



# 2018 Philadelphia Workforce Diversity Profile Report

All data in this report is accurate as of June 30, 2018, and all data reflects only information that was voluntarily reported.



Office of the Mayor



# Acknowledgements

**The Mayor's Office of Diversity & Inclusion would like to thank the following offices for their valuable assistance in producing this report:**

Chief Administrative Officer of the City of Philadelphia

Office of Human Resources

Office of the Mayor

Office of Innovation & Technology



## Letter from the Mayor

Fellow Philadelphians,

I truly believe that the power of Philadelphia lies in its diversity. Every day, I travel this city and meet residents who make Philadelphia an inspiring place to live. With the whole world to choose from, many people ultimately decide to make Philadelphia their home because of the opportunity and culture our city has to offer. After growing up in Philadelphia and spending my life here, I have grown to understand it is the diversity of our city that makes it truly special.

In my experience as a public servant in Philadelphia, I also understand that having a workforce that reflects and values the people we serve is extremely important to be able to provide the best services we possibly can to our residents, which is why I continue to prioritize diversity and inclusion in my work.

Since the beginning of my time in office, our City's first-ever Chief Diversity and Inclusion Officer has led and supported my Administration's efforts to implement new strategies to develop an inclusive workforce. The office's first report found that we had much work to do in order to recruit and retain a diverse workforce that is reflective of our city. Since then, we developed a plan and got to work. I am pleased to say that the data in this report, which focuses primarily on the exempt workforce that leads the government, reflects that the city workforce is gradually becoming more diverse. You will see this detailed data on the pages in Section IV and V.

Creating a diverse and inclusive workforce is not only about hiring people of different races, ethnicities and gender identities, it is also about making sure that everyone—no matter who they are—feels safe, welcome, and valued. That is why over 500 City executives and supervisors have received diversity and inclusion training during this Administration, and the Office of Diversity and Inclusion continues to train departmental leadership on unconscious bias and techniques to build a more inclusive work environment.

I appreciate the dedication of our administration and know that our ongoing efforts to build a talented, diverse, and inclusive workforce and to assure equity in the programs and services we provide will have a lasting impact on our great city. I look forward to continuing to create a more diverse city workforce that better represents and serves every Philadelphian, and to continue to showcase the strength of our wonderful city.

Yours in Service,

A handwritten signature in black ink that reads "James F. Kenney". The signature is written in a cursive, flowing style.

James F. Kenney

# Table of Contents

Executive Summary	5
Section I - Philadelphia Population	7
Section II - Philadelphia's Government Workforce	8
Section III - Civil Service Applications	13
Section IV - Workforce Exempt Employees	14
Building a Talented, Diverse Exempt Workforce from Top to Bottom	21
Section V - Executive Exempt Workforce	23
Section VI - Commissioners & Directors	27
Section VII - Cabinet	28
Section VIII - Boards & Commissions Appointments	29
Promoting Public Safety in the Disability Community	30
Office of LGBT Affairs	31
Immigration	32
Sexual Harassment Prevention Policy and Training	33
Conclusion	33

# Executive Summary

The 2018 Workforce Diversity Profile Report provides a summary of the demographic data pertaining to the City's workforce under the Executive Branch and a more specific set of charts and graphs with reference to the exempt workforce. All of the data is as of June 30, 2018.

As we announced in 2017, the data again this year is limited to full time, permanent employees under the Mayor's jurisdiction. We have excluded seasonal and part-time workers from our review, and have also excluded all independently elected offices, including City Council, the District Attorney, the City Controller, the City Commissioner's Office, the Sheriff's Office, and also the staff of the Board of Ethics. Likewise, all of our data is for the City's Fiscal Year 2018.

This year's report begins with a review of Philadelphia's population demographics. After highlighting various aspects of this data, the report examines all of the demographic data broken down into segments of the workforce, and ends with a focus on the City's strategies to diversify the workforce and create a more inclusive workplace. Almost a majority (49%) of the City's workforce is Black or African American. Both Black or African American employees and White employees are overrepresented in the City's workforce compared with the actual population percentages of these groups in the City. The number of Latinx and Asian employees in the workforce is lower than the Philadelphia population. There is significant overrepresentation of males, 65% compared to the percentage of males in the population, 47%. This section also breaks the entire workforce down into other information, such as tenure with the City, employee age, and diversity by department. This year, we have added sections that include hires by race, ethnicity and gender and separations by race, ethnicity and gender.

In the next section, the report describes the trends of applicants in the Civil Service system, which makes up the great majority of the workforce. As was the case in 2017, a large percentage of applicants chose not to disclose their race or gender. The largest number of those disclosing their race was Black or African American.

The fourth section of the report focuses on the exempt workforce, which represents slightly under 1500 City employees, who are not hired through the civil service examination. As reflected in the data, Blacks or African Americans, Latinos, and Asians are underrepresented in the City's exempt workforce compared with the city's population. With 47% of the workforce identifying as White, Whites are overrepresented based upon population demographics. Gender data reveals that 51.17% of the exempt workforce is female versus a population of 53% female.

After a review of the entire exempt workforce, the report breaks the exempt workforce data into sub classifications, including the executive exempt workforce (those who make over \$90,000 per year), department heads, and the Mayor's Cabinet for further analysis of the racial and ethnic breakdowns of our workforce. The report reveals that these classifications are dominated by employees who are White, with underrepresentation of all minorities. An addition in 2018 is data on hires by race and ethnicity. This year's report found that in FY 2018, 50% of all hires were African American, Latino or Asian.

## Executive Summary

The Report details that we are taking slow but positive steps in building a fully diverse and inclusive workforce. We describe some of the actions that have been taken since the beginning of the administration to diversify the workforce especially in the exempt ranks; and, some of the workforce planning initiatives that are designed to systematically and rationally forecast our ability to increase the number of diverse employees where the greatest disparities exist.

The Report additionally reviews the makeup of Boards and Commissions. In 2018, 45% of boards are Black, 8% Hispanic or Latino and almost 7% Asian. A majority of appointments to boards is female (54%).

An important initiative for the city is to better understand the profile of our workforce as it relates to LGBTQ and people with disabilities. We are attempting to develop better information on the workforce composition as it relates to these two communities. In the meantime, we wanted to include sections on the Mayor's Office of People with Disabilities and the Office of LGBT Affairs. In FY18 the Mayor's Office of People with Disabilities focused on assisting people with disabilities to ensure access to public safety resources including fire, police and the Office of Emergency Management. The section on LGBT Affairs describes a full program of activities and initiatives to foster equality for LGBTQ Philadelphians through public advocacy, community engagement and education, and capacity building.

Another City office that services diverse communities is the Office of Immigrant Affairs. Immigrants make up approximately 15% of the Philadelphia population. In this year's Report, we provide an overview of the programs and initiatives of the Office including its role in combating federal threats to segments of the immigrant population.

Next, we report out on a key initiative of the administration during FY 17 and FY 18 which is the Sexual Harassment Prevention Policy and Training Program. We briefly describe that the City has developed an updated sexual prevention policy and implemented mandatory training for all City employees.

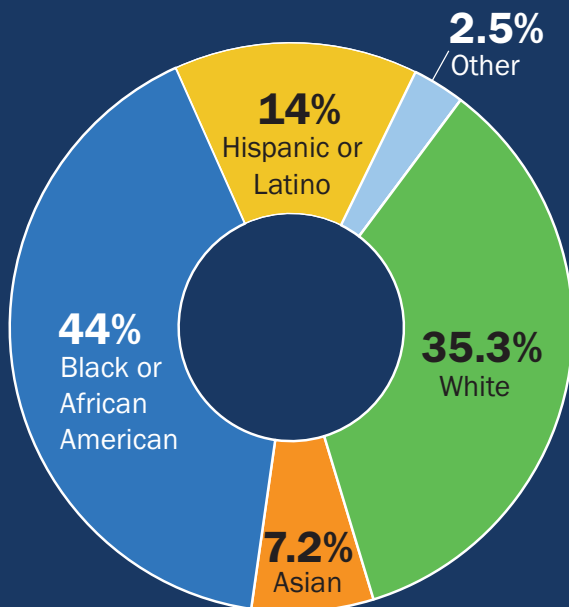
We reported last year that our diversity metrics had been stagnant over the previous year. In this year's report we describe very small but positive growth of our exempt diverse workforce. The administration is committed to a plan of focused intentionality in our diversity programs until disparities based upon race or ethnicity no longer exist.

## Section I

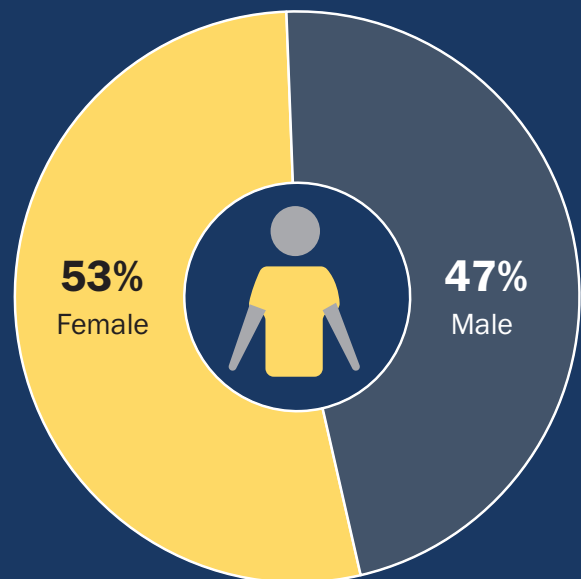
# Philadelphia Population

This section describes the diversity of the city of Philadelphia by population and serves as a basis by which the City of Philadelphia Workforce data will be compared. The objective of the Administration over a period of time is to steadily build a government workforce that reflects the population of the city. The information from this section was pulled from the 2015 Census.

### 1.1 Philadelphia Population by Race and Ethnicity



### 1.2 Philadelphia Population by Gender

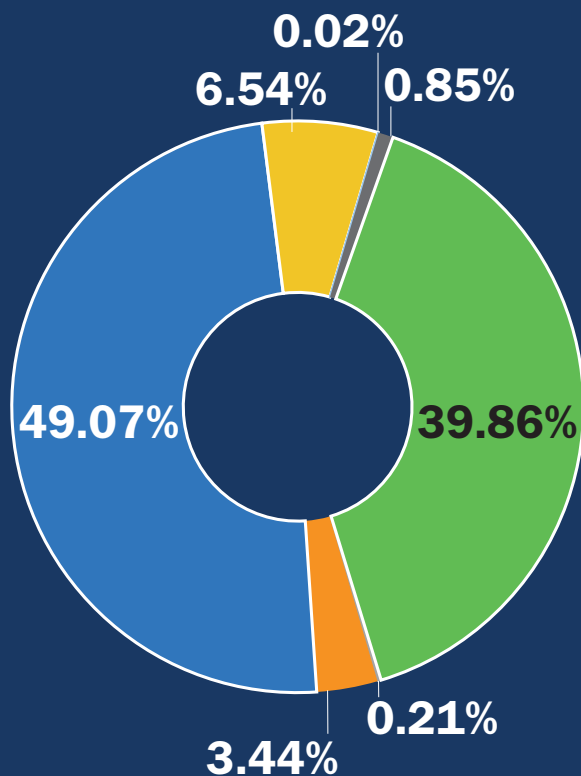


## Section II

# Philadelphia's Government Workforce

This section describes the racial, ethnic, and gender distribution of the City of Philadelphia's government workforce. This includes full time permanent employees both civil service and exempt under the Mayor's jurisdiction. The total workforce is 24,717 employees.

