# EEO Utilization Report

## Organization Information

Name: City Of Sacramento

City: Sacramento

State: CA

Zip: 95814

Type: County/Municipal Government (not law enforcement)

Thu 07-18-2019 18:42:59 EDT

## Step 1: Introductory Information

## Policy Statement:

The City prohibits all forms of discrimination, including any employment-related action by an employee that adversely affects an applicant or worker and is based on any protected classification identified in this policy, including age, ancestry, color, physical or mental disability, gender, gender expression, gender identity, genetic information, marital status, medical condition, military and veteran status, national origin, race, religious creed, sex, sexual orientation, and any other classification protected by law. The City's commitment to equal opportunity and non-discrimination extends to all job applicants, employees, and all aspects of employment, including but not limited to recruitment, hiring, training, assignment, promotion, compensation, transfer, layoff, reinstatement, benefits, education, and termination, as well as to the provision of reasonable accommodation to qualified persons with disabilities.

## Step 4b: Narrative of Interpretation

The City has reviewed the underutilization chart and determined the areas of concerns: White females are underrepresented in all categories except Skilled Craft and Protective Services: Non-Sworn. Other female races pose a concern as well for several job categories. Another concern is several races--for females--are underrepresented for Protective Services: Sworn. A possible contributing factor for underutilized groups may be that the City needs to continue robust recruitment efforts for all the significant underrepresented groups. The City will continue recruitment efforts of all underrepresented groups for all job categories, including Protective Services: Sworn. The City will continue to monitor these areas to determine how successful City initiatives are and continue to explore other viable options and determine what prudent adjustments may be required. The City is committed to equal employment and striving to have a workforce that reflects the community it serves.

## Step 5: Objectives and Steps

**1. Steps 1. Increase recruitment and outreach in all of the City's underutilized categories, including but not limited to White, Latina and Asian females. a. Focus recruitment to enhance outreach efforts with the goal of increasing a higher level of participation; monitor and review the applicant flow data and determine the effectiveness of the City's outreach and see if any phases of the selection process pose any barriers that impact the success of females and other underutilized groups. b. The City will continue to outreach in the community--including but not limited to: African American Employees Leadership Council, Asian Pacific Islander Chamber of Commerce, Assemblywoman Blanca Rubio's Office, CAIR, CAPITAL, City and County of San Francisco Human Rights Commission, CSU Sacramento, Oak Park Community Center, Greek Organizations, Google, Greater Sacramento Urban League, Hispanic Chamber of Commerce, La Familia Counseling, Latino Stakeholder Group, Los Rios Community Colleges, Neighborhood Services Division, North Highlands Charter School, Rainbow Chamber of Commerce, Sacramento Black Chamber of Commerce Sacramento Area Congregations Together, Sacramento Cultural Hub, SETA, SHRA, UC Davis, Udacity, University of San Francisco, University of the Pacific, Women's Business Center, Women's Empowerment, and Women of Color on the Move. c. Analyze the content, context, and requirements of all City positions to ensure barrier-free job descriptions. Analyze whether to modify classifications that require City service/experience to promote or apply for higher level positions. Provide the opportunity for applicants to take pre-employment written tests in their primary language. Provide training to panel members to ensure that the recruitment process is a fair and equitable process. Expand the current employee training offerings and mentoring program. Offer more robust courses for women to obtain training on how to become supervisors and managers.**

a. Provide equal employment opportunities for all applicants a. The City hired an HR manager and a Diversity and Equity Manager dedicated to increase the pool of applicants with the goal to increase diversity. b. To comply with the City's policies as well as state and federal law with respect to hiring and promotional practices. c. Analyze the content, context, and requirements of all City positions to ensure barrier-free job descriptions. Analyze whether to modify classifications that require City service/experience to promote or apply for higher level positions. Provide the opportunity for applicants to take pre-employment written tests in their primary language. Provide training to panel members to ensure that the recruitment process is a fair and equitable process. Expand the current employee training offerings and mentoring program. Offer more robust courses for women to obtain training on how to become supervisors and managers.

