

EEO Utilization Report

Organization Information

Name: City Of Pensacola

City: Pensacola

State: FL

Zip: 32502

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

The purpose of this policy is to (1) unequivocally establish that the City of Pensacola is committed to providing a workplace free from discrimination in all of its forms, harassment of employees, unlawful retaliation, and other inappropriate behavior, (2) identify a procedure for employees to utilize in order to lodge complaints of conduct which they believe violates the standard of behavior on the job prohibited by various federal and state statutes as well as this policy, (3) create an appropriate and effective process to investigate complaints which are filed, (4) provide vigorous enforcement of this policy by employing disciplinary measures whenever evidence of a violation of this policy is established, and (5) ensure that all employees, supervisors and managers receive frequent, periodic, continuing training in the scope and content of this policy.

The City of Pensacola is committed to providing a workplace free from discrimination, harassment, retaliation, and related inappropriate behavior. The City will not condone or tolerate any behavior that is discriminatory, harassing, or otherwise inappropriate when such behavior is based on an individual's or group's race, color, national origin, religion, gender, marital status, age, disability, sexual orientation, genetic information, or other characteristic protected by law. Employees shall not engage in conduct that violates this policy at any time, either toward fellow employees or the members of the public with whom an employee comes into contact because of City employment. All managers and supervisors are expected to share and support the City's commitment to equal opportunity treatment under the law and to ensure that this policy is fully implemented and enforced. All employees will be required to complete an "Implicit & Explicit Bias" online training course.

Following File has been uploaded:6-01 Purpose - EEO 4.20.pdf

Step 4b: Narrative of Interpretation

The Relevant Labor Market Statistics show relatively small numbers in the population of American Indian/Alaskan, Asian, Native Hawaiian/Pacific Islander, and Two or More Races in Escambia County. In the above categories, all showed a utilization of 1% or less.

The City of Pensacola reviewed the Utilization Analysis (comparing the City's workforce to the relevant labor market) and noted the following:

1. White males are under-represented in the job categories of Protective Services: Non-Sworn, Administrative Support and Skilled Craft.
2. Hispanic males are under-represented in the job categories of Protective Services: Sworn and Skilled Craft.
3. Black males are under-represented in the job category of Protective Services: Non-Sworn.
4. White females are under-represented in the job category of Service/Maintenance.
5. Black Females are under-represented in the job categories of Protective Services: Sworn and Service/Maintenance.

Step 5: Objectives and Steps

1. To encourage White Females to apply for vacancies to increase representation in all job categories as represented by the Utilization Chart.

- a. The Human Resources Department will continue to seek out additional outreach opportunities that target White Females in all the job categories that are underutilized. The department will recruit by using public service announcements that target White Female audiences. The department will establish and maintain contact with female community organizations.
- b. The Human Resources Department will review the composition of the applicant pool for all vacancies in the Service/Maintenance job category in the past 12 months to determine whether White Female applicants were underrepresented.
- c. The Human Resources Department will continually evaluate the selection and promotional processes with the City to find and eliminate artificial barriers that keep White Females from applying or being promoted with the departments.
- d. The Human Resources Department will participate in job/career fairs and conduct yearly recruitment visits to area colleges, vocational centers and high school "career days" to promote employment opportunities with the City of Pensacola.
- e. The Human Resources Department will continue to monitor testing processes to assure there is not an adverse impact to White Females and interview current employees and review exit interviews for the past 12 months to determine whether any changes need to be implemented in the evaluation and testing procedures.

2. To encourage Hispanic Males to apply for vacancies to increase the representation in all job categories represented by the Underutilization Chart.

- a. The Human Resources Department will review the composition of the applicant pool for all vacancies in the Protective-Sworn and Skilled Craft job categories in the past 12 months to determine whether Hispanic Male applicants were under-represented.
- b. The Human Resources Department will continually evaluate the selection and promotional processes with the City to find and eliminate artificial barriers that keep Hispanic Males from applying or being promoted with the departments.
- c. The Human Resources Department will participate in job/career fairs and conduct yearly recruitment visits to area colleges, vocational centers and high school "career days" to promote employment opportunities with the City of Pensacola.

- d. The Human Resources Department will continue to monitor testing processes to assure there is not an adverse impact to Hispanic Males, interview current employees and review exit interviews for the past 12 months to determine whether any changes need to be implemented in the evaluation and testing process.
- e. The Human Resources Department will continue to seek out additional outreach opportunities that target Hispanic Males in all job categories that are underutilized. The Department will recruit by using public service announcements that target the Hispanic Male audience. The Department will establish and maintain contact with the Hispanic Male community organizations.
- f. The Pensacola Police Department will maintain an active Police Cadet program that encourages and prepares minority male members of the community to become employees of the Departments. The Pensacola Fire Department will maintain an active Fire Cadet program that encourages and prepares minority male members of the community to become employees of the Departments. The Police and Fire Departments will continue to collaborate with area and state Police and Fire academies to promote employment opportunities with the Departments.

