

EEOP Utilization Report



Tue May 03 09:04:59 EDT 2016

Step 1: Introductory Information

Grant Title: Public Safety Traffic Enhancement **Grant Number:** 2016-JAGC-CHAR-1-H3-094
Grantee Name: City of Punta Gorda **Award Amount:** \$13,868.00
Grantee Type: Local Government Agency
Address: 326 West Marion Avenue
Punta Gorda, Florida
33950
Contact Person: Gloria Sepanik **Telephone #:** 941-575-5563
Contact Address: 1410 Tamiami Trail
Punta Gorda, Florida
33950
State Granting Agency: Florida Department of Law Enforcement **Grant Number:** 2016-JAGC-CHAR-1-H3-094
Contact Name: Jerry Livingston, Sr Financial Analyst
Contact Address: 18500 Murdock Circle
Port Charlotte, Florida
33948
Telephone #: 941-764-5502

Grant Title: Training Room Technology Grant **Grant Number:** 2015-DJ-BX-0969
Grantee Name: City of Punta Gorda **Award Amount:** \$5,563.00
Grantee Type: Local Government Agency
Address: 326 West Marion Avenue
Punta Gorda, Florida
33950
Contact Person: Gloria Sepanik **Telephone #:** 941-575-5563
Contact Address: 1410 Tamiami Trail
Punta Gorda, Florida
33950
State Granting Agency: Department of Justice **Grant Number:** 2015-DJ-BX-0969
Contact Name: Jerry Livingston, Sr Financial Analyst
Contact Address: 18500 Murdoch Circle
Port Charlotte, Florida
33948
Telephone #: 941-764-5502

Grant Title: Laser Speed Detector Initiative **Grant Number:** 2016-JAGD-CHAR-1-H4-098

against under-utilization of minorities and females within the organization and will work toward the eventual goal of full representation of minorities and females at all levels in the organization.

Step 4b: Narrative Underutilization Analysis

The City's Human Resources Manager has reviewed the Utilization Analysis (comparing the City of Punta Gorda's workforce to the relevant labor market, Charlotte County), and noted the following deficiencies:

1. White females are significantly under-represented in the following job category: Technicians (-44%);
2. White males are significantly under-represented in the following job category: Administrative Support (-25%);
3. White females are significantly under-represented in the following job category: Service/Maintenance (-32%).

Step 5 & 6: Objectives and Steps

1. Objective 1: To encourage White Females to apply for vacancies in the Technicians and Service/Maintenance job categories.

- a. The Human Resources Division will analyze the applicant pool for such positions over the past two years and determine to what level the pool is comprised of White Females. He will draft a report that details those findings within three months.
- b. If it is determined that the applicant pool for these positions has a deficiency in White Female applicants, efforts will be made to expand the City's outreach efforts, both internally and externally.
- c. If it is determined that the applicant pool for these positions has no deficiency in White Female applicants, the Human Resources Division will evaluate the applicant flow to determine if female applicants are being given adequate consideration by supervisors as they interview and make hiring decisions.
- d. If it is determined that supervisors have not given adequate consideration to females who have applied for such positions, the City will take concerted positive actions to encourage the hiring authorities to include females in its interview processes.

2. Objective 2: To encourage White Males to apply for vacancies in the Administrative Support job category.

- a. The Human Resources Division will analyze the applicant pool for such positions over the past two years and determine to what level the pool is comprised of White Males. He will draft a report that details those findings within three months.
- b. If it is determined that the applicant pool for these positions has a deficiency in White Male applicants, efforts will be made to expand the City's outreach efforts, both internally and externally.
- c. If it is determined that the applicant pool for these positions has no deficiency in White Female applicants, the Human Resources Division will evaluate the applicant flow to determine if male applicants are being given adequate consideration by supervisors as they interview and make hiring decisions.
- d. If it is determined that supervisors have not given adequate consideration to males who have applied for such positions, the City will take concerted positive actions to encourage the hiring authorities to include males in its interview processes.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.
2. Send an e-mail memorandum to all employees, to let them know that a copy of the EEOP Utilization Report is available on request.
3. Post a copy of the EEOP Utilization Report on the City of Punta Gorda's Z-Drive, an in-house server that is only viewable by employees.
4. Include a bound copy of the EEOP Utilization Report among the materials displayed in the lobby of the City of Punta Gorda's Human Resources Office.

