

EEOP Short Form



Fri Sep 11 15:33:08 EDT 2009

Step 1: Introductory Information

Grant Title:	Recovery Act Edward Byrne JAG Program	Grant Number:	2009-F-1487-FL-SB
Grantee Name:	City of Orlando	Award Amount:	\$1,743,126.00
Grantee Type:	Local Government Agency		
Address:	400 South Orange Ave. Orlando, Florida 32801		
Contact Person:	Shirley Grief	Telephone #:	407-246-2504
Contact Address:	100 S. Hughey Ave. Orlando, Florida 32801		
DOJ Grant Manager:	Nadine Fulton-Jones	DOJ Telephone #:	202-514-6661

Grant Title:	COPS Hiring Recovery Program Grant	Grant Number:	2009-RJWX-0031
Grantee Name:	City of Orlando	Award Amount:	\$3,102,450.00
Grantee Type:	Local Government Agency		
Address:	400 South Orange Ave. Orlando, Florida 32801		
Contact Person:	Shirley Grief	Telephone #:	407-246-2504
Contact Address:	100 S. Hughey Ave. Orlando, Florida 32801		
DOJ Grant Manager:	Judity Williford	DOJ Telephone #:	202-514-1156

Policy Statement:

The City of Orlando community has a population which is richly diverse. The effective provision of governmental services within such a diverse community requires the services of an equally diverse employee population. The City of Orlando is, therefore, committed to providing an employee workforce which, in all positions and at all levels, fairly reflects the community it serves. The City of Orlando encourages all segments of its population to become involved with, and seek employment in, City government. To achieve this goal, it is the policy of the City of Orlando, binding on all officials and employees, to offer equal employment opportunity to all persons regardless of race, color, religion, sex, national origin, age, sexual orientation, or disability. The City of Orlando will further take whatever steps are necessary to ensure that all employment practices, including, but not limited to, compensation, benefits, layoffs, promotions, training, terminations, hiring, and recruitment, are administered in a manner that provides full and fair opportunity to all persons.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resources Office for the City of Orlando made the following observations:

1. White females are under-represented in the following job categories: Officials (-9), Professional (-15), Technicians (-16), Protective Services Sworn (-6), Skilled craft (-3), Service Maintenance (-12).
2. Hispanic females are under-represented in the following job categories: Officials (-5), Professional (-3), Technicians (-4), Protective Services Non-sworn (-3), Service Maintenance (-4).
3. Black females are under-represented in the following job categories: Technicians (-7), Protective Services Non-Sworn (-13).
4. White males are under-represented in the following job categories: Protective Services Non-sworn (-14), Administrative Support (-13), Skilled craft (-18), service maintenance (-11)
5. Hispanic males are under-represented in the following job categories: Administrative Support (-4), Service Maintenance (-6), Skilled Craft (-9).

Although the Utilization Analysis indicated other instances of under-representation, the actual numbers of employees in some of the job categories made it difficult to draw any reliable conclusions regarding underutilization.

In keeping with the City's commitment to having a workforce that reflects the community it services, the City will examine its recruitment and retention practices to ensure that all reasonable efforts are made to attract a diverse applicant pool.

Step 5 & 6: Objectives and Steps

1. To maintain a qualified City of Orlando workforce that, as closely as possible, reflects the area population and available area workforce.

- a. The City of Orlando will continue with its efforts to promote and hire qualified individuals for all positions and will make every effort to assure that all qualified individuals are provided with equal opportunity to apply for all position vacancies.

The City of Orlando provides opportunities for employees to attend Junior college, college, professional and other related training programs to increase opportunities for promotions and makes every effort to ensure that all qualified individuals are provided with equal opportunity to apply for all position vacancies.

- b. The City of Orlando is committed to continuing to strive towards a workforce that reflects the ethnic diversity of the community it serves. The City of Orlando will make every effort to ensure equal opportunity regardless of race, color, sex, sexual orientation, national origin, age, religious preference, marital status, disability, or any other protected status and/or conditions specified in federal or Florida civil rights laws. The information provided below summarizes specific objectives to assist the City of Orlando in reaching this goal.

- c. The City of Orlando is committed to continually making contacts and presentations at job fairs, community colleges, technical schools and high schools throughout the community concerning job opportunities throughout the City of Orlando.

- d. The City of Orlando will identify employees with promotional potential in various city departments. The City of Orlando will make every effort to encourage upward mobility of all employees, but also assure that opportunities for advancement are equally distributed while encouraging minority participation.

- e. The City of Orlando will make every effort to identify, contact, and advertise open positions in all appropriate community agencies, as well as on the internet through websites such as www.Orlandojobs.com and local publications. The City of Orlando will make every effort to publicize employment and career opportunities with minority and professional societies as well as develop contacts and a presence in minority communities by working with established groups.

- f. The City of Orlando will make every effort to provide EEO training to supervisors and managing directors on EEO policies, processes, documentation, interview processes and employment requirements.

g. The City of Orlando will review and update annually recruitment methods, practices and policies and promote equal employment opportunity through recruitment efforts.

h. The City of Orlando will monitor recruitment policies and procedures to determine if recruitment efforts are enabling the City to continue to attain and maintain a diverse workforce.

The City of Orlando will regularly review recruitment and retention efforts and apply information derived from exit interviews in an effort to improve retention.

i. The City of Orlando will identify employees with an interest in pursuing educational and/or promotional opportunities.

