


EEOP SHORT FORM

Grant Title: Multiple Grants **Grant Number:** Multiple Grants
Grantee Name: City of Lake Mary, FL **Award Amount:** Various
Address: 100 N. Country Club Road
Lake Mary, Florida 32746
Contact Person: John C. Litton **Telephone #:** 407.585.1419

Date and effective duration of EEOP: August 28, 2006 – August 28, 2008

Policy Statement:

It is the continuing policy of the City of Lake Mary and the Lake Mary Police Department to afford equal employment opportunity to qualified individuals regardless of their sex, race, creed, disability, or national origin, as well as to conform with all applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but is not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, and city-sponsored educational, social and recreational programs. Additionally, it is the policy of the City to provide all employees a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices without fear of reprisal. Any employee of the City of Lake Mary, including the Lake Mary Police Department, who fails to comply with this policy is subject to appropriate disciplinary action.



John C. Litton

City Manager

08/28/06

Job Categories	Race and National Origin													
	Male						Female						Two or more races	
	W	H	B	A	NH or OPI	AI or AN	W	H	B	A	NH or OPI	AI or AN		Two or more races
Officials/ Administrators	Workforce	11		2	1	0		7	0	0		0	0	0
	%	52.30%	9.50%	4.80%	0.00%	0.00%	0.00%	33.30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	CLS	63950	6300	4040	2175	35	190	38565	5490	4080	1140	15	135	450
	#	49.90%	4.90%	3.11%	1.70%	0.00%	0.11%	30.10%	4.30%	3.20%	0.90%	0.00%	0.10%	0.40%
	%	Utilization %	2.40%	4.60%	1.69%	-1.70%	0.00%	-0.77%	3.20%	-4.30%	-3.20%	0.00%	-0.10%	-0.40%
Professionals	Workforce	13		0	1	0	0	4	1	0		0	0	0
	%	65.00%	0.00%	5.00%	5.00%	0.00%	0.00%	20.00%	5.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	CLS	53655	5750	4315	3150	30	125	54915	7890	7920	2535	15	195	670
	#	37.60%	4.00%	3.00%	2.20%	0.00%	0.10%	38.40%	5.50%	5.50%	1.80%	0.00%	0.10%	0.50%
	%	Utilization %	27.40%	-4.00%	2.00%	2.80%	0.00%	-0.50%	-18.40%	-0.50%	-5.50%	-1.80%	0.00%	-0.10%
Technicians	Workforce	7		0	0	0	0	4	0	0		0	0	0
	%	63.60%	0.00%	0.00%	0.00%	0.00%	0.00%	36.40%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	CLS	6335	1070	720	330	0	15	6725	1145	1720	340	15	25	10
	#	33.80%	5.80%	3.80%	1.80%	0.00%	0.10%	35.80%	6.10%	9.20%	1.80%	0.10%	0.10%	0.60%
	%	Utilization %	29.80%	-5.80%	-3.80%	-1.80%	0.00%	-0.30%	0.60%	-6.10%	-9.20%	-1.80%	-0.10%	-0.60%

		Race and National Origin													
		Male							Female						
		W	H	B	A	NH or OPI	AI or AN	Two or more races	W	H	B	A	NH or OPI	AI or AN	Two or more races
Sworn Officials	Workforce	10	0	0	0	0	0	0	0	0	0	0	0	0	0
	#	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	CLS	no CLS comparison data available													
	%														
Protective Services Sworn	Utilization %														
	Workforce	18	2	0	0	0	0	0	4	0	0	0	0	0	0
	#	75.00%	8.30%	0.00%	0.00%	0.00%	0.00%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	%														
Sworn Patrol Officers	Workforce	8650	1685	1600	140	4	75	135	1905	320	610	45	10	0	65
	#	56.00%	10.90%	10.40%	0.90%	0.00%	0.50%	0.90%	12.30%	2.10%	4.00%	0.30%	0.10%	0.10%	0.40%
	CLS	19.00%	-2.60%	-10.40%	-0.90%	0.00%	-0.50%	-0.90%	4.37%	-2.10%	-4.00%	-0.30%	-0.10%	-0.10%	-0.40%
	%														
Protective Services Non-Sworn	Workforce	21	2	0	1	1	0	0	1	0	0	0	0	0	0
	#	80.76%	7.69%	0.00%	3.84%	3.84%	0.00%	0.00%	3.84%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	CLS	480	95	55	4	25	20	0	585	60	135	0	0	0	0
	%	33.10%	6.60%	3.80%	0.30%	1.70%	1.40%	0.00%	40.30%	4.10%	9.30%	0.00%	0.00%	0.00%	0.00%
Utilization %	47.66%	1.09%	-3.80%	3.54%	2.14%	-1.40%	0.00%	-36.46%	-4.10%	-9.30%	0.00%	0.00%	0.00%	0.00%	