### 2.1 Philadelphia Workforce by Race & Ethnicity

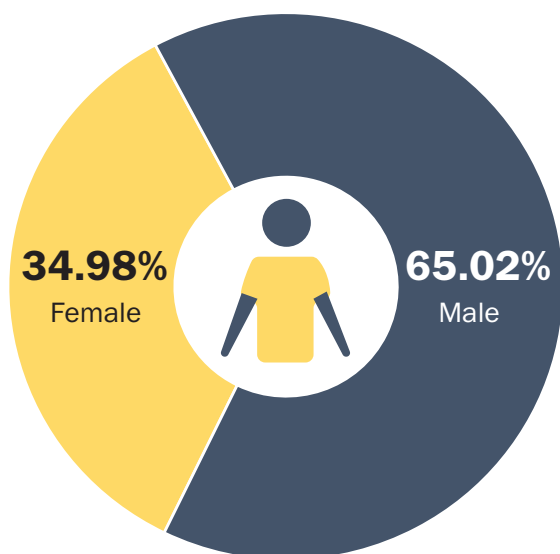


Numerically the racial and ethnic breakdown of the workforce as of July 1, 2018 is as follows: Black or African American, 12,128 or 49.07%; White, 9853 or 39.86%; Hispanic or Latino of any race, 1617 or 6.54%; Asian, 851 or 3.44%; American Indian or Alaskan Native, 53 or 0.21%; Native Hawaiian or Other Pacific, 6 or 0.02%; two or more races, 209 or 0.85%.

Note: The racial breakdown of the Philadelphia workforce as of July 1, 2017 was as follows: Black or African American, 13,915 or 50.45%; White, 10,812 or 39.20%; Hispanic or Latino 1,674 or 6.07%; Asian, 883 or 3.20%; and Others, 298 or approximately 1.1%



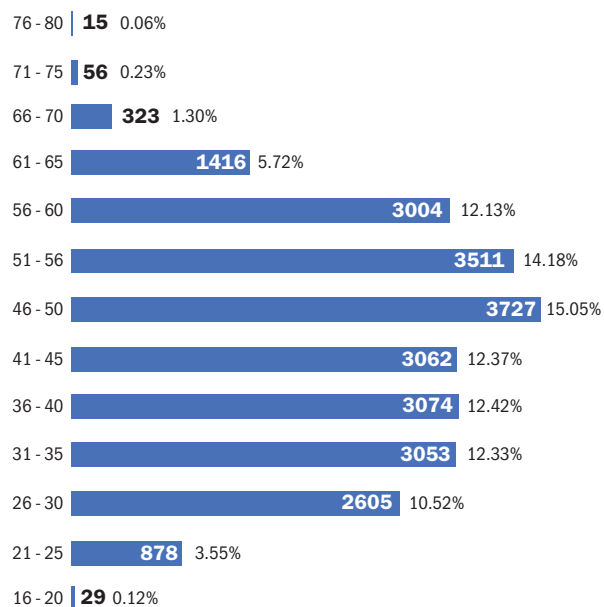
## 2.2 Workforce by Gender Diversity



Numerically the gender breakdown of the workforce as of July 1, 2018 is as follows: Female, 8661 or 34.98%; Male 16,096 or 65.02%

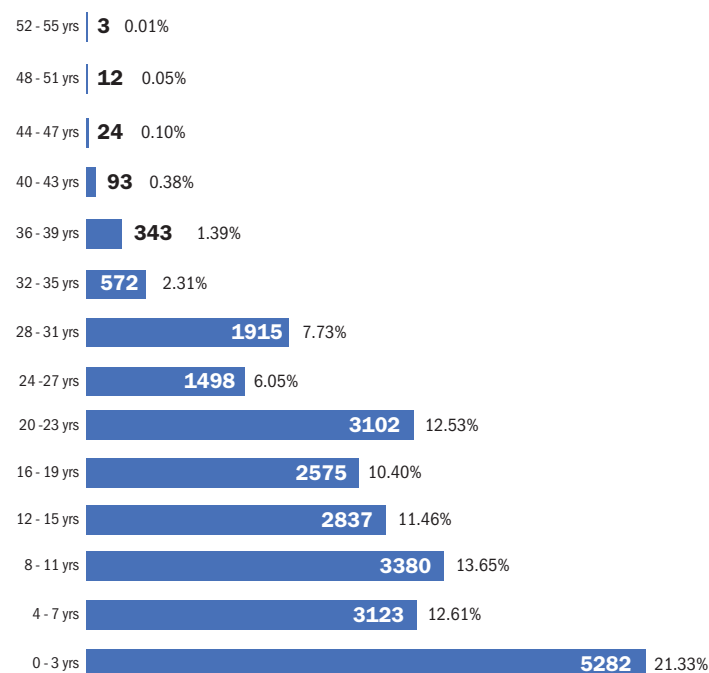
Note: The breakdown of the Philadelphia workforce as of July 1, 2017 was as follows: Female 38.02%; Male 61.92%.

## 2.3 Distribution of Employees by Age



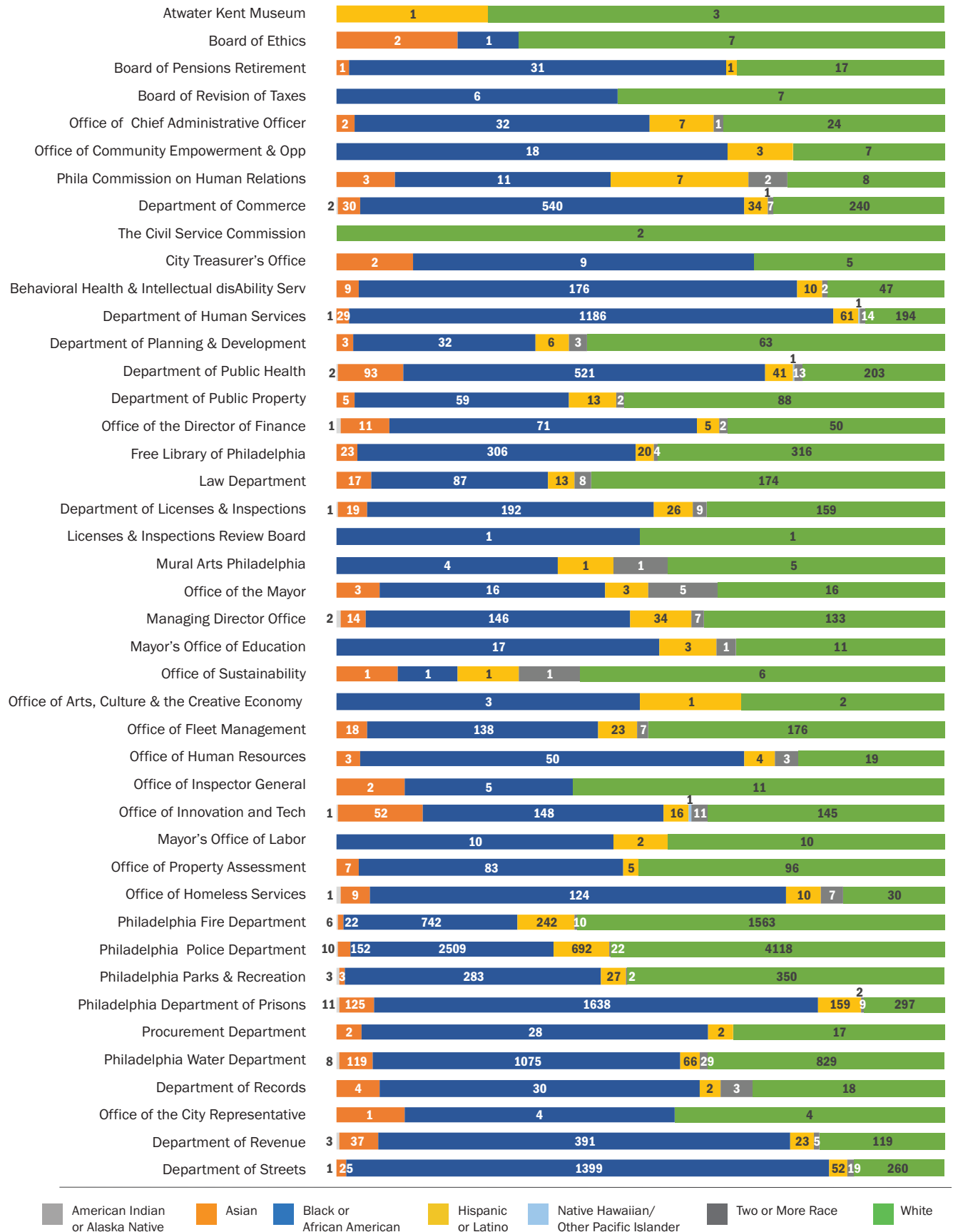
The median age for City employees is 45 years.

