



Salt Lake City Corporation Equal Employment
Opportunity Plan (EEOP) Workforce Utilization
Report

Salt Lake City Corporation receives grants from the Department of Justice (DOJ). As part of receiving these grants we are required to complete an Equal Employment Opportunity Utilization Report. This report shows the demographics of our workforce compared to the available workforce in Salt Lake County. The report also describes the city's efforts to address areas identified as underutilized. The report is public and available on the city's Internet site, Human Resources' Intranet, and a copy may be viewed at the Human Resources' front desk. This report is completed bi-annually and submitted to the Department of Justice for review. If you have any questions about this report, please contact Human Resources at 801-535-7900.

The report includes several steps as outlined below:

Step 1—A listing of grants Salt Lake City Corporation received and the city's policy statement.

Steps 2 through 4a—These steps are not shown in the report. In summary, these steps include the preparer inputting the city's workforce demographics into the DOJ's reporting system and selecting the recruiting area to compare available workforce demographics to the city's workforce. Per the Department of Justice definition of "employee," the city demographics include part-time and full-time employees, but excludes seasonal employees, political appointees and elected officials. The city demographics are entered by race and gender into occupational categories. The race and occupational categories are defined by the Department of Justice for this report. Employees self-identify their race and gender at the time of hire. An employee may change/update this information by contacting Human Resources. If an employee elects not to disclose this information, Human Resources staff must select a race and gender based on visual survey and/or other available information for reporting purposes.

Step 4b—Narrative of areas showing underutilization within the city. To determine if a category has underutilization the Department of Justice system will perform a statistical analysis and display any job categories having underutilization of two or more standard deviations. Underutilization may also be determined by the system performing a simple subtraction showing the difference between the percentage of employees in the particular job category and the percentage of employees in the same job category in the relevant labor market.

Steps 5 and 6—Narrative of objectives and steps the city is taking to promote diversity and equal employment opportunities. This includes recruiting efforts as well as initiatives the city is taking to increase diversity in the work place. The information is reported by job category and race.

Step 7—Explanation of dissemination of the Utilization Report. This report is posted on Salt Lake City's Internet and Intranet. A copy may also be viewed at the main Human Resources office in the City & County Building, room 115.

Step 8—The Utilization Analysis Chart is a comparison of city employment to labor market availability by race and gender in defined occupational categories. An occupational category is a broad grouping of job classes which require similar levels of skills or training. Salt Lake County is used for the labor market. Utilization rates, presented in percentages, are approximate indicators of whether a particular race or gender group is represented at a similar presence in the labor market.

Step 9—This chart gives a summary of areas of significant underutilization. Please see Step 4b for definition of "underutilization."