# EEOP SHORT FORM

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|---|---|---|---|
| **Grant Title**: | Recovery Act: Edward Byrne Memorial Justice Assistance Grant (JAG) | **Grant Number**: 2009-SB-B9-0769 | |
| **Grantee Name**: | City of Auburn/Police Department | **Award Amount:** $161,101 | |
| **Grantee Type:** | Local Government Agency | | |
| **Address:** | 25 W. Main Street<br>Auburn, Washington 98001 | | |
| **Contact Person:** | Michelle Surdez<br>25 W. Main Street<br>Auburn, Washington 98001 | **Telephone #:** | **253-804-5020** |

**Policy Statement:**

The policy of the City of Auburn and the Auburn Police Department is to promote and afford equal treatment and services to all citizens and to assure equal employment opportunity to all qualified persons regardless of race, creed, color, ethnicity, national origin, sex, age, marital status, sexual orientation, veteran's status, or the presence of any sensory, mental, or physical disability, unless based on a bona fide occupational qualification. All departments of the City of Auburn shall adhere to the following guidelines:

Employment Practices:

All activities relating to employment such as, but not limited to, recruitment, selection, promotion, termination and training shall be conducted in accordance with the City's Fair Employment Practices Policy. Employment decisions will be based on individual performance, staffing requirements, and in accordance with governing Civil Service regulations and the collective bargaining agreements between the City of Auburn and the various employee associations.

Cooperation with Human Rights Organizations:

The City of Auburn will cooperate with all organizations and commissions organized to promote fair practices and equal opportunity in employment.

Affirmative Action Program:

The City of Auburn Affirmative Action Plan will be maintained and updated to facilitate equitable representation within the City workforce and to ensure equal employment opportunity to all. It shall be the responsibility and duty of all City officials and employees to carry out the policies, guidelines and corrective measures as set forth by this plan.

Contractor's Obligation:

Contractors, subcontractors, and suppliers conducting business with the City of Auburn shall affirm and subscribe to the Fair Practices and Nondiscrimination policies set forth by law and in the Affirmative Action Plan.

Copies of this policy shall be available to all City employees, and may appear in operational documentation of the City, including bid calls, and may be displayed in appropriate City facilities.

It is the policy of the City of Auburn to foster and maintain a harmonious and nondiscriminatory working environment for all employees. Toward this end, the City will not tolerate racial, ethnic, religious, disability or sexual oriented behaviors or comments by any citizen or employee to or about any citizen or employee. Violations of this policy may be cause for disciplinary action.

**Attachment A** shows the workforce analysis, Community Labor Statistics (as developed following the procedure set forth by the Department of Justice, using the US Census Site), and utilization figures.

**Narrative Utilization Analysis**

The City of Auburn has long used an Affirmative Action Plan, with hiring goals based on ethnicity and gender included, to focus recruiting activities and some promotional actions. However, in 2009, due to budget cuts, the City laid off or froze approximately 80 positions, equivalent to approximately 20% of its work force. As such, the ability to adjust the demographics of the City work force has been impacted. In addition, because of the economy, the naturally occurring turnover which occurs as members of the workforce moves from one organization to another no longer exists. King County demographics were used for comparison.

Having said that, the City has conducted a utilization analysis and has identified the following categories as areas of concern: female professional and technicians positions (to include Asian females in the technician category). In addition, while the census figures do not provide much specific information concerning the protective services categories, both the female sworn officials (we have hired seven in the last five years and it appears two more will be hired in September) and male sworn officers of color appear to be underutilized. It has been difficult to convince female officers to apply for promotions. Within the confines of collective bargaining agreements and Civil Service rules, this situation will be realistically addressed through recruitment and promotion during the upcoming few years. While the statistics indicate that the female service worker category is underutilized, this disparity is not bothersome. It would appear that because the vast majority of the City's service workers are maintenance workers, which tends to be more populated with males, the general public service workers would include sales-like jobs, etc., which would include both genders. Therefore, the comparison in the totality of "the service worker" category may not be appropriate.

African American officers (both male and female) are underutilized. All current FTE are filled and Civil Service hiring rules must be followed. Because there are a finite number of FTE available, which requires the departure of current officers filling FTE positions to open vacancies, dramatically increasing the number of African Americans on the force in a short period of time will be difficult.

Asian officers (both male and female) are slightly underutilized. All current FTE are filled and Civil Service hiring rules must be followed. Because there are a finite number of FTE available, which requires the departure of current officers filling FTE positions, to open vacancies dramatically increasing the number of Asian on the force in a short period of time will be difficult.

