

EEOP Utilization Report



Wed Jun 11 17:14:19 EDT 2014

Step 1: Introductory Information

Grant Title: Equitable Sharing Program **Grant Number:** none
Grantee Name: City of Lacey **Award Amount:** \$2,186.00
Grantee Type: Local Government Agency
Address: 420 College Street SE
Lacey, Washington
98503
Contact Person: Captain Dave Johnson **Telephone #:** 360-786-0572
Contact Address: 420 College Street SE
Lacey, Washington
98503
State Granting Agency: Thurston County Narcotics Task Force **Grant Number:** none
Contact Name: Jovan Ware
Contact Address:
Telephone #: 202-307-2257

Grant Title: Edward Byrne Memorial Justice Assistance Grant **Grant Number:** M13-31440-010
Grantee Name: City of Lacey **Award Amount:** \$115,792.00
Grantee Type: Local Government Agency
Address: 420 College Street SE
Lacey, Washington
98503
Contact Person: Captain David Johnson **Telephone #:** 360-753-0572
Contact Address: 420 College Street SE
Lacey, Washington
98503
State Granting Agency: Department of Commerce **Grant Number:** M13-34021-010
Contact Name: William Johnston
Contact Address: 1011 Plum Street SE
Olympia, Washington
98504
Telephone #: 360-725-3030

Grant Title: Joint Law Enforcement Operations **Grant Number:** PA-WAW-0272

Grantee Name: City of Lacey **Award Amount:** \$2,355.00
Grantee Type: Local Government Agency
Address: 420 College Street SE
Lacey, Washington
98503
Contact Person: Captain David Johnston **Telephone #:** 360-786-0572
Contact Address: 420 College Street SE
Lacey, Washington
98503
State Granting Agency: Thurston County Narcotics Task Force **Grant Number:** PA-WAW-0272
Contact Name: Knut Ellenes
Contact Address:
Telephone #: 415-436-7989

Grant Title: Bullet Vest Partnership Program **Grant Number:** 2013BUBX13068120
Grantee Name: City of Lacey **Award Amount:** \$2,487.00
Grantee Type: Local Government Agency
Address: 420 College Street SE
Lacey, Washington
98503
Contact Person: Sergeant Scott Eastman **Telephone #:** 360-412-3188
Contact Address: 420 College Street SE
Lacey, Washington
98503
DOJ Grant Manager: BVP Program Team **DOJ Telephone #:** 877-758-3787

Grant Title: Edward Bryne Memorial Justice Assistance Grant **Grant Number:** M12-34021-010
Grantee Name: City of Lacey **Award Amount:** \$176,268.00
Grantee Type: Local Government Agency
Address: 420 College Street SE
Lacey, Washington
98503
Contact Person: Captain David Johnson **Telephone #:** 360-786-0572
Contact Address: 420 College Street SE
Lacey, Washington
98503

State Granting Agency: Department of Commerce

Grant Number: M12-34021-010

Contact Name: William Johnston

Contact Address: 1011 Plum Street SE
Olympia, Washington
98504

Telephone #: 360-725-3030

Policy Statement:

The City of Lacey is an Equal Employment Opportunity employer and does not discriminate against its employees or applicants for employment in its employment practices. Decisions regarding hiring, promotion, and/or tenure shall be free from unlawful discrimination based on age, color, creed, disability, disabled veteran status, gender, marital status, national origin, race, religion, sexual orientation or veteran status. This commitment also includes a mandate to all employees to promote and afford equal treatment and services to all citizens, employees, and City representatives.

Step 4b: Narrative Underutilization Analysis

The City of Lacey's Human Resources Department has reviewed the Utilization analysis and noted the following: Underutilization of females in the workforce and an underutilization of males in the administrative support and non-sworn officer roles. The City of Lacey continues to strive toward a workforce that reflects the community it serves. We have moved to a new recruitment methodology in 2013 which will offer additional statistical information to assist us in attracting more females into a variety of positions within the City.

Additionally, the City has not filled some vacancies nor added new position due to budget restraints in the last two years. The reduced opportunities and low turnover have an effect on the make-up of our workforce.

Step 5 & 6: Objectives and Steps

1. To attract females applicants for positions in our workforce.

a. The City will send female employees to appropriate career fairs to share their work experience with potential candidates. For example, St. Martin's STEM career fair we sent our female engineers. We will also review our recruitment statistics and processes to identify any barriers for female applicants. Additionally, the City will explore the pros and cons of a flexible work week as a tool to attract more applicants to public sector work.

2. To attract males to apply for positions in the Administrative Support and Non-Sworn job categories.

a. Review past recruitment statistics and identify any barriers for the male applicant. Discuss with the current support and non-sworn incumbents, both male and female, about the position and gather ideas from their perspective on how to encourage more male applicants. Additionally, consider flexible workweek schedule as a recruitment tool to attract more applicants.