## 2.4 Distribution of Employees by Years of Service

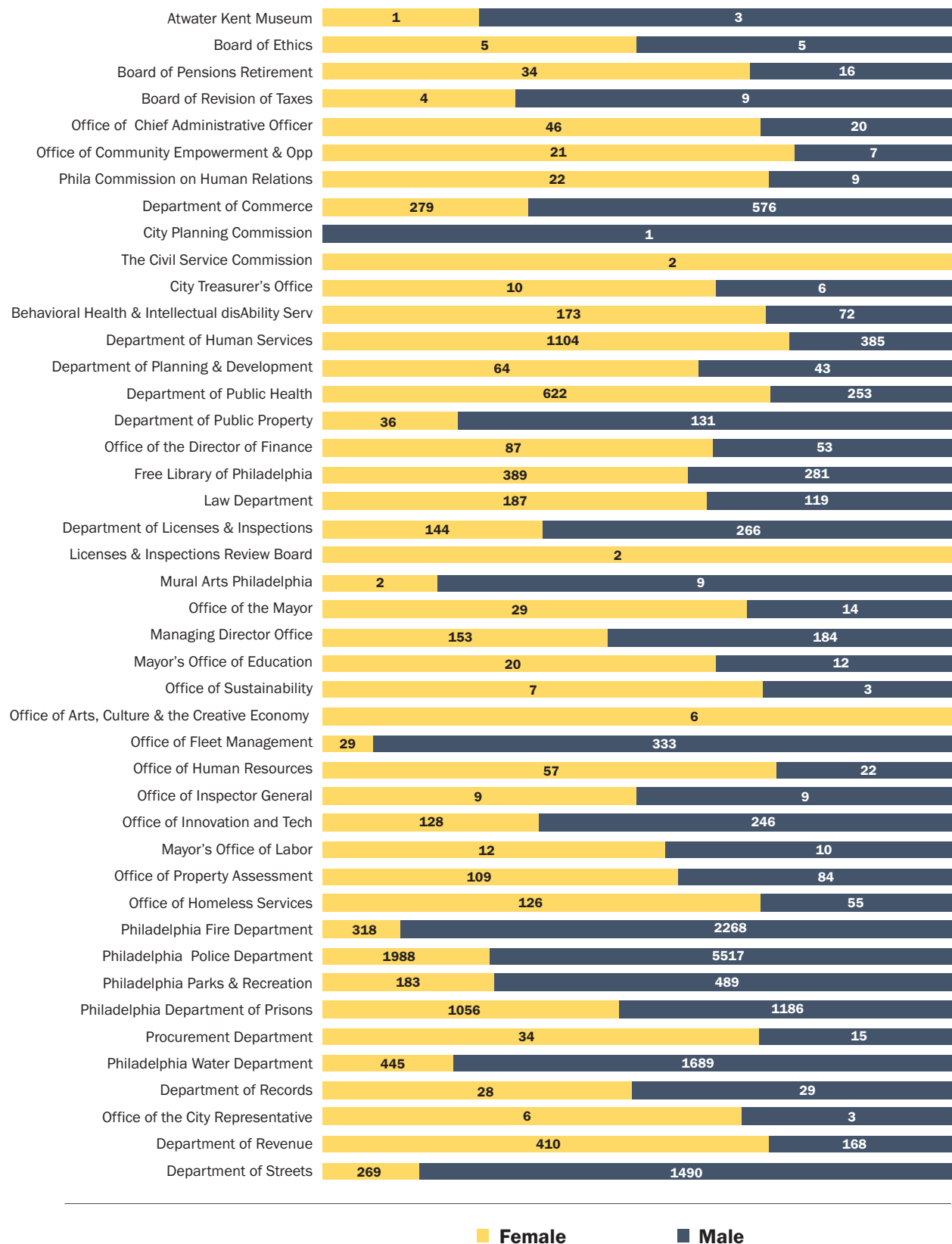


## 2.5 Race & Ethnicity by Department or Office

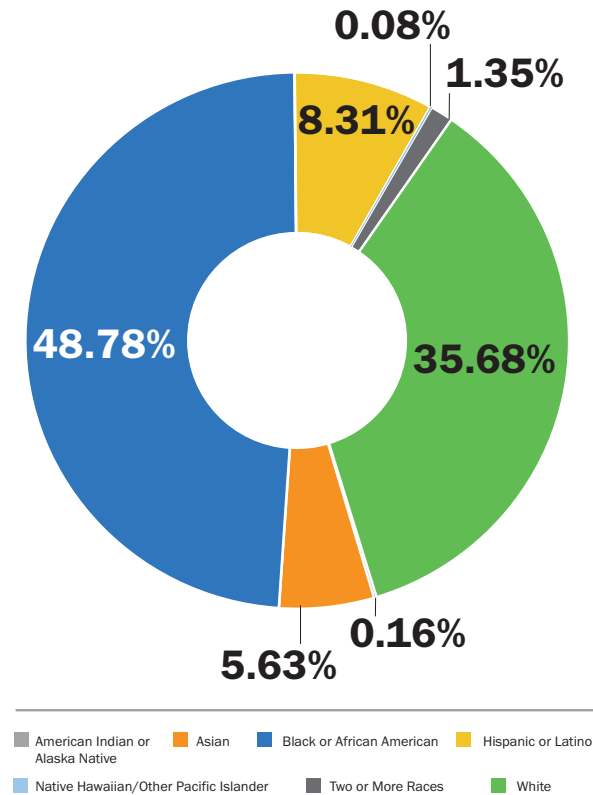
This chart provides a breakdown by department or office of the race and ethnicity of the City's workforce



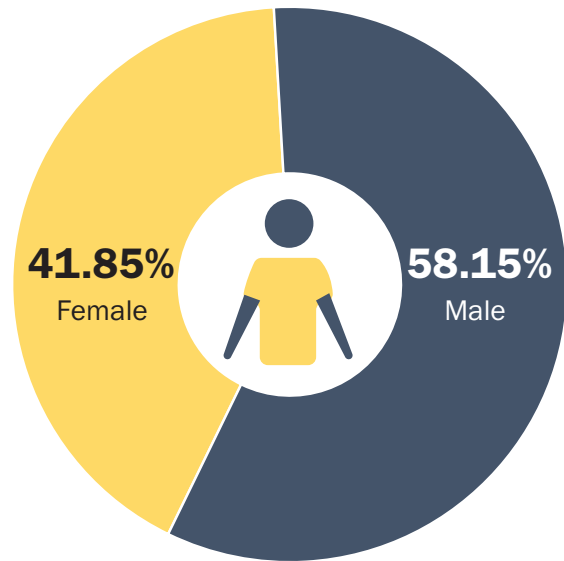
## 2.6 Gender by Department or Office



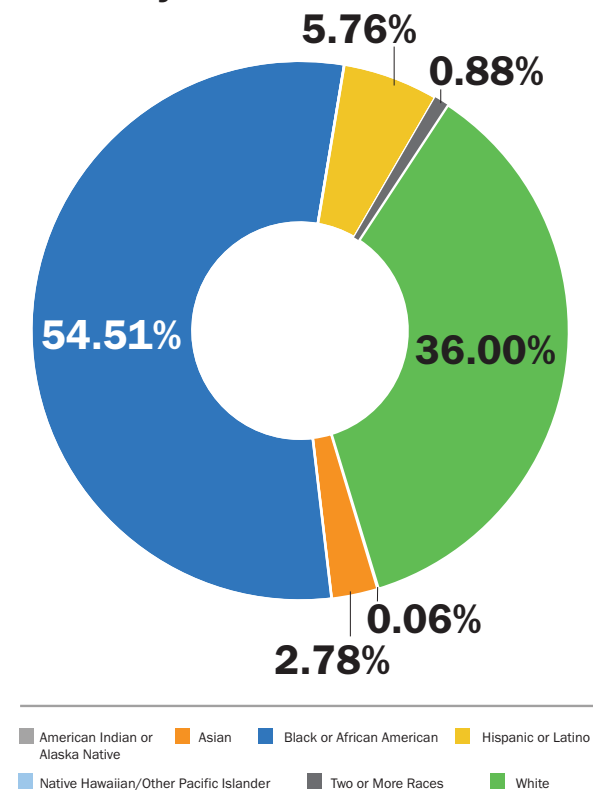
## 2.7 Hires by Race & Ethnicity



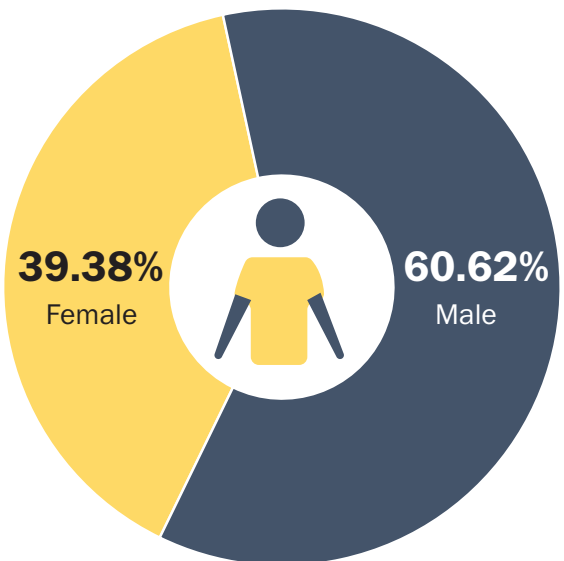
## 2.8 Hires by Gender



## 2.9 Separations by Race & Ethnicity



## 2.10 Separations by Gender



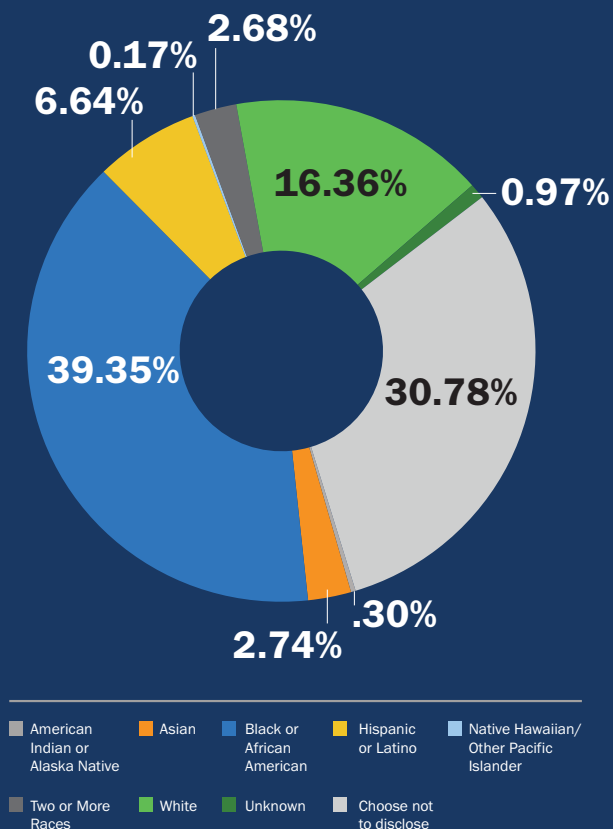


## Section III

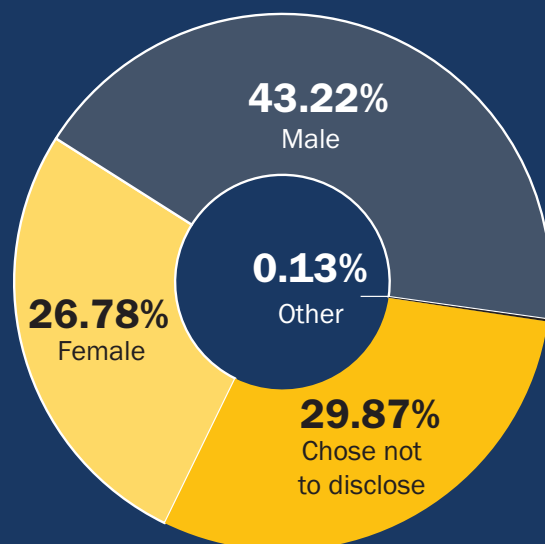
# Civil Service Applications

The great majority of the City Workforce are civil service employees. The following outlines the racial, ethnic, and gender breakdown of civil service exam test takers over the past year. Please note that we refer to exam test takers because they are generally deemed to be qualified applicants for these positions.