3. To encourage White Males to apply for vacancies to increase the representation in all job categories represented by the Underutilization Chart.

- a. The Human Resources Department will continue to seek out additional outreach opportunities that target White Males in all job categories that are underutilized. The Department will recruit by using public service announcements that target the White Male audience. The Department will establish and maintain contact the male community organizations.
- b. The Human Resources Department will review the composition of the applicant pool for all vacancies in the Protective Services-Non-Sworn, Administrative Support, and Skilled Craft job categories in the past 12 months to determine whether White Male applicants are under-represented.
- c. The Human Resources Department will continue to monitor testing processes to assure there is not an adverse impact to White Males, interview current employees and review exit interviews for the past 12 month to determine whether any changes need to be implemented in the evaluation and testing process.
- d. The Human Resources Department will continually evaluate the selection and promotional processes with the City of Pensacola to find and eliminate artificial barriers that keep White Males from applying or being promoted with the departments.
- e. The Human Resources Department will participate in job/career fairs and conduct yearly recruitment visits to area colleges, vocational centers and high school "career days" to promote employment opportunities with the City of Pensacola.

4. To encourage Black Males to apply for vacancies to increase the representation in all job categories represented by the Underutilization Chart.

- a. The Human Resources Department will review the composition of the applicant pool for all vacancies in the Protective Services-Non-Sworn category for the past 12 months to determine whether Black applicants were under-represented.
- b. The Human Resources Department will continually evaluate the selection and promotional processes with the City to find and eliminate artificial barriers that keep Black Males from applying or being promoted with the departments.
- c. The Human Resources Department will participate in job/career fairs and conduct yearly recruitment visits to area colleges, vocational centers and high school "career days" to promote employment opportunities with the City of Pensacola.
- d. The Human Resources Department will continue to monitor testing processes to assure there is not an adverse impact to Black Males and interview current employees and review exit interviews for the past 12 months to determine whether any changes need to be implemented in the evaluation and testing process.
- e. The Human Resources Department will continue to seek out additional outreach opportunities that target Black Males in all job categories that are underutilized. The department will recruit by using public service announcements that target the Black Male audience. The department will establish and maintain contact with the Black Male community organizations.

5. To encourage Black Females to apply for vacancies to increase the representation in all job categories as represented by the Underutilization Chart.

- a. The Human Resources Department will continue to seek out additional outreach opportunities that target Black Females in all job categories that are underutilized. The department will recruit by using public service announcements that target Black Female audiences. The department will establish and maintain contact with Black

Female community organizations.

- b. The Pensacola Police Department will maintain an active Police Cadet program that encourages and prepares minority females of the community to become employees of the Pensacola Police Department. The Pensacola Fire Department will maintain an active Fire Cadet program that encourages and prepares minority female members of the community to become employees of the Pensacola Fire Department. The Police and Fire Departments will continue to collaborate with area and state fire academies to promote employment opportunities.
- c. The Human Resources Department will review the composition of the applicant pool for all vacancies in the Protective Services: Sworn and Service/Maintenance job categories in the last 12 months to determine whether Black Female applicants were underrepresented.
- d. The Human Resources Department will continually evaluate the selection and promotional processes with the City to find and eliminate artificial barriers that keep Black Females from applying or being promoted within the departments.
- e. The Human Resources Department will participate in job/career fairs and conduct yearly recruitment visits to the area colleges, vocational centers and high school "career days" to promote employment opportunities with the City of Pensacola.
- f. The Human Resources Department will continue to monitor testing processes to assure there is not an adverse impact on Black Females and interview current employees and review exit interviews for the past 12 months to determine whether any changes need to be implemented in the evaluation and testing procedures.

Step 6: Internal Dissemination

- 1. The Human Resources Department will include a discussion of the EEOP Utilization Report in orientation programs for all new employees, as well as, conduct an annual briefing with the City's leadership team.
- 2. The Human Resources Department will post a PDF file of the EEOP Utilization Report on the City's internet/intranet site.
- 3. The Human Resources Department will keep copies of the EEOP Utilization Report on display in the Human Resources reception area at City Hall.
- 4. Within 30 days of receiving the Justice Department's approval of the EEOP Utilization Report, the Human Resources Department will send an email to all employees to inform them that they may obtain a copy of the City's EEOP Utilization Report by request.
- 5. The Human Resources Department will post a written notice on the official job site bulletin boards, providing information on how employees can obtain a copy of the EEOP Utilization Report.

