

# EEOP Utilization Report



Fri Oct 23 13:38:45 EDT 2015

## Step 1: Introductory Information

**Grant Title:** STOP Violence Against Women  
Formula Grant Program

**Grant Number:** 16-8001-LE-INV

**Grantee Name:** City of Orlando

**Award Amount:** \$107,315.00

**Grantee Type:** Local Government Agency

**Address:** 400 South Orange Avenue  
Orlando, Florida  
32801-3302

**Contact Person:** Angela Knowlton

**Telephone #:** 407-246-2480

**Contact Address:** 100 South Hughey Avenue  
Orlando, Florida  
32801-2501

**State Granting Agency:** Florida Coalition Against Domestic Violence

**Grant Number:**

**Contact Name:** Beverly Gregory

**Contact Address:** 425 Office Plaza Drive  
Tallahassee, Florida  
32301

**Telephone #:** 850-425-2749

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**Grant Title:** FY 15 Edward Byrne Memorial  
Justice Assistance Grant (JAG)

**Grant Number:** 2015-DJ-BX-0117

**Grantee Name:** City of Orlando

**Award Amount:** \$169,717.00

**Grantee Type:** Local Government Agency

**Address:** 400 South Orange Avenue  
Orlando, Florida  
32801

**Contact Person:** Angela Knowlton

**Telephone #:** 407-246-2480

**Contact Address:** 100 South Hughey Avenue  
Orlando, Florida  
32801-2589

**DOJ Grant Manager:** Tarasa Yates

**DOJ Telephone #:** 202-305-1780

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**Grant Title:** FY 15 Paul Coverdell Forensic  
Science Improvement Grants  
Program

**Grant Number:** 2015-CD-BX-0033

**Grantee Name:** City of Orlando

**Award Amount:** \$174,963.00

**Grantee Type:** Local Government Agency

**Address:** 400 South Orange Avenue  
Orlando, Florida  
32801

**Contact Person:** Angela Knowlton

**Telephone #:** 407-246-2480

**Contact Address:** 100 South Hughey Avenue  
Orlando, Florida  
32801-2589

**DOJ Grant Manager:** Alan C. Spanbauer

**DOJ Telephone #:** 202-305-2436

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**Grant Title:** FY 15 Body-Worn Camera Policy  
and Implementation Program

**Grant Number:** 2015-DE-BX-K033

**Grantee Name:** City of Orlando

**Award Amount:** \$497,480.00

**Grantee Type:** Local Government Agency

**Address:** 400 South Orange Avenue  
Orlando, Florida  
32801

**Contact Person:** Lilian Draisin

**Telephone #:** 407-246-2504

**Contact Address:** 100 South Hughey Avenue  
Orlando, Florida  
32801-2589

**DOJ Grant Manager:** Gerardo Velazquez

**DOJ Telephone #:** 202-353-8645

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**Grant Title:** 2014 Solving Cold Cases with DNA

**Grant Number:** 2014-DN-BX-K078

**Grantee Name:** City of Orlando

**Award Amount:** \$81,446.00

**Grantee Type:** Local Government Agency

**Address:** 400 South Orange Avenue  
Orlando, Florida  
32801

**Contact Person:** Lilian Draisin

**Telephone #:** 407-246-2504

**Contact Address:** 100 South Hughey Avenue  
Orlando, Florida  
32801

**DOJ Grant Manager:** Charles Heurich

**DOJ Telephone #:** 202-616-9264

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**Grant Title:** FY 14 Edward Byrne Memorial  
Justice Assistance Grant

**Grant Number:** 2015-JAGC-ORAN-4-R3-157

**Grantee Name:** City of Orlando

**Award Amount:** \$58,233.00

**Grantee Type:** Local Government Agency

**Address:** 400 South Orange Avenue  
Orlando, Florida  
32801-3302

**Contact Person:** Angela Knowlton

**Telephone #:** 407-246-2480

**Contact Address:** 100 South Hughey Avenue  
Orlando, Florida  
32801-2501

**State Granting Agency:** Florida Department of Law  
Enforcement

**Grant Number:**

**Contact Name:** Tennille Robinette

**Contact Address:** 2331 Phillips Road  
Tallahassee, Florida  
32308

**Telephone #:** 850-617-1268

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**Policy Statement:**

The City of Orlando community has a population that 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 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 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**

1. Hispanic or Latino Males are under-represented in the following job categories: Protective Services: Sworn (-5), Administrative Support (-7), Skilled Craft (-18), and Service Maintenance (-6).
2. White Males are under-represented in the following job categories: Administrative Support (-14), Skilled Craft (-11), and Service Maintenance (-8).
3. White Females are under-represented in the following job categories: Officials/Administrators (-10) and Service/Maintenance (-10).
4. Hispanic Females are under-represented in the following job categories: Protective Services: Sworn (-2), and Service/Maintenance (-9).
5. Black or African American Females are under-represented in the job category of Protective Services: Sworn (-3).
6. Two or More Races Males are under-represented in the following job categories: Protective Services: Sworn (-1) but this may be due to not offering this designation as a choice during hire.
7. Other Males are under-represented in the following job categories: Protective Services: Sworn (-1), and Skilled Craft (-2) but this may be due to not offering this designation as a choice during hire.