### 3.1 Application Trends by Race and Ethnicity of Those Seeking to Take the Civil Service Examination



### 3.2 Application Trends by Gender

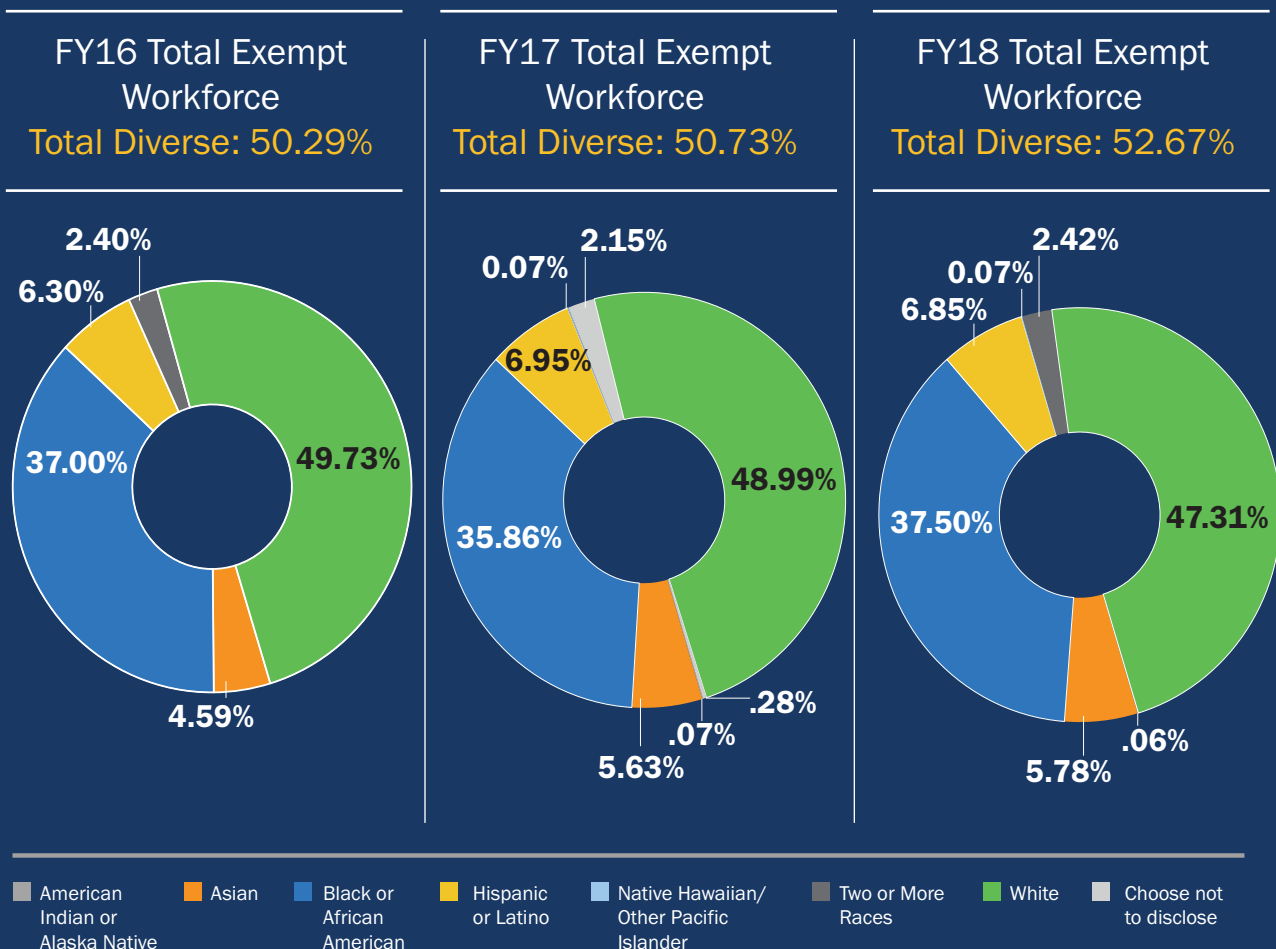


## Section IV

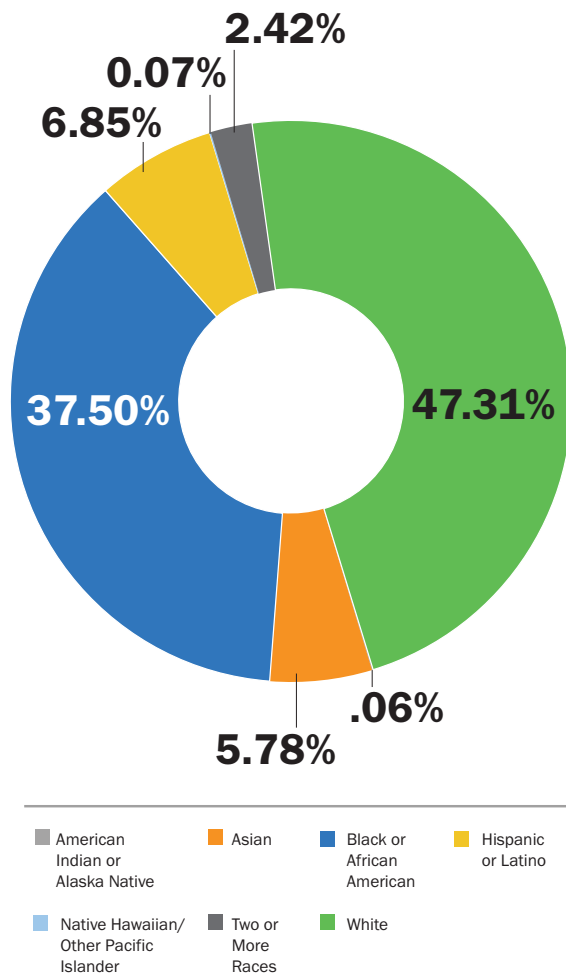
# Workforce Exempt Employees

Exempt employees are all employees who are not hired through the civil service examinations. These employees made up 1496 full time members, or 6.05% of the City's Workforce as of June 30, 2018. Although the administration has focused on diversifying the exempt workforce, there are still significant disparities among the four largest racial groups. Because most openings result from either a very limited number of new positions or attrition, these efforts can only be measured over a period of time. With regards to gender, the city population is 53% female and exempt workforce employees are 51.17% female.

### 4.1 Exempt Workforce Over Time



## 4.2 Exempt Employees by Race & Ethnicity

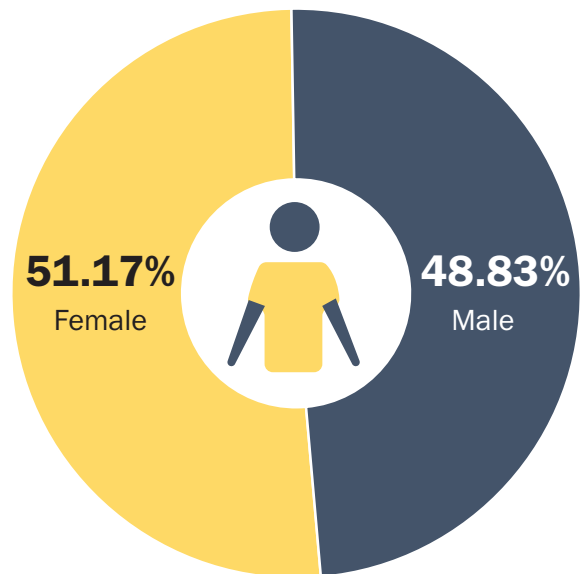


There were 1,488 employees in the Exempt Workforce who disclosed data as to race or ethnicity.

The racial and ethnic breakdown of full-time exempt workers who disclosed their race and ethnicity is as follows: Black or African American, 558; White, 704; Hispanic or Latino, 102; Asian, 86; and Other, 38.

Note: The race and ethnicity breakdown as of July 1, 2017 was as follows: Black or African American, 35.86%; White, 48.99%; Hispanic or Latino, 6.95%; Asian, 5.63%; Other, 2.57%.

## 4.3 Exempt Employees by Gender

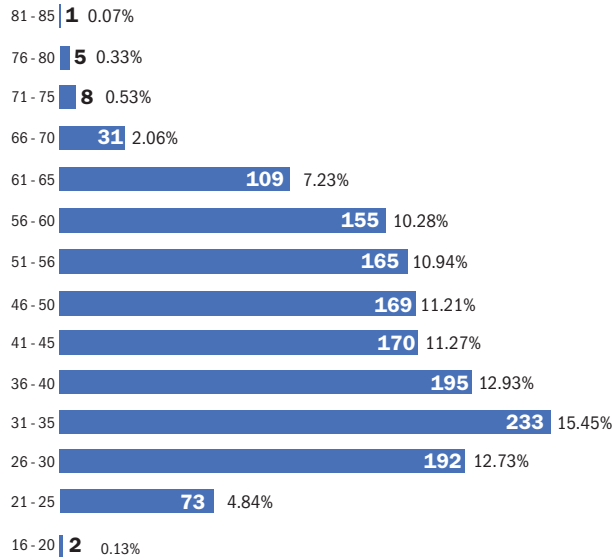


1,497 employees disclosed their gender identity: 766 or 51.17% were female and 731 or 48.83% were male.

Note: The gender breakdown as of July 1, 2017 was as follows: Male, 49.76%, Female, 50.25%.

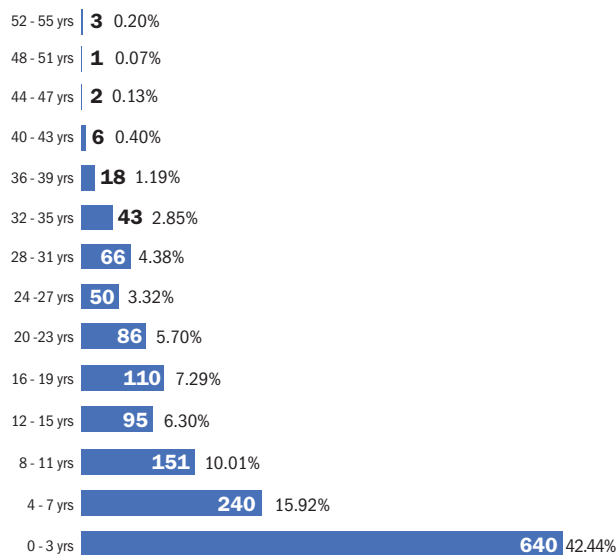
## 4.4 Exempt Employees by Age

The percentage and number of the exempt employees under the jurisdiction of the Mayor, categorized by age is set forth below. The median age is 42 years old.



## 4.5 Exempt Employees by Years of Service

The percentage and number of exempt employees under the jurisdiction of the Mayor, categorized by years of service, is described below.



## 4.6 Exempt Employees by Equal Employment Opportunity Occupation Categories

EEO Categories are job categories mandated by the federal government to track employment records. The federal government requires that employers keep records based on the EEO Commission's divisions, which is what is broken down in this section.

Technicians

87

Skilled Craft Workers

3

Service/Maintenance

86

Professionals

790

Paraprofessionals

125

Officials and Administrators

366

Administrative Support  
(including clerical and sales)

51

The meaning for each of the EEO categories is generally self-explanatory. "Officials and Administrators," set broad policies, exercise overall responsibility for these policies and direct individual departments in connection with overall operations. "Professionals," generally require professional degrees or some type of certification. The remaining categories "paraprofessional," "administrative support," "service/maintenance" and "technician" are well recognized terms.



## 4.7 EEO Categories By Race & Ethnicity

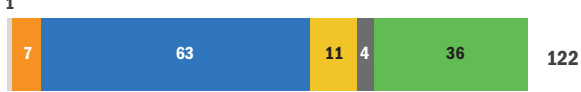
Administrative Support  
(including clerical and sales)



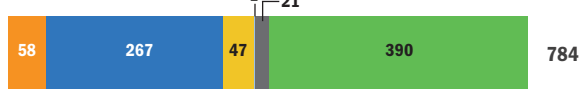
Officials & Administrators



Paraprofessionals



Professionals



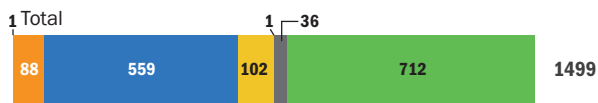
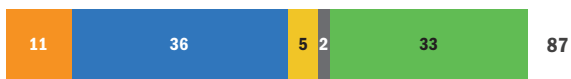
Service/Maintenance



Skilled Craft Workers



Technicians



Below is a breakdown of EEO categories by race. Please note that these numbers are only applicable for those employees who disclosed their race and ethnicity. The largest category populated by employees of color is the “Professional” category followed by “Officials and Administrators.”

