

Tooele City Corporation Equal Opportunity Employment Plan

Grant Title:

STOP Violence Against Women (1/07 to 12/07)
FY07 Edward Byrne Memorial Justice Assistance Grant (JAG)
FY08 Tooele Multi-Agency Drug Task Force

Grant Purpose:

Domestic Violence Victims Advocacy
Forensics
Drug Enforcement

Grantee Name:

Tooele City Corporation
Tooele City Corporation
Tooele City Corporation

Grant Number:

06-VAWA-33
2007-DJ-BX-0856
JAG 5A15

Award Amount:

\$19,602
\$15,949
\$75,000

Address: 90 N Main, Tooele, UT 84074

Contact Person: Kami Perkins, HR Director

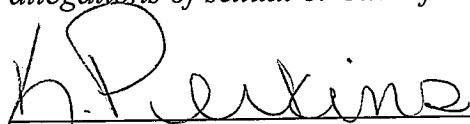
Telephone #: 435-843-2105

Date and effective duration of EEOP: October 1, 2007 to September 31, 2008

Policy Statement:

Tooele City is not only concerned with legal compliance but believes that it is important to foster a workforce culture that values diversity at all levels in the organization. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

As such, Tooele City provides employees with viable means for communicating and resolving complaints regarding unlawful discrimination in employment practices including (1) A formal internal grievance policy for alleged violations of policy and/or law; and (2) A formal anti-harassment policy that includes a complaint and investigation process for allegations of sexual or other forms of employee harassment.



Kami Perkins, HR Director

11-1-07

Date

UTILIZATION NARRATIVE

Tooele City utilized the 2000 Census data, Tooele County Community Labor Statistics (CLS), to identify the available labor market for each job category except for protective service occupations. For protective service occupations, Tooele City followed the Equal Employment Opportunity Plan Guidelines provided by the Office of Civil Rights and OJP, to identify the available labor market for protective service occupations. These guidelines recommend that the census statistics representing the number of high school graduates ages 20-34 be utilized to represent the available labor market for protective service occupations.

Once Tooele City's utilization and CLS were identified, a comparison between the two was conducted. CLS show that Black, Asian/Pacific Islander, and American Indian/Alaskan native populations are very small in Tooele (Black 0-2.99%, A/PI 0-0.87%, and AI/An 0-1.64%). Therefore, the larger areas of representation were analyzed with focus being placed on the large population of Hispanic and female representation. When a difference of 10% or more existed, Tooele City conducted closer analysis on the group in question to evaluate the specific factors relating to the group and to identify whether or not underutilization is indicated. The following is a summary, by category, of the results of this analysis:

Officials and Administrators – The analysis shows no significant underutilization in the Officials and Administrators category.

Professionals – The analysis shows no significant underutilization in the Professionals category.

Technicians – The analysis shows underutilization of white females by 29.32%. Although this number appears to represent a significant underutilization, Tooele City does not feel this is significant because of the limited number of positions in this category. There are only nine positions comprising four building inspectors, one plans examiner, one land use technician, two IS-related positions, and one evidence technician.

Protective Services (Officials) – The analysis shows no significant underutilization in the Protective Service (Official) category.

Protective Service (Patrol Officers) – The analysis shows underutilization of white females protective service officers by 29.54%. **This has been identified as a significant underutilization.**

Protective Services Non-Sworn – The analysis shows underutilization of white females by 31% Tooele City does not feel this is significant. The community labor statistics reports a narrow range with only 35 incumbents in protective services non-sworn positions; all of these are reported as white females. Tooele City's workforce represents 16 incumbents, 11 (69%) are white females and another 4 (25%) are white males. The majority of individuals in this group are part-time crossing guards. One lead aquatic center operator (head lifeguard) and two animal control officers are also reflected in this number. Not reflected in this analysis are lifeguard

positions as which are generally filled by temporary and seasonal high school and college age students.

Administrative Support - The analysis shows underutilization of white males by 19.9%, which is up slightly from 18.90% in 2006. **Tooele City has identified this as an area of underutilization.**

Service/Maintenance – The analysis shows underutilization of white females by 13.63% which is up slightly from 11.63% in 2006 but remains significantly down from 25.64% 2004. **Tooele City has identified this as an area of underutilization** that warrants consideration.

