

EEOP Utilization Report



Wed Feb 24 11:24:57 EST 2016

Step 1: Introductory Information

Grant Title:	Crime Victims Advocacy Multi-Jurisdiction Drug-Gang Task Forces	Grant Number:	F15-31440-001
Grantee Name:	City of Aberdeen	Award Amount:	\$123,555.00
Grantee Type:	Local Government Agency		
Address:	200 East Market Street Aberdeen, Washington 98520		
Contact Person:	Art Laur, Seargeant	Telephone #:	360-538-3180
Contact Address:	210 East Market Street Aberdeen, Washington 98520		
State Granting Agency:	Department of Commerce	Grant Number:	F15-31440-001
Contact Name:	William Johnston, Program Manager		
Contact Address:	1011 Plum Street, SE Olympia, Washington 98513		
Telephone #:	360-725-3030		

Policy Statement:

Equal Employment Opportunity/Nondiscrimination.

It is the policy of the City to treat all applicants and employees equally and without regard to race, religion, color, national origin, gender, sexual orientation, gender identity, age, disability, pregnancy, marital, military or veteran status, genetic information, or any other basis prohibited by local, state, or federal law. It is also the policy of the City to foster and maintain a harmonious nondiscriminatory working environment for all employees.

Toward this end, the City will not tolerate racial, ethnic, religious, or sexual slurs or comments demeaning national origin or the disabled by an employee to or about any employee or applicant.

Violations of this policy will be cause for disciplinary action, including written warnings, suspension, and termination. Any person who feels he or she has been the victim of discriminatory treatment in violation of this policy should bring this concern to his or her department head or to the City Human Resources Department for appropriate action.

All departments shall adhere to the following guidelines:

A. Employment Practices.

All activities relating to employment such as recruitment, selection, promotion, termination, and training shall be conducted in a nondiscriminatory manner. Personnel decisions shall be based on individual performance, staffing requirements, and in accordance with governing laws.

B. Cooperation with Human Rights Organizations.

The City will cooperate fully with all organizations and commissions organized to promote fair practices and equal opportunity in employment.

Step 4b: Narrative Underutilization Analysis

Historically difficult to recruit females in to this category. Proactively promote opportunities when available. Not a high turn over area. We will evaluate our recruitment strategy to identify any barriers that might exist for White Females and make any modifications needed to remove those barriers.

Step 5 & 6: Objectives and Steps

1. **Work with the local unemployment office to ensure that vacancies are widely distributed and announced to the community.**
 - a. If specialized White women recruitment opportunities arise, the City will pursue utilizing those opportunities.
 - b. The City of Aberdeen will post vacant positions on the WorkSource employment website.
 - c. The City of Aberdeen will ensure that WorkSource staff is aware of all vacancies.
2. **Ensure that the recruitment strategy presents no barriers to employment of White women.**
 - a. An analysis will be done of the recruitment process of Firefighter/Paramedics. This will include the advertising and promotion of the vacancies and a review of the applicant ethnicity and gender data.
 - b. Any barriers or perceived barriers identified will be evaluated for correction and corrected as applicable.

Step 7a: Internal Dissemination

1. All employees will be notified that an updated EEOP is available upon request from Human Resources.
2. All Department Directors will be provided with a hard copy of the updated EEOP.

Step 7b: External Dissemination

1. A copy of the updated EEOP will be put on the City's website.
2. Making copies of the EEOP short form available along with job applications on the 3rd floor of City Hall.

