

EEO Utilization Report

Organization Information

Name: City Of Winter Park

City: Winter Park

State: FL

Zip: 32789

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The City of Winter Park is an equal opportunity employer. The City does not discriminate in employment, make any employment decisions, or take any employment actions because of race, color, sex, national origin, religion, age, marital status, genetic discrimination under the Genetic Information Discrimination Act, handicap not affecting qualifications for a particular position, or the disability of a qualified individual with a disability. Anyone who believes that he or she has been the victim of any discrimination in employment or an employment decision made or action taken because of any one or more of these factors should immediately so inform his or her immediate supervisor; the Human Resources Manager; the Assistant City Manager; or the City Manager

Following File has been uploaded:EEO Statement.docx

Step 4b: Narrative of Interpretation

See attached documents.

Following File has been uploaded:Police and Fire Analysis.xls

Following File has been uploaded:Utilization Analysis.docx

Step 5: Objectives and Steps

1. Encourage Hispanic or Latino and Black or African American Males and Females to apply for positions in Protective Services - Sworn

- a. Attend police and fire academies in and outside the central Florida area.
- b. Review hiring processes to ensure that tests are administered and scored fairly for all applicants.
- c. Review content of website and recruitment materials to ensure content is reflective of our commitment to diversity in the workplace.
- d. Create recruitment video showing the diverse workforce.

2. Encourage White, Hispanic or Latino, and Black or African American Females to apply for positions in the Service/Maintenance category.

- a. Post open positions on niche jobsites focused on specific occupations or industries.
- b. Attend local job fairs to actively recruit in this category and group.
- c. Partner with Career Source on training and recruiting efforts.

3. Encourage Hispanic or Latino Males to apply for positions in the Skilled Craft category

- a. Identify local trade schools and provide notice of job openings in this category.
- b. Review job descriptions for minimum requirements particularly years of experience to determine the potential for hiring at an apprentice or trainee level.
- c. Continue to use trade publications and professional association websites to post open positions.
- d. Partner with Career Source on training and recruiting efforts.

4. Address recruitment efforts city-wide.

- a. The City is implementing a new ERP System which will allow applicant data collection.
- b. Create city-wide recruitment video showing its diverse workforce.
- c. Place job openings on City social media pages.

Step 6: Internal Dissemination

Post on City intranet and on MyHR employee portal.

E-mail to all department heads, chiefs and hiring managers.

E-mail all employees of the posting of the report on city intranet and My HR Portal.

Step 7: External Dissemination

Post EEO statement on Police, Fire and City of Winter Park websites.

Post on City of Winter Parks Employment web page.

Utilization Analysis Chart
Relevant Labor Market: Orange 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 #/%	25/66%	0/0%	1/3%	0/0%	3/8%	0/0%	0/0%	0/0%	7/18%	1/3%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	39,340/44%	6,335/7%	3,720/4%	70/0%	1,910/2%	10/0%	510/1%	390/0%	26,205/29%	5,595/6%	4,415/5%	40/0%	1,105/1%	45/0%	375/0%	165/0%
Utilization #/%	22%	-7%	-1%	-0%	6%	-0%	-1%	-0%	-11%	-4%	-5%	-0%	1%	-0%	-0%	-0%
Professionals																
Workforce #/%	15/52%	2/7%	0/0%	0/0%	1/3%	0/0%	1/3%	0/0%	9/31%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
CLS #/%	40,595/34%	6,995/6%	5,400/4%	80/0%	4,070/3%	130/0%	570/0%	395/0%	38,095/32%	9,480/8%	10,480/9%	35/0%	3,520/3%	40/0%	405/0%	400/0%
Utilization #/%	18%	1%	-4%	-0%	0%	-0%	3%	-0%	-1%	-8%	-9%	-0%	-3%	-0%	3%	-0%
Technicians																
Workforce #/%	15/48%	2/6%	4/13%	0/0%	0/0%	0/0%	0/0%	0/0%	6/19%	1/3%	2/6%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	5,680/33%	1,405/8%	1,120/6%	30/0%	475/3%	10/0%	110/1%	155/1%	3,885/22%	1,780/10%	2,150/12%	25/0%	320/2%	0/0%	45/0%	105/1%
Utilization #/%	16%	-2%	6%	-0%	-3%	-0%	-1%	-1%	-3%	-7%	-6%	-0%	1%	0%	-0%	-1%
Protective Services: Sworn																
Workforce #/%	100/64%	17/11%	10/6%	0/0%	3/2%	1/1%	6/4%	0/0%	13/8%	3/2%	1/1%	0/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	6,230/42%	2,535/17%	1,765/12%	25/0%	310/2%	10/0%	195/1%	85/1%	1,680/11%	715/5%	1,105/7%	0/0%	55/0%	0/0%	39/0%	4/0%
Utilization #/%	22%	-6%	-6%	-0%	-0%	1%	3%	-1%	-3%	-3%	-7%	0%	1%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	3/50%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	785/33%	500/21%	200/8%	0/0%	0/0%	0/0%	15/1%	0/0%	495/21%	225/10%	65/3%	0/0%	15/1%	0/0%	65/3%	0/0%
Utilization #/%	17%	-21%	8%	0%	0%	0%	-1%	0%	12%	-10%	-3%	0%	-1%	0%	-3%	0%
Administrative Support																
Workforce #/%	12/15%	1/1%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	27/34%	9/11%	19/24%	0/0%	0/0%	1/1%	8/10%	0/0%
CLS #/%	43,415/22%	15,770/8%	11,260/6%	185/0%	3,540/2%	40/0%	475/0%	535/0%	66,385/33%	31,490/16%	19,610/10%	220/0%	4,770/2%	100/0%	959/0%	1,355/1%

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
	%	%	%						%	%	%					
Utilization #/%	-7%	-7%	-3%	-0%	-2%	-0%	-0%	-0%	1%	-4%	14%	-0%	-2%	1%	10%	-1%
Skilled Craft																
Workforce #/%	60/62%	7/7%	17/18%	2/2%	2/2%	0/0%	8/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	29,050/48%	19,190/32%	6,445/11%	125/0%	955/2%	95/0%	275/0%	1,115/2%	1,710/3%	945/2%	415/1%	10/0%	70/0%	0/0%	10/0%	25/0%
Utilization #/%	14%	-24%	7%	2%	1%	-0%	8%	-2%	-3%	-2%	-1%	-0%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	43/43%	12/12%	31/31%	0/0%	0/0%	0/0%	5/5%	0/0%	4/4%	3/3%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	43,600/24%	35,510/19%	19,875/11%	240/0%	4,315/2%	60/0%	475/0%	1,030/1%	30,080/16%	23,535/13%	17,450/10%	185/0%	4,065/2%	35/0%	905/0%	1,080/1%
Utilization #/%	19%	-8%	20%	-0%	-2%	-0%	5%	-1%	-13%	-10%	-7%	-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
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 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: Kristi Wong

Human Resources Manager

04-12-2017

[signature]

[title]

[date]