**Objectives**

a. Increase the number of female professionals by two, assuming FTEs become open.

b. Increase the number of female technicians by one, assuming FTEs become open.

c. Make a stronger encouragement effort to qualified female commissioned officers to apply for promotion; promote one qualified female officer in the next two years.

d. Upon availability of FTE, increase to four the number of African American commissioned officers on the force within three years.

e. Upon availability of FTE, increase recruiting effort to ensure the addition of one Asian officer to the force within three years.

f. Upon availability of FTE, increase to four the number of Hispanic officers on the force within three years.

**Steps to Achieve Objectives**

a. Human Resources, as the point of contact for centralized recruiting, hiring and promotions, will be kept aware of the areas of underutilization and will conduct periodic reviews of the utilization analysis. Where promotion is potentially available to professional positions, the City will conduct a thorough review of its promotional processes and all internal candidates.

b. Use employees from underutilized groups as resources to both recruit/publicize open positions and provides leads to qualified candidates.

c. Place ads in an increased number of publications whose readership includes high percentages of the underutilized target groups. Identify and advertise in the most widely read local, generic "Asian" newspaper and web sites. Attend career fairs.

d. Police Administration will meet with qualified female officers prior to each promotion board to encourage them to apply and will ensure officers are afforded the opportunity for necessary training/assignments in order to apply for promotion. Provide them more rationale from both a personal and department standpoint why they should apply.

e. Distribute job announcements to local professional organizations and educational institutions of color.

f. Continue to use the "Equal Opportunity Employer" Statement and specifically encourage women and minorities to apply for the positions in the City's recruitment ads.

**Dissemination**

a. Disseminate the EEOP to elected officials and all employees, applicants, and citizens by placing it on both the City's internal and external www.auburnwa.gov web sites.

b. Conduct periodic review of the EEOP with Department Heads.

c. The Equal Employment Opportunity Officer for the City is Brenda Heineman, Director of Human Resources & Risk/Property Management.

I understand the regulatory obligation under 28 CFR Subpart E. I have reviewed the above EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment practices.