Step 7a: Internal Dissemination

1. The City of Orlando will include the EEO plan/policy on the City's web page and the intranet site.

2. The City of Orlando will include the EEO plan/policy within the City's policy and procedure manual which is available in hard copy and on the City's intranet site.

3. The City of Orlando will train its new hires on the EEO plan/policy and periodically throughout the year offer such training to other employees.

Step 7b: External Dissemination

1. The City of Orlando will inform recruiting sources of the EEO plan/policy and commitment.

2. The City of Orlando will add the following to all written job applications and help wanted ads: City of Orlando is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, or disability.

3. The City of Orlando will post notices in the personnel office, recreation centers, and remote locations explaining how applicants and members of the public may obtain a copy of the EEO plan/policy.

Utilization Analysis Chart
Relevant Labor Market: Orange 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	46/52%	3/3%	12/14%	0/0%	0/0%	0/0%	0/0%	18/20%	0/0%	8/9%	0/0%	1/1%	0/0%	0/0%
CLS #/%	32,540/47%	3,780/5%	3,045/4%	110/0%	1,515/2%	35/0%	570/1%	20,230/29%	3,600/5%	3,070/4%	80/0%	755/1%	15/0%	340/0%
Utilization #/%	6%	-2%	9%	-0%	-2%	-0%	-1%	-9%	-5%	5%	-0%	0%	-0%	-0%
Professionals														
Workforce #/%	241/47%	37/7%	55/11%	0/0%	4/1%	0/0%	0/0%	111/22%	17/3%	41/8%	0/0%	7/1%	0/0%	0/0%
CLS #/%	29,360/37%	3,510/4%	3,020/4%	50/0%	2,040/3%	20/0%	430/1%	28,715/36%	4,645/6%	5,390/7%	50/0%	1,650/2%	15/0%	460/1%
Utilization #/%	10%	3%	7%	-0%	-2%	-0%	-1%	-15%	-3%	1%	-0%	-1%	-0%	-1%
Technicians														
Workforce #/%	258/55%	55/12%	39/8%	0/0%	11/2%	0/0%	0/0%	70/15%	9/2%	24/5%	1/0%	0/0%	0/0%	0/0%
CLS #/%	3,395/33%	655/6%	545/5%	0/0%	220/2%	0/0%	45/0%	3,265/31%	655/6%	1,230/12%	4/0%	290/3%	15/0%	75/1%
Utilization #/%	23%	5%	3%	0%	0%	0%	-0%	-16%	-4%	-7%	0%	-3%	-0%	-1%
Protective Services: Sworn														
Workforce #/%	504/56%	115/13%	118/13%	0/0%	22/2%	0/0%	0/0%	52/6%	48/5%	35/4%	0/0%	1/0%	0/0%	0/0%
CLS #/%	3,930/48%	1,050/13%	1,135/14%	45/1%	120/1%	4/0%	65/1%	995/12%	230/3%	495/6%	10/0%	35/0%	10/0%	40/0%
Utilization #/%	8%	-0%	-1%	-1%	1%	-0%	-1%	-6%	3%	-2%	-0%	-0%	-0%	-0%
Protective Services: Non-sworn														
Workforce #/%	13/18%	14/20%	9/13%	0/0%	1/1%	0/0%	0/0%	34/48%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	280/32%	65/7%	4/0%	0/0%	0/0%	25/3%	0/0%	360/41%	29/3%	110/13%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-14%	12%	12%	0%	1%	-3%	0%	7%	-3%	-13%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	42/9%	11/2%	10/2%	0/0%	0/0%	0/0%	0/0%	187/41%	79/17%	116/25%	0/0%	11/2%	0/0%	0/0%
CLS #/%	28,260/22%	7,705/6%	5,455/4%	115/0%	1,320/1%	15/0%	745/1%	52,870/41%	14,975/12%	14,090/11%	235/0%	2,150/2%	100/0%	1,325/1%
Utilization #/%	-13%	-4%	-2%	-0%	-1%	-0%	-1%	0%	6%	15%	-0%	1%	-0%	-1%

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Skilled Craft														
Workforce #/%	167/39%	44/10%	192/45%	1/0%	7/2%	0/0%	0/0%	6/1%	2/0%	8/2%	0/0%	1/0%	0/0%	0/0%
CLS #/%	23,660/58%	8,070/20%	4,670/11%	120/0%	680/2%	15/0%	815/2%	1,780/4%	675/2%	405/1%	0/0%	205/0%	10/0%	35/0%
Utilization #/%	-18%	-9%	34%	-0%	-0%	-0%	-2%	-3%	-1%	1%	0%	-0%	-0%	-0%
Service/Maintenance														
Workforce #/%	42/19%	17/8%	94/42%	0/0%	2/1%	0/0%	0/0%	16/7%	10/4%	39/17%	0/0%	3/1%	0/0%	0/0%
CLS #/%	37,430/30%	17,150/14%	15,225/12%	235/0%	2,175/2%	20/0%	2,275/2%	24,435/19%	11,215/9%	12,100/10%	210/0%	2,075/2%	20/0%	1,330/1%
Utilization #/%	-11%	-6%	30%	-0%	-1%	-0%	-2%	-12%	-4%	8%	-0%	-0%	-0%	-1%

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 Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

[signature]

[title]

[date]