Utilization Analysis Chart
Relevant Labor Market: Washington

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 #/%	4/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/44%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%
CLS #/%	206,155/50%	10,340/2%	5,140/1%	1,995/0%	14,980/4%	440/0%	3,730/1%	1,305/0%	138,815/34%	7,505/2%	4,295/1%	1,890/0%	12,310/3%	470/0%	3,220/1%	1,040/0%
Utilization #/%	-5%	-2%	-1%	-0%	-4%	-0%	-1%	-0%	11%	-2%	-1%	-0%	8%	-0%	-1%	-0%
Professionals																
Workforce #/%	16/84%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	240,840/39%	10,870/2%	7,165/1%	1,330/0%	34,325/6%	725/0%	4,555/1%	1,410/0%	254,840/42%	12,365/2%	6,130/1%	2,255/0%	28,345/5%	820/0%	5,340/1%	1,615/0%
Utilization #/%	45%	-2%	-1%	5%	-6%	-0%	-1%	-0%	-31%	-2%	-1%	-0%	-5%	-0%	-1%	-0%
Technicians																
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	31,360/38%	1,645/2%	1,670/2%	295/0%	4,165/5%	70/0%	805/1%	305/0%	33,190/40%	2,085/3%	1,180/1%	380/0%	4,415/5%	185/0%	1,060/1%	155/0%
Utilization #/%	42%	-2%	-2%	-0%	-5%	-0%	-1%	-0%	-20%	-3%	-1%	-0%	-5%	-0%	-1%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	12/86%	0/0%	0/0%	1/7%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	32,710/65%	2,695/5%	2,510/5%	760/2%	1,900/4%	280/1%	645/1%	350/1%	7,020/14%	345/1%	345/1%	170/0%	220/0%	55/0%	135/0%	140/0%
Utilization #/%	21%	-5%	-5%	6%	3%	-1%	-1%	-1%	-14%	-1%	-1%	-0%	-0%	-0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	17/81%	1/5%	0/0%	1/5%	0/0%	1/5%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	104,185/40%	25,925/10%	6,080/2%	2,730/1%	6,175/2%	1,790/1%	4,460/2%	1,495/1%	70,515/27%	16,450/6%	4,665/2%	2,235/1%	5,570/2%	1,380/1%	3,100/1%	935/0%
Utilization #/%	41%	-5%	-2%	4%	-2%	4%	-2%	-1%	-23%	-8%	-2%	-1%	-2%	-1%	-1%	-0%
Protective Services: Non-sworn																

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 #/%	35/88%	1/2%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,165/40%	70/1%	60/1%	60/1%	90/2%	10/0%	50/1%	50/1%	2,435/45%	145/3%	35/1%	40/1%	135/2%	0/0%	105/2%	4/0%
Utilization #/%	48%	1%	-1%	-1%	3%	-0%	-1%	-1%	-40%	-3%	-1%	-1%	-2%	0%	-2%	-0%
Administrative Support																
Workforce #/%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	16/84%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	214,660/28%	17,900/2%	9,360/1%	1,965/0%	19,015/2%	1,555/0%	5,530/1%	1,970/0%	391,170/51%	31,260/4%	14,580/2%	5,955/1%	29,885/4%	3,035/0%	10,695/1%	4,060/1%
Utilization #/%	-23%	-2%	-1%	-0%	-2%	-0%	-1%	-0%	33%	6%	-2%	-1%	-4%	-0%	-1%	-1%
Skilled Craft																
Workforce #/%	19/100%	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%	0/0%
CLS #/%	197,680/74%	28,775/11%	4,640/2%	2,435/1%	9,065/3%	1,150/0%	3,935/1%	1,535/1%	12,345/5%	1,175/0%	640/0%	190/0%	2,020/1%	120/0%	495/0%	85/0%
Utilization #/%	26%	-11%	-2%	-1%	-3%	-0%	-1%	-1%	-5%	-0%	-0%	-0%	-1%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	16/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	281,695/35%	91,795/11%	19,470/2%	5,505/1%	29,020/4%	3,680/0%	8,840/1%	3,180/0%	237,200/30%	55,455/7%	13,515/2%	4,495/1%	33,715/4%	2,125/0%	8,045/1%	2,600/0%
Utilization #/%	59%	-11%	-2%	-1%	-4%	-0%	-1%	-0%	-24%	-7%	-2%	-1%	-4%	-0%	-1%	-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
Protective Services: Non-sworn									✓							

Law Enforcement Category Rank 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
Corporal																
Workforce #/%	4/80%	0/0%	0/0%	0/20%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	3/100%	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%	0/0%
Lieutenant																
Workforce #/%	2/67%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	1/100%	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%	0/0%
Deputy Chief																
Workforce #/%	1/100%	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%	0/0%
Chief																
Workforce #/%	1/100%	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%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	17/81%	1/5%	0/0%	1/0%	0/0%	1/5%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