Brenda Heineman

June 29, 2011

Brenda Heineman, Director of Human Resources & Risk/Property Management

| Job Category | MALE | | | | | | | FEMALE | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Hispanic or Latino | Black or African American | White | Asian | Native Hawaiian or Other Pacific Island | American Indian or Alaska Native | Two or more races | Hispanic or Latino | Black or African American | White | Asian | Native Hawaiian or Other Pacific Island | American Indian or Alaska Native | Two or more races |
| Officials/Administrators | | | | | | | | | | | | | | |
| Workforce # | 0 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 |
| Workforce % | 0.0% | 0.0% | 60.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 40.0% | 0.0% | 0.0% | | 0.0% |
| CLS% | 1.5% | 1.5% | 50.3% | 4.1% | 0.1% | 0.2% | 1.5% | 1.2% | 1.5% | 33.7% | 3.1% | 0.1% | 0.3% | 1.0% |
| Utilization | -1.5% | -1.5% | 9.7% | -4.1% | -0.1% | -0.2% | -1.5% | -1.2% | -1.5% | 6.3% | -3.1% | -0.1% | -0.3% | -1.0% |
| Professionals | | | | | | | | | | | | | | |
| Workforce # | 1 | 2 | 35 | 2 | 0 | 0 | 0 | 0 | 0 | 16 | 3 | 0 | 0 | 0 |
| Workforce % | 1.7% | 3.4% | 59.3% | 3.4% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 27.1% | 5.1% | 0.0% | 0.0% | 0.0% |
| CLS% | 1.2% | 1.4% | 43.0% | 6.0% | 0.1% | 0.2% | 1.2% | 1.3% | 1.6% | 37.8% | 4.8% | 0.1% | 0.3% | 1.2% |
| Utilization | 0.5% | 2.0% | 16.3% | -2.6% | -0.1% | -0.2% | -1.2% | -1.3% | -1.6% | -10.7% | 0.3% | -0.1% | -0.3% | -1.2% |
| Technicians | | | | | | | | | | | | | | |
| Workforce # | 0 | 0 | 34 | 5 | 0 | 0 | 0 | 0 | 1 | 12 | 1 | 0 | 0 | 0 |
| Workforce % | 0.0% | 0.0% | 65.4% | 9.6% | 0.0% | 0.0% | 0.0% | 0.0% | 1.9% | 23.1% | 1.9% | 0.0% | 0.0% | 0.0% |
| CLS% | 1.5% | 1.4% | 35.3% | 6.4% | 0.3% | 0.4% | 1.5% | 1.7% | 2.3% | 40.2% | 7.5% | 1.0% | 0.2% | 1.2% |
| Utilization | -1.5% | -1.4% | 30.1% | 3.2% | -0.3% | -0.4% | -1.5% | -1.7% | -0.4% | -17.1% | -5.6% | -1.0% | -0.2% | -1.2% |
| Protective Services - Sworn Officials | | | | | | | | | | | | | | |
| Workforce # | 0 | 0 | 16 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Workforce % | 0.0% | 0.0% | 94.1% | 0.0% | 0.0% | 5.9% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| CLS% | Data not available | | | | | | | | | | | | | |
| Protective Services - Patrol Officers | | | | | | | | | | | | | | |
| Workforce # | 2 | 2 | 63 | 2 | 0 | 0 | 0 | 1 | 0 | 8 | 1 | 0 | 0 | 0 |
| Workforce % | 2.5% | 2.5% | 79.7% | 2.5% | 0.0% | 0.0% | 0.0% | 1.3% | 0.0% | 10.1% | 1.3% | 0.0% | 0.0% | 0.0% |
| CLS% | Data not available | | | | | | | | | | | | | |
| Protective Services - non-Sworn | | | | | | | | | | | | | | |
| Workforce # | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 11 | 0 | 0 | 0 | 0 |
| Workforce % | 0.0% | 0.0% | 15.4% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 84.6% | 0.0% | 0.0% | 0.0% | 0.0% |
| CLS% | Data not available | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | |
| Workforce # | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 3 | 38 | 5 | 0 | 0 | 0 |
| Workforce % | 0.0% | 0.0% | 6.1% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 6.1% | 77.6% | 10.2% | 0.0% | 0.0% | 0.0% |
| CLS% | 1.3% | 1.9% | 20.5% | 6.4% | 0.3% | 0.2% | 1.1% | 2.7% | 3.9% | 55.3% | 6.2% | 0.7% | 0.5% | 2.2% |
| Utilization | -1.3% | -1.9% | -14.4% | -6.4% | -0.3% | -0.2% | -1.1% | -2.7% | 2.2% | 22.3% | 4.0% | -0.7% | -0.5% | -2.2% |

Attachment A
Workforce/Utilization Chart
6/29/11

| Job Category | MALE | | | | | | | FEMALE | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Hispanic or Latino | Black or African American | White | Asian | Native Hawaiian or Other Pacific Island | American Indian or Alaska Native | Two or more races | Hispanic or Latino | Black or African American | White | Asian | Native Hawaiian or Other Pacific Island | American Indian or Alaska Native | Two or more races |
| Skilled Craft | | | | | | | | | | | | | | |
| Workforce # | 0 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Workforce % | 0.0% | 0.0% | 100.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| CLS% | 7.1% | 3.2% | 72.3% | 5.3% | 0.6% | 0.9% | 2.7% | 0.5% | 0.4% | 5.6% | 0.9% | 0.1% | 0.1% | 0.2% |
| Utilization | -7.1% | -3.2% | 27.7% | -5.3% | -0.6% | -0.9% | -2.7% | -0.5% | -0.4% | -5.6% | -0.9% | -0.1% | -0.1% | -0.2% |
| Service/Maintenance | | | | | | | | | | | | | | |
| Workforce # | 4 | 1 | 62 | 2 | 0 | 0 | 0 | 1 | 0 | 5 | 0 | 0 | 0 | 0 |
| Workforce % | 5.3% | 1.3% | 82.7% | 2.7% | 0.0% | 0.0% | 0.0% | 1.3% | 0.0% | 6.7% | 0.0% | 0.0% | 0.0% | 0.0% |
| CLS% | 7.1% | 3.2% | 25.6% | 5.9% | 0.3% | 0.4% | 1.9% | 0.5% | 0.4% | 38.1% | 6.8% | 0.3% | 0.7% | 2.5% |
| Utilization | -1.8% | -1.9% | 57.1% | -3.2% | -0.3% | -0.4% | -1.9% | 0.8% | -0.4% | -31.4% | -6.8% | -0.3% | -0.7% | -2.5% |

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Workforce/Utilization Chart
6/29/11