EEO Utilization Report

Organization Information

Name: City Of Lacey

City: Lacey

State: WA

Zip: 98503

Type: County/Municipal Government (not law enforcement)

Fri 12-28-2018 16:24:37 EST

Step 1: Introductory Information

Policy Statement:

The City of Lacey is an Equal Employment Opportunity Employer and does not discriminate against it's employees or applicants for employment. Decisions regarding hiring, promotion, and/or tenure shall be free from unlawful discrimination based on age, color, creed, disability, disable veteran status, gender, marital status, national origin, race, religion, sexual orientation, gender identity, or family status. This commitment also includes a mandate to all employees to promote and afford equal treatment and services to all citizens, employees, and city representatives.

All are encouraged to apply for employment. Reasonable accommodation and/or assistance will be provided for any applicant with sensory or non-sensory impairments, upon request of the Human Resources Department.

Step 4b: Narrative of Interpretation

The City of Lacey Human Resources Department has reviewed the utilization analysis and noted the following:

a. Under utilization of females in the Technician group
b. Under utilization of females in the Service/Maintenance group
c. Under utilization of males in the Administrative Support group

Step 5: Objectives and Steps

1. **To attract male applicants to positions in the Administrative Support group.**

   a. The City will continue to broadly advertise for positions in this group, with the intent to reach the most diverse applicant pool.

2. **To attract female applicants in the Technician and Service/Maintenance groups.**

   a. The City will continue to broadly advertise for positions in these groups, with the intent to reach the most diverse applicant pool.

Step 6: Internal Dissemination

1. Present to all HR staff at the monthly HR team meeting to ensure a department wide understanding.
2. HR Director will present a summary of the report to all department directors at the weekly Executive team meeting.
3. Post the EEOP Short Form on the City's common drive for employees to review.

Step 7: External Dissemination

Post the finalized report on the City's website.

Utilization Analysis Chart

Relevant Labor Market: Thurston County, Washington

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 #/%	7/70%	0/0%	1/10%	0/0%	1/10%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,775/43%	260/2%	185/1%	125/1%	330/2%	50/0%	155/1%	45/0%	6,510/42%	365/2%	160/1%	220/1%	305/2%	20/0%	110/1%	15/0%
Utilization #/%	27%	-2%	9%	-1%	8%	-0%	-1%	-0%	-32%	-2%	-1%	-1%	-2%	-0%	-1%	-0%
Professionals																
Workforce #/%	26/47%	0/0%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	24/44%	1/2%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%
CLS #/%	8,290/39%	335/2%	170/1%	80/0%	360/2%	55/0%	115/1%	10/0%	10,160/48%	380/2%	230/1%	95/0%	635/3%	15/0%	164/1%	45/0%
Utilization #/%	8%	-2%	1%	1%	-2%	-0%	-1%	-0%	-4%	0%	-1%	-0%	1%	-0%	-1%	-0%
Technicians																
Workforce #/%	34/77%	1/2%	1/2%	0/0%	2/5%	0/0%	0/0%	0/0%	6/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	825/29%	70/2%	70/2%	4/0%	130/4%	0/0%	45/2%	0/0%	1,415/49%	65/2%	70/2%	60/2%	70/2%	25/1%	45/2%	0/0%
Utilization #/%	49%	-0%	-0%	-0%	0%	0%	-2%	0%	-35%	-2%	-2%	-2%	-2%	-1%	-2%	0%
Protective Services: Sworn																
Workforce #/%	31/70%	0/0%	4/9%	0/0%	3/7%	0/0%	0/0%	0/0%	5/11%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,420/70%	75/4%	75/4%	20/1%	20/1%	20/1%	15/1%	15/1%	220/11%	0/0%	45/2%	0/0%	0/0%	0/0%	0/0%	110/5%
Utilization #/%	1%	-4%	5%	-1%	6%	-1%	-1%	-1%	1%	0%	-2%	2%	0%	0%	0%	-5%
Protective Services: Non-sworn																
Workforce #/%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/70%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	90/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	80/42%	20/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-17%	0%	0%	0%	0%	0%	0%	0%	28%	-11%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	4/11%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	26/68%	2/5%	0/0%	0/0%	4/11%	0/0%	0/0%	0/0%
CLS #/%	7,675/27	195/1%	355/1%	30/0%	375/1%	85/0%	120/0%	110/0%	16,345/57	965/3%	420/1%	205/1%	870/3%	105/0%	495/2%	125/0%

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 #/%	-16%	-1%	4%	-0%	-1%	-0%	-0%	-0%	11%	2%	-1%	-1%	7%	-0%	-2%	-0%
Skilled Craft																
Workforce #/%	30/86%	1/3%	1/3%	0/0%	2/6%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,020/78%	735/9%	145/2%	55/1%	160/2%	0/0%	85/1%	65/1%	455/6%	0/0%	0/0%	4/0%	0/0%	0/0%	15/0%	4/0%
Utilization #/%	8%	-7%	1%	-1%	4%	0%	-1%	-1%	-3%	0%	0%	-0%	0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	27/82%	1/3%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	4/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,360/40%	1,140/5%	355/2%	215/1%	460/2%	105/0%	395/2%	60/0%	8,580/36%	950/4%	195/1%	150/1%	1,125/5%	125/1%	375/2%	75/0%
Utilization #/%	42%	-2%	-2%	-1%	1%	-0%	-2%	-0%	-24%	-4%	-1%	-1%	-5%	-1%	-2%	-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
Technicians									✓							
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 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]