

EEOP Utilization Report



Thu Oct 29 21:02:06 EDT 2015

Step 1: Introductory Information

Grant Title:	Victims of Crime Act (VOCA)	Grant Number:	2013-VA-GX-0019
Grantee Name:	City of Apache Junction	Award Amount:	\$51,834.00
Grantee Type:	Local Government Agency		
Address:	300 E Superstition Blvd Apache Junction, Arizona 85119		
Contact Person:	Eric Yuva	Telephone #:	480-474-2604
Contact Address:	300 E Superstition Blvd Apache Junction, Arizona 85119		
DOJ Grant Manager:		DOJ Telephone #:	

Grant Title:	Bulletproof Vest Partnerhsip	Grant Number:	2015
Grantee Name:	City of Apache Junction	Award Amount:	\$6,360.00
Grantee Type:	Local Government Agency		
Address:	300 E Superstition Blvd Apache Junction, Arizona 85119		
Contact Person:	Taryn O'Donnal	Telephone #:	480-474-5468
Contact Address:	300 E Superstition Blvd Apache Junction, Arizona 85119		
DOJ Grant Manager:		DOJ Telephone #:	

Policy Statement:

The City of Apache Junction provides equal employment opportunity to employees and applicants regardless of race, color, physical or mental disability, national origin or ancestry, religion, sex, age, veteran status, marital status, genetic information, status as a Registry Identification Cardholder under ARS or sexual orientation, that can be reasonably accommodated.

The Equal Employment Opportunity policy applies to all employment practices of the City including, but not limited to, recruitment, hiring, promotion, training, compensation, benefits, layoffs, transfers, and discipline. In order to support its commitment to equal employment opportunity and in recognition of the positive effects of a workforce which contains persons with diverse experiences, strengths, talents, and abilities, the City will:

- Recruit and retain an appropriately diverse workforce;
- Provide a supportive work environment for all staff;
- Encourage a variety of ideas and perspectives;
- Provide support for individual career development.

Contractors, sub-contractors, sub-grantees, and vendors are expected to comply with this policy statement. Failure to do so will jeopardize initial, continued or renewed contracts with the City of Apache Junction.

The City's Human Resources department receives and reviews all documentation concerning filling of positions prior to job offers being made and receives and reviews documents concerning personnel transactions to ensure compliance with this policy. Implementation of the Equal Employment Opportunity policy is the shared responsibility of all City management.

Step 4b: Narrative Underutilization Analysis

The City's Human Resources Department reviewed the Utilization Analysis which compared the City's workforce to the Pinal County, Arizona, labor market. The following areas were found to be significantly underutilized:

1. Protective Services - Sworn Patrol Officers

White Females (-14%)

Hispanic or Latino Females (-16%)

2. Administrative Support

Hispanic or Latino Females (-15%)

Hispanic or Latino Males (-7%)

In the area of Sworn Patrol Officers, the City offered a test for Police Recruit (entry level) in 2014 and up coming November 7, 2015. The City is also focused on hiring Non-Lateral (graduated academy and no experience) and Lateral Officers (existing officers). There is a continuous recruitment for the Police Officer position.

Although the Utilization Analysis indicated other instances of under-representation, the City's employee population is small (289) and when looking at the under-representation it was difficult to draw any significant conclusions regarding under representation for most of the categories due to the size and rural nature of Pinal County, Arizona.

In keeping with the City of Apache Junction's commitment to having a workforce that reflects the community it serves, the City of Apache Junction will examine its recruitment and retention practices to see if there may be ways to attract more under-represented categories.

Step 5 & 6: Objectives and Steps

1. 1. To encourage White and Hispanic or Latino Females to apply for vacancies in Protective Services: Sworn Patrol category

- a. Schedule department director meetings to meet with Human Resources staff to review their departments current workforce statistics, areas of concerns, and EEO efforts.
- b. The City will review the composition of the applicant pool for all vacancies in the Protective Services: Sworn-Patrol Officers category in the last year to determine whether White or Hispanic or Latino female applicants were under-represented.
- c. Strengthen partnerships with local colleges, universities, and vocational training institutions providing services to the target groups.
- d. Enhance outreach efforts to organizations or events that target groups, identified as under-represented in the specific categories. Outreach may include, League of Cities and Towns, neighboring towns and cities, social media, and other similar efforts.

2. 2. To encourage White and Hispanic or Latino Males and Hispanic or Latino Females to apply for Administrative Support and Service Maintenance Categories

- a. The City will review the composition of the applicant pool for all vacancies in the Administrative Support and Service Maintenance categories in the last year to determine where the Hispanic or Latino males and females were under-represented.
- b. Schedule department director meetings to meet with Human Resources staff to review their department current workforce statistics, areas of concern, and EEO efforts.
- c. Provide input, feedback, and recommendations to departments regarding methods to improve diversity recruitment and selection efforts.

- d. Strengthen partnerships with local colleges, universities, and vocational training institutions providing services to the targeted groups.
- e. Enhance outreach efforts to organizations or events that target groups identified as under-represented in the specific job categories. Outreach may include League of Cities and Towns, neighboring towns and cities, social media, animal service facilities and other similar efforts.

