

# EEO Utilization Report

## Organization Information

Name: City Of Orlando

City: Orlando

State: FL

Zip: 32802

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

The City of Orlando (hereinafter the City) is committed to the concept and spirit of equal employment opportunity (EEO) which ensures a workforce that fairly reflects the community it serves. In keeping with this concept, the City's EEO policy is binding on all officials and employees and fully complies with all federal and state laws, regulations, and guidelines regarding employment activities. Employment decisions are based on merit and business necessity and not on race, color, ethnicity, national origin, gender, sexual orientation, age, religion, disability, or other factors protected by law. The principles of equal employment opportunity apply to all employment practices and personnel actions throughout the City including, but not limited to, recruitment, compensation, hiring, promotion, demotion, transfer, training, benefits, termination, layoff, and all other terms and conditions of employment.

To assure that no artificial barriers exist that may deny applicants or employees equal employment opportunities, a utilization analysis shall be performed every two years that compares the City's workforce with the community's civilian labor force based on the most current census data. When the utilization analysis indicates underrepresentation of any race or ethnic group in any of the major job categories, the City will take appropriate action steps to meet its EEO objective and rectify the problem as appropriate.

The City recognizes that overall responsibility for achieving equal employment objectives primarily rests with the leadership and management staff, although all employees are responsible for ensuring the success of equal employment. As leaders in this organization, our commitment to this important policy is complete and we accept overall responsibility for ensuring equal employment opportunity is implemented and that appropriate steps are taken to achieve the objectives of the policy.

## Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

1. White females were significantly under-represented in the all job categories except skilled craft. Professionals (-14), Technicians (-13), Protective Services: Sworn (-4), Administrative Support (-9), Service/Maintenance (-12)
2. Black females were significantly under-represented in the Technicians (-10) and Protective Services: Sworn (-5) job categories.
3. Hispanic females were significantly under-represented in the Technicians (-6), Protective Services: Sworn (-2) and Service/Maintenance (-8) job categories.
4. Hispanic males were significantly under-represented in the Administrative Support (-3) and Skilled Craft (-12) job categories.
5. White males were significantly under-represented in the Administrative Support (-12), Skilled Craft (-23) and Service/Maintenance (-12) job categories

Other areas show underutilization ranging between -2% and -1% in Asian males and Asian females though these differences were identified as statistically significant, these categories make up very small percentages of the population, therefore it is difficult to draw conclusions based on these data.

## Step 5: Objectives and Steps

### **1. To reduce the underutilization of Black or African American Females in Technicians, and Protective Services: Sworn job categories**

- a. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Black or African American Females.
- b. Work with hiring managers and supervisors to improve targeted recruitment of Black or African American Females when vacancies occur in these job categories.
- c. Continue outreach to Black or African American communities through community-oriented programs to attract Black or African American Females to apply for vacancies when they occur.
- d. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.
- e. Meet with senior leaders to review underutilization in their respective departments.

### **2. To reduce the underutilization of Hispanic or Latina Females in the Technicians; Protective Services: Sworn; and Service/Maintenance job categories.**

- a. Meet with senior leaders to review underutilization in their respective departments.
- b. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Hispanic or Latina Females.
- c. Encourage Hispanic Females to apply for positions by sending job postings to the Hispanic Chamber of Commerce, the Association of Latino Professionals for America, and the Florida Diversity Council.
- d. Work with hiring managers and supervisors to improve targeted recruitment of Hispanic or Latina Females when vacancies occur including sending our postings to specialized organizations such as the Society of Hispanic Professional Engineers.
- e. Continue outreach to Hispanic communities through the City of Orlando's Hispanic Office for Local Assistance (H.O.L.A.) to attract Hispanic or Latina Female applicants.
- f. Encourage Hispanic or Latina Females to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations including Central Florida Employment Council, Jobs Partnership of Florida, and Career Source Central Florida.
- g. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.

