

EEOP Short Form



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Step 1: Introductory Information

Grant Title:	FY 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) Program	Grant Number:	2011-DJ-BX-2184
Grantee Name:	City of Palmdale	Award Amount:	\$82,785.00
Grantee Type:	Local Government Agency		
Address:	38300 Sierra Highway Palmdale, California 93550		
Contact Person:	Anne Ambrose	Telephone #:	661-267-5181
Contact Address:	827 E. Avenue Q-9 Palmdale, California 93550		
DOJ Grant Manager:	Dean Iwasaki	DOJ Telephone #:	202-514-5278

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, national origin, cancer, genetic characteristics, pregnancy, ancestry, sexual orientation, marital status, veteran status, or disability. 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 City of Palmdale Human Resources Department at 661/267-5400.

Step 4b: Narrative Underutilization Analysis

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

1. Hispanic or Latino females were significantly under-represented in the following job categories: Service/Maintenance (-19%).
2. Hispanic or Latino males were significantly under-represented in the following job categories: Skilled Craft (-16%).
3. Black or African American females were moderately under-represented in the following job categories: Protective Services: Non-Sworn (-10%).
4. Hispanic or Latino males were slightly under-represented in the following job categories: Administrative Support (-5%).
5. Asian females were minimally under-represented in the following job categories: Administrative Support (-2%).

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 (e.g. in the Protective Services Sworn job category, the rate of underutilization was -41% for white males, -21% for Hispanic males, and -18% for black males, however the City of Palmdale does not employ under this job category).

In contrast, although the percentage of underutilization for Hispanic/Latino males is relatively small (-5%) in the Administrative Support job category, the results raise concerns for the following three reasons: (1) the underutilization is the largest in this job category; (2) there is a minimal number of Administrative Support Hispanic/Latino males in the City's workforce; and (3) the Administrative Support is the largest job category for City employees (270).

Step 5 & 6: Objectives and Steps

1. To ensure equal employment opportunities for Hispanic/Latino women 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/Latino women (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).
- b. 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 women in the Service/Maintenance 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 men 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 men (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).
- b. 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 men 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 Black or African American women 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 Black or African American women (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).

b. 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 Black or African American women in the Protective Services: Non-Sworn 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 men 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 men (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).

b. 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 men 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 Asian women 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 Asian women (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).

b. 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 Asian women 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

1. The City of Palmdales 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.
2. The Human Resources Department will post a PDF file of the EEOP Short Form on its internal website.
3. The Human Resources Department will keep a copy of the EEOP Short Form on display in the lobby.

Step 7b: External Dissemination

1. The City of Palmdales 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.
2. 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	22/50%	2/5%	2/5%	0/0%	1/2%	0/0%	0/0%	12/27%	3/7%	2/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,235/38%	745/13%	315/5%	40/1%	115/2%	0/0%	90/2%	1,275/22%	505/9%	345/6%	35/1%	100/2%	10/0%	55/1%
Utilization #/%	12%	-8%	-1%	-1%	0%	0%	-2%	6%	-2%	-1%	-1%	-2%	-0%	-1%
Professionals														
Workforce #/%	16/36%	3/7%	2/5%	0/0%	2/5%	0/0%	0/0%	17/39%	2/5%	0/0%	0/0%	2/5%	0/0%	0/0%
CLS #/%	2,165/33%	295/5%	370/6%	30/0%	260/4%	0/0%	50/1%	2,010/31%	470/7%	530/8%	10/0%	285/4%	20/0%	25/0%
Utilization #/%	3%	2%	-1%	-0%	1%	0%	-1%	8%	-3%	-8%	-0%	0%	-0%	-0%
Technicians														
Workforce #/%	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%
CLS #/%	350/31%	125/11%	60/5%	0/0%	70/6%	0/0%	20/2%	260/23%	95/8%	100/9%	10/1%	40/4%	0/0%	0/0%
Utilization #/%	69%	-11%	-5%	0%	-6%	0%	-2%	-23%	-8%	-9%	-1%	-4%	0%	0%
Protective Services: Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	525/41%	270/21%	235/18%	0/0%	35/3%	0/0%	4/0%	100/8%	15/1%	100/8%	0/0%	0/0%	0/0%	10/1%
Utilization #/%														
Protective Services: Non-sworn														
Workforce #/%	49/35%	20/14%	11/8%	2/1%	3/2%	0/0%	1/1%	33/24%	18/13%	3/2%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	10/31%	0/0%	4/12%	0/0%	0/0%	0/0%	0/0%	10/31%	4/12%	4/12%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	4%	14%	-5%	1%	2%	0%	1%	-8%	0%	-10%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	51/19%	13/5%	18/7%	0/0%	3/1%	0/0%	3/1%	115/43%	44/16%	19/7%	0/0%	3/1%	0/0%	1/0%
CLS #/%	1,840/15%	1,235/10%	645/5%	25/0%	230/2%	20/0%	75/1%	3,860/32%	2,350/19%	1,275/10%	30/0%	425/3%	55/0%	175/1%
Utilization #/%	4%	-5%	1%	-0%	-1%	-0%	0%	11%	-3%	-3%	-0%	-2%	-0%	-1%
Skilled Craft														
Workforce #/%	25/71%	6/17%	2/6%	0/0%	0/0%	0/0%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,945/49%	2,005/34%	345/6%	10/0%	95/2%	45/1%	75/1%	120/2%	245/4%	50/1%	0/0%	25/0%	0/0%	20/0%

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	22%	-16%	-0%	-0%	-2%	-1%	-1%	4%	-4%	-1%	0%	-0%	0%	-0%
Service/Maintenance														
Workforce #/%	25/51%	16/33%	4/8%	0/0%	0/0%	0/0%	0/0%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,775/21%	4,110/31%	875/7%	40/0%	110/1%	10/0%	120/1%	1,690/13%	2,590/19%	670/5%	15/0%	210/2%	10/0%	95/1%
Utilization #/%	30%	2%	2%	-0%	-1%	-0%	-1%	-5%	-19%	-5%	-0%	-2%	-0%	-1%

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Protective Services: Non-sworn										✓				
Administrative Support		✓										✓		
Skilled Craft		✓												
Service/Maintenance									✓					

