

EEOP Utilization Report

City of Federal Way



Fri Nov 18 14:24:31 EST 2016

Step 1: Introductory Information

Grant Title:	COPS Hiring Program	Grant Number:	2014UMWX0110
Grantee Name:	City of Federal Way	Award Amount:	\$500,000.00
Grantee Type:	Local Government Agency		
Address:	33325 8th Ave. South Federal Way, Washington 98003		
Contact Person:	Jean Stanley	Telephone #:	253-835-2532
Contact Address:	33325 8th Ave. South Federal Way, Washington 98003		
DOJ Grant Manager:	John Wells	DOJ Telephone #:	202-353-9984

Policy Statement:

It is the policy of the City of Federal Way to treat all applicants and employees equally and without regard to race, religion, creed, color, national origin, sex, sexual orientation, age, the presence of a physical, mental or sensory disability, marital or veteran status, or any other basis that is required by local, state or federal law. It is also the desire of the City to reflect the diverse community that we serve. As an organization we are committed to seeking diverse applicant pools for our vacant positions and to creating a culture that promotes mutual respect, acceptance, cooperation and productivity among diverse people. Toward this end, racial, ethnic, religious or sexual slurs or comments demeaning national origin or individuals with disabilities by any employee to or about any employee, applicant or the public will not be tolerated.

Violations of this policy may be cause for disciplinary action in accordance with City policy and applicable laws.

The City's commitment to this policy is reflected in its recruitment literature, position announcements, and application forms. The City firmly believes that the most effective government service delivery is achieved by governmental units whose employees are representative of the community served, encouraging the public to identify with and maintain confidence in their employees, as envisioned in the City's diversity theme, A City for All of Us. To achieve true representation at all levels of the City, job-related, non-discriminatory selection processes are used for all job classifications. Throughout the hiring processes, results are monitored to identify any components that have adverse impact, and such findings lead to affirmative efforts to increase protected class applicant numbers and their success in gaining employment.

See attachment.

Step 4b: Narrative Underutilization Analysis

The City of Federal Way Human Resources Department has reviewed the Utilization Analysis comparing the City's workforce to the relevant labor market. We have noted the following:

1. White Females were significantly under-represented in the following job categories: Officials (-20%), Professionals (-8%), Technicians (-14%), Protective Services - Sworn (-10%), and Service/Maintenance (-25%).
2. Hispanic/Latino Females were significantly under-represented in the Service/Maintenance job category (-6%).
3. Asian Females were significantly under-represented in the Officials (-5%) and the Service/Maintenance (-8%) job categories.
4. White Males were significantly under-represented in the following job categories: Technicians (-12%), Protective Services - Non-sworn (-32%), Administrative Support (-25%), Skilled Craft (-20%).
5. Hispanic/Latino Males were significantly under-represented in the Skilled Craft (-12%) and Service/Maintenance (-9%) job categories.
6. Asian Males were under-represented in the following job categories: Protective Services - Non-sworn (-4%), Administrative Support (-5%), Service/Maintenance (-7%).

The City of Federal Way is committed to its policy of non-discrimination. The City reviews employment demographics biannually as well as recruitment and hiring practices to ensure non-discriminatory selection processes are used for all job classifications.

Step 5 & 6: Objectives and Steps

1. To encourage White Females to apply for vacancies in the Officials, Professionals, Technicians, Protective Services - Sworn, and Service/Maintenance job categories.

- a. The City's Human Resources Department will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether White Female applicants were under-represented.
- b. The City's Human Resources Department will review the City's recruitment and hiring methods for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out White Female applicants. Based on the results of this review, the city will consider modifying its candidate selection process.
- c. The City's Human Resources Department will enhance outreach efforts that target White Female applicants in these job categories by researching professional organizations and job boards that are specifically aimed at female job seekers and advertising open positions there. The City will also continue to advertise positions on job boards for University of Washington, Highline Community College, Renton Technical College, Clover Park Technical College, Tacoma Community College, and Green River Community College as well as Association of Washington Cities and our own website.
- d. The City will continue to utilize female and minority employees in the recruitment and selection process.
- e. The City will continue to provide harassment prevention and diversity training to employees to ensure appropriate work behaviors and understanding of cultural differences.

2. To Encourage Hispanic/Latino Females to apply for vacancies in the Service/Maintenance job category.

- a. The City's Human Resources Department will review the composition of the applicant pool for all vacancies in this job category in the last fiscal year to determine whether Hispanic/Latino Female applicants were under-represented.
- b. The City's Human Resources Department will review the City's recruitment and hiring methods for all vacancies in the last fiscal year in this job category to determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic/Latino Female applicants. Based on the results of this review, the city will consider modifying its candidate selection process.
- c. The City's Human Resources Department will enhance outreach efforts that target Hispanic/Latino Female applicants in these job categories by researching professional organizations and job boards that are specifically

aimed at Hispanic/Latino and/or female job seekers and advertising open positions there. The City will also continue to advertise positions on job boards for University of Washington, Highline Community College, Renton Technical College, Clover Park Technical College, Tacoma Community College, and Green River Community College as well as Association of Washington Cities and our own website.

d. The City will continue to utilize female and minority employees in the recruitment and selection process.

e. The City will continue to provide harassment prevention and diversity training to employees to ensure appropriate work behaviors and understanding of cultural differences.

