

EEOP Utilization Report



Fri May 20 16:39:19 EDT 2016

Step 1: Introductory Information

Policy Statement:

POLICY NO. 110.00 PERSONNEL PHILOSOPHY, EQUAL EMPLOYMENT OPPORTUNITY, AND AFFIRMATIVE ACTION

The City's primary Human Resources objective is to select personnel who meet high standards of personality, character, education and occupational qualifications, who can carry on our work with competence, who have capacity for growth and who will become a living part of our City's operations.

The City realizes that its fundamental strength and future growth depend directly upon the contribution made by each person within its administration, that productivity and efficiency result from real job satisfaction and from the opportunity each person receives and accepts for his individual self development. All Human Resources Administrative Policies and Procedures as adopted by the City Commission or Administrative Procedures or Policies approved by the City Manager are established to fulfill the City's human resources objectives and goals.

The City believes that all persons are entitled to equal employment opportunity and does not discriminate against its Employees or applicants because of race, color, religion, sex, sexual preference, national origin, ancestry, age, marital status, disability, veteran status or any other basis prohibited by federal, state or local law. Equal employment opportunity will be extended to all persons in all aspects of the Employer-Employee relationship, including but not limited to recruitment, hiring, training, compensation, promotion, transfer, discipline, layoff and termination.

The City is also committed to affirmative action in all aspects of its employment environment, and all terms and conditions of employment.

Approved: August 28, 2006

Step 4b: Narrative Underutilization Analysis

The City of Kingsville Human Resource Office (HR), reviewed the Utilization Analysis (comparing the City's workforce to the relevant labor market), and noted the following:

Given the small number in some of the job categories: Officials/Administrators (22); Professional (6); Technicians (30); Protective Services : Sworn (58); Protective Services: Non-sworn (22); Administrative Support (43); Skilled Craft (59) and Service/Maintenance (67) it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market; nonetheless it is noteworthy to address:

1. Hispanic females were significantly under represented in the following job categories: Officials/Administrators (-22%); Professionals (-30%); Technicians (-24%); Service/Maintenance (-28%)
2. White females were significantly under represented in the following category: Technicians (-26%); Service/Maintenance (-5%)

The City of Kingsville continues to strive for a diverse workforce representative of the local community.

Step 5 & 6: Objectives and Steps

1. To encourage Hispanic females to apply for vacancies in Technician and Service/Maintenance job categories.

- a. The City of Kingsville Human Resource Office (HR) will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether Hispanic females were under represented. A report will be prepared within six months of the date of the report.
- b. HR will review the applicant flow data that it is required to keep under the EEO regulations for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out qualified Hispanic female applicants. Based on the results of the review, HR may consider modifying its candidate selection process.
- c. HR will conduct a more detailed workforce analysis to identify particular City departments or job positions that represent significant underutilization of Hispanic females in these categories. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, HR will create a recruitment action plan by the end of the current fiscal year.
- d. HR and City Departments will continue to conduct outreach efforts that target Hispanic female applicants in these job categories (e.g., job fairs and presentations). Organizations that the City has worked with in the past include Coastal Bend College, Texas A&M University-Kingsville; Del Mar College - Corpus Christi, Texas Workforce Commission (Workforce Solutions programs) and others.

2. To encourage White females to apply for vacancies in the Technician job categories.

- a. The City of Kingsville Human Resource Office (HR) will review the composition of the applicant pool for all vacancies in this job category in the last fiscal year to determine whether White females were under represented. A report will be prepared within six months of the date of the report.
- b. HR will review the applicant flow data that it is required to keep under the EEO regulations for all vacancies in the last fiscal year in this job categories to determine whether any step in the selection process for this position may have had a significant impact on screening out qualified White female applicants. Based on the results of the review, HR may consider modifying its candidate selection process.
- c. HR will conduct a more detailed workforce analysis to identify particular City departments or job positions that represent significant underutilization of White females in this category. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, HR will create a recruitment action plan by the end of the current fiscal year.

d. HR and City Departments will continue to conduct outreach efforts that target White female applicants in this job category (e.g., job fairs and presentations). Organizations that the City has worked with in the past include Coastal Bend College, Texas A&M University-Kingsville; Del Mar College - Corpus Christi, Texas Workforce Commission (Workforce Solutions programs) and others.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.
2. Send a hard-copy memorandum to all departments, to let them know that a copy of the EEOP Utilization Report is available on request.
3. Include a copy of the EEOP Utilization Report among the materials displayed in the lobby of the City Human Resource Office.

