

# EEOP Utilization Report



Wed Jun 22 13:42:35 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	Public Safety Partnership and Community Policing Grants	<b>Grant Number:</b>	2012UMWX0054
<b>Grantee Name:</b>	City of St. Cloud	<b>Award Amount:</b>	\$500,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1300 9th Street St. Cloud, Florida 34769		
<b>Contact Person:</b>	Charlene Kuhn	<b>Telephone #:</b>	407-957-7352
<b>Contact Address:</b>	1300 9th Street St. Cloud, Florida 34769		
<b>DOJ Grant Manager:</b>		<b>DOJ Telephone #:</b>	

---

### Policy Statement:

The City of St. Cloud has established a policy of Equal Employment Opportunity. The City of St. Cloud prohibits discrimination on race, color, creed, religion, sex, age, national origin, political affiliations, disability, veteran or military status. The City is committed to the use of merit considerations in employment practices and promotions. Any personnel who are hired in the City of St. Clouds employment shall be trained and knowledgeable in personnel matters with emphasis on Equal Employment Opportunities.

Please see the attached hard copy document

## Step 4b: Narrative Underutilization Analysis

1. Hispanic or Latino males were significantly under-represented in the following job categories: Technicians (-15%), Protective Services Sworn (-13%), Administrative Support (-11%) and Service/Maintenance (-13%).
2. The Protective Services Sworn Job Category was under-represented in the Other males (-3%) and white females (-6%) classes.
3. Hispanic or Latino females were under-represented significantly in Technicians (-11%) and Protective Services Sworn (-5%).
4. Black or African American Females were also significantly under-represented in Technicians (-9%) and (-4%).

The City's significant underutilization is largely attributed to:

There has been a significant increase in the City of St. Clouds population from 2010 to 2016; the US Census shows an increase of approximately 25%. In addition, the US Census suggests that in 2000 the Hispanic population was at 13.4% vs 2010 at 29.2%; a population that has more than doubled and continues to increase.

Turnover in the City's workforce is less than dynamic; positions in the underutilized groups traditionally have seen less turnover and attrition. Thus there are fewer opportunities available to the community workforce including the currently underutilized classes.

Since the recession, the City's revenues have begun to bounce back; however still down 36%. Presently, general fund expenses continue to increase, many positions remain frozen and/or left unfilled if a vacancy occurs in an effort to allow personnel funds to be utilized in other areas. This tended to lock-in the current workforce profile which was primarily comprised prior to the recent explosion in population.

## Step 5 & 6: Objectives and Steps

### **1. To encourage minorities and women to apply for vacancies in the categories in which an underutilization occurs.**

- a. The City of St. Cloud will continue post job announcements in public facilities such as recreation centers, schools, colleges and universities, city building and other appropriate places that offer a wide exposure to the target recruitment group. In addition, the City will continue to post job announcements with specific professional organizations, trade associations and publications as well as websites that offer a wide exposure. The City will continue to reexamine its outreach and recruitment efforts within the next year.
- b. The City has established a policy to conduct exit interviews with all employees who are voluntarily leaving employment. The Human Resources Department will review the comments from these exit interviews to determine how its policies related to employment, promotions and disciplinary actions may affect the recruitment and retention of minority and female employees.

### **2. All vacant position advertisements will include "The City of St. Cloud is an equal opportunity employer and does not discriminate on the basis of race, religion, color, age, sex, national origin or disability. The City of St. Cloud complies with the drug free workplace act as described in Florida State Statute section 893. Certain service members and veterans, and the spouses and family of members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled."**

- a. Increase recruitment efforts for the protective service category for females via outreach to law enforcement academies, colleges and universities.
- b. Identify and utilize local and regional recruitment sources to increase applicants in all job categories where an underutilization exists.
- c. Increase contacts with colleges, universities and other educational institutions as sources for outreach recruitment of qualified candidates.

### **3. The Human Resource Department will provide information regarding hiring, diversity and equal employment opportunity to staff that have a key role in the hiring process.**

- a. The Human Resource Department will ensure female protective service (sworn) positions are given equal opportunity in promotional opportunities and the interview panel, including supervisors and managers are provide the appropriate resources.
- b. The Human Resources Department will disseminate a copy of this plan to all directors, supervisors and those who are part of their departments recruitment process.
- c. The Human Resources Department will continue to maintain a process that ensures that all people serving on an interview panel, including supervisors and managers, are trained and/or have the appropriate resources available to them to conduct proper, legal and effective interviews for the selection process.