Step 7a: Internal Dissemination

The City's Human Resources Department will, during the employees in processing provide a copy of the EEOP to the employee.

The City's Human Resources Department will post a copy of the EEOP on the City's Intranet which is available to all employees.

The City's Human Resources Department will keep the EEOP in a binder in its foyer. Each City department director will be advised to post a written notice that provides information on how employees can obtain a copy of the EEOP.

Step 7b: External Dissemination

The City's Human Resource Department will post it's EEOP on its public website a .pdf of the EEOP that any user may access and download.

The City's Human Resources Department will include a written statement on its job announcements notifying prospective employees that the EEOP is available on its public website.

All City departments will be asked to provide written notice to all vendors and contractors that they may obtain, upon request, a copy of the City's EEOP.

The Human Resources Department will provide a .pdf EEOP to the City's Library for placement in the Library's periodical reading area.

Utilization Analysis Chart
Relevant Labor Market: Pinal County, Arizona

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 #/%	6/55%	1/9%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%	3/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,650/45%	725/9%	55/1%	110/1%	65/1%	0/0%	25/0%	10/0%	2,445/30%	665/8%	115/1%	120/1%	45/1%	0/0%	14/0%	0/0%
Utilization #/%	9%	0%	-1%	-1%	8%	0%	-0%	-0%	-3%	-8%	-1%	-1%	-1%	0%	-0%	0%
Professionals																
Workforce #/%	11/33%	3/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	16/48%	2/6%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	3,345/33%	520/5%	145/1%	80/1%	170/2%	0/0%	60/1%	4/0%	4,115/41%	870/9%	365/4%	245/2%	135/1%	0/0%	49/0%	0/0%
Utilization #/%	0%	4%	-1%	-1%	-2%	0%	-1%	-0%	8%	-3%	-4%	-2%	2%	0%	-0%	0%
Technicians																
Workforce #/%	12/50%	1/4%	0/0%	1/4%	1/4%	0/0%	0/0%	0/0%	7/29%	1/4%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%
CLS #/%	470/32%	110/7%	0/0%	0/0%	0/0%	0/0%	40/3%	0/0%	670/46%	145/10%	0/0%	10/1%	10/1%	0/0%	15/1%	0/0%
Utilization #/%	18%	-3%	0%	4%	4%	0%	-3%	0%	-16%	-6%	0%	-1%	-1%	0%	3%	0%
Protective Services: Sworn-Officials																
Workforce #/%	16/94%	1/6%	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%
CLS #/%	2,555/54%	910/19%	165/3%	110/2%	15/0%	0/0%	55/1%	15/0%	445/9%	320/7%	140/3%	45/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	41%	-13%	-3%	-2%	-0%	0%	-1%	-0%	-9%	-7%	-3%	-1%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	35/85%	3/7%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,400/28%	2,710/22%	285/2%	625/5%	55/0%	0/0%	30/0%	4/0%	2,235/18%	1,890/16%	245/2%	435/4%	65/1%	0/0%	75/1%	30/0%
Utilization #/%	57%	-15%	0%	-5%	-0%	0%	-0%	-0%	-14%	-16%	-2%	-4%	-1%	0%	-1%	-0%
Protective Services: Non-sworn																
Workforce #/%	11/69%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	4/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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
CLS #/%	30/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	190/67%	65/23%	0/0%	0/0%	0/0%	0/0%	0/0%	
Utilization #/%	58%	0%	6%	0%	0%	0%	0%	0%	-42%	-23%	0%	0%	0%	0%	0%	
Administrative Support																
Workforce #/%	14/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	56/75%	4/5%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	4,090/23%	1,245/7%	190/1%	165/1%	95/1%	0/0%	15/0%	6,920/39%	3,605/20%	385/2%	605/3%	155/1%	0/0%	45/0%	60/0%	
Utilization #/%	-5%	-7%	-1%	-1%	-1%	0%	-0%	35%	-15%	-2%	-3%	-1%	0%	1%	-0%	
Skilled Craft																
Workforce #/%	10/83%	2/17%	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%
CLS #/%	3,860/51%	2,950/39%	120/2%	210/3%	0/0%	0/0%	80/1%	245/3%	65/1%	40/1%	0/0%	0/0%	0/0%	10/0%	0/0%	
Utilization #/%	32%	-22%	-2%	-3%	0%	0%	-1%	-3%	-1%	-1%	0%	0%	0%	-0%	0%	
Service/Maintenance																
Workforce #/%	30/50%	6/10%	1/2%	0/0%	2/3%	0/0%	0/0%	16/27%	4/7%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	
CLS #/%	5,325/25%	5,525/26%	480/2%	940/4%	115/1%	0/0%	200/1%	3,945/18%	3,540/17%	165/1%	810/4%	220/1%	4/0%	4/0%	30/0%	
Utilization #/%	25%	-16%	-1%	-4%	3%	0%	-1%	8%	-10%	-1%	-4%	-1%	-0%	2%	-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
Protective Services: Sworn-Patrol Officers		✓							✓	✓						
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
Director of Public Safety/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%
Captain																
Workforce #/%	2/100%	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%
Lieutenant																
Workforce #/%	2/100%	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%
Sergeant																
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%
Corporal																
Workforce #/%	5/100%	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 #/%	35/85%	3/7%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