Step 7b: External Dissemination

1. Post a copy of the EEOP Utilization Report on the City's HR public webpage.
2. Distribute copy of the EEOP Utilization Report to local public library for display in their reading rooms.
3. Include on all job announcements that applicants may obtain a copy of the City's EEOP Utilization Report on request.
4. Notify all contractors and vendors that do business with the City that a copy of the City's EEOP Utilization Report is available on request.

**Utilization Analysis Chart
Relevant Labor Market: Kleberg County, Texas**

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	4/18%	10/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/23%	3/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	265/24%	225/20%	0/0%	0/0%	0/0%	0/0%	0/0%	205/19%	390/35%	0/0%	15/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-6%	25%	0%	0%	0%	0%	0%	4%	-22%	0%	-1%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	2/33%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	420/19%	545/25%	30/1%	0/0%	90/4%	15/1%	10/0%	355/16%	665/30%	65/3%	0/0%	20/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	14%	25%	-1%	0%	-4%	-1%	-0%	1%	-30%	-3%	0%	-1%	0%	0%	0%	0%
Technicians																
Workforce #/%	13/43%	16/53%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	70/19%	105/28%	0/0%	0/0%	0/0%	0/0%	0/0%	110/29%	90/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	25%	25%	0%	0%	0%	0%	0%	-26%	-24%	0%	0%	0%	0%	0%	0%	0%
Protective Services:																
Sworn																
Workforce #/%	19/33%	32/55%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	6/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	85/25%	230/69%	0/0%	0/0%	0/0%	0/0%	0/0%	15/4%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	7%	-14%	0%	0%	0%	0%	0%	-3%	9%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/0%	5/23%	0/0%	0/0%	0/0%	0/0%	0/0%	4/18%	12/55%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	0/0%	15/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	0%	-77%	0%	0%	0%	0%	0%	18%	55%	5%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	0/0%	6/14%	0/0%	0/0%	1/2%	0/0%	0/0%	8/19%	27/63%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	245/8%	725/24%	65/2%	0/0%	0/0%	0/0%	10/0%	550/18%	1,345/45%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	40/1%
Utilization #/%	-8%	-10%	-2%	0%	2%	0%	-0%	0%	18%	2%	0%	0%	0%	0%	0%	-1%
Skilled Craft																

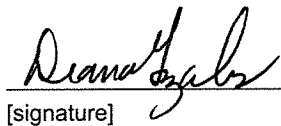
Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	4/7%	55/93%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	385/34%	680/61%	40/4%	10/1%	0/0%	0/0%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-28%	32%	-4%	-1%	0%	0%	0%	0%	-0%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	5/7%	52/78%	1/1%	0/0%	0/0%	1/1%	0/0%	2/3%	6/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	405/11%	1,510/39%	75/2%	15/0%	20/1%	0/0%	0/0%	320/8%	1,435/37%	30/1%	0/0%	0/0%	25/1%	0/0%	15/0%	0/0%
Utilization #/%	-3%	38%	-0%	-0%	-1%	1%	0%	-5%	-28%	-1%	0%	0%	-1%	0%	-0%	0%

Significant Underutilization Chart

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Technicians									✓	✓						
Protective Services: Sworn		✓														
Skilled Craft	✓															
Service/Maintenance										✓						

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.


[signature]

Human Resource Director
[title]

5/20/2016
[date]