Step 7b: External Dissemination

1. Post a copy of the EEOP Utilization Report on the City of Punta Gorda's public website.
2. Send an electronic copy of the EEOP Utilization Report to the websites, agencies, and individuals who facilitate posting City vacancies.
3. Include on all job announcements for City positions that applicants may obtain a copy of the City's EEOP Utilization

Report on request.

4. Notify all contractors and vendors that do business with the City that a copy of the City's EEOP Utilization Report is available on request.

Utilization Analysis Chart
Relevant Labor Market: Charlotte 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
Officials/Administrators																
Workforce #/%	8/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,740/54%	135/3%	90/2%	75/1%	15/0%	0/0%	10/0%	0/0%	1,945/38%	35/1%	50/1%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	8%	-3%	-2%	-1%	-0%	0%	-0%	0%	0%	-1%	-1%	0%	-0%	0%	0%	0%
Professionals																
Workforce #/%	16/52%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/48%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,995/29%	275/4%	125/2%	10/0%	190/3%	0/0%	10/0%	10/0%	3,655/53%	100/1%	290/4%	10/0%	175/3%	0/0%	15/0%	10/0%
Utilization #/%	23%	-4%	-2%	-0%	-3%	0%	-0%	-0%	-5%	-1%	-4%	-0%	-3%	0%	-0%	-0%
Technicians																
Workforce #/%	33/77%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	7/16%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	545/26%	4/0%	0/0%	0/0%	15/1%	0/0%	15/1%	25/1%	1,255/60%	25/1%	155/7%	0/0%	0/0%	0/0%	45/2%	0/0%
Utilization #/%	51%	2%	2%	0%	-1%	0%	-1%	-1%	-44%	1%	-7%	0%	0%	0%	-2%	0%
Protective Services: Sworn																
Workforce #/%	46/75%	4/7%	1/2%	0/0%	1/2%	2/3%	0/0%	0/0%	7/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,070/74%	10/1%	35/2%	0/0%	0/0%	0/0%	0/0%	0/0%	265/18%	0/0%	60/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	1%	6%	-1%	0%	2%	3%	0%	0%	-7%	0%	-4%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	15/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-17%	0%	0%	0%	0%	0%	0%	0%	17%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	2/6%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	27/84%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,195/31	300/2%	160/1%	4/0%	40/0%	0/0%	39/0%	125/1%	9,635/57	665/4%	375/2%	0/0%	120/1%	10/0%	115/1%	40/0%

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 #/%	-25%	-2%	2%	-0%	-0%	0%	-0%	-1%	27%	-1%	1%	0%	-1%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	28/97%	0/0%	1/3%	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 #/%	4,350/88%	250/5%	55/1%	4/0%	60/1%	0/0%	4/0%	0/0%	195/4%	0/0%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	8%	-5%	2%	-0%	-1%	0%	-0%	0%	-4%	0%	-0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	41/80%	1/2%	7/14%	0/0%	0/0%	0/0%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,710/39%	1,225/8%	560/4%	40/0%	55/0%	0/0%	105/1%	0/0%	5,145/35%	615/4%	795/5%	50/0%	155/1%	0/0%	35/0%	15/0%
Utilization #/%	41%	-6%	10%	-0%	-0%	0%	-1%	0%	-32%	-4%	-5%	-0%	-1%	0%	-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
Technicians									✓							
Administrative Support	✓															
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.



[signature]

CITY MANAGER

[title]

MAY 3, 2016

[date]