

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:Nondiscrimination Policy Statement.docx

Step 4b: Narrative of Interpretation

In protective services sworn (police) under utilization exists for Hispanic or Latino females.

In protective services non-sworn (fire) under utilization exists for white females and Hispanic or Latino males.

In the category of administrative support under utilization for Hispanic and Latino females is shown. However there are 4.2% females in this job category identify as two or more races which may impact the appearance of under utilization.

Service maintenance and skilled craft show under utilization. These are career fields that few female candidates are interested in pursuing.

Step 5: Objectives and Steps

1. 1. Encourage Hispanic or Latino 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 Hispanic or Latino Males and White Females to apply for positions in Protective Services Non-sworn

- 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 local agencies on training and recruiting efforts.

3. Encourage Hispanic or Latino Females to apply for positions in Administrative Support

- 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 local agencies on training and recruiting efforts.

4. 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.

5. Encourage Females of all demographics to apply for positions in the Service/Maintenance category

- a. Review job descriptions for minimum requirements particularly years of experience to determine the potential for hiring at an apprentice or trainee level.
- b. Partner with local agencies on training and recruiting efforts.

6. Address recruitment efforts city-wide

- a. Utilize new ERP Systems applicant data collection to assist in areas of under utilization.
- b. Create city-wide recruitment video showing its diverse workforce.

Step 6: Internal Dissemination

Post on City Intranet.

Email to department heads.

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 #/%	35/69%	1/2%	2/4%	0/0%	3/6%	0/0%	0/0%	0/0%	8/16%	1/2%	0/0%	0/0%	1/2%	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 #/%	25%	-5%	-0%	-0%	4%	-0%	-1%	-0%	-13%	-4%	-5%	-0%	1%	-0%	-0%	-0%
Professionals																
Workforce #/%	24/41%	4/7%	5/8%	0/0%	2/3%	0/0%	6/10%	0/0%	13/22%	2/3%	2/3%	0/0%	1/2%	0/0%	0/0%	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 #/%	7%	1%	4%	-0%	0%	-0%	10%	-0%	-10%	-4%	-5%	-0%	-1%	-0%	-0%	-0%
Technicians																
Workforce #/%	13/46%	3/11%	3/11%	0/0%	0/0%	0/0%	0/0%	0/0%	4/14%	2/7%	1/4%	0/0%	1/4%	0/0%	1/4%	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 #/%	14%	3%	4%	-0%	-3%	-0%	-1%	-1%	-8%	-3%	-9%	-0%	2%	0%	3%	-1%
Protective Services: Sworn-Officials																
Workforce #/%	11/58%	1/5%	3/16%	0/0%	0/0%	0/0%	0/0%	0/0%	3/16%	1/5%	0/0%	0/0%	0/0%	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 #/%	16%	-12%	4%	-0%	-2%	-0%	-1%	-1%	4%	0%	-7%	0%	-0%	0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	34/55%	8/13%	3/5%	0/0%	2/3%	0/0%	2/3%	0/0%	8/13%	2/3%	2/3%	0/0%	1/2%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	12,295/21%	12,480/21%	7,860/13%	55/0%	1,135/2%	75/0%	145/0%	610/1%	8,485/14%	7,940/13%	6,415/11%	50/0%	995/2%	90/0%	510/1%	355/1%
Utilization #/%	34%	-8%	-8%	-0%	1%	-0%	3%	-1%	-1%	-10%	-8%	-0%	-0%	-0%	-1%	-1%
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 #/%	39/72%	4/7%	3/6%	0/0%	0/0%	1/2%	1/2%	0/0%	4/7%	1/2%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	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 #/%	39%	-14%	-3%	0%	0%	2%	1%	0%	-14%	-8%	-3%	0%	1%	0%	-3%	0%
Administrative Support																
Workforce #/%	21/22%	3/3%	5/5%	0/0%	1/1%	0/0%	0/0%	0/0%	29/31%	6/6%	25/26%	0/0%	0/0%	1/1%	4/4%	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%
Utilization #/%	0%	-5%	-0%	-0%	-1%	-0%	-0%	-0%	-3%	-9%	17%	-0%	-2%	1%	4%	-1%
Skilled Craft																
Workforce #/%	46/57%	9/11%	14/18%	2/2%	2/2%	0/0%	7/9%	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 #/%	9%	-21%	7%	2%	1%	-0%	8%	-2%	-3%	-2%	-1%	-0%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	39/34%	14/12%	38/33%	0/0%	0/0%	0/0%	3/3%	0/0%	10/9%	4/4%	4/4%	0/0%	0/0%	0/0%	2/2%	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 #/%	10%	-7%	22%	-0%	-2%	-0%	2%	-1%	-8%	-9%	-6%	-0%	-2%	-0%	1%	-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
Officials/Administrators									✓							
Protective Services: Sworn-Patrol Officers										✓						
Protective Services: Non-sworn		✓							✓							
Administrative Support										✓						
Skilled Craft		✓														
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 Chief																
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%
Division Chief																
Workforce #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Lieutenant																
Workforce #/%	5/62%	0/0%	3/38%	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%
Police Sergeant																
Workforce #/%	4/57%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	34/55%	8/13%	3/5%	0/3%	2/3%	0/0%	2/3%	0/0%	8/13%	2/3%	2/3%	0/0%	1/2%	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: Kristi Wong

Human Resources Division Director

09-14-2020

[signature]

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[date]