

EEOP Utilization Report



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Step 1: Introductory Information

Grant Title:	FY 2013 Homeland Security Grant	Grant Number:	14-DS-L5-06-69-01-473
Grantee Name:	City of Lake Mary Police Department	Award Amount:	\$68,785.00
Grantee Type:	Local Government Agency		
Address:	165 E. Crystal Lake Avenue Lake Mary, Florida 32746		
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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.

Step 4b: Narrative Underutilization Analysis

A comparison of the City of Lake Mary and the Lake Mary Police Department's workforce to the community labor statistics for the Seminole County area indicated 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 Seminole County 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 of Lake Mary demonstrates an overall underutilization in the following areas:

Officials and Administrators - There was no significant underutilization (> 10%) in the City.

Professionals - White females were underutilized by 23%

Technicians - Hispanic females were underutilized by 13%.

Protective Services (Sworn Officials) - White females were underutilized by 11%.

Protective Services (Sworn-Patrol Officers) - Hispanic males were underutilized by 13%.

Protective Services (Non-Sworn) - White females were underutilized by 32%, Hispanic females by 11% and African American females by 14%.

Administrative Support - White males were underutilized by 21%.

Skilled Craft - White males were underutilized by 14%.

Service/Maintenance - White females were underutilized by 14%.

Step 5 & 6: Objectives and Steps

1. Objective: Identify under-represented groups by their categories and increase representation by enhancing and targeting job vacancy announcements in locations that cater to these groups.

- a. Post vacancies on websites that target a varied, diverse demographic and websites that target professional specialized trades or skills: City of Lake Mary's website, Career Source Central Florida, Office of Veterans Affairs, Florida League of Cities, Public Works Careers, Craiglist, Florida Government Finance Officers Association, Governmentjobs.com, ICMA and local college websites.

2. Objective: To obtain a citywide qualified workforce, which as closely as possible, represents the area available workforce.

- a. Identify resources available to expand the advertising of job vacancy announcements.

3. Objective: Identify under-represented groups by their categories and increase representation by expanding circulation of the City's recruitment job announcements.

- a. A. Advertise in publications usually read by minorities, to include placing job vacancies in: The Employment Guide, La Prensa, The Orlando Sentinel, Career Source, Veteran's Affairs and the National Minority Update Publication.

4. Objective: The City of Lake Mary and the Lake Mary Police Department are committed to making it's workforce profiles more closely reflect the available labor force in the community.

- a. Provide updated information pertaining to EEO policies to supervisors and managing directors.
- b. Review promotional procedures to ensure that all employees have an equal opportunity to secure promotions.
- c. Review hiring procedures to ensure that all applicants have an equal opportunity to secure employment.

Step 7a: Internal Dissemination

1. Notify all employees via email advising a copy of the EEOP Short Form is available on the City's intranet.
2. Notify all employees a hard copy of the EEOP Short Form is available in the Human Resources Department for review.
3. Notify all supervisors, managers and directors of the EEOP and the city's commitment.

Step 7b: External Dissemination

1. Continue to include the statement "The City of Lake Mary is an Equal Opportunity Employer" on all job applications and postings.
2. Post a copy of the EEOP Short Form on the City of Lake Mary website.
3. Direct questions to the Human Resources Department explaining how applicants and members of the public may obtain a copy of the EEOP.

Utilization Analysis Chart
Relevant Labor Market: Seminole County, Florida

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 #/%	13/52%	1/4%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	9/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,150/46%	1,790/7%	885/3%	0/0%	490/2%	0/0%	100/0%	30/0%	8,090/30%	1,750/7%	865/3%	15/0%	340/1%	0/0%	105/0%	10/0%
Utilization #/%	6%	-3%	5%	0%	-2%	0%	-0%	-0%	6%	-7%	-3%	-0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	20/67%	2/7%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	5/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%
CLS #/%	10,215/33%	1,650/5%	970/3%	10/0%	1,005/3%	4/0%	145/0%	95/0%	12,325/40%	1,920/6%	1,665/5%	65/0%	760/2%	0/0%	70/0%	75/0%
Utilization #/%	34%	1%	4%	-0%	-3%	-0%	-0%	-0%	-23%	-6%	-5%	-0%	-2%	0%	-0%	3%
Technicians																
Workforce #/%	1/25%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,650/33%	315/6%	360/7%	15/0%	0/0%	0/0%	4/0%	0/0%	1,600/32%	630/13%	385/8%	0/0%	55/1%	0/0%	0/0%	0/0%
Utilization #/%	-8%	19%	-7%	-0%	0%	0%	-0%	0%	18%	-13%	-8%	0%	-1%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	9/90%	1/10%	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 #/%	1,465/53%	405/15%	285/10%	0/0%	70/3%	0/0%	30/1%	0/0%	310/11%	95/3%	115/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	37%	-5%	-10%	0%	-3%	0%	-1%	0%	-11%	-3%	-4%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	24/71%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	7/21%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	5,115/34%	2,370/16%	1,035/7%	40/0%	235/2%	0/0%	85/1%	39/0%	3,730/25%	1,260/8%	950/6%	45/0%	125/1%	20/0%	4/0%	45/0%
Utilization #/%	37%	-13%	-7%	-0%	-2%	0%	-1%	3%	-4%	-6%	-6%	-0%	-1%	-0%	-0%	-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 #/%	18/69%	7/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	80/25%	15/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	115/36%	35/11%	45/14%	0/0%	30/9%	0/0%	0/0%	0/0%
Utilization #/%	44%	22%	0%	0%	0%	0%	0%	0%	-32%	-11%	-14%	0%	-9%	0%	0%	0%
Administrative Support																
Workforce #/%	2/6%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	23/70%	2/6%	2/6%	0/0%	1/3%	0/0%	0/0%	1/3%
CLS #/%	16,050/27%	3,705/6%	1,895/3%	0/0%	810/1%	15/0%	115/0%	85/0%	25,205/42%	6,010/10%	4,550/8%	85/0%	1,210/2%	25/0%	200/0%	295/0%
Utilization #/%	-21%	-3%	-0%	0%	-1%	-0%	-0%	-0%	28%	-4%	-1%	-0%	1%	-0%	-0%	3%
Skilled Craft																
Workforce #/%	8/50%	2/12%	4/25%	0/0%	0/0%	0/0%	0/0%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,070/64%	3,450/22%	1,055/7%	0/0%	140/1%	15/0%	30/0%	35/0%	535/3%	300/2%	60/0%	0/0%	70/0%	0/0%	0/0%	0/0%
Utilization #/%	-14%	-9%	18%	0%	-1%	-0%	-0%	-0%	9%	-2%	-0%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	12/67%	2/11%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,570/31%	4,960/13%	3,090/8%	80/0%	555/1%	0/0%	225/1%	165/0%	9,430/25%	3,815/10%	2,820/7%	10/0%	615/2%	30/0%	140/0%	110/0%
Utilization #/%	36%	-2%	3%	-0%	-1%	0%	-1%	-0%	-14%	-10%	-7%	-0%	-2%	-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									✓							
Protective Services: Sworn-Patrol Officers		✓														
Administrative Support	✓															

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
Police 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%
Deputy 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%
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 #/%	5/83%	1/17%	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%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	24/71%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	7/21%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

