

EEO Utilization Report

Organization Information

Name: City Of Punta Gorda

City: Punta Gorda

State: FL

Zip: 33950

Type: County/Municipal Law Enforcement

Wed 09-29-2021 14:27:55 EDT

Step 1: Introductory Information

Policy Statement:

It is the policy of the City of Punta Gorda to recognize and fulfill its commitment to the community in the area of Equal Employment Opportunity through an affirmative action plan that will increase both the quantity of minorities employed and the level of responsibility of jobs held by minorities employed and females within the City government. The City will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, or national origin. Those charged with the daily administration of this policy will be responsible for guarding 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.

Following File has been uploaded:Supporting documentation_Policy Statement.pdf

Step 4b: Narrative of Interpretation

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 females are significantly under-represented in the following job category: Service/Maintenance (-33%);
3. White males are significantly under-represented in the following job category: Administrative Support (-19%);
4. Hispanic or Latino males are significantly under-represented in the following job category: Service/Maintenance (-8%);

Step 5: Objectives and Steps

1. To encourage Hispanic or Latino Males to apply for vacancies in the Service/Maintenance 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 Hispanic or Latino males.
- b. If it is determined that the applicant pool for these positions has a deficiencies in Hispanic or Latino Male applicants, efforts will be made to expand the City's outreach efforts, both internally and externally.
- c. If it is determined that their applicant pool for these positions has no deficiencies in Hispanic or Latino Male applicants, the Human Resources Division will evaluate the applicant flow to determine if Hispanic or Latino 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 Hispanic or Latino males who have applied for such positions, the City will take concerted positive actions to encourage the hiring authorities to include Hispanic or Latino males in its interview processes.

2. 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.
- b. If it is determined that the applicant pool for these positions has a deficiencies 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 their applicant pool for these positions has no deficiencies 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.

3. 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.
- b. If it is determined that the applicant pool for these positions has a deficiencies 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 their applicant pool for these positions has no deficiencies in White Male 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 females in its interview processes.

Step 6: Internal Dissemination

1. Distribute a hard copy of the EEO 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 EEO 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 serve 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 Resource Office.

Step 7: 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 #/%	7/70%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	2/20%	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 #/%	16%	-3%	8%	-1%	-0%	0%	-0%	0%	-18%	-1%	-1%	0%	-0%	0%	0%	0%
Professionals																
Workforce #/%	15/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/43%	1/4%	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 #/%	25%	-4%	-2%	-0%	-3%	0%	-0%	-0%	-10%	2%	-4%	-0%	-3%	0%	-0%	-0%
Technicians																
Workforce #/%	39/80%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/16%	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 #/%	53%	2%	0%	0%	-1%	0%	-1%	-1%	-44%	1%	-7%	0%	0%	0%	-2%	0%
Protective Services: Sworn-Officials																
Workforce #/%	29/83%	2/6%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	3/9%	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 #/%	9%	5%	0%	0%	0%	0%	0%	0%	-10%	0%	-4%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	21/72%	3/10%	0/0%	0/0%	3/10%	0/0%	0/0%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,150/40%	170/3%	255/5%	0/0%	4/0%	0/0%	129/2%	45/1%	2,095/39%	270/5%	135/3%	0/0%	30/1%	0/0%	40/1%	0/0%
Utilization #/%	32%	7%	-5%	0%	10%	0%	-2%	-1%	-32%	-5%	-3%	0%	-1%	0%	-1%	0%
Protective Services: Non-sworn																

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
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	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 #/%	-33%	0%	0%	0%	0%	0%	0%	0%	33%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	4/12%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	26/79%	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%
Utilization #/%	-19%	-2%	2%	-0%	-0%	0%	-0%	-1%	22%	-1%	1%	0%	-1%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	24/89%	2/7%	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 #/%	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 #/%	1%	2%	3%	-0%	-1%	0%	-0%	0%	-4%	0%	-0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	41/82%	0/0%	8/16%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	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 #/%	43%	-8%	12%	-0%	-0%	0%	-1%	0%	-33%	-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		✓							✓							

Law Enforcement Category Rank 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	
Police Lieutenant																	
Workforce #/%	6/86%	1/14%	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%	0/0%	
Chief of Police																	
Workforce #/%	1/100%	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%	0/0%	0/0%	
Protective Services: Sworn-Patrol Officers																	
Workforce #/%	21/72%	3/10%	0/0%	0/10%	3/10%	0/0%	0/0%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	

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 EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Philip Wickstrom

completed on behalf of Jeff Payne on 9/29/2109-29-2021

[signature]

[title]

[date]

***EEO Utilization Report for Fiscal Year 2018.
Report recreated on 9/29/2021 by Human Resources.