



Eileen Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

To: Mayor Bill Samaras and Members of the City Council
From: Eileen Donoghue, City Manager *EMD*
Date: December 11, 2018
Subject: Update to Motions by C. Nuon

3/27/18 – C. Nuon - “Req. City Mgr. have Human Resource Department develop a recruitment policy and procedure for hiring purposes/

5/1/18 – C. Nuon – “Req. City Mgr. Provide A Report Regarding Equal Opportunity Employment In The City.”

5/1/18 – C. Nuon – “Req. City Mgr. and Human Resource Dept. work with Supt. of Schools and School H/R department to explore means to attract a diverse pool of candidates for future employment openings.”

In response to the above motions by Councilor Nuon, I convened a Diversity Working Group with the aim of figuring out how the city can ultimately become a more diverse and inclusive workplace. The group has formed with core members from the City Manager’s office, the HR department, the Law department, and the MassHire Career Center, and is tasked with finding ways to increase diversity and inclusion in the city’s hiring and employment practices, and modernizing some of our ongoing Human Resources practices.

The group has met a few times thus far and is in the process of developing internal policy to modernize some of our recruiting and hiring practices. The aim of the group is to make some changes which will result in more diverse pools of applicants, ultimately resulting in a workforce that is better representative of the demographics of the city.

Some of the things that have already begun to materialize include using social media to try to attract more candidates for job postings. The city’s HR department is now regularly sharing out postings as they become available. We also moved an “employment opportunities” link to the front page of the City’s website, making it easier to locate posted jobs within the website. Going forward, the group plans to meet with the Working Cities Lowell Initiative at their next full board meeting in January. The Working Cities Lowell Initiative is a collective partnership led by the Coalition for a Better Acre and the City of Lowell, and includes 12 high impact non-profit organizations in Lowell. Meeting with this group will allow a further reach into the expertise many of these groups offer, and will hopefully lend further strategies in how to reach more diverse groups of potential applicants for job opportunities around the city. It will also include asking that the Working Cities groups help share job postings within their networks, again to increase exposure into communities we may not be reaching right now.

Please let me know if you have any further questions on this issue.