## **Step 5 & 6: Objectives and Steps**

### **1. 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 gender and 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 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 female and minority participation.

e. The City of Orlando will make every effort to identify, contact and advertise open position in all appropriate community agencies, as well as on the internet through websites such as [www.Orlandojobs.com](http://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 women-based and 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 annually review and update recruitment methods, practices and policies and promote equal 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 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 Citys web page and the intranet site.
- 2.The City of Orlando will include the EEO plan/policy within the Citys policy and procedure manual which is available in hard copy and on the Citys 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	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
<b>Officials/Administrators</b>																
Workforce #/%	190/46%	27/6%	52/12%	0/0%	6/1%	0/0%	0/0%	0/0%	79/19%	20/5%	35/8%	0/0%	7/2%	0/0%	0/0%	0/0%
CLS #/%	39,340/44%	6,335/7%	3,720/4%	70/0%	1,910/2%	10/0%	510/1%	390/0%	26,205/29%	5,595/6%	4,415/5%	40/0%	1,105/1%	45/0%	375/0%	165/0%
Utilization #/%	2%	-1%	8%	-0%	-1%	-0%	-1%	-0%	-10%	-1%	4%	-0%	0%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	59/33%	18/10%	19/11%	0/0%	6/3%	0/0%	0/0%	0/0%	44/25%	7/4%	21/12%	0/0%	4/2%	0/0%	0/0%	0/0%
CLS #/%	40,595/34%	6,995/8%	5,400/4%	80/0%	4,070/3%	130/0%	570/0%	395/0%	38,095/32%	9,480/8%	10,480/9%	35/0%	3,520/3%	40/0%	405/0%	400/0%
Utilization #/%	-0%	4%	6%	-0%	-0%	-0%	-0%	-0%	-7%	-4%	3%	-0%	-1%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	18/28%	9/14%	7/11%	0/0%	2/3%	0/0%	0/0%	0/0%	9/14%	7/11%	10/16%	1/2%	1/2%	0/0%	0/0%	0/0%
CLS #/%	5,680/33%	1,405/8%	1,120/6%	30/0%	475/3%	10/0%	110/1%	155/1%	3,885/22%	1,780/10%	2,150/12%	25/0%	320/2%	0/0%	45/0%	105/1%
Utilization #/%	-5%	6%	4%	-0%	0%	-0%	-1%	-1%	-8%	1%	3%	1%	-0%	0%	-0%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	771/57%	161/12%	137/10%	2/0%	29/2%	0/0%	0/0%	0/0%	143/11%	39/3%	54/4%	1/0%	4/0%	0/0%	0/0%	0/0%
CLS #/%	6,230/42%	2,535/17%	1,765/12%	25/0%	310/2%	10/0%	195/1%	85/1%	1,680/11%	715/5%	1,105/7%	0/0%	55/0%	0/0%	39/0%	4/0%
Utilization #/%	15%	-5%	-2%	-0%	0%	-0%	-1%	-1%	-1%	-2%	-3%	0%	-0%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	6/21%	6/21%	7/24%	0/0%	1/3%	0/0%	0/0%	0/0%	1/3%	1/3%	7/24%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	785/33%	500/21%	200/8%	0/0%	0/0%	0/0%	15/1%	0/0%	495/21%	225/10%	65/3%	0/0%	15/1%	0/0%	65/3%	0/0%
Utilization #/%	-13%	-0%	16%	0%	3%	0%	-1%	0%	-17%	-6%	21%	0%	-1%	0%	-3%	0%
<b>Administrative Support</b>																
Workforce #/%	20/8%	2/1%	8/3%	0/0%	3/1%	0/0%	0/0%	0/0%	90/37%	56/23%	57/23%	0/0%	9/4%	0/0%	0/0%	0/0%
CLS #/%	43,415/22%	15,770/8%	11,260/6%	185/0%	3,540/2%	40/0%	475/0%	535/0%	66,385/33%	31,490/16%	19,610/10%	220/0%	4,770/2%	100/0%	959/0%	1,355/1%

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	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
	%	%	%						%	%	%					
Utilization #/%	-14%	-7%	-2%	-0%	-1%	-0%	-0%	-0%	4%	7%	13%	-0%	1%	-0%	-0%	-1%
<b>Skilled Craft</b>																
Workforce #/%	142/37%	54/14%	151/39%	1/0%	10/3%	0/0%	0/0%	0/0%	10/3%	3/1%	14/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	29,050/48%	19,190/32%	6,445/11%	125/0%	955/2%	95/0%	275/0%	1,115/2%	1,710/3%	945/2%	415/1%	10/0%	70/0%	0/0%	10/0%	25/0%
Utilization #/%	-11%	-18%	29%	0%	1%	-0%	-0%	-2%	-0%	-1%	3%	-0%	-0%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	33/16%	27/13%	91/44%	1/0%	3/1%	0/0%	0/0%	0/0%	14/7%	8/4%	23/11%	0/0%	5/2%	0/0%	0/0%	0/0%
CLS #/%	43,600/24%	35,510/19%	19,875/11%	240/0%	4,315/2%	60/0%	475/0%	1,030/1%	30,080/16%	23,535/13%	17,450/10%	185/0%	4,065/2%	35/0%	905/0%	1,080/1%
Utilization #/%	-8%	-6%	33%	0%	-1%	-0%	-0%	-1%	-10%	-9%	2%	-0%	0%	-0%	-0%	-1%



### 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
<b>Officials/Administrators</b>									✓							
<b>Protective Services: Sworn</b>		✓					✓	✓		✓	✓					
<b>Administrative Support</b>	✓	✓														
<b>Skilled Craft</b>	✓	✓						✓								
<b>Service/Maintenance</b>	✓	✓							✓	✓						

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.

APale Just                      HR DIRECTOR                      10/26/15  
[signature]                                      [title]                                      [date]