## Step 6: Internal Dissemination

Step 6: Internal Dissemination A copy of this EEOP Utilization Report will be posted and available for review for all employees on the City's intranet page. USDOJ, Office of Justice Programs, EEO Utilization Report page 3 of 8 A copy of this EEOP Utilization Report will also be available at the City's EEO Office upon request. The City will also notify all employees of the availability of this EEOP Utilization report by sending employees an internal email. Step 7: External Dissemination A copy of this EEOP Utilization Report will be posted on the City's public website for the public's review. A

copy of this EEOP Utilization Report will be available to the public upon request in the City's EEO Office upon request. The City will notify its contractors and vendors of the availability of this EEOP Utilization Report for their review

## Step 7: External Dissemination

A copy of this EEOP Utilization Report will be posted on the City's public website for the public's review.

A copy of this EEOP Utilization Report will be available to the public upon request from the City's EEO Office.

The City will notify its contractors and vendors of the availability of this EEOP Utilization Report for their review.

## Utilization Analysis Chart

***Relevant Labor Market: Sacramento city, California***

| 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 #/% | 73/36% | 14/7% | 13/6% | 0/0% | 13/6% | 1/0% | 3/1% | 0/0% | 50/25% | 9/4% | 9/4% | 0/0% | 11/5% | 0/0% | 8/4% | 0/0% |
| CLS #/% | 15,920/36% | 2,835/6% | 1,155/3% | 130/0% | 2,470/6% | 110/0% | 295/1% | 165/0% | 13,565/30% | 2,990/7% | 1,685/4% | 155/0% | 2,315/5% | 125/0% | 390/1% | 265/1% |
| Utilization #/% | 0% | 1% | 4% | -0% | 1% | 0% | 1% | -0% | -6% | -2% | 1% | -0% | 0% | -0% | 3% | -1% |
| **Professionals** | | | | | | | | | | | | | | | | |
| Workforce #/% | 217/27% | 56/7% | 29/4% | 2/0% | 74/9% | 0/0% | 6/1% | 0/0% | 213/26% | 60/7% | 47/6% | 2/0% | 79/10% | 4/0% | 22/3% | 0/0% |
| CLS #/% | 19,695/28% | 3,260/5% | 1,830/3% | 80/0% | 5,605/8% | 150/0% | 605/1% | 335/0% | 23,925/34% | 4,185/6% | 2,845/4% | 75/0% | 7,180/10% | 180/0% | 640/1% | 435/1% |
| Utilization #/% | -1% | 2% | 1% | 0% | 1% | -0% | -0% | -0% | -7% | 2% | 2% | 0% | -0% | 0% | 2% | -1% |
| **Technicians** | | | | | | | | | | | | | | | | |
| Workforce #/% | 132/38% | 47/13% | 16/5% | 1/0% | 20/6% | 2/1% | 7/2% | 0/0% | 66/19% | 25/7% | 10/3% | 3/1% | 14/4% | 1/0% | 8/2% | 0/0% |
| CLS #/% | 2,545/28% | 345/4% | 335/4% | 0/0% | 995/11% | 15/0% | 120/1% | 35/0% | 2,490/28% | 375/4% | 410/5% | 35/0% | 960/11% | 45/1% | 135/2% | 130/1% |
| Utilization #/% | 9% | 10% | 1% | 0% | -5% | 0% | 1% | -0% | -9% | 3% | -2% | 0% | -7% | -0% | 1% | -1% |
| **Protective Services: Sworn** | | | | | | | | | | | | | | | | |
| Workforce #/% | 858/65% | 145/11% | 39/3% | 16/1% | 97/7% | 4/0% | 13/1% | 0/0% | 97/7% | 17/1% | 8/1% | 1/0% | 10/1% | 0/0% | 7/1% | 0/0% |
| CLS #/% | 3,680/49% | 680/9% | 685/9% | 20/0% | 555/7% | 260/3% | 29/0% | 110/1% | 790/10% | 260/3% | 165/2% | 20/0% | 225/3% | 0/0% | 30/0% | 65/1% |
| Utilization #/% | 17% | 2% | -6% | 1% | 0% | -3% | 1% | -1% | -3% | -2% | -2% | -0% | -2% | 0% | 0% | -1% |
| **Protective Services: Non-sworn** | | | | | | | | | | | | | | | | |
| Workforce #/% | 54/26% | 17/8% | 8/4% | 0/0% | 7/3% | 1/0% | 5/2% | 0/0% | 78/38% | 18/9% | 4/2% | 0/0% | 7/3% | 1/0% | 6/3% | 0/0% |
| Civilian Labor Force #/% | 100/27% | 25/7% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 160/43% | 50/14% | 0/0% | 0/0% | 0/0% | 0/0% | 34/9% | 0/0% |
| Utilization #/% | -1% | 1% | 4% | 0% | 3% | 0% | 2% | 0% | -5% | -5% | 2% | 0% | 3% | 0% | -6% | 0% |
| **Administrative Support** | | | | | | | | | | | | | | | | |
| Workforce #/% | 76/10% | 36/5% | 54/7% | 3/0% | 37/5% | 1/0% | 27/4% | 0/0% | 165/22% | 134/17% | 103/13% | 2/0% | 71/9% | 7/1% | 50/7% | 0/0% |
| CLS #/% | 15,460/19 | 5,015/6% | 2,955/4% | 225/0% | 4,820/6% | 205/0% | 780/1% | 345/0% | 27,475/34 | 9,520/12 | 5,840/7% | 340/0% | 6,120/8% | 610/1% | 925/1% | 570/1% |

