

Executive Order City of Pittsburgh Office of the Mayor	
Subject: Advancing Diversity in City Recruitment and Hiring	Number: 2017-06
By Direction of: <div style="text-align: center;">William Peduto, Mayor</div>	Date: April 19, 2017

- WHEREAS, The promotion of diversity and tolerance through the City of Pittsburgh will help to strengthen our communities and build a better future for our prosperity; and
- WHEREAS, When leading any organization, but especially a government, it is critical to build a team that is capable of addressing the diversity of needs and demands that flow from the diversity of communities that are served; and
- WHEREAS, The recent passing of Pittsburgh Steelers’ Chairman Dan Rooney has recalled his positive impact on diversity recruitment and hiring in the National Football League; and
- WHEREAS, This administration has expanded diversity recruitment and hiring in senior management and Board appointments to reflect the rich diversity of the City of Pittsburgh; and
- WHEREAS, This administration holds it as an inalterable objective to ensure that the hiring practices of this government are fair, non-discriminatory, and result in the recruitment of the most talented and best individuals to serve in our City regardless of race, color, creed, gender, national origin, or any other class; and
- WHEREAS, There are a myriad of reforms and administrative changes that can be implemented within the City of Pittsburgh government to better promote these values in our dealings with the community; and
- WHEREAS, The City of Pittsburgh must formally adopt policies to ensure the hiring of a diversity of leaders across the City organization;

NOW, THEREFORE, I, William Peduto, Mayor of the City of Pittsburgh, by the virtue of the authority vested in me by the City Charter and laws of the City of Pittsburgh do hereby direct the following actions:

1. Creation of the Diversity and Inclusion Officer for the City of Pittsburgh within the Department of Personnel.
 - a. The initial Diversity and Inclusion Officer shall be Deputy Director of the Personnel Department and Equal Employment Officer, Janet Manuel, who shall oversee the implementation of the subsequent actions outlined in this Order to promote diversity and inclusion best practices across City government.
 - b. This position shall take effect immediately.

2. Adoption of a Rooney Rule by the City of Pittsburgh in the hiring of senior management personnel.
 - a. The Department of Personnel shall:
 - i. Create and implement a policy that ensures purposeful recruitment of diverse candidates and requires the City to interview at least one external and one internal diverse candidate before the final selection of a candidate for any supervisory position in City government, such as directors, deputy directors, managers, and supervisors.
 - ii. Work with the Urban Redevelopment Authority of Pittsburgh, the Housing Authority of the City of Pittsburgh, the Pittsburgh Water and Sewer Authority, the Pittsburgh Parking Authority, and the Pittsburgh Land Bank to consider adoption of similar standards to those outlined above.
 - b. A status report on the implementation of the above actions shall be provided to City Council and the Administration within 30 days of this order.
3. Adoption of hiring and recruitment policies for all other City positions that promote greater diversity and inclusion in the City workforce.
 - a. The Department of Personnel shall:
 - i. Review the existing Civil Service Commission rules to identify areas where the City could adopt best practices being employed by other city governments across the United States in order to enhance existing efforts employed by the City or to create new ones, including, but not limited to: a diverse and inclusive summer intern program; diversity job and career fairs; stronger partnerships with local colleges and nonprofits; and employee resource groups.
 - ii. Work with the Urban Redevelopment Authority of Pittsburgh, the Housing Authority of the City of Pittsburgh, the Pittsburgh Water and Sewer Authority, the Pittsburgh Parking Authority, and the Pittsburgh Land Bank to consider adoption of similar standards to those outlined above.
 - b. A status report on the above actions shall be provided to City Council and the Administration within 45 days of this order, with the final recommendations to be presented for consideration and/or adoption within 90 days.
4. Inclusion of similar diversity and inclusion hiring standards within City procurement contracts and requests.
 - a. The Office of Management and Budget shall:
 - i. Create standards related to diverse and inclusive hiring standards, similar to those outlined above, for those responding to procurement requests with the City of Pittsburgh.
 - ii. Consult with the Equal Opportunity Review Commission on an ongoing basis related to development of these standards.

