

EEOP Utilization Report



Mon Jan 05 14:25:47 EST 2015

Step 1: Introductory Information

Grant Title: 2014 Justice Assistance Grant **Grant Number:** 2014-DJ-BX-0661
Grantee Name: Salt Lake City Corporation, Police Department **Award Amount:** \$315,895.00
Grantee Type: Local Government Agency
Address: 475 South 300 East
Salt Lake City, Utah
84114-5497
Contact Person: Jordan Smith **Telephone #:** 801-799-3357
Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497
DOJ Grant Manager: Wendy Williams **DOJ Telephone #:** 202-514-7842

Grant Title: 2013 Justice Assistance Grant **Grant Number:** 2013-DJ-BX-0949
Grantee Name: Salt Lake City Corporation, Police Department **Award Amount:** \$302,369.00
Grantee Type: Local Government Agency
Address: 475 South 300 East
Salt Lake City, Utah
84114-5497
Contact Person: Jordan Smith **Telephone #:** 801-799-3357
Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497
DOJ Grant Manager: Wendy Williams **DOJ Telephone #:** 202-514-7842

Grant Title: 2012 Justice Assistance Grant **Grant Number:** 2012-DJ-BX-0738
Grantee Name: Salt Lake City Corporation, Police Department **Award Amount:** \$331,236.00
Grantee Type: Local Government Agency
Address: 475 South 300 East
Salt Lake City, Utah
84114-5497
Contact Person: Jordan Smith **Telephone #:** 801-799-3357
Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

DOJ Grant Manager: Wendy Williams **DOJ Telephone #:** 202-514-7842

Grant Title: 2011 Justice Assistance Grant **Grant Number:** 2011-DJ-BX-0738
Grantee Name: Salt Lake City Corporation, Police **Award Amount:** \$421,634.00
Department
Grantee Type: Local Government Agency
Address: 475 South 300 East
Salt Lake City, Utah
84114-5497
Contact Person: Jordan Smith **Telephone #:** 801-799-3357
Contact Address: 457 South 300 East
Salt Lake City, Utah
84114-5497
DOJ Grant Manager: Wendy Williams **DOJ Telephone #:** 202-514-7842

Grant Title: Enhanced Training and Services to **Grant Number:** 2010-EW-AX-K007
End Violence Against and Abuse of
Women Later in Life
Grantee Name: Salt Lake City Corporation, Police **Award Amount:** \$400,000.00
Department
Grantee Type: Local Government Agency
Address: 475 South 300 East
Salt Lake City, Utah
84114-5497
Contact Person: Jordan Smith **Telephone #:** 801-799-3357
Contact Address: 457 South 300 East
Salt Lake City, Utah
84114-5497
DOJ Grant Manager: Janice Green **DOJ Telephone #:** 202-616-6728

Grant Title: Grants to Encourage Arrest **Grant Number:** 2008-WE-AX-0017
Policies and Enforcement of
Protection Orders Program
Grantee Name: Salt Lake City Corporation, Police **Award Amount:** \$1,697,593.00
Department
Grantee Type: Local Government Agency
Address: 475 South 300 East
Salt Lake City, Utah

Department

Grantee Type: Local Government Agency

Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

Contact Person: Jordan Smith

Telephone #: 801-799-3357

Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

DOJ Grant Manager: Richard Ziebarth

DOJ Telephone #: 801-538-1812

Grant Title: State of Utah Commission on
Criminal and Juvenile Justice
Halfway Houses and Parole
Violator Centers Grant

Grant Number: 15M02

Grantee Name: Salt Lake City Corporation, Police
Department

Award Amount: \$380,612.00

Grantee Type: Local Government Agency

Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

Contact Person: Jordan Smith

Telephone #: 801-799-3357

Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

DOJ Grant Manager: Richard Ziebarth

DOJ Telephone #: 801-538-1812

Grant Title: TACT Enforcement and Evaluation

Grant Number: FM-MHP-0148-13-01-01

Grantee Name: Salt Lake City Corporation, Police
Department

Award Amount: \$181,600.00

Grantee Type: Local Government Agency

Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

Contact Person: Jordan Smith

Telephone #: 801-799-3357

Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

DOJ Grant Manager: David Blauer

DOJ Telephone #: 801-270-5428

Grant Title: TACT Public Education and Information **Grant Number:** FM-MHP-0131-13-01-01
Grantee Name: Salt Lake City Corporation, Police Department **Award Amount:** \$309,996.00
Grantee Type: Local Government Agency
Address: 475 South 300 East
Salt Lake City, Utah
84114-5497
Contact Person: Jordan Smith **Telephone #:** 801-799-3357
Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497
DOJ Grant Manager: David Blauer **DOJ Telephone #:** 801-270-5428