### **Step 7a: Internal Dissemination**

1. The EEOP Utilization Report is displayed in the Human Resource Office for employee review.
2. A hard copy of the EEOP Utilization Report distributed to all supervisory employees.
3. A notification to all employees by email that the EEOP Utilization Report is available upon request for all employees and posted in all departments for employees without email.
4. A copy of the EEOP Utilization Report is available on the Citys common J: drive which is accessible by all employees

### **Step 7b: External Dissemination**

1. The EEOP Utilization Report is displayed in the Human Resource Office for public review.
2. A copy of the EEOP Utilization Report is posted in the Purchasing Department for all vendors/contractors that do business with the City and/or is available upon request.
3. Post the EEOP Utilization Report in the Citys annual report. The Citys report is widely distributed (internal and external) and posted on the Citys public website. Notice will be provided through Social Media that the report is available on the City's website.
4. Post the EEOP Utilization Report on the Citys public website with a link on the first page of the website.  
<http://www.stcloud.org/>.
5. Include the EEOP Utilization Report in a recruitment materials for distribution to the public.

**Utilization Analysis Chart**  
**Relevant Labor Market: Osceola County, Florida**

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
<b>Officials/Administrators</b>																
Workforce #/%	9/64%	2/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/14%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,290/42%	930/9%	265/3%	0/0%	215/2%	0/0%	105/1%	35/0%	2,985/29%	820/8%	240/2%	0/0%	200/2%	0/0%	15/0%	55/1%
Utilization #/%	22%	5%	-3%	0%	-2%	0%	-1%	-0%	-15%	-1%	-2%	0%	-2%	0%	-0%	-1%
<b>Professionals</b>																
Workforce #/%	12/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/42%	0/0%	1/4%	0/0%	1/4%	0/0%	0/0%	0/0%
CLS #/%	2,520/22%	1,205/10%	235/2%	35/0%	335/3%	0/0%	30/0%	0/0%	4,325/37%	1,860/16%	660/6%	10/0%	340/3%	0/0%	35/0%	30/0%
Utilization #/%	28%	-10%	-2%	-0%	-3%	0%	-0%	0%	4%	-16%	-2%	-0%	1%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	33/70%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	8/17%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	385/20%	280/15%	80/4%	0/0%	20/1%	0/0%	0/0%	25/1%	535/28%	340/18%	175/9%	0/0%	80/4%	0/0%	0/0%	0/0%
Utilization #/%	50%	-15%	2%	0%	-1%	0%	0%	-1%	-11%	-11%	-9%	0%	-4%	0%	0%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	113/76%	18/12%	2/1%	0/0%	2/1%	0/0%	0/0%	0/0%	11/7%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	780/42%	470/26%	45/2%	0/0%	30/2%	0/0%	0/0%	55/3%	250/14%	135/7%	75/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	33%	-13%	-1%	0%	-0%	0%	0%	-3%	-6%	-5%	-4%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	55/44%	20/16%	0/0%	0/0%	20/16%	0/0%	0/0%	0/0%	20/16%	0/0%	10/8%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	15/13%	1/1%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	61/54%	27/24%	5/4%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	4,245/16%	3,175/12%	830/9%	30/0%	390/1%	50/0%	70/0%	100/0%	8,660/33%	6,915/26%	1,135/4%	0/0%	485/2%	40/0%	170/1%	140/1%
Utilization #/%	-3%	-11%	-0%	-0%	-1%	-0%	-0%	-0%	21%	-2%	0%	0%	-1%	-0%	-1%	-1%

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
<b>Skilled Craft</b>																
Workforce #/%	25/58%	4/9%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	12/28%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	3,695/46%	3,320/42%	320/4%	0/0%	55/1%	0/0%	4/0%	150/2%	220/3%	220/3%	0/0%	0/0%	0/0%	0/0%	15/0%	0/0%
Utilization #/%	12%	-32%	-2%	0%	-1%	0%	-0%	-2%	25%	-3%	0%	0%	0%	0%	2%	0%
<b>Service/Maintenance</b>																
Workforce #/%	103/56%	20/11%	8/4%	1/1%	1/1%	0/0%	0/0%	0/0%	28/16%	10/6%	7/4%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	5,910/22%	6,430/24%	2,235/8%	70/0%	235/1%	25/0%	35/0%	60/0%	3,880/15%	5,475/20%	1,650/6%	0/0%	430/2%	55/0%	130/0%	135/1%
Utilization #/%	35%	-13%	-4%	0%	-0%	-0%	-0%	-0%	1%	-15%	-2%	0%	-2%	-0%	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	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
Technicians		✓								✓						
Protective Services: 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.

Certified As Final By: Ruth Lovejoy

Compensaton and Benefits Manager

06-22-2016

  
[signature]

[title]

[date]