

EEOP Utilization Report



Wed Sep 24 09:17:19 EDT 2014

Step 1: Introductory Information

Grant Title: FY2011 JUSTICE ASSISTANCE GRANT PROGRAM **Grant Number:** 2011-DJ-BX-2589

Grantee Name: CITY OF SIKESTON **Award Amount:** \$24,800.00

Grantee Type: Local Government Agency

Address: 105 E CENTER ST
SIKESTON, Missouri
63801

Contact Person: CARROLL COUCH **Telephone #:** 573-471-2512

Contact Address: 105 E CENTER ST
SIKESTON, Missouri
63801

DOJ Grant Manager: VERONICA MUNSON **DOJ Telephone #:** 202-514-7710

Grant Title: FY2013 JUSTICE ASSISTANCE GRANT PROGRAM **Grant Number:** 2013-DJ-BX-0307

Grantee Name: CITY OF SIKESTON **Award Amount:** \$22,504.00

Grantee Type: Local Government Agency

Address: 105 E CENTER ST
SIKESTON, Missouri
63801

Contact Person: CARROLL COUCH **Telephone #:** 573-471-2512

Contact Address: 105 E CENTER ST
SIKESTON, Missouri
63801

DOJ Grant Manager: VERONICA MUNSON **DOJ Telephone #:** 202-514-7710

Grant Title: 2014 JAG EQUIPMENT PROJECT **Grant Number:** 2014-DJ-BX-0562

Grantee Name: CITY OF SIKESTON **Award Amount:** \$27,049.00

Grantee Type: Local Government Agency

Address: 105 E CENTER ST
SIKESTON, Missouri
63801

Contact Person: CARROLL COUCH **Telephone #:** 573-471-2512

Contact Address: 105 E CENTER ST
SIKESTON, Missouri
63801

DOJ Grant Manager: VERONICA MUNSON **DOJ Telephone #:** 202-514-7710

Policy Statement:

In July 1987, the Sikeston City Council confirmed the City's status as an Equal Opportunity Employer with the passage of Resolution 87-07-01 (July 6, 1987). In this policy it states the City of Sikeston is an equal opportunity employer, providing employment and promotion without regard to race, color, creed, sex, age, national origin, religion, or physical disability which would not detract from the ability to perform assigned duties.

The City of Sikeston's Personnel Policy further supports nondiscrimination in Chapter 20.15(c), where it states "Based on equal qualifications of requirements set out in the job description, in support of affirmative action and equal opportunity employment, preference may be given to applicants in the following descending order of priority: 1. Minority group (racial or sexual); 2. Disabled a) veteran, b) all others; 3. Veteran; 4 Person over forty (40) years of age.

Step 4b: Narrative Underutilization Analysis

The City Manager's Office in consultation with the City's Human Resources Office reviewed the 2014 Utilization Analysis and noted the following:

White and mixed race females are significantly underrepresented in the category of Protective Services-Sworn; white (-15%), mixed-race (-7%). Factors to be considered when analyzing this under-utilization include 1) Sikeston's more restrictive job requirements; 2) residency restrictions; and 3) competition with a local state prison for recruitment of qualified minority applicants.

With Sikeston's Protective Services-Sworn personnel performing the functions of both a police officer and a firefighter, officers must earn and maintain their Missouri POST (Police Officers' Standards and Training) certification and Firefighter I and II certifications. Additionally, applicants must meet physical fitness and psychological requirements of police officers and firefighters. History has shown the Scott County labor pool has very few qualified applicants, compelling the City to undertake a regional and state-wide search for police and fire applicants. Due to their emergency response duties, Sikeston's officers are required to reside within 10 miles of the community. Not all applicants wish to relocate their families.

When competing for qualified minority applicants, the state prison located within 15 miles of Sikeston offers higher wages, increased benefits, and no residency requirements. This further reduces the local qualified labor pool.

In spite of these factors, Sikeston was successful in eliminating the -8% underutilization of black males in the Protective Services & Sworn category reported in the 2012 EEOP Utilization Report. Sikeston also retained employment of its white female sworn officer from 2012 through 2014.

Step 5 & 6: Objectives and Steps

1. Increase employment of white females and females of two or more races within the Sikeston Department of Public Safety.