Grant Title: Crisis Intervention Team **Grant Number:** 132416
Grantee Name: Salt Lake City Corporation, Police Department **Award Amount:** \$450,000.00
Grantee Type: Local Government Agency
Address: 475 South 300 East
Salt Lake City, Utah
84114-5497
Contact Person: Jordan Smith **Telephone #:** 801-799-3357
Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497
DOJ Grant Manager: Ray Winger **DOJ Telephone #:** 801-538-4319

Grant Title: UT Office for Victims of Crime **Grant Number:** 13-VOCA-53
Grantee Name: Salt Lake City Corporation, Police Department **Award Amount:** \$53,819.00
Grantee Type: Local Government Agency
Address: 475 South 300 East
Salt Lake City, Utah
84114-5497
Contact Person: Wendy Isom **Telephone #:** 801-799-3810
Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

DOJ Grant Manager: Christine Watters **DOJ Telephone #:** 801-238-2369

Grant Title: UT Office for Victims of Crime **Grant Number:** 14-VOCA-52

Grantee Name: Salt Lake City Corporation, Police Department **Award Amount:** \$59,199.00

Grantee Type: Local Government Agency

Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

Contact Person: Wendy Isom **Telephone #:** 801-799-3810

Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

DOJ Grant Manager: Christine Watters **DOJ Telephone #:** 801-238-2369

Grant Title: COPS Hiring Program **Grant Number:** 2011-UL-WK-0029

Grantee Name: Salt Lake City Corporation, Police Department **Award Amount:** \$1,063,745.00

Grantee Type: Local Government Agency

Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

Contact Person: Jordan Smith **Telephone #:** 801-799-3357

Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

DOJ Grant Manager: Verlena Braxton **DOJ Telephone #:** 202-514-7016

Grant Title: COPS Homeless Outreach **Grant Number:** 2012-CK-WX-K001

Grantee Name: Salt Lake City Corporation, Police Department **Award Amount:** \$47,240.00

Grantee Type: Local Government Agency

Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

Contact Person: Jordan Smith **Telephone #:** 801-799-3357

Contact Address: 475 South 300 East
Salt Lake City, Utah

84114-5497

DOJ Grant Manager: Nazmia E. Alqadi

DOJ Telephone #: 202-305-8327

Grant Title: State of Utah Commission on
Criminal and Juvenile Justice State
Asset Forfeiture Grant

Grant Number: 15N30

Grantee Name: Salt Lake City Corporation, Police
Department

Award Amount: \$23,000.00

Grantee Type: Local Government Agency

Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

Contact Person: Jordan Smith

Telephone #: 801-799-3357

Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

DOJ Grant Manager: Richard Ziebarth

DOJ Telephone #: 801-538-1812

Grant Title: State of Utah Commission on
Criminal and Juvenile Justice State
Asset Forfeiture Grant

Grant Number: 14N30

Grantee Name: Salt Lake City Corporation, Police
Department

Award Amount: \$36,175.00

Grantee Type: Local Government Agency

Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

Contact Person: Jordan Smith

Telephone #: 801-799-3357

Contact Address: 475 South 300 East
Salt Lake City, Utah
84114-5497

DOJ Grant Manager: Richard Ziebarth

DOJ Telephone #: 801-538-1812

Policy Statement:

It is the policy of Salt Lake City Corporation to provide equal employment opportunity for all employees and to prohibit discrimination in employment because of race, color, national origin, sex, religion, age, disability, genetic information, sexual orientation or gender identity. The City is committed to creating an environment that promotes diversity.

The City administers all personnel matters (including hiring, compensation, benefits, discipline, transfers, layoffs, training, education, tuition assistance) in accordance with City policy and other applicable laws.

The City values diversity as a key element of fairness, creativity and public service. The City embraces initiatives to recruit, hire, train, retain and promote qualified individuals who add to the diversity of the workforce. The City facilitates outreach programs to fulfill its goal of employing a diverse workforce.

