

EEOP Utilization Report



Fri Sep 02 14:00:02 EDT 2016

Step 1: Introductory Information

Grant Title:	Defending Childhood (Ending or Mitigating Childhood Exposure to Violence)	Grant Number:	2011-MU-MU-K004
Grantee Name:	City of Grand Forks	Award Amount:	\$3,222,260.00
Grantee Type:	Local Government Agency		
Address:	255 N. 4th St. Grand Forks, North Dakota 58203		
Contact Person:	Pete Haga	Telephone #:	701-746-2608
Contact Address:	255 N. 4th St. Grand Forks, North Dakota 58203		
DOJ Grant Manager:	Kathryn Manning	DOJ Telephone #:	202-616-1722

Policy Statement:

The City of Grand Forks is an equal employment opportunity employer. An employee or applicant for employment may not be appointed, promoted, demoted, dismissed, or in any way favored or discriminated against on the basis of race, color, religion, sex, national origin, age, physical or mental disability, gender identity, sexual orientation, or status regarding marriage or public assistance, except in limited instances where such selection criteria exists as a bona fide occupational qualification or essential element and function of the position. Grand Forks City Code 6-0104

Step 4b: Narrative Underutilization Analysis

The City of Grand Forks Human Resources Department has reviewed the Utilization Analysis and noted the following: 1) White females were significantly under-represented in the following job categories: Professionals (-13%), Protective Services-Sworn (-14%), Service/Maintenance (-27%). 2) White males were significantly under-represented in the following job category: Administrative Support (-19%). 3) Hispanic or Latino males were significantly under-represented in the following job category: Protective Services (-5%). Please see the attached hard copy document for full narrative.

Step 5 & 6: Objectives and Steps

1. To encourage White females to apply for vacancies in the Professionals, Protective Services: Sworn, and Service Maintenance job categories.

- a. Continue to look for potential areas to recruit the underutilized groups. For example, reach out to similar entities in the area as well as within the nation on alternative ways that they are utilizing to recruit White females to apply for vacancies in Professionals, Protective Services: Sworn, and Service Maintenance job categories.
- b. Review our applicant selection processes to ensure nondiscrimination practices and that all questions have bearing on an individual's ability to perform a job. For example, before every process we will review the matrix or screening tools used to determine whether or not applicants will proceed to the next step of the selection process.
- c. Examine testing methods and practices to ensure a variety of tests that measure different required abilities are being utilized for the selection process in order to prevent the creation of barriers that would create a disparate impact. For example, we will review the physical agility tests of Protective Services: Sworn to ensure that they are not created an unintentional barrier for White females.
- d. Continue to recruit students from educational facilities such as the University of North Dakota, North Dakota State University, Northland Technical and Community College in order increase exposure of different professions that are not traditionally thought of as a female dominated profession (i.e. Utility Worker, Equipment Operator)
- e. Continue to utilize social media and participate in area public job fairs to advertise vacancies.

2. To encourage Hispanic or Latino males to apply for vacancies in the Protective Services: Sworn job categories.

- a. Work with Cultural Liaison Officers in the Community Resource Bureau and encourage them to recruit candidates at the meetings and events they attend within the region.
- b. Coordinate with Job Service and other community organizations to ensure we are exhausting all efforts that Hispanic or Latino groups are aware of employment opportunities.
- c. Continue partnerships with area elementary, middle and high schools in order to gain a better understanding of effective recruiting techniques for Hispanic or Latino groups.
- d. Increase outreach to minority student groups at regional educational institutions such as Lake Region Technical College and the Law Enforcement Training Academy by utilizing social media, recruiter visits, and/or electronic distribution of recruiting materials.
- e. Continue to review and revise recruitment and retention initiatives to prevent potential barriers that could create a disparate impact for Hispanic or Latino males applying for Protective Services: Sworn job categories.

3. To encourage White males to apply for vacancies in the Administrative Support job category.

- a. Examine patterns of past administrative hiring processes from the last two years to see White males were present in the applicant pool and what potential obstacles there were in the selection process. The information will be used to create a recruitment action plan for White males for the Administrative Support job category.
- b. Continue partnering with local universities and colleges (UND, NDSU, University of Mary Bismarck, Northland Technical College) to gain a greater perspective on pointed recruitment efforts of White males for the Administrative Support job category.
- c. Within six months from the date of this report, the City's Human Resource department will meet with area high school white males to gain a greater perspective and understanding of ways to increase White male applicants.
- d. We will continue to review our selection processes in order to avoid barriers that could be creating a disparate impact for White males in search of a administrative support role.