Step 7: External Dissemination

- 1. The Human Resources Department will include a written statement in all job announcements and other communications with prospective employees on how to obtain a copy of the EEOP Utilization Report by request.
- 2. The EEOP Utilization Report will be posted on the City's website for review and download.
- 3. The Human Resources Department will provide an electronic copy of the EEOP Utilization Report to the City's Purchasing Office for vendors and contractors to obtain a copy, if requested.

Utilization Analysis Chart
Relevant Labor Market: Escambia 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 #/%	18/47%	1/3%	4/11%	0/0%	0/0%	0/0%	0/0%	0/0%	12/32%	0/0%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,825/49 %	125/1%	650/5%	35/0%	170/1%	40/0%	75/1%	25/0%	4,555/33 %	195/1%	870/6%	15/0%	100/1%	0/0%	70/1%	70/1%
Utilization #/%	-2%	2%	6%	-0%	-1%	-0%	-1%	-0%	-1%	-1%	2%	-0%	-1%	0%	-1%	-1%
Professionals																
Workforce #/%	30/40%	0/0%	8/11%	0/0%	2/3%	0/0%	0/0%	0/0%	27/36%	1/1%	6/8%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	8,205/36 %	260/1%	730/3%	50/0%	305/1%	0/0%	110/0%	15/0%	10,645/46 %	450/2%	1,695/7%	45/0%	375/2%	10/0%	105/0%	30/0%
Utilization #/%	4%	-1%	7%	-0%	1%	0%	-0%	-0%	-10%	-1%	1%	-0%	-2%	-0%	1%	-0%
Technicians																
Workforce #/%	9/41%	0/0%	4/18%	0/0%	2/9%	0/0%	1/5%	0/0%	6/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,050/39 %	40/1%	95/2%	4/0%	110/2%	0/0%	59/1%	0/0%	2,085/40 %	75/1%	605/12%	4/0%	70/1%	0/0%	30/1%	0/0%
Utilization #/%	2%	-1%	16%	-0%	7%	0%	3%	0%	-13%	-1%	-12%	-0%	-1%	0%	-1%	0%
Protective Services: Sworn																
Workforce #/%	197/69%	7/2%	35/12%	2/1%	4/1%	1/0%	7/2%	0/0%	24/8%	4/1%	5/2%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	2,060/68 %	155/5%	170/6%	0/0%	10/0%	0/0%	45/1%	25/1%	310/10%	10/0%	250/8%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	1%	-3%	7%	1%	1%	0%	1%	-1%	-2%	1%	-6%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	10/17%	2/3%	5/8%	0/0%	0/0%	0/0%	1/2%	0/0%	29/49%	2/3%	7/12%	0/0%	0/0%	0/0%	3/5%	0/0%
Civilian Labor Force #/%	60/40%	10/7%	40/27%	0/0%	0/0%	0/0%	0/0%	0/0%	35/23%	0/0%	0/0%	0/0%	0/0%	0/0%	4/3%	0/0%
Utilization #/%	-23%	-3%	-18%	0%	0%	0%	2%	0%	26%	3%	12%	0%	0%	0%	2%	0%
Administrative Support																
Workforce #/%	27/17%	2/1%	11/7%	0/0%	1/1%	0/0%	2/1%	0/0%	72/46%	4/3%	31/20%	0/0%	2/1%	0/0%	3/2%	0/0%
CLS #/%	11,155/27	630/2%	1,735/4%	50/0%	295/1%	0/0%	185/0%	15/0%	20,325/50	855/2%	4,355/11	140/0%	490/1%	35/0%	465/1%	95/0%

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 #/%	-10%	-0%	3%	-0%	-0%	0%	1%	-0%	-3%	0%	9%	-0%	0%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	48/53%	1/1%	40/44%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,580/77%	1,095/8%	1,080/8%	85/1%	145/1%	0/0%	115/1%	60/0%	340/2%	110/1%	80/1%	4/0%	15/0%	0/0%	15/0%	0/0%
Utilization #/%	-24%	-7%	37%	-1%	-1%	0%	0%	-0%	-2%	-1%	-1%	-0%	-0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	17/26%	0/0%	44/67%	1/2%	0/0%	0/0%	0/0%	0/0%	2/3%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,125/36%	1,235/3%	3,745/10%	130/0%	855/2%	35/0%	570/2%	125/0%	9,775/27%	590/2%	4,625/13%	115/0%	785/2%	45/0%	420/1%	100/0%
Utilization #/%	-10%	-3%	56%	1%	-2%	-0%	-2%	-0%	-24%	-2%	-10%	-0%	-2%	-0%	-1%	-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
Protective Services: Sworn		✓									✓					
Protective Services: Non-sworn	✓		✓													
Administrative Support	✓															
Skilled Craft	✓	✓														
Service/Maintenance									✓		✓					

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 EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Tracy Walsh

Assistant Human Resources Director

11-18-2022

[signature]

[title]

[date]