Step 4b: Narrative Underutilization Analysis

Underutilization Analysis Narrative:

Salt Lake City Corporation's Human Resources Office reviewed the Utilization Analysis Chart and has made the following observations:

White females may be significantly underutilized in the following categories: Professionals, Technicians, Protective Services Sworn, Protective Services Non-sworn, and Service/Maintenance.

Hispanic or Latino females may be significantly underutilized in the following categories: Professionals, and Service/Maintenance.

Asian females may be significantly underutilized in the Service/Maintenance category.

White males may be significantly underutilized in the Administrative Support category.

Hispanic or Latino males may be significantly underutilized in the Skilled Craft category.

Native Hawaiian or Other Pacific Islander males may be significantly underutilized in the following categories: Protective Services Sworn, Skilled Craft, and Service/Maintenance.

Males of two or more races may be significantly underutilized in the Protective Services Non-sworn category.

Step 5 & 6: Objectives and Steps

1. Salt Lake City Corporation focuses on diversity and equal opportunity in all of our positions by engaging in the following steps.

a. Recruitment for positions include partnerships with up to 200 organizations including the below listed organizations/recruitment avenues

- a. Salt Lake County
- b. Salt Lake Community College
- c. Asian Association of Utah
- d. Centro de la Familia
- e. CESA (Pacific Islander Association)
- f. Mexican Consulate
- g. Native American Ministry
- h. Salt Lake City Library
- i. Utah Hispanic Democratic Caucus
- j. Utah State Office of Ethnic Affairs
- k. VA Regional Office
- l. YMCA

m. People Helping People (organization helping women obtain needed skills to enter the workforce)

n. Indian Training Center

b. Recruitment efforts include the Employment Coordinator working individually with applicants referred by the above organizations.

c. The Employment Coordinator sends emails of job openings to individual clients of People Helping People organization to encourage and facilitate female applicants.

d. Work with the City's Coordinator of the Office of Diversity and Human Rights to assist refugees in finding employment within the City.

- e. Continued education of Human Resource professionals regarding diversity, including Salt Lake County Mayors Diversity seminars and Society for Human Resource Management seminars, which is then shared with management in individual departments.
- f. Salt Lake City offers internships to students from local Universities and Colleges.
- g. Tuition reimbursement for current employees, which encourages employees of both genders and all national origins to gain skills needed for specific skilled positions.
- h. Working with the Salt Lake County Mayors Office (Council On Diversity Affairs (CODA) subcommittee) to collaborate on ways to increase diversity within our organizations, and develop methods to better reach a greater number of diverse candidates in our community.
- i. The City has conducted several sessions of the Womens Forum which is a City sponsored 6-session program to assist women in learning interview skills, to recognize opportunities and to capture those opportunities, personal self growth and development. This forum also provided an opportunity for networking and learning how to network with others in the workplace.
- j. The City has started to implement a personnel development program aimed at developing employees knowledge, skills, and abilities in their current positions, and provide them an avenue for career development. This program is intended to help retain and promote our valued and diverse employees.
- k. Top-down leadership support and emphasis
 - a. Salt Lake Citys Mayor supports diversity initiatives in the community and workplace
 - b. The Mayor holds hiring officials accountable to ensure recruiting, testing, and application processes do not create a disparate impact on race or sex

2. To encourage white females to apply for and be more successful in obtaining positions in the professional, technician, protective services sworn, protective services non-sworn, and service/maintenance categories.

- a. All applications for City positions are done online, and the City is in the process of improving an already user-friendly application process.
- b. The City continues to review and revise job descriptions to ensure they accurately represent each position, and the job descriptions are not creating a negative impact on recruiting a diverse workforce.
- c. Currently reviewing and updating Salt Lake City Corporations policies and procedures, and evaluating their possible impact on diversity within the City.
- d. As part of succession planning, the City offers job shadowing for a wide range of positions, which offers employees the needed skills to transfer into the professional, technician, and service/maintenance categories.
- e. The City analyzed the fire recruitment/testing process data collected over the past four recruiting processes to ensure it does not result in a disparate impact on race or sex. The City has scheduled a similar analysis of the police recruitment/testing process to ensure it does not create a disparate impact on race or sex.
- f. Female fire fighters and police officers of various races represent Salt Lake City Corporation at job fairs, which encourage female and ethnically diverse applicants.
- g. In addition to posting available employment openings with a varied group of organizations, including People Helping People, postings are shared on professional job sites to ensure qualified applicants from diverse backgrounds are invited to apply.