**3. To reduce the underutilization of Hispanic or Latino Males in the Administrative Support and Skilled Craft job categories.**

- a. Work with hiring managers and supervisors to improve targeted recruitment of Hispanic or Latino Males when vacancies occur including sending our postings to specialized organizations such as the Society of Hispanic Professional Engineers.
- b. Meet with senior leaders to review underutilization in their respective departments.
- c. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Hispanic or Latino Males
- d. Encourage Hispanic or Latino Males to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations including Central Florida Employment Council, Jobs Partnership of Florida, Career Source Central Florida, and Florida Diversity Council.
- e. Continue outreach to Hispanic communities through the City of Orlando's Hispanic Office for Local Assistance (H.O.L.A.) to attract Hispanic or Latino Male applicants.
- f. Encourage Hispanic or Latino Males to apply for positions by sending job postings to the Hispanic Chamber of Commerce and the Association of Latino Professionals for America, and the Florida Diversity Council.
- g. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.

**4. To reduce the underutilization of White Males in the Administrative Support, Skilled Craft and Service/Maintenance job categories.**

- a. Meet with senior leaders to review underutilization in their respective departments.
- b. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more White Males.
- c. Work with hiring managers and supervisors to improve targeted recruitment of White Males when vacancies occur in these job categories.
- d. Establish and maintain relationships with technical schools, universities with technical programs, and other local educational and community programs to encourage White Males to apply for vacancies in these job categories.
- e. Encourage White Males to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations including Central Florida Employment Council, Jobs Partnership of Florida, Career Source Central Florida.
- f. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.

**5. To reduce the underutilization of White Females in the Professional, Technician, Protective Services: Sworn, Administrative Support and Service/Maintenance job categories.**

- a. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more White Females.
- b. Meet with senior leaders to review underutilization in their respective departments.
- c. Work with hiring managers and supervisors to improve targeted recruitment of White Females when vacancies occur in these job categories.
- d. Identify high potential White Female employees to attend the Mayors Executive Leadership training program to enhance skills and improve mobility.
- e. Encourage White Female employees to attend job-related training programs and/or attend college courses through the educational reimbursement program.
- f. Encourage White Females to apply for positions by sending job postings to professional associations such as Society of Women Engineers, Accounting & Financial Womens Alliance and other targeted recruiting efforts.
- g. Encourage White Females to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations including Central Florida Employment Council, Jobs Partnership of Florida, Career Source Central Florida, and Florida Diversity Council.
- h. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.

## **Step 6: Internal Dissemination**

- a. The EEO policy shall be posted on the intranet website.
- b. Job postings and other publications shall include language that the City is an Equal Employment Opportunity employer.
- c. Employees shall be made aware of the City's EEO policy during the new employee orientation session, including where complaints should be submitted.
- d. The City will periodically reaffirm commitment to the EEO policy using written communication or e-mail to employees.
- e. Newly appointed first-line supervisors and managers shall be made aware of their responsibilities regarding EEO Plan as soon as possible upon assumption of their new duties.
- f. When there are publications, both minority and non-minority men and women will be featured.
- g. EEO, ADA, ADEA, and related employment posters shall be displayed in a conspicuous location such as bulletin boards in the City as required by federal and state laws.

## **Step 7: External Dissemination**

- a. The EEO policy shall be posted on the internet website.
- b. Recruitment resources shall be informed in writing of the City's EEO policy.
- c. Recruitment material shall include the City's EEO statement.
- d. Employment advertisements for City positions shall contain the phrase Equal Employment Opportunity Employer.
- e. Publications shall feature both minority and non-minority men and women.