- iii. Work with the Urban Redevelopment Authority of Pittsburgh, the Housing Authority of the City of Pittsburgh, the Pittsburgh Water and Sewer Authority, the Pittsburgh Parking Authority, and the Pittsburgh Land Bank to consider adoption of similar standards to those outlined above.
 - b. The contract terms referenced above shall be included in all City procurement opportunities within 30 days of this order.
- 5. Completion of a classification and compensation study which shall include an assessment of City practices and policies related to wage disparity for personnel of different race, color, creed, gender, national origin, or any other class.
 - a. The Department of Personnel and the Office of Management and Budget shall:
 - i. Commission a classification and compensation study consistent with what is outlined above.
 - ii. Allocate the necessary resources for the completion of the study and solicit proposals no later than May 15, 2017.
 - b. A status report on the above actions shall be provided to City Council and the Administration within six months of this order, with the final study and recommendations to be presented for consideration and/or adoption by May 1, 2018.
- 6. Development of policies and programs that help to increase internal advancement and leadership opportunities for personnel of different race, color, creed, gender, national origin, or any other class within the City of Pittsburgh workforce.
 - a. The Department of Personnel shall:
 - i. Convene a Task Force of City officials and personnel to identify and examine the barriers within City policies and processes that create difficulties for advancement by internal diverse candidates.
 - ii. Work with the Task Force to develop recommendations for consideration by City Council and the Administration for any necessary changes to City policies and processes.
 - iii. Work with the Task Force to develop a leadership training program for City of Pittsburgh personnel, whereby employees who exhibit an interest in advancing to leadership positions in the City will be able to receive special instruction to prepare them for career advancement.
 - b. A status report on the above actions shall be provided to City Council and the Administration within three months of this order, with the final recommendations to be presented for consideration and/or adoption within six months.

7. Creation of Special and Advisory Committees to help administer the terms of the settlement agreement between the City of Pittsburgh and the American Civil Liberties Union regarding hiring within the Bureau of Police.
 - a. The Department of Public Safety shall:
 - i. Create a Special Committee to work with relevant subject matter experts to help administer the terms of the settlement agreement between the City of Pittsburgh and the American Civil Liberties Union (“the settlement”). The Special Committee shall be comprised of:
 1. The Director of Personnel and the Civil Service Commission;
 2. The Chief of the Pittsburgh Bureau of Police or his designee;
 3. The Solicitor of the City of Pittsburgh or her designee;
 4. The Manager of the Office of Municipal Investigations; and
 5. One member of Class Counsel Working Group.
 - ii. Create an Advisory Committee to the Special Committee. The Advisory Committee shall be comprised of nine (9) members including the Chief Legal Officer and a member of the Class Counsel Working Group with relevant experience of best policing practices or community impact who will advise the Special Committee on matters related to the settlement. The members of the Task Force shall be appointed by the Mayor.
 - iii. Investigate ways in which to expand the recommendations of the Special and Advisory Committees throughout the Public Safety Department.
 - b. These shall be ad hoc advisory committees to the Mayor and shall only exist as long as is necessary to carry out the duties prescribed to it related to the settlement.
8. Completion of an annual report on City hiring, including status updates and recommendations on diverse and inclusive hiring.
 - a. The Department of Personnel shall:
 - i. Develop an annual report to City Council and the Administration that documents the current constitution of the City workforce, including progress updates the City has made in advancing its diverse and inclusive hiring practices.
 - ii. Include in the annual report recommendations for consideration by City Council and the Administration in order to further strengthen the City’s commitment to a diverse and inclusive workforce.
 - b. The annual report shall be submitted to City Council and the Administration consistent with the introduction of the draft budget to City Council, beginning in 2017.

All City departments and authorities under the Mayor’s jurisdiction shall work cooperatively to ensure the success of the missions outlined above. Independent agencies, City-affiliated entities, and City-related institutions are also strongly encouraged to work to help advance these efforts and adopt similar

initiatives, where applicable. All actions and outcomes shall be in accordance with applicable local, state, and federal laws.

This Executive Order shall take effect immediately and remain in effect until amended or rescinded by the Mayor.