## 4.8 EEO Categories by Gender

Administrative Support  
(including clerical and sales)



Officials & Administrators



Paraprofessionals



Professionals



Service/Maintenance



Skilled Craft Workers



Technicians

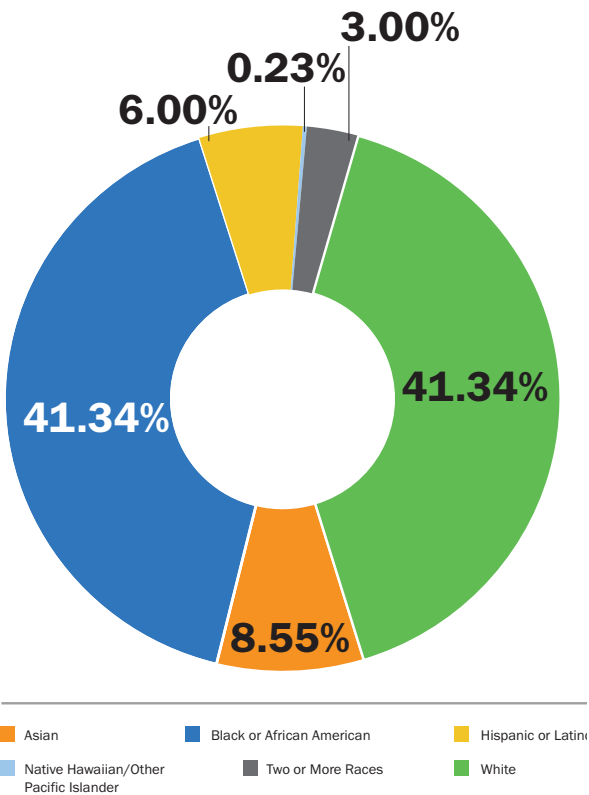


Total

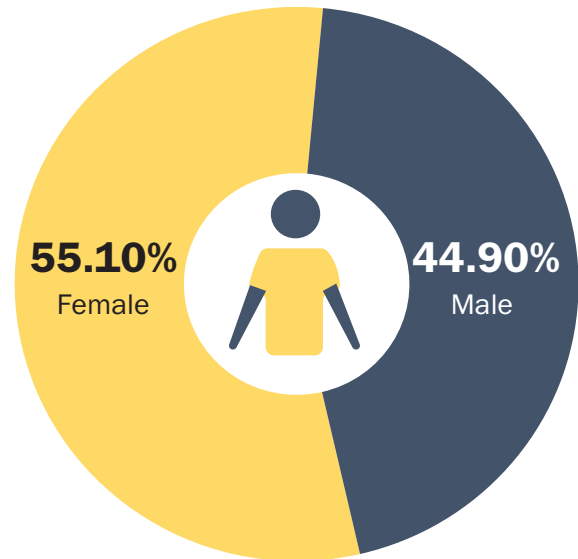


■ Female  
■ Male

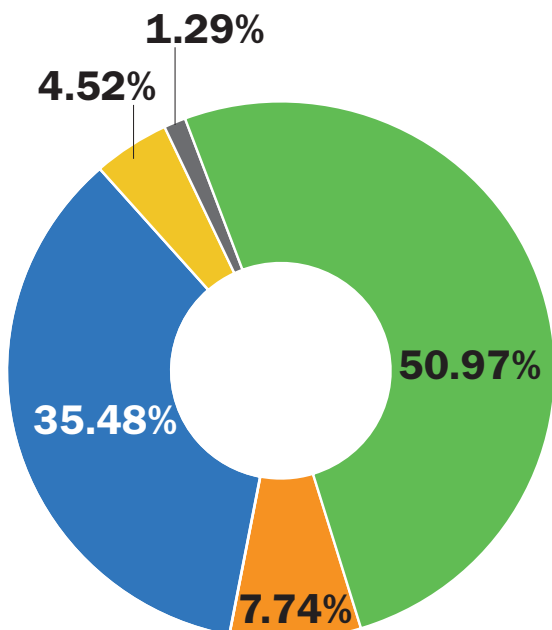
#### 4.9 Exempt Hires by Race & Ethnicity



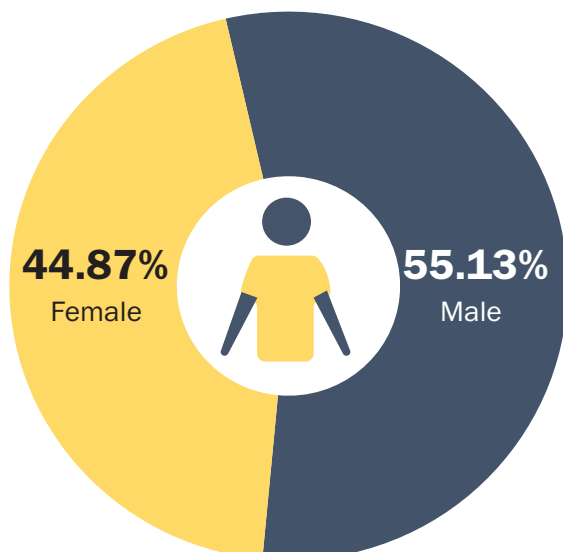
#### 4.10 Exempt Hires by Gender



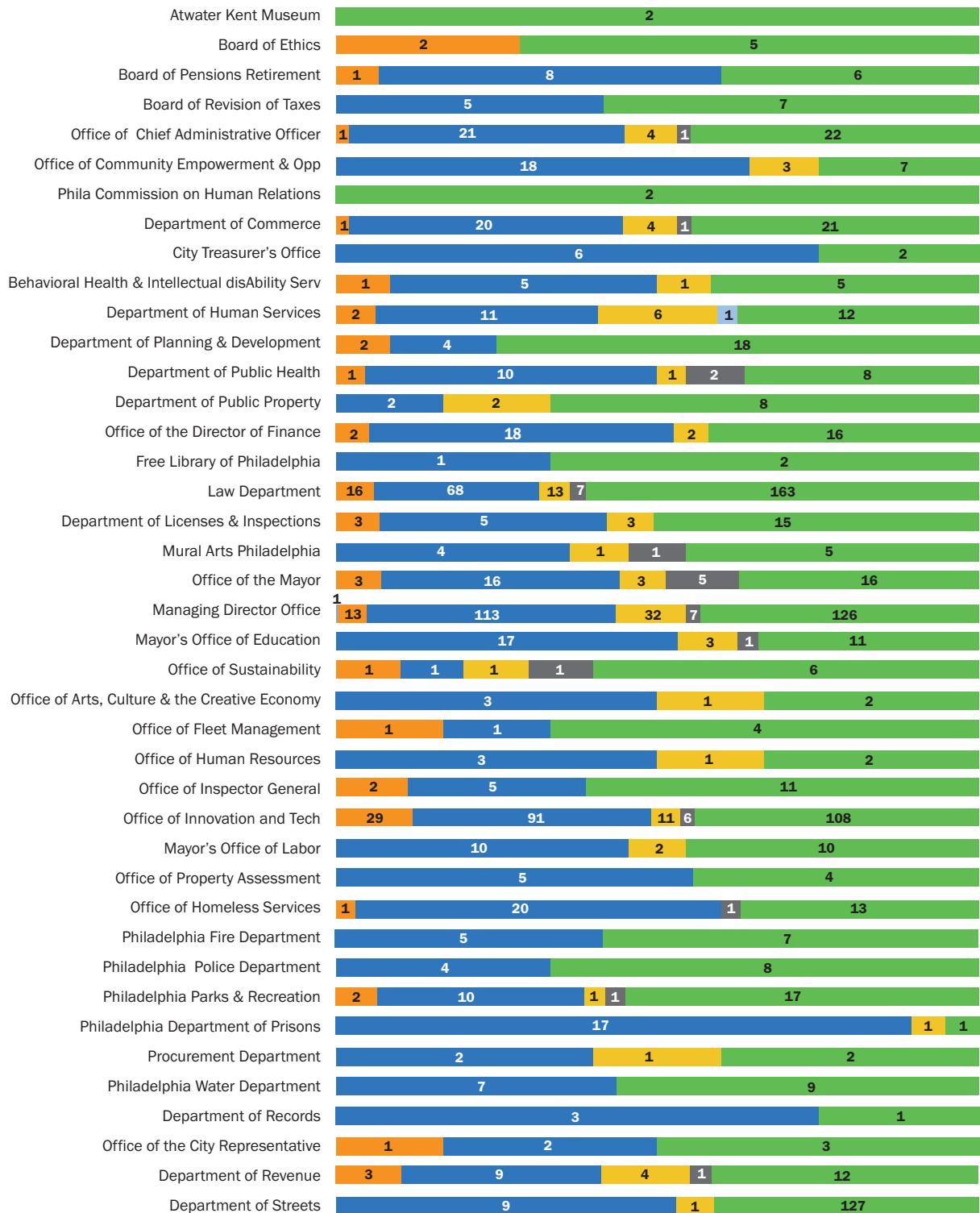
#### 4.11 Exempt Separations by Race & Ethnicity



#### 4.12 Exempt Separations by Gender

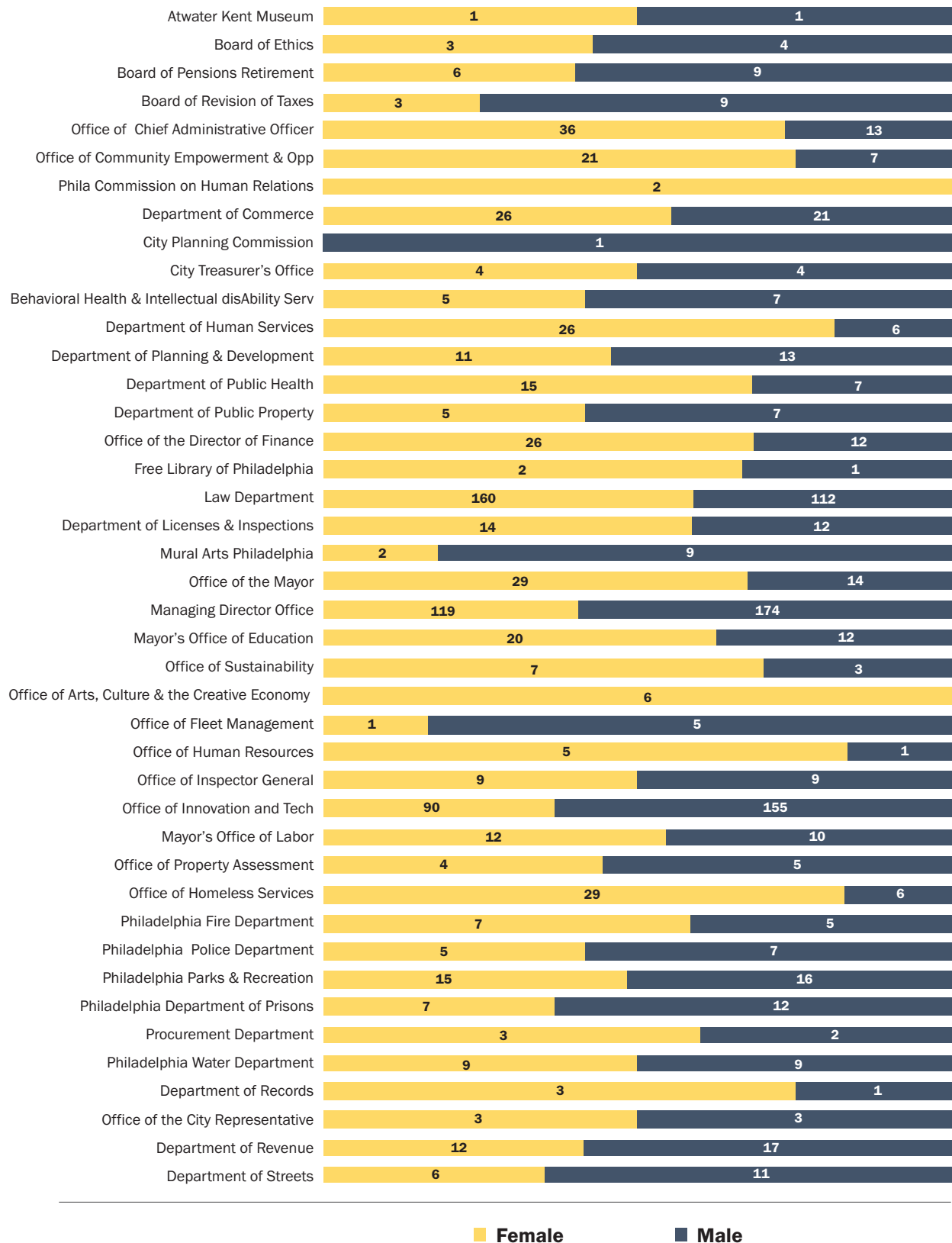


## 4.13 Exempt Employees by Race and Ethnicity by Department/Office



American Indian or Alaska Native
  Asian
  Black or African American
  Hispanic or Latino
  Native Hawaiian/Other Pacific Islander
  Two or More Race
  White

## 4.14 Exempt Employees by Gender by Department/Office







# Building a Talented, Diverse Exempt Workforce from Top to Bottom

Nolan N. Atkinson, Jr. Chief Diversity and Inclusion Officer, Mayor's Office of Diversity and Inclusion

As highlighted in this report, the City workforce is comprised of more than 24,000 employees. Most of these employees must take the civil service exam to gain employment with the City. Most of those who aren't required to take the civil service examinations are part of the exempt workforce. The exempt workforce is important because many in the exempt workforce make up the senior leadership of Philadelphia's government, including department and cabinet heads.