Step 7a: Internal Dissemination

1. Provide the City's executive team with a copy of the EEOP short form.
2. Post the EEOP short form on the internal computer common drive for employees to review.
3. Post a hard copy on the employee notice bulletin boards at all City locations.
4. Send an email to employees letting them know where the EEOP short form is located.

Step 7b: External Dissemination

1. Include on all job announcements that a copy of the City's EEOP short form is available upon request.
2. Post the EEOP short form on the City's website.

Utilization Analysis Chart
Relevant Labor Market: Thurston County, Washington

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 #/%	6/60%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,775/43%	260/2%	185/1%	125/1%	330/2%	50/0%	155/1%	45/0%	6,510/42%	365/2%	160/1%	220/1%	305/2%	20/0%	110/1%	15/0%
Utilization #/%	17%	-2%	-1%	-1%	8%	-0%	-1%	-0%	-12%	-2%	-1%	-1%	-2%	-0%	-1%	-0%
Professionals																
Workforce #/%	18/39%	0/0%	1/2%	1/2%	1/2%	0/0%	0/0%	0/0%	24/52%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	8,290/39%	335/2%	170/1%	80/0%	360/2%	55/0%	115/1%	10/0%	10,160/48%	380/2%	230/1%	95/0%	635/3%	15/0%	164/1%	45/0%
Utilization #/%	-0%	-2%	1%	2%	0%	-0%	-1%	-0%	4%	-2%	-1%	-0%	-1%	-0%	-1%	-0%
Technicians																
Workforce #/%	38/88%	1/2%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	825/29%	70/2%	70/2%	4/0%	130/4%	0/0%	45/2%	0/0%	1,415/49%	65/2%	70/2%	60/2%	70/2%	25/1%	45/2%	0/0%
Utilization #/%	60%	-0%	-2%	-0%	0%	0%	-2%	0%	-44%	-2%	-2%	-2%	-2%	-1%	-2%	0%
Protective Services: Sworn-Officials																
Workforce #/%	8/80%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,420/70%	75/4%	75/4%	20/1%	20/1%	20/1%	15/1%	15/1%	220/11%	0/0%	45/2%	0/0%	0/0%	0/0%	0/0%	110/5%
Utilization #/%	10%	-4%	6%	-1%	-1%	-1%	-1%	-1%	-1%	0%	-2%	0%	0%	0%	0%	-5%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	29/71%	0/0%	4/10%	0/0%	1/2%	0/0%	0/0%	0/0%	5/12%	0/0%	0/0%	1/2%	1/2%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	4,335/44%	525/5%	170/2%	69/1%	155/2%	115/1%	190/2%	25/0%	3,025/31%	360/4%	165/2%	105/1%	295/3%	115/1%	120/1%	40/0%
Utilization #/%	27%	-5%	8%	-1%	1%	-1%	-2%	-0%	-19%	-4%	-2%	1%	-1%	-1%	-1%	-0%
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 #/%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/58%	1/8%	1/8%	0/0%	1/8%	0/0%	0/0%	0/0%
CLS #/%	90/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	80/42%	20/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-31%	0%	0%	0%	0%	0%	0%	0%	16%	-2%	8%	0%	8%	0%	0%	0%
Administrative Support																
Workforce #/%	2/7%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	23/82%	1/4%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%
CLS #/%	7,675/27%	195/1%	355/1%	30/0%	375/1%	85/0%	120/0%	110/0%	16,345/57%	965/3%	420/1%	205/1%	870/3%	105/0%	495/2%	125/0%
Utilization #/%	-20%	-1%	2%	-0%	-1%	-0%	-0%	-0%	25%	0%	-1%	-1%	1%	-0%	-2%	-0%
Skilled Craft																
Workforce #/%	35/85%	1/2%	1/2%	0/0%	2/5%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,020/78%	735/9%	145/2%	55/1%	160/2%	0/0%	85/1%	65/1%	455/6%	0/0%	0/0%	4/0%	0/0%	0/0%	15/0%	4/0%
Utilization #/%	8%	-7%	1%	-1%	3%	0%	-1%	-1%	-1%	0%	0%	-0%	0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	15/88%	0/0%	0/0%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,360/40%	1,140/5%	355/2%	215/1%	460/2%	105/0%	395/2%	60/0%	8,580/36%	950/4%	195/1%	150/1%	1,125/5%	125/1%	375/2%	75/0%
Utilization #/%	49%	-5%	-2%	-1%	10%	-0%	-2%	-0%	-36%	-4%	-1%	-1%	-5%	-1%	-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
Technicians									✓							
Protective Services: Sworn-Patrol Officers									✓							

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
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%
Commander																
Workforce #/%	3/100%	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 #/%	4/67%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	29/71%	0/0%	4/10%	0/2%	1/2%	0/0%	0/0%	0/0%	5/12%	0/0%	0/0%	1/2%	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 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.

[signature]

[title]

[date]