3. To encourage Asian Females to apply for vacancies in the Officials and Service/Maintenance job categories.

a. The City's Human Resources Department will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether Asian Female applicants were under-represented.

b. The City's Human Resources Department will review the City's recruitment and hiring methods for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian Female applicants. Based on the results of this review, the city will consider modifying its candidate selection process.

c. The City's Human Resources Department will enhance outreach efforts that target Asian Female applicants in these job categories by researching professional organizations and job boards that are specifically aimed at Asian and/or female job seekers and advertising open positions there. The City will also continue to advertise positions on job boards for University of Washington, Highline Community College, Renton Technical College, Clover Park Technical College, Tacoma Community College, and Green River Community College as well as Association of Washington Cities and our own website.

d. The City will continue to utilize female and minority employees in the recruitment and selection process.

e. The City will continue to provide harassment prevention and diversity training to employees to ensure appropriate work behaviors and understanding of cultural differences.

4. To encourage White Males to apply for vacancies in the Technicians, Protective Services - Non-sworn, Administrative Support, and Skilled Craft job categories.

a. The City's Human Resources Department will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether White Male applicants were under-represented.

b. The City's Human Resources Department will review the City's recruitment and hiring methods for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out White Male applicants. Based on the results of this review, the city will consider modifying its candidate selection process.

c. The City will continue to provide harassment prevention and diversity training to employees to ensure appropriate work behaviors and understanding of cultural differences.

5. To encourage Hispanic/Latino Males to apply for vacancies in the Skilled Craft and Service/Maintenance job categories.

a. The City's Human Resources Department will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether Hispanic/Latino Male applicants were under-represented.

b. The City's Human Resources Department will review the City's recruitment and hiring methods for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic/Latino Male applicants. Based on the results of this review, the city will consider modifying its candidate selection process.

c. The City's Human Resources Department will enhance outreach efforts that target Hispanic/Latino Male applicants in these job categories by researching professional organizations and job boards that are specifically aimed at Hispanic/Latino job seekers and advertising open positions there. The City will also continue to advertise positions on job boards for University of Washington, Highline Community College, Renton Technical College, Clover Park Technical College, Tacoma Community College, and Green River Community College as well as Association of Washington Cities and our own website.

d. The City will continue to utilize female and minority employees in the recruitment and selection process.

e. The City will continue to provide harassment prevention and diversity training to employees to ensure appropriate work behaviors and understanding of cultural differences.

6. To encourage Asian Males to apply for vacancies in the Protective Services - Non-sworn, Administrative Support, and Service/Maintenance job categories.

- a. The City's Human Resources Department will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether Asian Male applicants were under-represented.
- b. The City's Human Resources Department will review the City's recruitment and hiring methods for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian Male applicants. Based on the results of this review, the city will consider modifying its candidate selection process.
- c. The City's Human Resources Department will enhance outreach efforts that target Asian Male applicants in these job categories by researching professional organizations and job boards that are specifically aimed at Asian job seekers and advertising open positions there. The City will also continue to advertise positions on job boards for University of Washington, Highline Community College, Renton Technical College, Clover Park Technical College, Tacoma Community College, and Green River Community College as well as Association of Washington Cities and our own website.
- d. The City will continue to utilize female and minority employees in the recruitment and selection process.
- e. The City will continue to provide harassment prevention and diversity training to employees to ensure appropriate work behaviors and understanding of cultural differences.

Step 7a: Internal Dissemination

1. A copy of the EEOP Utilization Report will be distributed by email to Elected officials, department heads, and supervisory personnel.
2. A copy of the EEOP Utilization Report will be posted on the City's intranet.
3. An email will be sent to all City staff alerting them to the fact that the EEOP Utilization Report is posted on the intranet.
4. The Human Resources Department will provide a copy of the EEOP Utilization Report to any employee who requests it.

Step 7b: External Dissemination

1. A copy of the EEOP Utilization Report will be posted on the City's public website on the Human Resources employment page.
2. Job announcements for all City positions will include a statement that applicants may obtain a copy of the City's EEOP Utilization Report on request.
3. A copy of the EEOP Utilization Report will be posted on the Vendor Information page of the City's public website.
4. A copy of the EEOP Utilization Report will be posted in the lobby of City Hall along with a notice that copies of the report are available in Human Resources to anyone who requests one.
5. Copies of the EEOP Utilization Report will be available in Human Resources for any person who requests one.