At the beginning of this administration and before, the process to bring on a new employee would be as follows: a vacancy would occur, hiring managers would post the position, interview candidates, and then recommend a candidate to fill the position. Though this process was generally effective in filling the positions, it lacked any sort of structure or intentionality to assure that diversity was a part

of the hiring process. Based on human resources best practices, it's vital that city government leaders strive to build a workforce that reflects as closely as possible to the racial, ethnic, and gender of the population they serve, so the Kenney Administration sought to solve this issue.

Working with the Office of Human Resources, the Chief Administrative Office, and the Office of HR & Talent, the Kenney Administration revised our hiring process to better reflect the goal of assuring that qualified diverse candidates have equal opportunities to apply for, interview for, and ultimately be hired. In last year's 2017 Workforce Diversity Profile Report, we highlighted several steps that were taken to get diverse candidates into the pipeline for jobs, including ensuring diverse slates of candidates, resume reviewers, and interviewers.



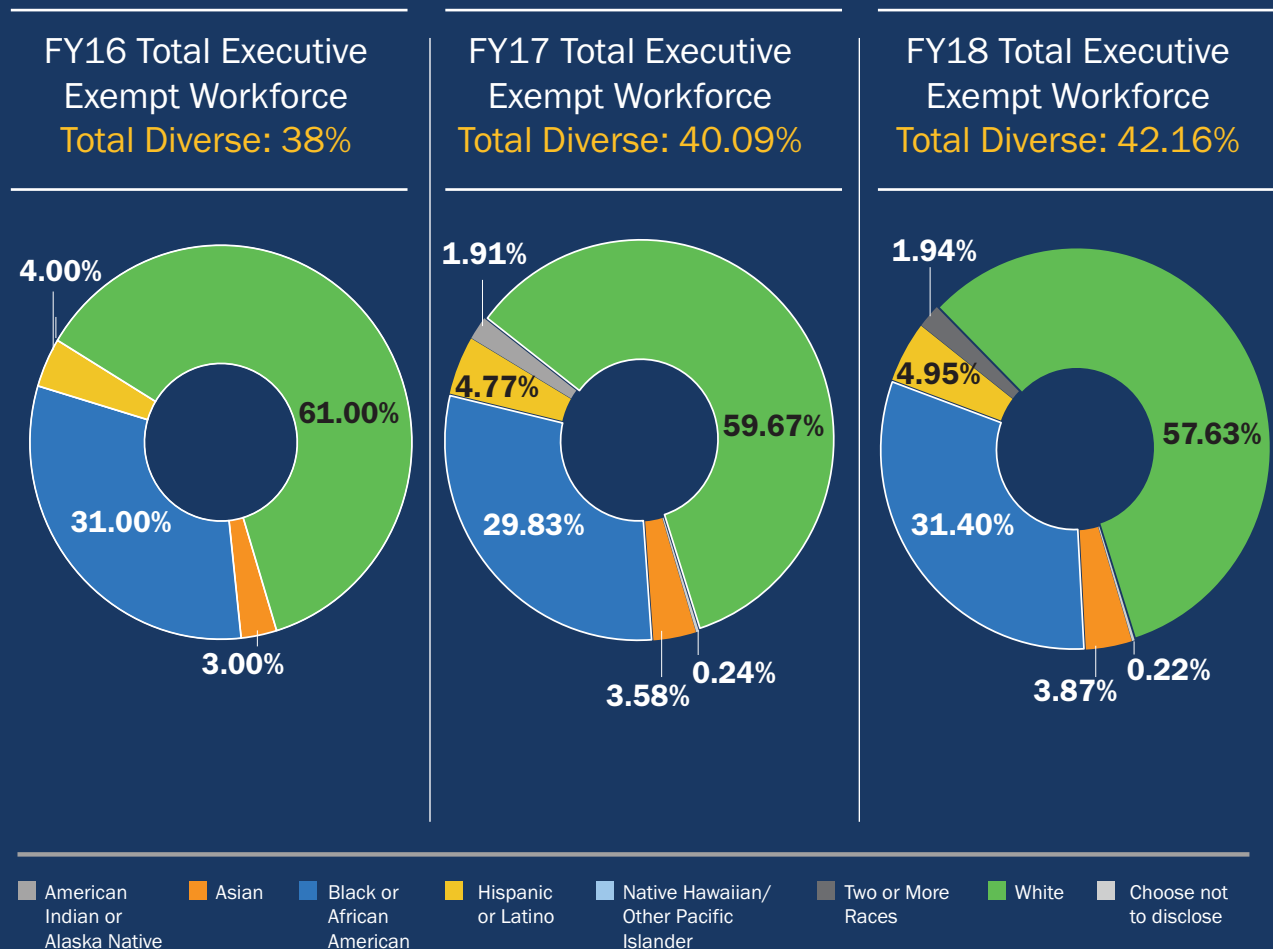
This year, we have worked with the same departmental leadership to have a better understanding of the workforce needs of our departments. We began with facilitated discussions with cabinet officers and their departmental leadership on the main issues they've had in recruiting and retaining diverse employees. Leadership started these conversations in broad ways, including why diversity is important, and how we can do a better job of including diverse persons in our workforce. Afterwards, we had departments do in-depth workforce planning, with a particular emphasis on positions that historically have not been filled with diverse candidates. For these positions, we're working with departments on recruitment plans, which will ultimately help find candidates that may not have traditionally applied to work as public servants.

After having these facilitated discussions and getting a better idea of the challenges that each department will face in the upcoming year around hiring, the Office of Diversity & Inclusion will continue to work with cabinet leaders and their department heads to do a better job at ensuring there are robust diverse candidate pools eligible for hiring consideration into the city workforce.

With respect to the civil service workforce racial equity training has been introduced to City leadership by ODI through a course of on-site trainings with more than 150 persons within the government. The trainings serve to build the capacity of City leaders to integrate explicit considerations of racial equity into management decisions. The racial equity team is currently reviewing racial and gender disparities in employment outcomes for a specific set of civil service job positions to determine whether there have been disproportionate outcomes in terms of employment across racial and ethnic groups.

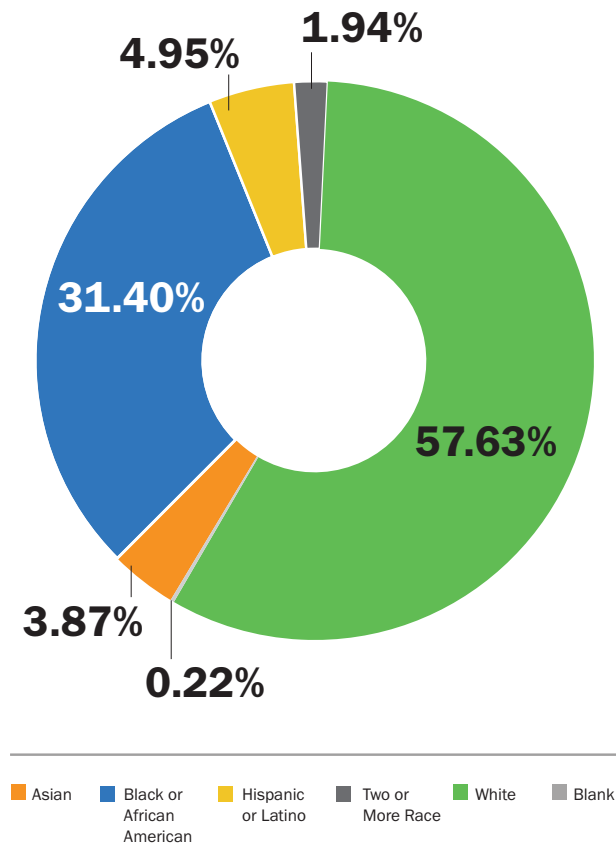
# Executive Exempt Workforce

## 5.1 Executive Exempt Workforce Over Time





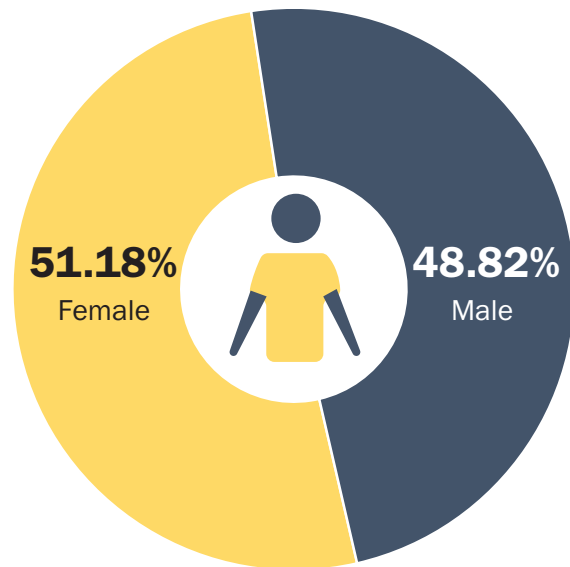
## 5.2 Executive Exempt Workforce by Race & Ethnicity



The Executive Exempt Workforce Consists of those employees who earn \$90,000 or greater a year. For the past two year, The Office of Diversity and Inclusion has selected \$90,000 and above as the level that captures the vast majority of executives in the government. There may be circumstances where an employee earning less than \$90,000 per year has executive responsibilities and functions.

The racial and ethnic breakdown is as follows: Black or African American, 146; White, 268; Hispanic or Latino, 23; and Asian, 18. Note: The race and ethnicity breakdown for Executive Exempt Employees as of July 1, 2017 was as follows: Black or African American, 29.83%; White, 59.67%; Hispanic or Latino, 4.77%; Asian, 3.58%.

