

EEO Utilization Report

Organization Information

Name: City Of Cleburne

City: Cleburne

State: TX

Zip: 76031

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

City of Cleburne Personnel Policies and Procedures Chapter 1. General Provisions:

1.05 Equal Employment Opportunity

Equal employment opportunity is of utmost importance in City service. The City of Cleburne is an equal opportunity employer. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures or any other aspect of employment of personnel management because of age, race, religion, sex, color, national origin, citizen, disability, veterans status or other unlawful basis, is prohibited.

City of Cleburne Employment Applications also are headed by the following statement:

The City of Cleburne is an Equal Opportunity Employment Provider. In accordance with the Civil Rights Act of 1964 and 1991, as amended, the Age Discrimination in Employment Act, and Americans with Disabilities Act, the City of Cleburne prohibits discrimination in employment because of race, color, sex, religion, national origin, age or disability. No question on this application is intended to secure information to be used for discriminatory purposes.

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Step 4b: Narrative of Interpretation

The City of Cleburne Human Resources Office, in consultation with the Police Department, reviewed the Utilization Analysis that compares the City's workforce to the relevant labor market of Johnson County, and noted the following:

1. White and Hispanic Females were significantly under-represented in both the Protective Services and Service/Maintenance categories.
2. White Males were significantly under-represented in the Administrative Support category.
3. Hispanic Males were significantly under-represented in the Skilled Craft category.

To increase hiring of White and Hispanic females in protective services and service/maintenance jobs, White males in the administrative support category, and Hispanic males in the skilled craft area, the City of Cleburne will need to do additional outreach with community organizations and educational institutions to increase diverse applicants for open positions in these areas. A review of this report and recent trends in the City's applicant pool shows that Cleburne has received a small number of applications from females for protective services positions, and scarce applications from females for service/maintenance positions. The same is true for males in administrative support categories and Hispanic males in skilled craft positions.

The City of Cleburne has been increasing outreach efforts with Criminal Justice training programs in recent months in an effort to increase a diverse applicant pool. In October 2016, Cleburne Police Department sent personally addressed letters to training coordinators at 30 college-based Texas law enforcement academies. CPD also sent 163 personally addressed letters to professors and administrators at 16 accredited universities with criminal justice programs. Some encouraging trends are apparent, as the results from the recent civil service exam show that three of the top candidates are female.

Step 5: Objectives and Steps

1. The City of Cleburne will increase its marketing and recruitment efforts, including its internal selection efforts in order to promote equal employment opportunities for those job categories that are deemed as underutilized in comparison to other employers within Johnson County

- a. Evaluate current marketing, recruitment, and internal selection efforts to ensure equal opportunity for employment exists. Printed/soft copy material should depict individuals of the underutilized category while continuing to support the City Wide Equal Employment Opportunity Policy.
- b. Conduct a search for online and printed sources that are economically feasible to post open positions. Seek out advertising efforts geared to professional journals of organizations and other recruitment sources serving minority and women's constituencies.
- c. Review all steps in the recruitment process to determine areas where inequalities may exist.
- d. Research local events or group meetings where underutilized groups attend and increase outreach/marketing at these events.
- e. Explore options to send HR representatives to the Texas Workforce Commission local job fairs.
- f. Increase recruiting efforts at local community colleges.

2. To encourage White and Hispanic Females to apply for vacancies in the Protective Services and Service/Maintenance Categories

- a. Continue efforts with the Junior Explorer program at area Middle Schools. Communicate with female students about career opportunities in the Protective Services.
- b. Make personal contacts with Criminal Justice training program coordinators and faculty members at accredited local and university level Criminal Justice Programs.
- c. Ensure that Female Officers are depicted in promotional and marketing materials in all formats.
- d. Continue recruiting efforts at local community colleges to include distribution of city job postings for skilled trade positions at Hill College Technical Education centers.