Utilization Analysis Chart
Relevant Labor Market: King County, Washington

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 #/%	31/76%	1/2%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	5/12%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	90,560/47%	3,795/2%	3,100/2%	470/0%	10,590/6%	180/0%	2,100/1%	735/0%	61,945/32%	3,065/2%	2,900/2%	520/0%	8,860/5%	140/0%	1,675/1%	450/0%
Utilization #/%	28%	0%	1%	-0%	-3%	-0%	-1%	-0%	-20%	-2%	-2%	5%	-5%	-0%	-1%	-0%
Professionals																
Workforce #/%	23/48%	2/4%	0/0%	0/0%	6/12%	0/0%	0/0%	0/0%	13/27%	1/2%	0/0%	0/0%	3/6%	0/0%	0/0%	0/0%
CLS #/%	114,240/40%	4,760/2%	4,655/2%	260/0%	25,935/9%	315/0%	2,495/1%	820/0%	100,705/35%	4,595/2%	3,885/1%	675/0%	20,245/7%	580/0%	2,520/1%	910/0%
Utilization #/%	8%	3%	-2%	-0%	3%	-0%	-1%	-0%	-8%	0%	-1%	-0%	-1%	-0%	-1%	-0%
Technicians																
Workforce #/%	3/27%	1/9%	0/0%	0/0%	3/27%	0/0%	0/0%	0/0%	2/18%	1/9%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%
CLS #/%	12,585/40%	705/2%	790/2%	65/0%	2,540/8%	15/0%	405/1%	135/0%	10,255/32%	475/1%	570/2%	15/0%	2,890/9%	20/0%	275/1%	55/0%
Utilization #/%	-12%	7%	-2%	-0%	19%	-0%	-1%	-0%	-14%	8%	-2%	-0%	0%	-0%	-1%	-0%
Protective Services: Sworn																
Workforce #/%	71/69%	5/5%	4/4%	0/0%	15/15%	0/0%	0/0%	0/0%	6/6%	0/0%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%
CLS #/%	8,900/55%	990/6%	1,155/7%	170/1%	1,145/7%	95/1%	205/1%	275/2%	2,485/15%	125/1%	205/1%	40/0%	155/1%	40/0%	60/0%	30/0%
Utilization #/%	14%	-1%	-3%	-1%	7%	-1%	-1%	-2%	-10%	-1%	-1%	-0%	1%	-0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/77%	1/4%	1/4%	0/0%	2/8%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	610/35%	10/1%	50/3%	15/1%	75/4%	10/1%	14/1%	0/0%	685/40%	30/2%	35/2%	10/1%	135/8%	0/0%	45/3%	0/0%
Utilization #/%	-32%	3%	-3%	-1%	-4%	-1%	-1%	0%	37%	2%	2%	-1%	-0%	0%	-3%	0%
Administrative Support																
Workforce #/%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	28/82%	0/0%	0/0%	0/0%	5/15%	0/0%	0/0%	0/0%
CLS #/%	78,910/28%	5,945/2%	5,495/2%	535/0%	12,770/5%	860/0%	2,485/1%	1,065/0%	125,595/4%	9,230/3%	9,200/3%	1,360/0%	19,385/7%	1,395/0%	4,460/2%	1,910/1%

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
	%				%				5%				%			
Utilization #/%	-25%	-2%	-2%	-0%	-5%	-0%	-1%	-0%	38%	-3%	-3%	-0%	8%	-0%	-2%	-1%
Skilled Craft																
Workforce #/%	12/48%	0/0%	1/4%	0/0%	1/4%	0/0%	0/0%	0/0%	8/32%	0/0%	2/8%	0/0%	1/4%	0/0%	0/0%	0/0%
CLS #/%	60,170/68%	11,045/12%	2,355/3%	605/1%	5,480/6%	610/1%	1,280/1%	655/1%	3,765/4%	475/1%	500/1%	45/0%	1,140/1%	65/0%	174/0%	25/0%
Utilization #/%	-20%	-12%	1%	-1%	-2%	-1%	-1%	-1%	28%	-1%	7%	-0%	3%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	26/96%	0/0%	1/4%	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 #/%	79,455/32%	23,460/9%	11,275/5%	975/0%	17,635/7%	1,940/1%	3,185/1%	1,680/1%	62,325/25%	13,895/6%	8,295/3%	715/0%	19,005/8%	870/0%	2,790/1%	1,145/0%
Utilization #/%	64%	-9%	-1%	-0%	-7%	-1%	-1%	-1%	-25%	-6%	-3%	-0%	-8%	-0%	-1%	-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									✓							
Protective Services: Sworn									✓							
Administrative Support	✓															

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: Jean Stanley

Human Resources Manager

11-18-2016

[signature]

[title]

[date]