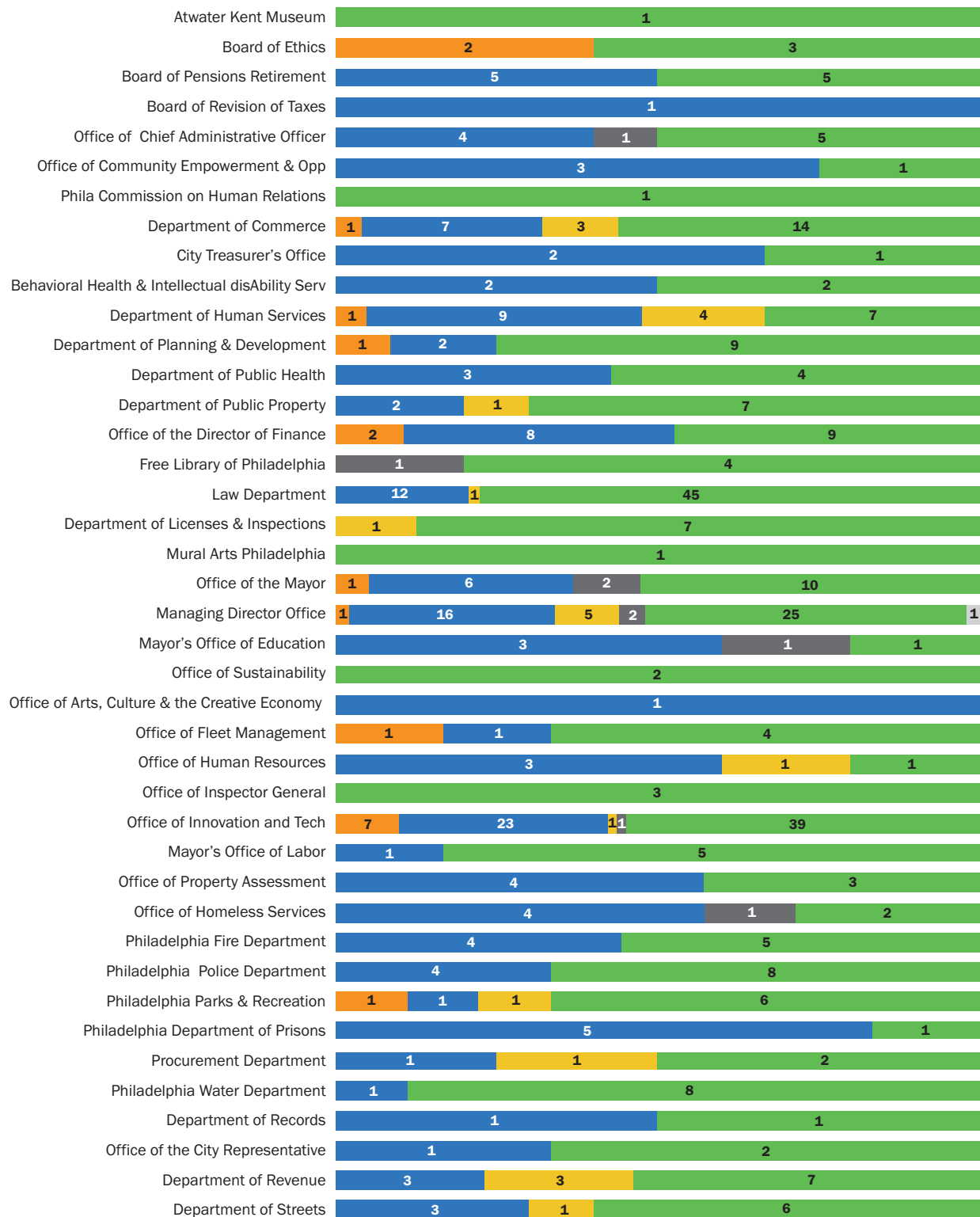
## 5.3 Executive Exempt Workforce by Gender



The gender breakdown is as follows: Females- 238; Males- 227.

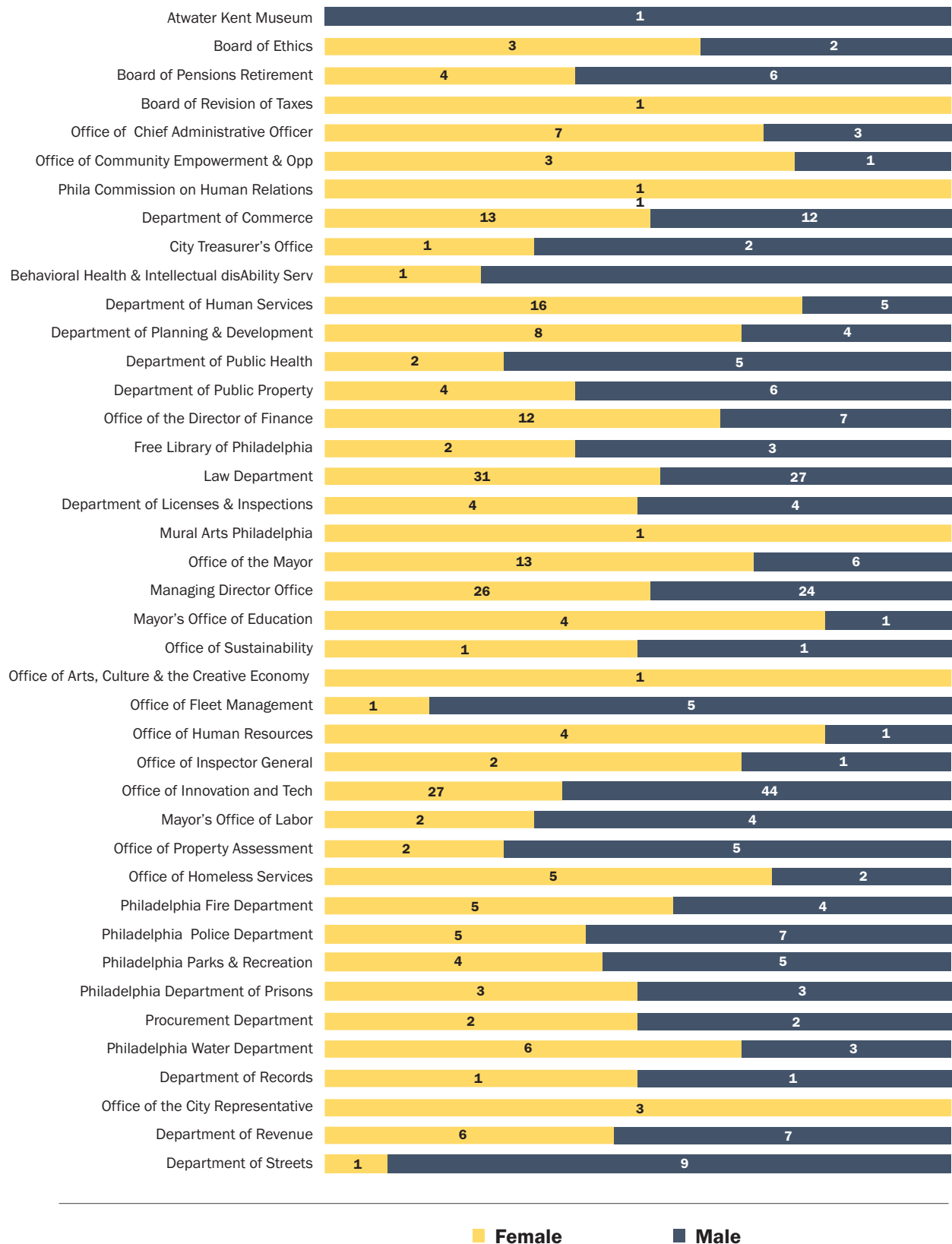


## 5.4 Executive Exempt by Race and Ethnicity by Department/Office



■ Asian
 ■ Black or African American
 ■ Hispanic or Latino
 ■ Two or More Race
 ■ White
 ■ Blank

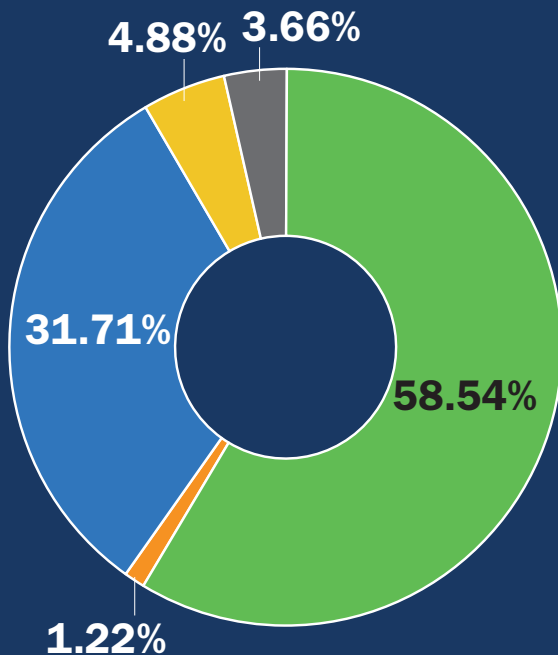
## 5.5 Executive Exempt by Race and Ethnicity by Department/Office



## Section VI

# Commissioners & Directors

### 6.1 Department Heads by Race & Ethnicity

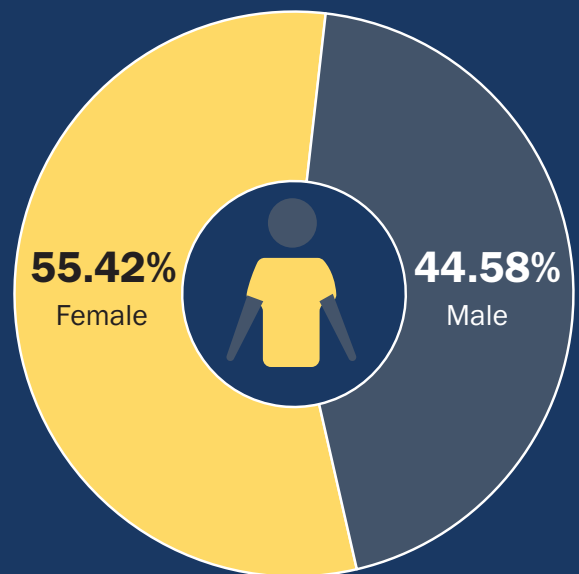


■ Asian
 ■ Black or African American
 ■ Hispanic or Latino
 ■ Two or More Race
 ■ White

The Race and Ethnicity of Department Heads is as follows: Black or African American, 26; White, 48; Hispanic or Latino, 4; and Asian, 1.

Note: The race and ethnicity breakdown for department heads as of July 1, 2016 was as follows: Black or African American, 31%; White, 61%; Hispanic or Latino, 4%; Asian, 3%.

### 6.2 Department Heads by Gender

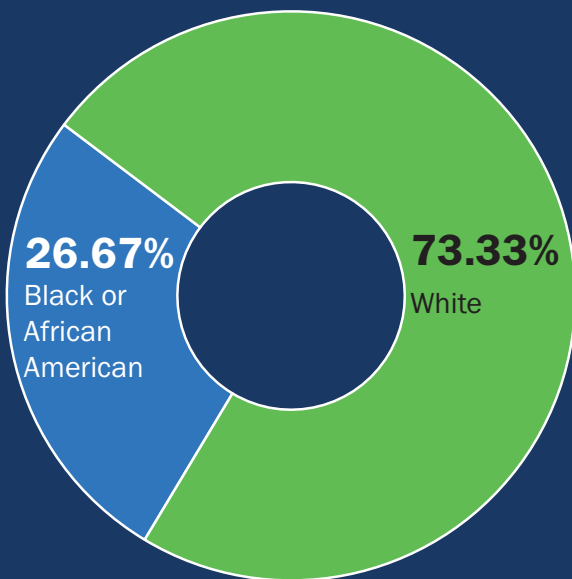


The gender breakdown is as follows: Females, 46; Males 37.

## Section VII

# Cabinet

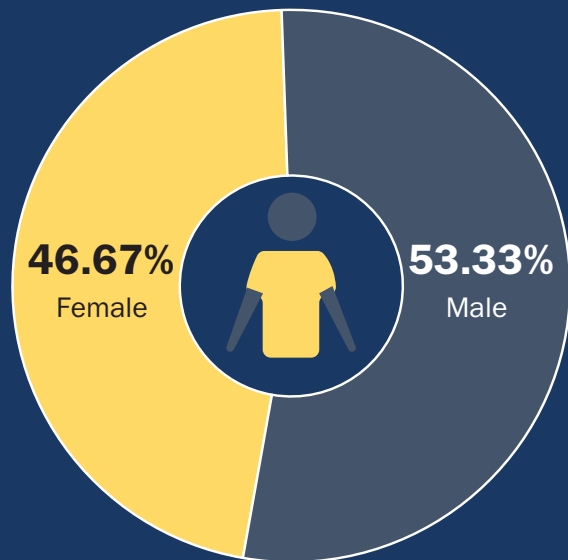
### 7.1 Cabinet by Race and Ethnicity



The Cabinet is composed of: African Americans 4 or 26.67%; Whites 11 or 73.33%.

