicity, specifically due to the nature of the information being optional. The Fire and Police Department track this specific information because of Civil Service requirements.

The below is data with regard to gender and ethnicity in the Fire and Police Departments as well as All Other Departments. As previously mentioned, the Fire and Police Departments maintain this information for Civil Service purposes while all other employee data is obtained on a voluntary basis during the employee intake/orientation.



Mary Callery  
*Human Relations Director*

Fire and Police Department			
*Police Department figures only			
Ethnic Breakdown	Total	Male	Female
Asian	17	8*	2*
Black	23	4*	2*
Hispanic	74	27*	3*
Caucasian	320	171*	13*
Total	434	408	26