OBJECTIVES

Tooele City has been effective in increasing representation in previously underutilized categories. Since 2004 Tooele City has increased utilization of females in officials/administrators, professional, and service/maintenance occupations. The following objectives focus on addressing the larger areas of underutilization, however, Tooele City welcomes the chance to increase the representation of all underutilized groups. The following objectives have been established to continue providing concerted attention to areas of ongoing underutilization:

- Maintain top management commitment to diversity in the workplace. Tooele City is not only concerned with legal compliance. It is our objective to maintain a workforce culture that values diversity at all levels in our organization.
- Carefully review minimum education, training, and job requirements to ensure that they represent minimum qualifications necessary for entry into the position.
- Continue to review our pay practices on high demand jobs such as police occupations and technicians and as practical adjust for market considerations when recruitment is challenging, and carefully analyze recruitment strategies to attract a diverse applicant pool.
- Review selection processes including interview boards to ensure no unnecessary barriers exist that would deny females equal employment opportunities in the organization, except when bona fide occupational qualifications are established in order for the individual to perform the essential functions of the job.
- Continue to encourage employees to pursue advanced education through Tooele City's Educational Assistance Benefit Program. Tooele City has seen increased representation in the professional and official/administrators job categories due in large part to female employees taking advantage of our educational assistance program and subsequently promoting from the office/clerical job category. Because of this past success, is our goal to encourage female employees to take advantage of department training policies and to continue to pursue training in technical or advance education. Tooele City also funded an increase in our educational assistance benefits from \$1,000 per year to \$1,500 to aid all

employees in funding advanced education or specialized certifications. At the time the EEO Plan was put into place, a formal revision to the Tooele City Personnel Policies and Procedures via City Code had not been presented yet.

Protective Services (Patrol Officers)

Attracting and retaining females to protective service (patrol officer) occupations has been an ongoing challenge for Tooele City since the inception of our first EEO Plan in 2001. This challenge does not appear to be unique to Tooele City and the Peace Officer Standards Academy reports that only 12-15 female cadets graduate per year. As a whole, police recruitment has proven to be a challenge for not only Tooele City but for the State of Utah. Attracting qualified applicants regardless of gender has been a difficult due to shortages in the labor market and increase competition for available talent. Despite the global nature of these challenges, Tooele City continues to give concerted attention to increasing female representation in our protective service occupations.

Several initiatives have been implemented and although they are not exclusively for the benefit of attracting female applicants, we believe that they do help us to attract a diverse pool of qualified applicants including female applicants. Tooele City will continue to apply and evaluate the effectiveness of these objectives during the duration of this EEO Plan.

Hiring initiatives include the following:

- Continuing to utilize a statewide recruitment effort in an effort to provide open announcement of job vacancy opportunities. We will continue to post all protective services job openings at the Department of Workforce Services, Utah POST, the City website, our local and state newspaper, as well as conspicuously placed location at City Hall.
- Advertising our willingness to sponsor uncertified applicants through the Police Academy. This effort have proven to be important steps in our overall recruitment of police officers as well as our efforts to attract a diverse pool of applicants, however, they have been slow to yield the results we desire. During the fiscal year 2007 budget, the Tooele City Council approved three new police officer positions. One of which was offered to a white female employee who was scheduled to attend the POST academy in January 2007. This employee rescinded her acceptance of our offer shortly before her scheduled admissions date for POST. We will continue to consider POST sponsorship.
- Keeping an applicant bank for up to a period of one year to provide for a more diverse pool of applicants and to allow interested applicants to become aware of and prepare for our recruitment process, testing standards, and POST entry requirements. This information will be posted on the City website under job vacancies.
- Providing greater access to testing opportunities by offering nighttime and weekend testing sessions.
- Continuing to allow applicants to improve their physical fitness and to request a re-take session for their physical fitness exam as soon as two-weeks after their

- original testing session and at a time convenient for Tooele City. Physical fitness scores may be considered current for up to six months;
- Establishing flexibility in the interview scheduling as to meet the unique needs of the applicant, and;
 - Recruiting for part-time officers to assist in filling shift schedules. This program has provided flexibility in scheduling as well as introduced certified, experienced officers to our workforce. This program has proven to be successful in the reentry of one female police officer into the department who is now working on a part-time basis. This program was again funded with the FY2008 budget.
- Tooele City is currently seeing favorable results from our police reserve program. One white female was hired from Tooele City's newly adopted police reserve program and has remained employed. This program has enabled partially certified officers to volunteer with the department and gain on-the-job experience. It has also given Tooele City an opportunity to evaluate potential applicant's ability to perform the job. This program was again funded with the FY2008 budget.
 - Tooele City will continue to evaluate our promotional processes to ensure no unnecessary barriers exist that would deny females equal employment opportunities to advance within the protective service occupations/officials, except when bona fide occupational qualifications are established in order for the individual to perform the essential functions of the job.
 - Tooele City adopted significant changes to the police pay plan and training requirements during the 2006 fiscal year budget. During 2006, steps were taken to increase officer pay including approval of year-for-year service credits and a higher entry-level wage. Despite these changes, in July 2007, Tooele City also conducted a pay study to identify our current market position in terms of pay practices. The Mayor and City Council are reviewing the results of this study.