**Utilization Analysis Chart**  
**Relevant Labor Market: Orange 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	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	45/47%	3/3%	14/15%	0/0%	0/0%	0/0%	0/0%	0/0%	25/26%	4/4%	5/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	39,340/44%	6,335/7%	3,720/4%	70/0%	1,910/2%	10/0%	510/1%	390/0%	26,205/29%	5,595/6%	4,415/5%	40/0%	1,105/1%	45/0%	375/0%	165/0%
Utilization #/%	3%	-4%	10%	-0%	-2%	-0%	-1%	-0%	-3%	-2%	0%	-0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	243/40%	67/11%	61/10%	1/0%	10/2%	1/0%	4/1%	2/0%	107/18%	38/6%	52/9%	0/0%	9/1%	1/0%	4/1%	2/0%
CLS #/%	40,595/34%	6,995/6%	5,400/4%	80/0%	4,070/3%	130/0%	570/0%	395/0%	38,095/32%	9,480/8%	10,480/9%	35/0%	3,520/3%	40/0%	405/0%	400/0%
Utilization #/%	7%	5%	6%	0%	-2%	0%	0%	0%	-14%	-2%	-0%	-0%	-1%	0%	0%	0%
<b>Technicians</b>																
Workforce #/%	273/58%	54/11%	50/11%	0/0%	11/2%	1/0%	2/0%	0/0%	46/10%	19/4%	13/3%	0/0%	3/1%	1/0%	0/0%	0/0%
CLS #/%	5,680/33%	1,405/8%	1,120/6%	30/0%	475/3%	10/0%	110/1%	155/1%	3,885/22%	1,780/10%	2,150/12%	25/0%	320/2%	0/0%	45/0%	105/1%
Utilization #/%	25%	3%	4%	-0%	-0%	0%	-0%	-1%	-13%	-6%	-10%	-0%	-1%	0%	-0%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	462/54%	157/18%	87/10%	2/0%	23/3%	5/1%	2/0%	0/0%	64/8%	28/3%	18/2%	0/0%	3/0%	0/0%	0/0%	0/0%
CLS #/%	6,230/42%	2,535/17%	1,765/12%	25/0%	310/2%	10/0%	195/1%	85/1%	1,680/11%	715/5%	1,105/7%	0/0%	55/0%	0/0%	39/0%	4/0%
Utilization #/%	12%	1%	-2%	0%	1%	1%	-1%	-1%	-4%	-2%	-5%	0%	-0%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	23/27%	15/18%	13/15%	0/0%	1/1%	0/0%	0/0%	1/1%	16/19%	6/7%	8/10%	0/0%	0/0%	0/0%	0/0%	1/1%
Civilian Labor Force #/%	785/33%	500/21%	200/8%	0/0%	0/0%	0/0%	15/1%	0/0%	495/21%	225/10%	65/3%	0/0%	15/1%	0/0%	65/3%	0/0%
Utilization #/%	-6%	-3%	7%	0%	1%	0%	-1%	1%	-2%	-2%	7%	0%	-1%	0%	-3%	1%
<b>Administrative Support</b>																
Workforce #/%	43/9%	21/5%	32/7%	0/0%	7/2%	0/0%	4/1%	0/0%	111/24%	99/22%	118/26%	0/0%	16/4%	0/0%	4/1%	1/0%
CLS #/%	43,415/22%	15,770/8%	11,260/6%	185/0%	3,540/2%	40/0%	475/0%	535/0%	66,385/33%	31,490/16%	19,610/10%	220/0%	4,770/2%	100/0%	959/0%	1,355/1%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific	Two or More Races	Other
	%	%	%						%	%	%					
Utilization #/%	-12%	-3%	1%	-0%	-0%	-0%	1%	-0%	-9%	6%	16%	-0%	1%	-0%	0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	90/25%	72/20%	168/46%	1/0%	8/2%	2/1%	0/0%	3/1%	6/2%	4/1%	10/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	29,050/48%	19,190/32%	6,445/11%	125/0%	955/2%	95/0%	275/0%	1,115/2%	1,710/3%	945/2%	415/1%	10/0%	70/0%	0/0%	10/0%	25/0%
Utilization #/%	-23%	-12%	35%	0%	1%	0%	-0%	-1%	-1%	-0%	2%	-0%	-0%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	25/12%	30/15%	96/48%	0/0%	2/1%	0/0%	0/0%	0/0%	10/5%	9/4%	23/11%	0/0%	4/2%	0/0%	2/1%	1/0%
CLS #/%	43,600/24%	35,510/19%	19,875/11%	240/0%	4,315/2%	60/0%	475/0%	1,030/1%	30,080/16%	23,535/13%	17,450/10%	185/0%	4,065/2%	35/0%	905/0%	1,080/1%
Utilization #/%	-12%	-5%	37%	-0%	-1%	-0%	-0%	-1%	-12%	-8%	2%	-0%	-0%	-0%	0%	-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	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific	Two or More Races	Other
<b>Professionals</b>					✓				✓				✓			
<b>Technicians</b>								✓	✓	✓	✓					
<b>Protective Services: Sworn</b>							✓	✓	✓	✓	✓					
<b>Administrative Support</b>	✓	✓							✓							
<b>Skilled Craft</b>	✓	✓														
<b>Service/Maintenance</b>	✓								✓	✓						



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: Cassie Thompson

Employment Training & Testing Manager 01-31-2020

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[signature]

[title]

[date]