

EEOP Utilization Report



Fri Feb 24 16:49:38 EST 2017

Step 1: Introductory Information

Grant Title:	Office of Community Oriented Policing COPS Hiring Program Grant	Grant Number:	2015CKWX0032
Grantee Name:	Salt Lake City Corporation	Award Amount:	\$1,875,000.00
Grantee Type:	Local Government Agency		
Address:	451 South State Salt Lake City, Utah 84111		
Contact Person:	Jordan Smith	Telephone #:	801-799-3357
Contact Address:	475 South 300 East Salt Lake City, Utah 84111		
DOJ Grant Manager:	Jordan Smith	DOJ Telephone #:	202-607-2651

Grant Title:	Office on Violence Against Women Grant to Encourage Arrest Policies & Enforcement of Protection Orders	Grant Number:	2014-WE-AX-0035
Grantee Name:	Salt Lake City Corporation	Award Amount:	\$900,000.00
Grantee Type:	Local Government Agency		
Address:	451 South State Salt Lake City, Utah 84111		
Contact Person:	Jordan Smith	Telephone #:	801-799-3357
Contact Address:	475 South 300 East Salt Lake City, Utah 84111		
DOJ Grant Manager:	Michele John	DOJ Telephone #:	202-616-5342

Policy Statement:

In accordance with applicable law, Salt Lake City Corporation prohibits discrimination and harassment based on a persons race, color, national origin, sex (including pregnancy), religion, age (age 40 and above), disability, genetic information, sexual orientation, gender identity, or any other legally protected class. This policy applies to all city employees; however, employees under the direct control or supervision of the Salt Lake City Council may be bound only by city ordinance and state and federal equal employment opportunity laws.

Please refer to the attached hard copy document for the Salt Lake City Corporation's full policy.

Step 4b: Narrative Underutilization Analysis

Salt Lake City Corporation's human resources department reviewed the Utilization Analysis Chart (comparing the City's workforce to the relevant labor market), and noted the following:

1. White females were significantly under-represented in the following categories: Officials/Administrators (-14%), Professionals (-12%), Technicians (-22%), Protective Services-Sworn (-12%), Protective Services-Non-sworn (-49%), and Service/Maintenance (-10%).
2. Hispanic or Latina females were significantly under-represented in the following categories: Technicians (-3%), Protective Services-Non-sworn (-3%), and Service/Maintenance (-9%).
3. Asian females were significantly under-represented in the following category: Service/Maintenance (-2%).
4. Native Hawaiian or Other Pacific Islanders females were significantly under-represented in the following category: Service/Maintenance (-1%).
5. White males were significantly under-represented in the following category: Administrative Support (-13%).
6. Hispanic or Latino males were significantly under-represented in the following category: Skilled Craft (-8%).

In reviewing the EEOP Utilization Report that Salt Lake City Corporation submitted two years ago, we were able to track an improvement in the recruitment and retention of Native Hawaiian or Other Pacific Islander males in the following categories: Protective Services-Sworn, Skilled Craft, and Service/Maintenance.

In addition, there was an improvement in the recruitment and retention of male employees who reported they were from two or more races in the Protective Services-Non-sworn category.

Salt Lake City Corporation is committed to building a qualified and competent workforce based on principles of diversity.

Step 5 & 6: Objectives and Steps

1. To encourage White females to apply for or promote into higher level positions in the following categories: official/administrators, professionals, technicians, protective services sworn, protective services non-sworn, and service/maintenance.

- a. 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.
- b. The city is committed to building a qualified and competent workforce based on principles of diversity.
- c. The police department created a series of recruitment videos with White females and ethnically diverse employees to encourage other White females to apply to protective services-sworn positions.
- d. All applications for city positions are completed online. The city is currently working with a vendor to implement a new user friendly online applicant tracking and onboarding system for applicants (estimated completion is July 2017).
- e. The human resources office will enhance outreach efforts that target White females to apply for positions in the each of the above job categories. Human resources professionals or department representatives will attend job fairs, educational institutions, trade associations, and conferences to promote and recruit White female employees.

f. The city updated their policies and procedures and evaluated their possible impact on diversity. There is an added promotion provision in policy that allows a department director the ability to promote an employee who meets the minimum qualifications of a position without a competitive selection process. There is an added rehire provision in policy that allows the potential for an employee who resigns to return to the city within three years. There is a career mobility provision in policy that allows employees and departments to work together and to build an employees knowledge and skills by allowing them to work on a temporary (full-time or part-time) basis in another division or department within the city.

g. Female firefighters and police officers of various races represent Salt Lake City Corporation at job fairs, which encourage female and ethnically diverse applicants to apply.

