

EEOP Utilization Report



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Step 1: Introductory Information

Grant Title:	BJA FY14 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM	Grant Number:	2014-DJ-BX-0274
Grantee Name:	CITY OF PALMDALE	Award Amount:	\$66,367.00
Grantee Type:	Local Government Agency		
Address:	38300 SIERRA HIGHWAY PALMDALE, California 93550		
Contact Person:	KELLY LONG	Telephone #:	661-267-5173
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Policy Statement:

The City of Palmdale is an equal opportunity employer and does not discriminate in hiring or employment upon any basis prohibited by law, including race, color, creed, religion, age, sex (including pregnancy, childbirth and related medical conditions), cancer, national origin, genetic characteristics, genetic information, ancestry, sexual orientation, gender, gender identity, gender expression, marital status, veteran status, disability, or any other basis protected by applicable law. None of the questions or information sought in this application are intended to discriminate based upon any status protected by law. If you need reasonable accommodation in completing this application, or in any other part of the application process, please contact the Human Resources Department at 661/267-5400.

Step 4b: Narrative Underutilization Analysis

Step 4b. Narrative Underutilization Analysis

The City of Palmdale's Human Resources Department has reviewed the Utilization Analysis (comparing the City's workforce to the relevant labor market), and noted the following:

1. White males were significantly under-represented in the following job category: Protective Services Non-Sworn (-72%).
2. Hispanic or Latino males were significantly under-represented in the following job category: Skilled Craft (-30%).
3. Hispanic or Latina females were significantly under-represented in the following job category: Service/Maintenance (-27%).
4. Hispanic or Latino males were slightly under-represented in the following job category: Administrative Support (-5%).
5. Hispanic or Latina females were slightly under-represented in the following job category: Administrative Support (-6%).

Although the analysis indicates other instances of under-representation, the actual numbers of employees in some of the job categories made it difficult to draw any reliable conclusions regarding underutilization. For example, the Technicians category had moderate underutilization with both males and females, but is the smallest job category.

In contrast, although the percentage of underutilization for Hispanic/Latino males (-5%) and Hispanic/Latina females (-6%) is relatively small in the Administrative Support job category, the results raise concerns for the following reasons: (1) the underutilization is the largest in this job category; (2) there is a minimal number of Administrative Support Hispanic/Latino males and Hispanic/Latina females in the City's workforce; and (3) the Administrative Support is the largest job category for City employees (243).

Step 5 & 6: Objectives and Steps

1. To ensure equal employment opportunities for White males when our organization fills vacancies that become available in the Protective Services Non-Sworn job category.

- a. Our organization will review all employment organizational data related to the Protective Services Non-Sworn job category to identify any issues that may pose barriers for White males (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; evaluate the hiring and retention for particular positions).

Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more White males in the Protective Field Non-Sworn field. Within twelve months of the date of this EEOP we will review our action plan and evaluate the progress.

2. To ensure equal employment opportunities for Hispanic/Latino males when our organization fills vacancies that become available in the Skilled Craft job category.

- a. Our organization will review all employment organizational data related to the Skilled Craft job category to identify any issues that may pose barriers for Hispanic/Latino males (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; evaluate the hiring and retention for particular positions).

Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more Hispanic/Latino males in the Skilled Craft field. Within twelve months of the date of this EEOP we will review our action plan and evaluate the progress.

3. To ensure equal employment opportunities for Hispanic/Latina females when our organization fills vacancies that become available in the Service/Maintenance job category.

a. Our organization will review all employment organizational data related to the Service/Maintenance job category to identify any issues that may pose barriers for Hispanic/Latina females (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; evaluate the hiring and retention for particular positions).

Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more Hispanic/Latina females in the Service/Maintenance field. Within twelve months of the date of this EEOP we will review our action plan and evaluate the progress.

4. To ensure equal employment opportunities for Hispanic/Latino males when our organization fills vacancies that become available in the Administrative Support job category.

a. Our organization will review all employment organizational data related to the Administrative Support job category to identify any issues that may pose barriers for Hispanic/Latino males (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; evaluate the hiring and retention for particular positions).

Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more Hispanic/Latino males in the Administrative Support field. Within twelve months of the date of this EEOP we will review our action plan and evaluate the progress.

5. To ensure equal employment opportunities for Hispanic/Latina females when our organization fills vacancies that become available in the Administrative Support job category.

a. Our organization will review all employment organizational data related to the Administrative Support job category to identify any issues that may pose barriers for Hispanic/Latina females (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; evaluate the hiring and retention for particular positions).