Step 7a: Internal Dissemination

1. Distribute electronic copies of the EEOP Utilization Report for all department heads within the City of Grand Forks.
2. Post a copy of the EEOP Utilization Report on the City of Grand Forks Intranet.
3. Have a hard copy of the EEOP Utilization Report in the City of Grand Forks Human Resource Department for employees to review and have the opportunity to print a hard copy for themselves.
4. Notify employees via email that this report is available through the intranet, their department heads, and Human Resources department for their review. We will request that department heads display the notice on staff bulletin boards for those employees that do not have email.

Step 7b: External Dissemination

1. Post a copy of the EEOP Utilization Report on the City of Grand Forks public website.
2. Distribute a hard copy of the EEOP Utilization Report to the Grand Forks Public Library for display.
3. Continue to include Equal Employment Opportunity or EEO on all job announcements for the City of Grand Forks.
4. Upon request to the Human Resource department, hard copies will be made available.
5. When attending job fairs, Human Resources will have a copy of the report available for review.

Utilization Analysis Chart
Relevant Labor Market: Grand Forks County, North Dakota

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 #/%	31/63%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	17/35%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,355/59%	10/0%	10/0%	10/0%	0/0%	0/0%	0/0%	0/0%	1,505/38%	0/0%	0/0%	25/1%	45/1%	0/0%	0/0%	0/0%
Utilization #/%	4%	-0%	-0%	-0%	0%	0%	0%	0%	-3%	2%	0%	-1%	-1%	0%	0%	0%
Professionals																
Workforce #/%	43/56%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	32/42%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,915/40%	19/0%	50/1%	10/0%	145/2%	0/0%	10/0%	0/0%	3,945/54%	14/0%	65/1%	15/0%	95/1%	0/0%	4/0%	0/0%
Utilization #/%	16%	-0%	-1%	-0%	-1%	0%	-0%	0%	-13%	-0%	-1%	1%	-1%	0%	-0%	0%
Technicians																
Workforce #/%	17/89%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	400/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	850/66%	0/0%	25/2%	15/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	58%	0%	0%	5%	0%	0%	0%	0%	-61%	0%	-2%	-1%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	109/84%	2/2%	2/2%	0/0%	1/1%	0/0%	0/0%	0/0%	13/10%	0/0%	0/0%	1/1%	0/0%	0/0%	1/1%	0/0%
CLS #/%	315/69%	30/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	110/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	15%	-5%	2%	0%	1%	0%	0%	0%	-14%	0%	0%	1%	0%	0%	1%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	55/79%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	15/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	72/80%	0/0%	1/1%	1/1%	1/1%	0/0%	0/0%	0/0%
CLS #/%	3,930/36%	20/0%	50/0%	85/1%	30/0%	0/0%	25/0%	0/0%	6,285/57%	170/2%	40/0%	270/2%	35/0%	0/0%	95/1%	0/0%
Utilization #/%	-19%	-0%	-0%	-1%	-0%	0%	-0%	0%	23%	-2%	1%	-1%	1%	0%	-1%	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
Skilled Craft																
Workforce #/%	78/96%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,170/90%	135/4%	45/1%	40/1%	4/0%	0/0%	40/1%	0/0%	95/3%	0/0%	0/0%	10/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	7%	-3%	-1%	0%	-0%	0%	-1%	0%	-1%	0%	0%	-0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	51/73%	2/3%	2/3%	0/0%	1/1%	0/0%	1/1%	0/0%	8/11%	3/4%	0/0%	0/0%	0/0%	1/1%	1/1%	0/0%
CLS #/%	6,270/51%	420/3%	85/1%	200/2%	80/1%	0/0%	54/0%	35/0%	4,725/38%	220/2%	105/1%	85/1%	50/0%	0/0%	15/0%	0/0%
Utilization #/%	22%	-1%	2%	-2%	1%	0%	1%	-0%	-27%	3%	-1%	-1%	-0%	1%	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
Professionals									✓							
Protective Services: Sworn		✓							✓							
Administrative Support	✓															
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 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.

Certified As Final By: Peter Haga

Community/Government Relations Officer 09-01-2016

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