

EEOP Utilization Report



Thu Feb 09 16:21:40 EST 2017

Step 1: Introductory Information

Grant Title:	Replacement of Report Management System	Grant Number:	2016-FU-CX-K054
Grantee Name:	City of Mesa	Award Amount:	\$608,680.00
Grantee Type:	Local Government Agency		
Address:	130 N. Robson Mesa, Arizona 85201		
Contact Person:	Dorothy O'Brien	Telephone #:	480-644-2331
Contact Address:	130 N. Robson Mesa, Arizona 85201		
DOJ Grant Manager:	Alexia D. Cooper	DOJ Telephone #:	202-307-0582

Policy Statement:

City of Mesa Personnel Rules
Chapter 1: General

SECTION 140. EQUAL EMPLOYMENT POLICY STATEMENT

The City of Mesa reaffirms its policy, as stated in Section 902 (A)1 of the City Charter, granted August 18, 1967, to consider each applicant for City of Mesa employment on the basis of his/her qualifications for the job, and without regard to race, color, religion, gender, marital status, age, or national origin. In addition, the City will not discriminate against an employee or applicant with disabilities (as provided under applicable state or federal laws), regarding any position for which the employee or applicant is qualified.

The City of Mesa is an affirmative action employer, and every effort will be made to ensure that appointments, promotions, reclassifications, transfers, compensation, training, reduction in workforce, terminations, or any other type of personnel actions are based on merit, fitness, or other factors determined to be nondiscriminatory

Step 4b: Narrative Underutilization Analysis

The City of Mesa's Human Resources Office reviewed the Utilization Analysis (comparing the City's workforce to the relevant labor market, Maricopa County) and noted the following:

- 1) Hispanic females were significantly under-represented in the following categories: Service/Maintenance (-12%), Non-sworn Protective Services (-7%), Technicians (-5%), Sworn Protective Services (-4%), and Officials/Administrators (-4%)
- 2) Hispanic males were significantly under-represented in the following categories: Skilled Craft (-16%), and Service/Maintenance (-13%).
- 3) Asian males were under-represented in the Professionals category (-3%)
- 4) White females were significantly under-represented in the following categories: Technicians (-20%), Non-sworn Protective Services (-9%), Sworn Protective Services (-5%), and Officials/Administrators, (-4%)
- 5) White males were significantly under-represented in the Administrative Support category (-17%).

The City of Mesa is committed to increasing the representation of all underutilized group into all areas of the organization. The Human Resources department ensures continuing recruitment strategies to reach and attract applicants that represent the diverse community. The City will also continue to create and promote a productive working environment that sustains and support a diverse workforce.

Step 5 & 6: Objectives and Steps

1. Target Women and Minorities in Recruitment Efforts

- a. Identify any barriers in recruitment and hiring practices that might deter women and minorities from applying for positions at the City of Mesa. The Human Resources department currently conducts an analysis of the police officer recruit testing and firefighter recruit testing process by reviewing applicant flow data to make certain there are no adverse impacts on any particular group.
- b. Advertising for employment opportunities:
City of Mesa job opportunities page @Mesaaz.gov
City of Mesa jobs listserv. Send weekly job postings through the City's jobs listserv to the diverse recruiting advertising resources compiled and updated by Human Resources.
HR Analysts will provide better awareness for Hiring supervisors of diverse advertising sources so that a plan/strategy is developed to optimize attracting a more diverse pool of applicants for each job opportunity.
- c. Attend recruiting booths at Community Events and Job Fairs. Some examples include: MLK Celebration, Hispanic Women's Conference, Women's Expo, AZ Women in Law Enforcement Expo, Latino Town Hall, Mesa Diversity Job Fair, Phoenix Diversity Job Fair, Military Career Fairs, and numerous Higher Education Career Fairs.
- d. Provide recruitment information at City of Mesa Community Forums including the Hispanic, African American and Asian Community Advisory Boards.

2. Expand and continue to provide department based and City community outreach programs.

- a. Continue to provide department based City community outreach programs and explore developing additional programs that work with potential future employees and foster long-term relationships. Some current programs include: Explorer Program (Police), Connectors Program (Fire), Aspire Academy (Police and Fire).

3. Coordinate diversity efforts with the goals of the Human Relations Advisory Board to strengthen outreach efforts and ensure better coordination and communication of City diversity efforts.

- a. On an ongoing basis, the Human Relations Advisory Board will review and make recommendations on policies and practices related to diversity issues in order to promote the City's diversity initiative.

4. Review and update essential functions, qualifications, and duties of the City's job description in order to maintain accuracy.

- a. On an ongoing basis, Human Resources Analysts in partnership with appropriate departments/divisions will review and update job descriptions prior to recruitments and during job studies.

Step 7a: Internal Dissemination

The EEOP Utilization Report will be made available for viewing and downloading on the City of Mesa Intranet and Internet website.

Upon request, HR will provide the EEOP Utilization Report for those who do not have access to the Intranet or Internet.

Notify current employees by email that the EEOP Utilization Report is available for viewing or downloading on the City's Intranet and Internet websites.

Step 7b: External Dissemination

A copy of the EEOP Utilization Report will be made available for viewing and downloading on the City of Mesa Jobs Internet website.