Based on the internal review of employment data, we will design an action plan within three months of the date of this EEOP to attract more Hispanic/Latina females in the Administrative Support field. Within twelve months of the date of this EEOP we will review our action plan and evaluate the progress.

Step 7a: Internal Dissemination

The City of Palmdale's Human Resources Department will include a discussion of the EEOP Short Form at all new hire orientations and inform City employees that a copy is available to them upon request.

The Human Resources Department will post a PDF file of the EEOP Short Form on its internal website.

The Human Resources Department will make the EEOP Short Form available upon request.

Step 7b: External Dissemination

The City of Palmdale's Human Resources Department will include a written statement in all job announcements and other communications with prospective employees notifying them that they may obtain a copy of the EEOP Short Form on request.

The Human Resources Department will post on its public website a PDF file of the EEOP Short Form that any user may access and download.

**Utilization Analysis Chart
Relevant Labor Market: Palmdale city, California**

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 #/%	16/53%	5/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/17%	3/10%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	1,530/45%	380/11%	125/4%	0/0%	130/4%	10/0%	0/0%	0/0%	745/22%	260/8%	2/10/6%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	8%	6%	-4%	0%	-4%	-0%	0%	0%	-5%	2%	-6%	0%	3%	0%	0%	0%
Professionals																
Workforce #/%	12/57%	1/5%	1/5%	0/0%	2/10%	0/0%	0/0%	0/0%	4/19%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,185/39%	480/9%	270/5%	0/0%	200/4%	0/0%	40/1%	25/0%	1,495/27%	500/9%	225/4%	20/0%	155/3%	0/0%	20/0%	20/0%
Utilization #/%	18%	-4%	-0%	0%	6%	0%	-1%	-0%	-7%	-9%	1%	-0%	-3%	0%	-0%	-0%
Technicians																
Workforce #/%	5/83%	0/0%	1/17%	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 #/%	255/35%	160/22%	15/2%	0/0%	25/3%	0/0%	0/0%	0/0%	115/16%	90/12%	55/8%	0/0%	0/0%	0/0%	10/1%	0/0%
Utilization #/%	48%	-22%	15%	0%	-3%	0%	0%	0%	-16%	-12%	-8%	0%	0%	0%	-1%	0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	240/35%	95/14%	185/27%	0/0%	0/0%	0/0%	0/0%	0/0%	55/8%	55/8%	60/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	13/28%	10/22%	6/13%	0/0%	2/4%	0/0%	0/0%	0/0%	10/22%	2/4%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	4/100%	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%
Utilization #/%	-72%	22%	13%	0%	4%	0%	0%	0%	22%	4%	7%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	41/17%	26/11%	17/7%	0/0%	1/0%	0/0%	0/0%	0/0%	78/32%	53/22%	22/9%	2/1%	3/1%	0/0%	0/0%	0/0%
CLS #/%	1,530/13%	1,865/16%	640/5%	0/0%	150/1%	0/0%	65/1%	30/0%	2,865/24%	3,305/28%	865/7%	15/0%	350/3%	15/0%	95/1%	35/0%
Utilization #/%	4%	-5%	2%	0%	-1%	0%	-1%	-0%	8%	-6%	2%	1%	-2%	-0%	-1%	-0%

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
Skilled Craft																
Workforce #/%	52/34%	37/24%	4/3%	1/1%	3/2%	0/0%	0/0%	0/0%	29/19%	20/13%	2/1%	1/1%	3/2%	0/0%	0/0%	0/0%
CLS #/%	1,155/30%	2,085/54%	210/5%	0/0%	75/2%	0/0%	15/0%	20/1%	105/3%	185/5%	0/0%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	4%	-30%	-3%	1%	0%	0%	-0%	-1%	16%	8%	1%	1%	2%	0%	0%	0%
Service/Maintenance																
Workforce #/%	24/59%	12/29%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,390/12%	3,545/31%	420/4%	120/1%	225/2%	15/0%	85/1%	10/0%	1,380/12%	3,160/27%	725/6%	10/0%	375/3%	0/0%	95/1%	25/0%
Utilization #/%	47%	-1%	4%	-1%	-2%	-0%	-1%	-0%	-7%	-27%	-6%	-0%	-3%	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	✓															
Administrative Support		✓								✓						
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.

Patricia M. J. HR manager 10/16/14
[signature] [title] [date]