3. To encourage White males to apply for Administrative Support positions with the City of Cleburne

- a. Showcase existing male administrative support staff in newsletters and recruiting materials.
- b. Work with High School Intern Program to encourage males to apply for administrative positions
- c. Continue to recruit for administrative positions through local community colleges

4. To encourage Hispanic males to apply for Skilled Craft positions with the City of Cleburne

- a. Ensure that print and online materials include depictions of Hispanic males in a variety of roles at the city. Showcase existing Hispanic personnel in skilled positions in City newsletter and promotional materials.
- b. Coordinate efforts with the local community college to advertise open positions to diverse student bodies.
- c. Increase outreach to Community College Technical Education centers.

Step 6: Internal Dissemination

1. Distribute a copy of the EEO Utilization Report to all Supervisors and Department Heads.
2. Send an email to all employees informing them that a copy of the EEO Utilization Report is available on request.
3. Post a copy of the EEO Utilization Report on the Intranet.
4. Make a hard copy of the EEO Utilization Report available in the Department of Human Resources.
5. Post notices that the EEO Utilization Report is available in the HR Department and the City Secretaries office to ensure availability for employees without email or internet access at their job site.

Step 7: External Dissemination

1. Post a copy of the EEO utilization Report on the City of Cleburnes public website.
2. Distribute copies of the EEO Utilization Report for public review to the City of Cleburne Library and the City Secretaries Office.
3. Notify all contractors and vendors that do business with the City of Cleburne that the City of Cleburne is an EEO Employer and that the EEO Utilization Report is available on the website or on request. Include this information in bid packets and vendor notices.

Utilization Analysis Chart
Relevant Labor Market: Johnson County, Texas

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 #/%	21/51%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	12/29%	4/10%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	2,560/62%	205/5%	20/0%	10/0%	75/2%	0/0%	50/1%	0/0%	1,025/25%	195/5%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-11%	-3%	2%	-0%	-2%	0%	-1%	0%	5%	5%	2%	0%	2%	0%	0%	0%
Professionals																
Workforce #/%	14/61%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/26%	3/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,810/32%	120/2%	65/1%	20/0%	85/1%	0/0%	0/0%	4/0%	3,055/53%	270/5%	170/3%	0/0%	35/1%	35/1%	44/1%	0/0%
Utilization #/%	29%	-2%	-1%	-0%	-1%	0%	0%	-0%	-27%	8%	-3%	0%	-1%	-1%	-1%	0%
Technicians																
Workforce #/%	11/35%	1/3%	3/10%	0/0%	0/0%	0/0%	0/0%	0/0%	14/45%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	410/42%	45/5%	10/1%	0/0%	15/2%	0/0%	0/0%	0/0%	470/48%	34/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-6%	-1%	9%	0%	-2%	0%	0%	0%	-3%	3%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	84/87%	6/6%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	5/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	525/64%	60/7%	0/0%	10/1%	15/2%	0/0%	0/0%	0/0%	155/19%	50/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	22%	-1%	2%	-1%	-2%	0%	0%	0%	-14%	-6%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	45/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-64%	0%	0%	0%	0%	0%	0%	0%	64%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	5/9%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	42/74%	7/12%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,890/27%	525/5%	100/1%	0/0%	20/0%	30/0%	10/0%	30/0%	6,050/56%	880/8%	145/1%	15/0%	90/1%	30/0%	45/0%	0/0%
Utilization #/%	-18%	-3%	-1%	0%	-0%	-0%	-0%	-0%	18%	4%	2%	-0%	-1%	-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
Skilled Craft																
Workforce #/%	45/82%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/15%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,980/69%	1,340/23%	130/2%	65/1%	25/0%	0/0%	20/0%	25/0%	120/2%	34/1%	0/0%	0/0%	20/0%	0/0%	0/0%	0/0%
Utilization #/%	13%	-21%	-2%	-1%	-0%	0%	-0%	-0%	12%	1%	0%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	43/67%	11/17%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	6/9%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,080/36%	2,550/18%	480/3%	0/0%	120/1%	50/0%	65/0%	0/0%	4,080/29%	1,180/8%	335/2%	25/0%	70/0%	0/0%	30/0%	0/0%
Utilization #/%	31%	-1%	-0%	0%	-1%	-0%	-0%	0%	-20%	-8%	1%	-0%	-0%	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
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: Debra Powledge

Human Resources Director

04-05-2017

[signature]

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