Office/Clerical

Although we have identified an underutilization of males in the office/clerical occupations, Tooele City does not plan to focus unique, specific attention on increasing male representation in these areas.

Service/Maintenance

We have identified an underutilization of females in the service/maintenance occupations and plan to utilize the above listed objectives. As stated above in the utilization analysis, Tooele City has increased female representation in this category. The underutilization factor of 13.63% remains significantly down from 25.64% 2004. This category also represents a diverse array of occupations.

DISSEMINATION OF EEO PLAN

External

- Continue to include the statement "Tooele City is and Equal Opportunity Employer and does not discriminate with respect to any qualified applicant with a disability or disabilities" on all job postings (ADA/EEO Employer).
- Post the EEOP on the City's web page.
- Conspicuously post the EEO Policy Statement on the HR Bulletin Board at the entrance of City Hall for a period of four months.
- Provide a copy to the public library to make available to the public for review.

Internal

- Conspicuously post the EEO Policy Statement on the HR Bulletin Board at the entrance of City Hall for four months.
- E-mail a notice to all City e-mail accounts informing them of the availability of the EEOP on the City's website and encouraging them to review it.
- Provide a printed, fully copy of the EEOP to each department to post for employee review.
- During a weekly staff meeting, discuss the outcome of the City's EEO analysis and the adopted objectives.

ATTACHMENT A – AGENCY WORKFORCE 2007

Job Category	TOTAL	MALE						FEMALE					
		B	W	H	A/PI	A/IAN	B	W	H	A/PI	A/IAN		
Officials/Administrators	16 100.00%	0	9 56%	1 6%	1 6%	0	0	5 31%	0	0	0	0	0
Professionals	4 100.00%	0	2 50%	0	0	0	0	2 50%	0	0	0	0	0
Technicians	9 100.00%	0	8 89%	0	0	0	0	1 11%	0	0	0	0	0
Protective Services Sworn	15 100.00%	0	13 87%	1 7%	0	0	0	1 7%	0	0	0	0	0
Patrol Officers Sworn	21 100.00%	0	11 52%	2 10%	0	0	0	2 10%	0	0	0	0	0
*Protective Services Non-Sworn	16 100.00%	0	4 25%	0	0	0	0	11 69%	1 6%	0	0	0	0
Administrative Support	30 100.00%	0	1 3%	0	0	0	0	25 83%	4 13%	0	0	0	0
Skilled Craft	24 100.00%	0	19 79%	5 21%	0	0	0	0	0	0	0	0	0
Service/Maintenance	22 100.00%	0	13 59%	3 14%	0	0	0	5 23%	1 5%	0	0	0	0

**All non-sworn occupations relating to the protection of people and property ex: Animal Control Workers, Cross Guards, and Domestic Violence Advocate

ATTACHMENT B – COMMUNITY LABOR STATISTICS 2006

Job Category	TOTAL	MALE						FEMALE					
		B	W	H	API	A/AN	B	W	H	API	A/AN		
Officials/Administrators	2289 100.00%	10 0.44%	1330 58.10%	85 3.71%	0 0.00%	4 0.17%	10 0.44%	775 33.86%	75 3.28%	0 0.00%	0 0.00%		
Professionals	2293 100.00%	10 0.44%	1110 48.41%	24 1.05%	0 0.00%	4 0.17%	20 0.87%	1080 47.10%	35 1.53%	10 0.44%	0 0.00%		
Technicians	434	10	220	25	0	4	0	175	0	0	0		
Protective Services Sworn	100.00%	2.30%	50.69%	5.76%	0.00%	0.92%	0.00%	40.32%	0.00%	0.00%	0.00%		
Officials Sworn	556	0	455	19	4	4	0	70	0	0	4		
Patrol Officers Sworn	100.00%	0.00%	81.83%	3.42%	0.72%	0.72%	0.00%	12.59%	0.00%	0.00%	0.72%		
	2845	20	1235	165	10	15	85	1125	150	20	20		
	100.00%	0.70%	43.41%	5.80%	0.35%	0.53%	2.99%	39.54%	5.27%	0.70%	0.70%		
*Protective Services Non-Sworn	35	0	0	0	0	0	0	35	0	0	0		
	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%		
Administrative Support	4759	0	1090	150	4	0	30	3085	310	30	60		
	100.00%	0.00%	22.90%	3.15%	0.08%	0.00%	0.63%	64.82%	6.51%	0.63%	1.26%		
Skilled Craft	2739	0	2265	245	4	45	0	160	20	0	0		
	100.00%	0.00%	82.69%	8.94%	0.15%	1.64%	0.00%	5.84%	0.73%	0.00%	0.00%		
Service/Maintenance	5200	25	2275	515	25	40	50	1905	290	45	30		
	100.00%	0.48%	43.75%	9.90%	0.48%	0.77%	0.96%	36.63%	5.58%	0.87%	0.58%		