3. To encourage Hispanic or Latina females to apply for and be more successful in obtaining positions in the professional and the service/maintenance categories.

- a. All applications for City positions are done online, and the City is in the process of improving an already user friendly application process.
- b. The City continues to review and revise job descriptions to ensure they accurately represent each position, and the job descriptions are not creating a negative impact on recruiting a diverse workforce.
- c. Currently reviewing and updating Salt Lake City Corporations policies and procedures, and evaluating their possible impact on diversity within the City.
- d. As part of succession planning, the City offers job shadowing for specific positions, which offers employees the needed skills to transfer into the professional, technician, and service/maintenance categories.
- e. Notification of City employment opportunities are sent to Centro de la Familia, Utah Hispanic Democratic Caucus, the Mexican Consulate, and People Helping People.

4. To encourage Asian females to apply for and be more successful in obtaining positions in the service/maintenance category.

- a. All applications for City positions are done online, and the City is in the process of improving an already user friendly application process.
- b. The City continues to review and revise job descriptions to ensure they accurately represent each position, and the job descriptions are not creating a negative impact on recruiting a diverse workforce.
- c. Currently reviewing and updating Salt Lake City Corporations policies and procedures, and evaluating their possible impact on diversity within the City.
- d. As part of succession planning, the City offers job shadowing for specific positions, which offers employees the needed skills to transfer into the professional, technician, and service/maintenance categories.
- e. Employment opportunities are posted at the Asian Association of Utah and People Helping People.

5. To encourage white males to apply for and be more successful in obtaining positions in the administrative support category.

- a. All applications for City positions are done online, and the City is in the process of improving an already user friendly application process.
- b. The City continues to review and revise job descriptions to ensure they accurately represent each position, and the job descriptions are not creating a negative impact on recruiting a diverse workforce.
- c. Currently reviewing and updating Salt Lake City Corporations policies and procedures, and evaluating their possible impact on diversity within the City.

6. To encourage Hispanic or Latino males to apply for and be more successful in obtaining positions in the skilled craft category.

- a. All applications for City positions are done online, and the City is in the process of improving an already user friendly application process.
- b. The City continues to review and revise job descriptions to ensure they accurately represent each position, and the job descriptions are not creating a negative impact on recruiting a diverse workforce.
- c. Currently reviewing and updating Salt Lake City Corporations policies and procedures, and evaluating their possible impact on diversity within the City.
- d. Notification of City employment opportunities are sent to Centro de la Familia, Utah Hispanic Democratic Caucus, and the Mexican Consulate.

7. To encourage Native Hawaiian or other Pacific Islander males to apply for and be more successful in obtaining positions in the protective services sworn, skilled craft, and service/maintenance categories.

- a. Our current tracking system does not separate demographic data for two or more races. Employees who are two or more races would self-select an individual race and be represented in that category.
- b. As part of succession planning, the City offers job shadowing for specific positions, which offers employees the needed skills to transfer into the professional, technician, and service/maintenance categories.
- c. Working with local youth (ages 14 to 20), the City facilitates the Explorer Post. This offers youth from diverse backgrounds the opportunity to learn about police work, which encourages a diverse applicant pool.

8. To encourage males of two or more races to apply for and be more successful in obtaining positions in the protective services non-sworn category.

- a. Our current tracking system does not separate demographic data for two or more races. Employees who are two or more races would self-select an individual race and be represented in that category.

Step 7a: Internal Dissemination

A copy of the completed EEOP Short Form will be included on our intranet as well as a notification that a copy may be viewed in the Human Resources Office.

Step 7b: External Dissemination

Post a copy of the EEOP Short Form on the www.slcgov.com website.