2. To encourage Hispanic or Latina females to apply for or promote into higher level positions in the following categories: technicians, protective services non-sworn, and service/maintenance.

a. 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.

b. All applications for city positions are completed online. The city is currently working with a vendor to implement a new user friendly online applicant tracking and onboarding system for applicants (estimated completion is July 2017).

c. The city is committed to building a qualified and competent workforce based on principles of diversity.

d. Notification of city employment opportunities are sent to Centro de La Familia, Utah Hispanic Democratic Caucus, the Mexican Consultant, and People Helping People.

e. The city updated their policies and procedures and evaluated their possible impact on diversity. There is an added promotion provision in policy that allows a department director the ability to promote an employee who meets the minimum qualifications of a position without a competitive selection process. There is an added rehire provision in policy that allows the potential for an employee who resigns to return to the city within three years. There is a career mobility provision in policy that allows employees and departments to work together and to build an employees knowledge and skills by allowing them to work on a temporary (full-time or part-time) basis in another division or department within the city.

f. The human resources office will enhance outreach efforts that target Hispanic or Latina females to apply for positions in the each of these job categories. Human resources professionals or department representatives will attend job fairs, educational institutions, trade associations, and conferences to promote and recruit Hispanic or Latina female employees.

3. To encourage Asian and Native Hawaiian/other Pacific Islander females to apply for or promote into higher level positions in the service/maintenance category.

a. All applications for city positions are completed online. The city is currently working with a vendor to implement a new user friendly online applicant tracking and onboarding system for applicants (estimated completion is July 2017).

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. The city is committed to building a qualified and competent workforce based on principles of diversity.

d. The city updated their policies and procedures and evaluated their possible impact on diversity. There is an added promotion provision in policy that allows a department director the ability to promote an employee who meets the minimum qualifications of a position without a competitive selection process. There is an added rehire provision in policy that allows the potential for an employee who resigns to return to the city within three years. There is a career mobility provision in policy that allows employees and departments to work together and to build an employees knowledge and skills by allowing them to work on a temporary (full-time or part-time) basis in another division or department within the city.

e. The human resources office will enhance outreach efforts that target Asian and Native Hawaiian or other Pacific Islander females to apply for positions in the each of these job categories. Human resources professionals or department representatives will attend job fairs, educational institutions, trade associations, and conferences to promote and recruit Asian and Native Hawaiian or other Pacific Islander female employees.

4. To encourage White males to apply for or promote into higher level positions in the administrative support category.

a. All applications for city positions are completed online. The city is currently working with a vendor to implement a new user friendly online applicant tracking and onboarding system for applicants (estimated completion is July 2017).

b. The city updated their policies and procedures and evaluated their possible impact on diversity. There is an added promotion provision in policy that allows a department director the ability to promote an employee who meets the minimum qualifications of a position without a competitive selection process. There is an added rehire provision in policy that allows the potential for an employee who resigns to return to the city within three years. There is a career mobility provision in policy that allows employees and departments to work together and to build an employees knowledge and skills by allowing them to work on a temporary (full-time or part-time) basis in another division or department within the city.

c. The human resources office will enhance outreach efforts that target White males to apply for positions in the each of these job categories. Human resources professionals or department representatives will attend job fairs, educational institutions, trade associations, and conferences to promote and recruit White male employees.

5. To encourage Hispanic or Latino males to apply for or promote into positions in the skilled craft category.

a. All applications for city positions are completed online. The city is currently working with a vendor to implement a new user friendly online applicant tracking and onboarding system for applicants (estimated completion is July 2017).

b. The city updated their policies and procedures and evaluated their possible impact on diversity. There is an added promotion provision in policy that allows a department director the ability to promote an employee who meets the minimum qualifications of a position without a competitive selection process. There is an added rehire provision in policy that allows the potential for an employee who resigns to return to the city within three years. There is a career mobility provision in policy that allows employees and departments to work together and to build an employees knowledge and skills by allowing them to work on a temporary (full-time or part-time) basis in another division or department within the city.

c. The human resources office will enhance outreach efforts that target Hispanic or Latino males to apply for positions in the each of these job categories. Human resources professionals or department representatives will attend job fairs, educational institutions, trade associations, and conferences to promote and recruit Hispanic or Latino male employees.

6. Salt Lake City Corporation focuses on diversity and equal opportunity in all of our positions.

a. The city recently implemented an Employees' University and has conducted several training sessions to assist employees with career development.

b. The city maintains a Supervisor Boot Camp Program which provides new supervisors a good understanding of the supervisory roles and responsibilities, and existing supervisors a refresher. The curriculum combines organizational knowledge, policy and procedures overviews with key supervisory skills development that would enable participants to be confident and effective leaders.

c. The Salt Lake City Mayor supports diversity initiatives in the community and workplace.

d. The Salt Lake City Fire Department currently offers several youth programs to help individuals gain exposure to the culture, people, and activities of a firefighter. This includes:

* The Cadet Post

* Emergency career CTE courses (offered through the Salt Lake City School District)

* Camps Athena & Prometheus (day fire camps at the Departments Training Tower)

* Fire skills workshops

* Fire Strong Kids (healthy lifestyle guidance)

e. The city continues ongoing diversity training and harassment prevention training for all city employees. Provided enhanced harassment prevention training to public safety employees over the summer of 2016.

f. Recruitment efforts include working individually with applicants referred by locally-based organizations.

g. Human Resources sends emails of job openings to individual clients of People Helping People to encourage and facilitate female applicants.

h. The city works with the Office of Diversity and Human Rights to assist refugees in finding employment with the city.

i. The city allows Human Resource professionals to attend Salt Lake County Mayors Diversity seminars and the Society for Human Resource Management seminars to gain additional education on how to promote diversity and encourage ethnically diverse applicants to apply for positions.