A copy of the EEOP Utilization Report will be made available on the City's external Purchasing webpage for viewing and downloading by contractors and vendors.

Upon request, HR will provide the EEOP Utilization Report for those who do not have access to the Internet.

Develop an open data access portal for the EEOP Utilization Report to be disseminated to any member of the public through the Mesaaz.gov website.

Continue to include a diversity statement as a standard part of all job announcements and recruiting advertising.

Utilization Analysis Chart
Relevant Labor Market: Maricopa 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 #/%	72/57%	10/8%	2/2%	2/2%	3/2%	0/0%	0/0%	0/0%	34/27%	3/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	115,545/48%	16,880/7%	4,225/2%	905/0%	4,340/2%	185/0%	960/0%	550/0%	73,205/30%	14,950/6%	4,105/2%	990/0%	3,055/1%	155/0%	795/0%	335/0%
Utilization #/%	9%	1%	-0%	1%	1%	-0%	-0%	-0%	-4%	-4%	-1%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	312/46%	34/5%	9/1%	3/0%	8/1%	0/0%	0/0%	0/0%	262/38%	29/4%	14/2%	0/0%	12/2%	0/0%	0/0%	0/0%
CLS #/%	115,995/36%	13,970/4%	6,550/2%	1,260/0%	12,920/4%	145/0%	1,220/0%	605/0%	128,930/40%	19,060/6%	7,475/2%	1,920/1%	8,075/3%	360/0%	1,650/1%	815/0%
Utilization #/%	10%	1%	-1%	0%	-3%	-0%	-0%	-0%	-2%	-2%	-0%	-1%	-1%	-0%	-1%	-0%
Technicians																
Workforce #/%	226/63%	46/13%	3/1%	1/0%	6/2%	0/0%	0/0%	0/0%	54/15%	7/2%	3/1%	0/0%	10/3%	0/0%	0/0%	0/0%
CLS #/%	17,545/37%	3,420/7%	720/2%	355/1%	1,670/4%	30/0%	255/1%	90/0%	16,670/35%	3,435/7%	1,165/2%	475/1%	1,360/3%	35/0%	215/0%	95/0%
Utilization #/%	27%	6%	-1%	-0%	-2%	-0%	-1%	-0%	-20%	-5%	-2%	-1%	-0%	-0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	749/72%	121/12%	33/3%	5/0%	26/3%	0/0%	0/0%	0/0%	84/8%	12/1%	4/0%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,495/57%	4,685/14%	1,850/5%	440/1%	350/1%	145/0%	290/1%	65/0%	4,470/13%	1,645/5%	530/2%	305/1%	45/0%	15/0%	29/0%	45/0%
Utilization #/%	16%	-2%	-2%	-1%	1%	-0%	-1%	-0%	-5%	-4%	-1%	-1%	-0%	-0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	35/47%	8/11%	7/9%	1/1%	0/0%	0/0%	0/0%	0/0%	18/24%	2/3%	3/4%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,065/43%	180/7%	45/2%	55/2%	0/0%	0/0%	20/1%	0/0%	820/33%	235/10%	10/0%	20/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	3%	3%	7%	-1%	0%	0%	-1%	0%	-9%	-7%	4%	-1%	1%	0%	0%	0%
Administrative Support																
Workforce #/%	97/11%	33/4%	2/0%	1/0%	1/0%	0/0%	0/0%	0/0%	513/60%	161/19%	26/3%	5/1%	12/1%	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 #/%	143,520/28%	36,400/7%	8,865/2%	1,710/0%	4,760/1%	355/0%	1,745/0%	810/0%	207,140/41%	69,345/14%	13,805/3%	5,260/1%	7,990/2%	600/0%	3,335/1%	1,280/0%
Utilization #/%	-17%	-3%	-2%	-0%	-1%	-0%	-0%	-0%	19%	5%	0%	-0%	-0%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	236/71%	77/23%	2/1%	3/1%	4/1%	0/0%	0/0%	0/0%	8/2%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	79,770/49%	64,725/40%	3,870/2%	2,650/2%	1,845/1%	450/0%	895/1%	435/0%	4,390/3%	2,870/2%	300/0%	135/0%	765/0%	70/0%	60/0%	0/0%
Utilization #/%	22%	-16%	-2%	-1%	0%	-0%	-1%	-0%	-0%	-2%	0%	-0%	-0%	-0%	-0%	0%
Service/Maintenance																
Workforce #/%	370/47%	113/14%	14/2%	3/0%	4/1%	0/0%	0/0%	0/0%	244/31%	27/3%	2/0%	3/0%	7/1%	0/0%	0/0%	0/0%
CLS #/%	108,540/26%	117,670/28%	10,850/3%	4,520/1%	6,140/1%	505/0%	1,860/0%	650/0%	87,055/20%	66,680/16%	7,170/2%	3,830/1%	7,100/2%	430/0%	1,520/0%	790/0%
Utilization #/%	21%	-13%	-1%	-1%	-1%	-0%	-0%	-0%	11%	-12%	-1%	-1%	-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
Professionals					✓							✓				
Technicians									✓	✓						
Protective Services: Sworn			✓	✓		✓	✓		✓	✓	✓	✓				
Protective Services: Non-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 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.

Certified As Final By: Tina Rogers

Human Resources Analyst

01-04-2017

[signature]

[title]

[date]