Utilization Analysis Chart
Relevant Labor Market: Salt Lake County, Utah

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 #/%	6/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	42,335/58%	3,190/4%	510/1%	45/0%	885/1%	235/0%	194/0%	120/0%	22,885/31%	1,905/3%	200/0%	60/0%	535/1%	185/0%	230/0%	50/0%
Utilization #/%	2%	-4%	-1%	-0%	-1%	-0%	-0%	-0%	9%	-3%	-0%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	378/67%	20/4%	2/0%	3/1%	12/2%	0/0%	0/0%	0/0%	130/23%	5/1%	4/1%	2/0%	6/1%	0/0%	0/0%	0/0%
CLS #/%	51,635/48%	1,755/2%	575/1%	105/0%	2,160/2%	195/0%	214/0%	220/0%	44,640/42%	2,565/2%	350/0%	270/0%	1,920/2%	210/0%	480/0%	270/0%
Utilization #/%	19%	2%	-0%	0%	0%	-0%	-0%	-0%	-18%	-1%	0%	0%	-1%	-0%	-0%	-0%
Technicians																
Workforce #/%	135/68%	12/6%	0/0%	1/1%	4/2%	0/0%	0/0%	0/0%	42/21%	3/2%	0/0%	0/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	8,795/50%	630/4%	25/0%	90/1%	405/2%	35/0%	80/0%	4/0%	6,400/36%	640/4%	70/0%	40/0%	335/2%	4/0%	150/1%	20/0%
Utilization #/%	18%	2%	-0%	-0%	-0%	-0%	-0%	-0%	-15%	-2%	-0%	-0%	-1%	-0%	-1%	-0%
Protective Services: Sworn																
Workforce #/%	339/77%	26/6%	6/1%	2/0%	21/5%	0/0%	0/0%	0/0%	41/9%	4/1%	2/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,200/69%	385/4%	140/2%	45/1%	135/2%	225/3%	45/1%	10/0%	1,675/19%	55/1%	0/0%	10/0%	0/0%	10/0%	15/0%	0/0%
Utilization #/%	8%	2%	-0%	-0%	3%	-3%	-1%	-0%	-9%	0%	0%	-0%	0%	-0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	270/73%	19/5%	8/2%	3/1%	6/2%	0/0%	0/0%	0/0%	55/15%	7/2%	2/1%	0/0%	1/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	500/33%	115/8%	0/0%	15/1%	0/0%	10/1%	20/1%	0/0%	800/53%	50/3%	0/0%	0/0%	0/0%	10/1%	0/0%	0/0%
Utilization #/%	40%	-2%	2%	-0%	2%	-1%	-1%	0%	-38%	-1%	1%	0%	0%	-1%	0%	0%
Administrative Support																
Workforce #/%	92/22%	14/3%	4/1%	3/1%	5/1%	0/0%	0/0%	0/0%	251/60%	32/8%	4/1%	7/2%	9/2%	0/0%	0/0%	0/0%
CLS #/%	57,735/34%	6,370/4%	920/1%	195/0%	1,385/1%	515/0%	845/0%	265/0%	84,170/50%	10,650/6%	1,005/1%	555/0%	2,405/1%	1,425/1%	690/0%	455/0%

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
	%								%	%						
Utilization #/%	-12%	-0%	0%	1%	0%	-0%	-0%	-0%	10%	1%	0%	1%	1%	-1%	-0%	-0%
Skilled Craft																
Workforce #/%	411/82%	56/11%	5/1%	7/1%	13/3%	0/0%	0/0%	0/0%	11/2%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	36,140/72%	9,390/19%	260/1%	350/1%	720/1%	425/1%	260/1%	100/0%	1,740/3%	370/1%	0/0%	4/0%	185/0%	55/0%	20/0%	0/0%
Utilization #/%	9%	-8%	0%	1%	1%	-1%	-1%	-0%	-1%	-1%	0%	-0%	-0%	-0%	-0%	0%
Service/Maintenance																
Workforce #/%	281/70%	47/12%	6/2%	3/1%	10/3%	0/0%	0/0%	0/0%	48/12%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	49,350/38%	19,790/15%	1,685/1%	705/1%	2,680/2%	1,525/1%	450/0%	245/0%	32,665/25%	13,920/11%	835/1%	705/1%	2,790/2%	1,005/1%	295/0%	235/0%
Utilization #/%	32%	-4%	0%	0%	0%	-1%	-0%	-0%	-13%	-10%	-1%	-1%	-2%	-1%	-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
Professionals									✓	✓						
Technicians									✓							
Protective Services: Sworn						✓			✓							
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.

 Dan Miller

[signature]

 Director HR

[title]

 January 6, 2015

[date]