- j. The city offers internships to students from local Universities and Colleges.
 - k. The city has a tuition reimbursement program for current employees which encourages both genders and all national origins to gain skills needed for specific skilled positions.
 - l. The city works 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.
 - m. The city recruits for all positions through partnerships with up to 200 locally-based organizations including those listed below:
 - * Salt Lake County
 - * Salt Lake Community College
 - * Asian Association of Utah
 - * Centro de la Familia
 - * CESA (Pacific Islander Association)
 - * Mexican Consulate
 - * Native American Ministry
 - * Salt Lake City Library
 - * Utah Hispanic Democratic Caucus
 - * Utah State Office of Ethnic Affairs
 - * VA Regional Office
 - * YMCA
 - * People Helping People (Organization for helping Women obtain needed skills to enter the workforce)
 - * Indian Training Center
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Step 7a: Internal Dissemination

1. Salt Lake City Corporation will post the EEOP Utilization Report on the intranet, an in-house electronic communication network.
2. The city will send an e-mail to all employees, to let them know that a copy of the EEOP Utilization Report is available upon request.
3. The city will include a hard copy of the EEOP Utilization Report in the lobby of the Human Resources Office.

Step 7b: External Dissemination

1. A copy of the EEOP Utilization Report will be posted on the Salt Lake City Corporation public website.
2. Notifying applicants, vendors, and contractors in writing that the recipient has developed an EEOP Utilization Report and that it is available on request for review.
3. Making copies of the EEOP Utilization Report available in the reading rooms of local public libraries.

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 #/%	31/66%	4/9%	2/4%	0/0%	1/2%	0/0%	0/0%	0/0%	8/17%	1/2%	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 #/%	8%	4%	4%	-0%	1%	-0%	-0%	-0%	-14%	-0%	-0%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	287/60%	17/4%	3/1%	0/0%	10/2%	0/0%	0/0%	0/0%	142/29%	9/2%	3/1%	3/1%	8/2%	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 #/%	12%	2%	0%	-0%	0%	-0%	-0%	-0%	-12%	-1%	0%	0%	-0%	-0%	-0%	-0%
Technicians																
Workforce #/%	280/75%	17/5%	1/0%	4/1%	6/2%	1/0%	0/0%	0/0%	52/14%	3/1%	3/1%	0/0%	4/1%	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 #/%	26%	1%	0%	1%	-1%	0%	-0%	-0%	-22%	-3%	0%	-0%	-1%	-0%	-1%	-0%
Protective Services:																
Sworn																
Workforce #/%	302/78%	25/6%	7/2%	2/1%	6/2%	16/4%	0/0%	0/0%	25/6%	6/2%	0/0%	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%	0%	2%	-1%	-0%	-12%	1%	0%	-0%	0%	-0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	224/87%	12/5%	3/1%	2/1%	5/2%	1/0%	0/0%	0/0%	10/4%	0/0%	0/0%	0/0%	0/0%	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 #/%	54%	-3%	1%	-0%	2%	-0%	-1%	0%	-49%	-3%	0%	0%	0%	-1%	0%	0%
Administrative Support																
Workforce #/%	89/21%	13/3%	3/1%	2/0%	4/1%	2/0%	0/0%	0/0%	237/56%	45/11%	5/1%	6/1%	7/2%	7/2%	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 #/%	-13%	-1%	0%	0%	0%	0%	-0%	-0%	7%	4%	1%	1%	0%	1%	-0%	-0%
Skilled Craft																
Workforce #/%	425/81%	57/11%	8/2%	6/1%	4/1%	8/2%	0/0%	0/0%	13/2%	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%	1%	0%	-1%	1%	-1%	-0%	-1%	-1%	0%	-0%	-0%	-0%	-0%	0%
Service/Maintenance																
Workforce #/%	352/66%	68/13%	7/1%	6/1%	6/1%	3/1%	0/0%	0/0%	80/15%	11/2%	4/1%	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 #/%	27%	-3%	-0%	1%	-1%	-1%	-0%	-0%	-10%	-9%	0%	-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
Officials/Administrators									✓							
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.

Julie Pa... HR Director 2-27-2017
[signature] [title] [date]