ATTACHMENT C - UTILIZATION ANALYSIS 2007

Job Category	MALE						FEMALE					
	B	W	H	API	A/AN	B	W	H	API	A/AN		
Officials/Administrators	Workforce	0.00%	56.00%	6.00%	6.00%	0.00%	31.00%	0.00%	0.00%	0.00%		
	CLS	0.44%	58.10%	3.71%	0.00%	0.17%	33.86%	3.28%	0.00%	0.00%		
	Utilization	-0.44%	-2.10%	2.29%	6.00%	-0.17%	-2.86%	-3.28%	0.00%	0.00%		
Professionals	Workforce	0.00%	50.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%		
	CLS	0.44%	48.41%	1.05%	0.00%	0.17%	47.10%	1.53%	0.44%	0.00%		
	Utilization	-0.44%	1.59%	-1.05%	0.00%	-0.17%	2.90%	-1.53%	-0.44%	0.00%		
Technicians	Workforce	0.00%	89.00%	0.00%	0.00%	0.00%	11.00%	0.00%	0.00%	0.00%		
	CLS	2.30%	50.69%	5.76%	0.00%	0.92%	40.32%	0.00%	0.00%	0.00%		
	Utilization	-2.30%	38.31%	-5.76%	0.00%	-0.92%	-29.32%	0.00%	0.00%	0.00%		
Protective Services Sworn	Workforce	0.00%	87.00%	7.00%	0.00%	0.00%	7.00%	0.00%	0.00%	0.00%		
	CLS	0.00%	81.83%	3.42%	0.72%	0.72%	12.59%	0.00%	0.00%	0.72%		
	Utilization	0.00%	5.17%	3.58%	-0.72%	-0.72%	-5.59%	0.00%	0.00%	-0.72%		
Patrol Sworn	Workforce	0.00%	52.00%	10.00%	0.00%	0.00%	10.00%	0.00%	0.00%	0.00%		
	CLS	0.70%	43.41%	5.80%	0.35%	0.53%	39.54%	5.27%	0.70%	0.70%		
	Utilization	-0.70%	8.59%	4.20%	-0.35%	-0.53%	-29.54%	-5.27%	-0.70%	-0.70%		
*Protective Services Non-Sworn	Workforce	0.00%	25.00%	0.00%	0.00%	0.00%	69.00%	14.00%	0.00%	0.00%		
	CLS	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%		
	Utilization	0.00%	25.00%	0.00%	0.00%	0.00%	-31.00%	14.00%	0.00%	0.00%		
Administrative Support	Workforce	0.00%	3.00%	0.00%	0.00%	0.00%	83.00%	13.00%	0.00%	0.00%		
	CLS	0.25%	22.90%	3.15%	0.08%	0.00%	64.82%	6.51%	0.63%	1.26%		
	Utilization	-0.25%	-19.90%	-3.15%	-0.08%	0.00%	18.18%	6.49%	-0.63%	-1.26%		
Skilled Craft	Workforce	0.00%	79.00%	21.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	CLS	0.00%	82.69%	8.94%	0.15%	1.64%	5.84%	0.73%	0.00%	0.00%		
	Utilization	0.00%	-3.69%	12.06%	-0.15%	-1.64%	-5.84%	-0.73%	0.00%	0.00%		
Service/Maintenance	Workforce	0.00%	59.00%	14.00%	0.00%	5.00%	23.00%	5.00%	0.00%	0.00%		
	CLS	0.48%	43.75%	9.90%	0.48%	0.77%	36.63%	5.58%	0.87%	0.58%		
	Utilization	-0.48%	15.25%	4.10%	-0.48%	4.23%	-13.63%	-0.58%	-0.87%	-0.58%		