| 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 #/% | -9% | -1% | 3% | 0% | -1% | -0% | 3% | -0% | -12% | 6% | 6% | -0% | 2% | 0% | 5% | -1% |
| **Skilled Craft** | | | | | | | | | | | | | | | | |
| Workforce #/% | 60/68% | 13/15% | 4/5% | 1/1% | 6/7% | 2/2% | 2/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 10,005/48% | 5,940/29% | 1,110/5% | 200/1% | 1,400/7% | 135/1% | 270/1% | 195/1% | 655/3% | 210/1% | 365/2% | 0/0% | 110/1% | 10/0% | 34/0% | 40/0% |
| Utilization #/% | 20% | -14% | -1% | 0% | 0% | 2% | 1% | -1% | -3% | -1% | -2% | 0% | -1% | -0% | -0% | -0% |
| **Service/Maintenance** | | | | | | | | | | | | | | | | |
| Workforce #/% | 351/29% | 277/23% | 148/12% | 15/1% | 69/6% | 9/1% | 39/3% | 0/0% | 116/9% | 66/5% | 63/5% | 3/0% | 26/2% | 3/0% | 38/3% | 0/0% |
| CLS #/% | 13,735/20% | 13,730/20% | 3,720/6% | 265/0% | 5,340/8% | 455/1% | 720/1% | 245/0% | 9,430/14% | 8,505/13% | 3,325/5% | 235/0% | 5,890/9% | 620/1% | 590/1% | 495/1% |
| Utilization #/% | 8% | 2% | 7% | 1% | -2% | 0% | 2% | -0% | -5% | -7% | 0% | -0% | -7% | -1% | 2% | -1% |

## 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** | | | | | | | | | ✔ | | | | | | | ✔ |
| **Technicians** | | | | | ✔ | | | | ✔ | | | | ✔ | | | ✔ |
| **Protective Services: Sworn** | | | ✔ | | | ✔ | | ✔ | ✔ | ✔ | ✔ | | ✔ | | | ✔ |
| **Protective Services: Non-sworn** | | | | | | | | | | ✔ | | | | | ✔ | |
| **Administrative Support** | ✔ | | | | | | | | ✔ | | | | | | | ✔ |
| **Skilled Craft** | | ✔ | | | | | | | | | | | | | | |
| **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.

| Certified As Final By: Don Demavivas | EEO Manager | 07-15-2019 |
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| [signature] | [title] | [date] |