

EEO Utilization Report

Organization Information

Name: TOOELE CITY CORPORATION

City: TOOELE

State: UT

Zip: 84074

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

Tooele City believes that it is important to foster a workforce culture that values diversity at all levels in the organization. As such, equal employment opportunities are provided in all aspects of employment including hiring, job assignment, compensation, discipline, termination, and access to benefits, programs, and training.

Tooele 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 perceived unlawful discrimination in employment practices including (1) A formal internal grievance policy for alleged violations of policy and/or law including discrimination; and (2) A formal anti-harassment policy that includes a complaint and investigation process for allegations of sexual or other forms of employee harassment.

Step 4b: Narrative of Interpretation

The labor market statistics show that Black, Asian/Pacific Islander, and American Indian/Alaskan native populations are very small in Tooele County, therefore, the larger areas of representation were analyzed and focus was placed on the larger populations of Hispanic and Male/Female representation.

When the Utilization Analysis revealed a difference of 10% or more, Tooele City conducted closer analysis 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.

Professionals The analysis shows no significant underutilization.

Technicians The analysis shows underutilization of white males by 19%. Although this number appears to represent significant underutilization, Tooele City has not identified this as significant because of the limited number of positions in this category. There are a total of 10 incumbents in this category 4 female and 6 male.

Protective Services (Sworn-officials) The analysis shows no significant underutilization.

Protective Services (Sworn-Patrol Officers) The analysis shows that white females are underutilized by 21%. Tooele City has identified this as an area of underutilization recognizing that two female officers promoted and are represented in Protective Services Sworn Officials now.

Protective Services Non-Sworn The analysis shows no significant underutilization.

Administrative Support - The analysis shows underutilization of white males by 25%. Tooele City has identified this as an area of underutilization.

Skilled Craft The analysis shows no significant underutilization.

Service/Maintenance The analysis shows no significant underutilization.

Step 5: Objectives and Steps

1. General Workforce Diversity Initiatives Tooele City welcomes the chance to increase the representation of all underutilized groups. We will:

- a. Carefully analyze recruitment strategies to attract a diverse applicant pool.
- b. 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.
- c. Carefully review minimum education, training, and job requirements to ensure that they represent minimum qualifications necessary for entry into the position.
- d. Review selection processes including interview boards and selection criteria to ensure no unnecessary barriers exist that would deny 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.

2. Objectives Specific to Each Underutilized Category

- a. Protective Services (Sworn-Patrol Officers). Continue to use an electronic application system that integrates with social media, multiple job sites, and Utah Workforce Services. Maintain a list to notify both active and passive applicants of job vacancies to support a broad recruitment strategy. Tooele City has modified our physical fitness

standards. Uncertified applicants seeking to be trained as police officers will have lowered entry standard than that required of certified officers or upon graduation. The goal is to provide cadets with appropriate training to reach the required occupational qualifications required of police officers. This change applies regardless of gender. Tooele City continues to consider sponsorship through a police academy of certifiable applicants. Tooele City will strive to ensure females are used in promotional material with similar rate of representation as male officers.

b. Administrative Support

Although we have identified an underutilization of White Males in the Administrative support occupations, Tooele City does not plan to focus unique, specific attention on increasing male representation in these areas.

Step 6: Internal Dissemination

1. Post the EEO Policy Statement on the HR Bulletin Board at the entrance of City Hall for four months.
2. 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.

Step 7: External Dissemination

1. Continue to include the statement Tooele City is an Equal Opportunity Employer and does not discriminate with respect to any qualified applicant with a disability or disabilities on job postings (ADA/EEO Employer).
2. Post the EEOP on the City's website.
3. Post the EEO Policy Statement on the HR Bulletin Board at the entrance of City Hall for a period of four months.

Utilization Analysis Chart
Relevant Labor Market: Tooele County, Utah

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 #/%	19/66%	1/3%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	8/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	945/56%	75/4%	45/3%	0/0%	0/0%	15/1%	0/0%	0/0%	580/34%	10/1%	0/0%	15/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	9%	-1%	-3%	0%	0%	3%	0%	0%	-7%	-1%	0%	-1%	0%	0%	0%	0%
Professionals																
Workforce #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	960/37%	30/1%	15/1%	10/0%	20/1%	0/0%	30/1%	0/0%	1,355/52%	135/5%	30/1%	15/1%	0/0%	0/0%	20/1%	0/0%
Utilization #/%	13%	-1%	-1%	-0%	-1%	0%	-1%	0%	-2%	-5%	-1%	-1%	0%	0%	-1%	0%
Technicians																
Workforce #/%	5/50%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	435/69%	45/7%	0/0%	0/0%	0/0%	35/6%	0/0%	0/0%	105/17%	10/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-19%	3%	0%	0%	0%	-6%	0%	0%	23%	-2%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	19/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	365/75%	44/9%	30/6%	0/0%	25/5%	0/0%	10/2%	0/0%	15/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	-9%	-6%	0%	-5%	0%	-2%	0%	2%	5%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	14/67%	3/14%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	2/10%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,630/50%	445/14%	8/0%	4/0%	0/0%	0/0%	10/0%	0/0%	1,010/31%	175/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	1%	5%	-0%	0%	0%	-0%	0%	-21%	-1%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																

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
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/83%	3/12%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%
CLS #/%	1,100/25%	260/6%	0/0%	55/1%	25/1%	0/0%	0/0%	0/0%	2,650/61%	160/4%	0/0%	4/0%	45/1%	30/1%	40/1%	0/0%
Utilization #/%	-25%	-6%	0%	-1%	-1%	0%	0%	0%	23%	9%	0%	-0%	3%	-1%	-1%	0%
Skilled Craft																
Workforce #/%	24/77%	5/16%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,380/83%	140/8%	20/1%	20/1%	0/0%	10/1%	0/0%	4/0%	75/4%	10/1%	0/0%	0/0%	10/1%	0/0%	0/0%	0/0%
Utilization #/%	-5%	8%	-1%	-1%	3%	-1%	0%	-0%	-1%	-1%	0%	0%	-1%	0%	0%	0%
Service/Maintenance																
Workforce #/%	7/39%	2/11%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	6/33%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,160/42%	775/15%	20/0%	10/0%	60/1%	40/1%	0/0%	10/0%	1,615/31%	425/8%	4/0%	0/0%	55/1%	10/0%	0/0%	0/0%
Utilization #/%	-3%	-4%	-0%	-0%	4%	-1%	0%	-0%	2%	3%	-0%	0%	-1%	-0%	0%	0%

Law Enforcement Category Rank 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
DETECTIVE																
Workforce #/%	7/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
SERGEANT																
Workforce #/%	8/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
LIEUTENANT																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CAPTAIN																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CHIEF OF POLICE																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	14/67%	3/14%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	2/10%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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.

[signature]

[title]

[date]