Note: The race and ethnicity breakdown of the cabinet as of July 1, 2017 was as follows: Black or African American, 25%; White, 68.75%; and Asian, 6.25%.

### 7.2 Cabinet by Gender



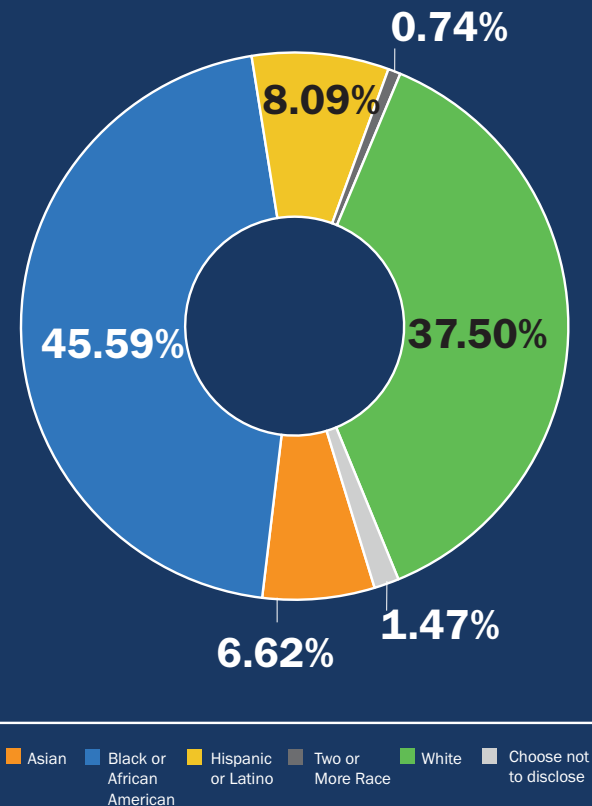
The Cabinet is 7 Female and 8 Male.

# Section VIII

## Boards and Commissions

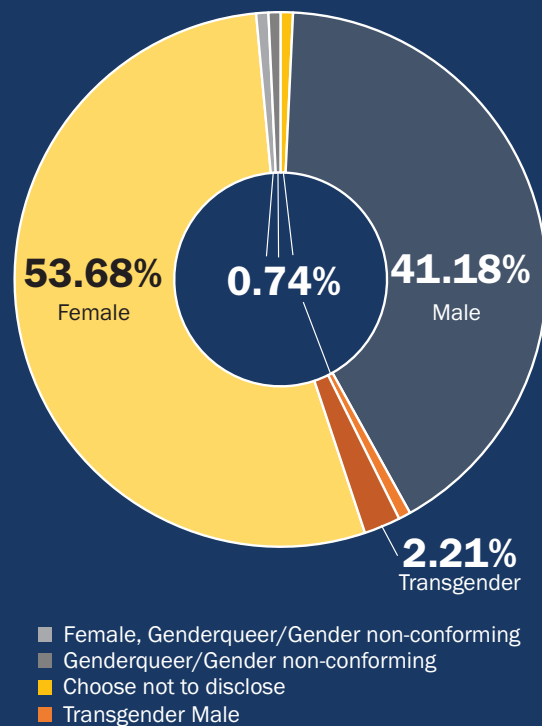
### Appointments

#### 8.1 Appointments by Race & Ethnicity



There were 136 people who disclosed their race and ethnicity. The racial and ethnic breakdown for these appointments is as follows: Black or African American, 62; White, 51; Hispanic or Latino, 11; Asian, 9.

#### 8.2 Appointments by Gender



There were 136 persons who disclosed their gender identity. 73 or 53.68% were female and 56 or 41.18% were male.



# Promoting Public Safety in the Disability Community

Charles Horton, Executive Director, Mayor's Office of People with Disabilities

The Mayor's Office for People with Disabilities (MOPD) is the primary agency within the City of Philadelphia that promotes policies and programs to better the lives of people with disabilities living in Philadelphia. Over the past year, the Office has focused on making sure people with disabilities have access to public safety resources by collaborating with the Philadelphia Fire Department (PFD), Office of Emergency Management (OEM), and the Philadelphia Police Department (PPD).

One of the programs that the the Office worked on this year was a grant to acquire 4,000 adaptive smoke alarms for people who are deaf or hard of hearing. The program included opportunities for members of the deaf or hard of hearing community to work with the City and PFD to advise on how to best serve this population and assure they have access to these resources. As a result of these meetings, the PFD will be filming multiple public service announcements and Youtube videos in American Sign Language and closed captioning to assist PFD in communicating with the deaf and hard of hearing communities on these important issues.

In addition to working with PFD on fire alarms, MOPD spent the past year working with the Functional Needs Committee for the Office of Emergency

Management. As a member of this committee, MOPD has participated in various Philadelphia Disaster Recovery Webinars, which focused on planning for the creation of Philadelphia's Disaster Recovery Framework, and also a scalable and adaptable guide to disaster recovery in Philadelphia. These plans will include a re-evaluation of evacuation plans for the Center City area, with a particular focus on the high-rise community.

Finally, MOPD has continued to promote the Philadelphia Police Department Americans with Disabilities Application Form. This form is designed to help PPD respond more effectively to emergency situations including a person or people living with disabilities. The form is voluntary, but will help PPD be aware of any information that may be relevant in responding to an emergency in the aforementioned households. The office works to keep this information updated on a consistent basis.

Over the next year, MOPD will continue their efforts to work with local organizations and departments to make Philadelphia an inclusive and safe city for people with disabilities, with a primary focus on ensuring accessibility in city programs and services.





## Office of LGBT Affairs

Amber Hikes, Executive Director, Mayor's Office on LGBT Affairs

The Office of LGBT Affairs (OLGBTA) works to foster equality for LGBTQ Philadelphians through policy advocacy, community engagement and education, and capacity building. In FY18, we were able to achieve major milestones in all of these categories. The OLGBTA played a significant role in backing two bills by Councilman Green that reflect gender-neutral marital signifiers in Philadelphia's tax code, and we worked to ensure that local businesses comply with the gender-neutral bathroom bill.

With these new policies in place, it is important that our community members and allies understand them. To that end, the OLGBTA facilitated more than 50 LGBTQ competency workshops, training more than 1,800 community members and City employees. Additionally, we also had 61 educational workshops, trainings, and community engagement events to promote equity and accessibility. In partnership with the Philadelphia Department of Human Services and Philadelphia Family Pride, the OLGBTA hosted LGBTQ Foster Parent Recruitment events to address the needs of LGBTQ youth in foster families.

The OLGBTA also facilitated a series of Community Conversations to engage with the LGBTQ community, hear the needs of our community, and create a space for community healing and restorative justice. The OLGBTA also participated heavily in Pride and LGBT History Month. We collaborated on several events, including the Gayborhood Night Market, an Intergenerational Pride Panel, the Family Pride Picnic & Arts Festival, and the City's first-ever LGBTQ "Out in Love" Wedding.

Finally, the OLGBTA is excited to learn from the next generation of activists. We launched the LGBTQ Community Leadership Pipeline, an enrichment initiative to get LGBTQ people of color, transgender people, youth, and elders onto board leadership positions at Philadelphia's LGBTQ nonprofit organizations.

Our events and initiatives this past year are part of Philadelphia's long history of LGBTQ activism and celebration, and we look forward to continuing to create opportunities to elevate the voices of LGBTQ community members and foster an inclusive environment for LGBTQ residents of Philadelphia.





# Immigration

Miriam Enriquez, Director, Office of Immigrant Affairs

According to a recent study done by the Pew Charitable Trusts, over 15% of the Philadelphia population is foreign-born. Philadelphia prides itself on being welcoming to all and appreciative of the many wonderful contributions our immigrant communities make that help our City thrive. To promote the well-being of Philadelphia's immigrant population, the City of Philadelphia has The Office of Immigrant Affairs (OIA). OIA promotes the well-being of Philadelphia's immigrant communities by fostering their inclusion into the civic, economic, social, and cultural fabric of the City. OIA's work focuses on three areas: policies and programs, economic development, and cultural programming and outreach.

Over the past two years, immigrants have faced constant attacks at the hands of the federal government, which sows fear in the community. The Office of Immigrant Affairs has played a large role in combating federal threats and easing immigrant fears, while continuing to focus on ensuring that all immigrants can access City information and services. While OIA is not a direct-service office, the office works closely with various organizations that connect immigrants to resources. OIA manages the City's Language Access program, which ensures

that all Philadelphians can access City services and information regardless of their capacity to speak English. OIA is also a founding member of Take Action Philly (TAP), an initiative that unites lawyers, the City, community and non-profit organizations, and residents to protect vulnerable Philadelphians and offer free refugee adjustment of status clinics, as well as, citizenship screenings and clinics.

A major goal of OIA's work is the successful inclusion of immigrants into the city's economy. In 2018, OIA launched the Immigrant Workers Academy, a workshop series focused on helping immigrant workers develop the skills needed to thrive in the American workplace. OIA also coordinates yearly cultural programming such as Immigrant Heritage Month in June and Welcoming Week in September, as well as flag raisings throughout the year. These programs celebrate the rich and welcomed diversity of our city and its residents.

No matter what federal action our immigrant communities may be subject to, Philadelphia will remain welcoming to all, and OIA will continue to ensure that our immigrant communities thrive and have an opportunity at the American Dream.



# Sexual Harassment Prevention Policy and Training

Monica Marchetti-Brock, Director, Mayor's Office of Labor Relations

The City of Philadelphia strives to foster a diverse, inclusive, safe workplace free from sexual harassment, intimidation, and discrimination. Cultivating and maintaining a culture of respect in the workplace empowers all employees to be fully engaged and maximizes employee satisfaction and productivity.

In the age of the #MeToo movement, it's even more important that every workplace has an updated, comprehensive sexual harassment policy. In FY18, the Administration worked alongside various stakeholders including the Office of LGBT Affairs and the Philadelphia Commission for Women to review and update our policy and training materials on sexual harassment prevention.

As a concrete, tangible step in achieving an inclusive and safe workplace, the City of Philadelphia is committed to providing appropriate targeted training on sexual harassment to its employees and requires mandatory sexual harassment prevention training for all employees and supervisors.

Currently the City of Philadelphia is engaged in a comprehensive process of expanding Sexual Harassment Prevention training that engages employees and provides essential and relevant information they need to recognize and report unacceptable conduct at the workplace.

To achieve this outcome, the City has developed training platforms for the following focus groups: employees, supervisors and managers, HR managers, and executives. Each customized platform is tailored to meet the specific needs of each group, and is delivered in a variety of formats, including the traditional classroom, online or a combination of both.

By updating our anti-sexual harassment policy and creating a robust plan to train and roll out our more in-depth policies to our workforce, the City hopes to create an even more diverse, inclusive, and safe environment for all City employees.

## Conclusion

This Report provides the citizens of Philadelphia with a picture of the diversity of the City workforce as of June 30, 2018. Our goal is to provide this information in an objective, transparent, neutral manner for your observation, critique and comment. We also want to inform, through a series of brief articles, about some diversity activities that are not objectively measured in the Report. Finally, our overriding goal is to bring as much diverse talent into our workforce as reasonably possible so that our government comes closer to mirroring the population of Philadelphia.