		Race and National Origin													
		Male						Female							
		W	H	B	A	NH or OPI	AI or AN	Two or more races	W	H	B	A	NH or OPI	AI or AN	Two or more races
Administrative Support	Workforce	0	1	1	0	0	0	0	27	2	2	0	0	0	0
	%	0.00%	3.00%	3.00%	0.00%	0.00%	0.00%	0.00%	81.80%	6.10%	6.10%	0.00%	0.00%	0.00%	0.00%
	CLS	54810	11650	7425	2160	25	235	1085	105240	23785	18555	3315	135	475	1860
	#	23.20%	5.00%	3.20%	0.90%	0.00%	0.10%	0.50%	45.40%	10.30%	8.00%	1.40%	0.10%	0.20%	0.80%
	Utilization %	-23.20%	-2.00%	-0.20%	-0.90%	0.00%	-0.10%	-0.50%	36.40%	-4.20%	-1.90%	-1.40%	-0.10%	-0.20%	-0.80%
Skilled Craft	Workforce	9	2	4	0	0	0	0	1	0	0	0	0	0	0
	#	56.25%	12.50%	25.00%	0.00%	0.00%	0.00%	0.00%	6.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	CLS	50050	13155	6695	930	30	295	980	3785	1040	605	310	10	20	65
	#	63.70%	16.70%	8.50%	1.20%	0.00%	0.40%	1.20%	4.80%	1.30%	0.80%	0.40%	0.00%	0.00%	0.10%
	Utilization %	-7.45%	-4.20%	16.50%	-1.20%	0.00%	-0.40%	-1.20%	1.45%	-1.30%	-0.80%	-0.40%	0.00%	0.00%	-0.10%
Service Maintenance	Workforce	13	2	2	0	0	0	0	0	0	0	0	0	0	0
	#	76.50%	11.86%	11.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	CLS	71860	28140	20525	3060	65	465	2830	49380	18370	17070	2945	250	320	1670
	#	32.90%	12.90%	9.40%	1.40%	0.00%	0.20%	1.30%	22.60%	8.40%	7.80%	1.30%	0.00%	0.10%	0.80%
	Utilization %	43.60%	-1.04%	2.46%	-1.40%	0.00%	-0.20%	-1.30%	-22.60%	-8.40%	-7.80%	-1.30%	0.00%	-0.10%	-0.80%

UTILIZATION NARRATIVE

A comparison of the City of Lake Mary, and the Lake Mary Police Department's workforce to the community labor statistics for the Orlando metropolitan area indicates underutilization of men and women as well as minorities in several areas. Community labor statistics show that Asian, Asian/Pacific Islanders, and American Indian/Alaskan Native populations are very small in the Orlando metropolitan area. Therefore, the majority of this plan will focus on addressing the larger areas of underutilization, although we would also welcome the chance to increase the representation of all underutilized groups, and will continue communicating job opportunities to all race and ethnic groups. After reviewing the results of the underutilization analysis, the City has identified the following areas of concern:

Officials and Administrators- There was no significant (>6%) underutilization in the city.

Professionals- White females were underutilized by 18.40%

Technicians- Black females were underutilized by 9.20%

Protective Services (Officials)- There was no community labor statistical comparison data available, however the City is cognizant that this category is 100% white male

Protective Services (Sworn Patrol Officers)- Black Males were underutilized 10.40%

Protective Services, Non-Sworn- White females were underutilized 36.46%, black females 9.30%

Administrative Support- White males were underutilized 23.20%

Skilled Craft- White males were underutilized 7.45%

Service Maintenance- White females were underutilized 22.60%. Hispanic females 8.40%, and Black females 7.80%

OBJECTIVES

The City of Lake Mary, and the Lake Mary Police Department, are committed to making its workforce profiles more closely reflect the available labor force in the community. Based upon the results the City of Lake Mary, and the Lake Mary Police Department have established the following objectives.

Due to white females being underutilized in professionals, protective services, non-sworn, and service maintenance categories, and black females are being underutilized in technicians, protective services, non-sworn, and service maintenance categories, and hispanic females being underutilized in the service maintenance categories it is our goal to increase representation by evaluating our promotional and recruitment practices to ensure that females receive equal opportunity to secure employment. The City will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females equal employment opportunity with the City. Specifically the Police Department will review promotional practices to ensure that females receive equal opportunity to secure promotional advancement to the Protective Services, Sworn Officials categories.

Because black males being underutilized in the Protective Services, Officials, and Protective Services, Sworn Patrol Officers categories, it is the Police Department's objective to work to increase representation by targeting recruitment efforts in order to attract qualified African-American candidates to apply for these positions. The Department will evaluate its current recruitment and promotional practices to ensure African-Americans are receiving equal opportunity. Furthermore, because white males are being underutilized in the administrative support, and skilled craft categories it is our goal to increase representation by evaluating our promotional and recruitment practices to ensure that white males receive equal opportunity to secure employment. The City will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny males equal employment opportunity with the City.

STEPS TO ACHIEVE OBJECTIVES

- Review hiring procedures to ensure that all applicants have equal opportunity to secure employment.
- Review promotional procedures to ensure that all employees have equal opportunity to secure promotions.
- Use teams of to include minority females to assist in the recruitment process, including any attendance at job fairs that target women.
- Provide updated information pertaining to EEO policies to supervisors and managing directors.
- Provide greater access to testing opportunities by offering nighttime, and weekend testing.
- Encourage personnel to take advantage of City training policies that provide reimbursement for college course work.

DISSEMINATION

External

- Continue to include the statement “The City of Lake Mary is an Equal Opportunity Employer” on all job applications and postings.
- Post the EEOP on the City’s web page.
- Direct questions to the Human Resources Department explaining how applicants and members of the public may obtain a copy of the EEOP.
- Annually inform all recruiting sources in writing of the EEO plan and commitment.

Internal

- Post the EEOP on the City Intranet for all personnel to review.
- Notify all supervisors and managing directors of the EEOP and the City’s commitment.