

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(Updated February 13, 2023)

Goal	Tasks	Desired Result(s)	Responsibility	By When?
1. Internal City Processes. Review internal City processes when requested by Mayor or City Council. Offer guidance and training to senior staff on how to improve workforce diversity and ultimately, hire and promote a qualified and diverse workforce that benefits all City stakeholders.	Recruitment: Work with HR to help identify organizations, websites, and other methods of recruiting minority applicants.	Ensure the broadest advertising of positions to help develop more diverse applicant pools.	Human Resources Diversity Council	
	Data Review: Conduct and review City of Fairbanks employee EEO survey and demographics data.	Thorough analysis of the City's current EEO and diversity composition and recommendations of EEO and diversity performance goals that reflect the Fairbanks community.	Human Resources Diversity Council Mayor's Office	Ongoing – End of the Year Data reported annually to the FDC
	Interviews: FDC will provide interview panelists when requested by the mayor or city council.	Community stakeholders to ensure hiring managers are aware of and engaged in diversity related issues before hiring decision is made.	Diversity Council Human Resources	Ongoing – End-of-year data reported annually to FDC
	Selection and Hiring: Develop and utilize new systems to streamline and speed up the screening, interview, and background check processes.	Reduced turnaround time in filling vacancies.	Human Resources	Ongoing – HR's efforts reported annually to FDC
	Employee Training: Work with Human Resources to develop a City-wide diversity training curriculum to ensure awareness of the importance of inclusion and understanding of diverse groups in our community. Periodically review training given to all employees.	Improve workforce awareness and understanding of diversity issues in the community.	Diversity Council Human Resources	Ongoing

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2. Financial Resources. Ensure sufficient resources are available to implement DAP	Identify outreach activities for the year and corresponding funding requirements.	A calendar of events FDC plans to participate in annually and an estimate of required funding budgeting purposes.	FDC Members	Annually in January

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3. Internal City Policies and Procedures. City of Fairbanks Internal Policies and Procedures will work to create greater diversity among the workforce.	Establish workgroup or committee to review internal City policies and procedures and identify barriers to achieving greater diversity and consistent with the DAP. When requested by the mayor, the Diversity Council will work with the Policy Committee to review policies.	Ensure City of Fairbanks internal policies and procedures are equitable.	Mayor's Office Diversity Council	Annually
	Review City of Fairbanks Affirmative Action Plan. Offer recommended changes as needed.	Assess diversity progress at the City of Fairbanks.	Diversity Council	Annually, fall 2022 HR will present the approved plan to the FDC
	Integrate FDC's proposed changes to Affirmative Action Plan into internal City of Fairbanks operations related to recruitment, promotion, and retention of staff.		Mayor's Office	Review annually for any updates/changes
	Address characteristics/needs of underrepresented groups when establishing culturally relevant and inclusive programs, services, policies, and procedures	Increase City support of City departments and groups that serve underrepresented populations.	Mayor's Office	Ongoing
	Encourage and highlight collective/independent commitment to diversity, equity, and inclusion in internal- and external-facing communities.	Examine and recommend revisions to policies across all departments to be culturally safe and inclusive of all perspectives.	Mayor's Office/ Diversity Council	Ongoing
	Consider diverse representation when appointing seats on all City councils, boards, and committees.	Establish culturally competent, high-level decision making.	Mayor's Office/ Diversity Council	Ongoing
	Include diversity, equity, and inclusion learning objectives and outcomes in performance reviews.	Strive to create a safe and inclusive environment for those who experience marginalization.	Mayor's Office	6 months – 1 year

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	Establish official City support and funding for recognizing holidays, such as Indigenous Peoples’ Day, Juneteenth, MLK Day, etc.	Increase support and visibility for events/holidays/programs that reflect our diverse community.	Mayor’s Office	Ongoing

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4. Education and Training. Provide multi-tiered and on-going strategic and collaborative education and outreach to the City of Fairbanks leaders, staff and residents.	Required – Review State, Local, National Diversity Council Work as directed by City Ordinance 5939.	FDC and City to gain competencies in: <ul style="list-style-type: none"> • Seeing opportunities to be proactive in advancing diversity work • Identifying instances of internal/external inequity • Confidence to engage in tough conversations • Having and/or knowing where to find resources • Deepening understanding of how to be an advocate and ally 	Diversity Council	Ongoing
	Required – Provide Reports and Recommendations to City Council as directed by City Ordinance 5939. City staff will provide initial training and education to FDC members on methods of governance and communication to the Fairbanks City Council.	Ensure FDC can effectively and efficiently communicate observations and recommendations to the City Council for consideration of adoption. FDC will request of City to provide focused measures to monitor and publish annually; report baselines, measures, and progress to Fairbanks City Council.	Mayor’s Office Diversity Council	Ongoing
	Required – Assist with Accessibility Issues as directed by City Ordinance 5939. Form committee to assess and examine common barriers to equal accessibility, examine public policy and practice issues that lead to inequities in accessibility, and provide	Ensure continuous improvement and awareness of accessibility and access barriers. FDC to develop accessibility comment/concerns form; form will be	City Engineer’s Office City Building Department	Ongoing

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	recommendations to City leaders and staff.	published on FDC website; FDC to provide report to City.		
	Required – Recommend at least one annual training for all City employees.	City to gain competencies in: <ul style="list-style-type: none"> • Seeing opportunities to be proactive in advancing diversity work • Identifying instances of internal/external inequity • Confidence to engage in tough conversations • Having and/or knowing where to find resources • Deepening understanding of how to be an advocate and ally 	Diversity Council	Ongoing
	Implement current events discussions and calendar and declare a “diversity topic of the month” for FDC meetings	Continuous and comprehensive education on diversity.	Assigned to a different FDC member each month	Ongoing
	Develop and maintain collaborative partnerships with other groups and jointly conduct recurring diversity awareness training and discussion for City Council members and City staff.	Ensure staff at all levels of the organization understands principles of diversity leadership and are considerate of EEO principles, biases and discrimination. Gain awareness of Fairbanks’ history and current-day context of racial/social equity, as related to City and departments. Empower City staff to develop increased sense of agency when addressing racial/social equity with internal and external audiences.	Human Resources Diversity Council	Ongoing

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	Provide periodic updates to the Fairbanks City Council.	<p>Strengthen communications and provide and receive direction.</p> <p>Create standardized report requirements (template); ask City Council what is important for them to have monitored.</p> <p>Create focused, quantifiable set of 5-year goals/targets for community and City Council groups to be accountable to.</p>	<p>Diversity Council</p> <p>City Council</p> <p>Borough Assembly</p>	Ongoing, Annual
	Grow partnership with the University of Alaska Fairbanks to share resources and complement existing efforts.	Communicate with multiple audiences; practice community building through inclusivity.	City Staff City Council	Ongoing
	Grow partnerships with local Alaska Native corporations and tribal entities to engage in Indigenous cultural safety training/education.	Through intentional action, communicate the importance and relevance of local diversity and responsiveness.	City Staff City Council	Ongoing