- a. Continue active, on-site, recruitment of qualified minority applicants from the region's three law enforcement academies.
- b. Expand the applicant pool through the continued use of the Internet and social media to communicate employment openings within Sikeston Public Safety. Currently Public Safety openings are posted on the City's website, Heartland Jobs.com, and Facebook.
- c. The City will continue offering an annual scholarship to Southeast Missouri State University for minority individuals seeking a career in law enforcement and agreeing to work for Sikeston Public Safety for two years following graduation.

Step 7a: Internal Dissemination

The 2014 EEOP Utilization Report will be posted on the City's Employee Web Site and employees notified, via email, of its availability.

The 2014 EEOP Utilization Report will be distributed to the City Manager, HR Director, department heads and supervisors that are involved in the hiring process.

The Sikeston City Council will be briefed on and receive a copy of the 2014 EEOP Utilization Report.

Step 7b: External Dissemination

The 2014 EEOP Utilization Report will be posted on the City's web site, www.sikeston.org, for public access.

Hard copies of the EEOP Utilization Report will be maintained by the City Manager's Office, and made available to the public upon request.

Utilization Analysis Chart
Relevant Labor Market: Scott County, Missouri

| 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 #/% | 7/58% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 5/42% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 885/54% | 0/0% | 0/0% | 0/0% | 4/0% | 0/0% | 15/1% | 0/0% | 705/43% | 0/0% | 15/1% | 0/0% | 4/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 4% | 0% | 0% | 0% | -0% | 0% | -1% | 0% | -2% | 0% | -1% | 0% | -0% | 0% | 0% | 0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 2/67% | 1/33% | 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% |
| CLS #/% | 580/27% | 0/0% | 25/1% | 0/0% | 15/1% | 0/0% | 0/0% | 0/0% | 1,430/67% | 0/0% | 40/2% | 0/0% | 40/2% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 39% | 33% | -1% | 0% | -1% | 0% | 0% | 0% | -67% | 0% | -2% | 0% | -2% | 0% | 0% | 0% |
| Technicians | | | | | | | | | | | | | | | | |
| 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% |
| CLS #/% | 195/40% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 265/54% | 4/1% | 20/4% | 0/0% | 0/0% | 0/0% | 4/1% | 0/0% |
| Utilization #/% | 60% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | -54% | -1% | -4% | 0% | 0% | 0% | -1% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 59/89% | 0/0% | 2/3% | 0/0% | 1/2% | 0/0% | 1/2% | 0/0% | 1/2% | 0/0% | 2/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 45/76% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 10/17% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 4/7% | 0/0% |
| Utilization #/% | 13% | 0% | 3% | 0% | 2% | 0% | 2% | 0% | -15% | 0% | 3% | 0% | 0% | 0% | -7% | 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 #/% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 15/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 16/84% | 0/0% | 3/16% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,445/33% | 25/1% | 115/3% | 0/0% | 0/0% | 0/0% | 10/0% | 0/0% | 2,465/57% | 0/0% | 240/6% | 0/0% | 4/0% | 0/0% | 55/1% | 0/0% |
| Utilization #/% | -33% | -1% | -3% | 0% | 0% | 0% | -0% | 0% | 28% | 0% | 10% | 0% | -0% | 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 #/% | 13/100% | 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% |
| CLS #/% | 1,350/84% | 30/2% | 90/6% | 0/0% | 4/0% | 0/0% | 40/2% | 0/0% | 85/5% | 0/0% | 15/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 16% | -2% | -6% | 0% | -0% | 0% | -2% | 0% | -5% | 0% | -1% | 0% | 0% | 0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 5/100% | 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% |
| CLS #/% | 3,360/53% | 55/1% | 400/6% | 0/0% | 25/0% | 0/0% | 14/0% | 0/0% | 1,970/31% | 50/1% | 485/8% | 10/0% | 0/0% | 0/0% | 10/0% | 0/0% |
| Utilization #/% | 47% | -1% | -6% | 0% | -0% | 0% | -0% | 0% | -31% | -1% | -8% | -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 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 |
| Protective Services: Sworn | | | | | | | | | ✓ | | | | | | ✓ | |

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.

JMA City Manager 9/24/14
[signature] [title] [date]