

City of Lock Haven  
EEOP Utilization Report



Mon Jun 06 17:28:36 EDT 2016

## **Step 1: Introductory Information**

### **Policy Statement:**

The City of Lock Haven shall not discriminate in hiring, job assignments, promotion, discipline, termination, compensation, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex, national origin, age, disability, military status, or any other characteristics protected by law.

The City of Lock Haven shall make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment.

If there are any questions or concerns about any type of discrimination in the workplace, they can be brought to the attention of the City Manager. Concerns and reports can be made without fear of reprisal. Anyone found engaging in any type of unlawful discrimination can be subject to disciplinary action, up to and including termination of employment.

## **Step 4b: Narrative Underutilization Analysis**

Please see the attached hard copy document

## **Step 5 & 6: Objectives and Steps**

### **1. To encourage white females to apply for vacancies in the Protective Services: Non-Sworn job category**

- a. a. The City Manager will review the composition of the applicant pool for all vacancies in this job category (which is made up of all fire drivers) in the last fiscal year to determine whether white female applicants were under-represented.
- b. The Fire Administrator will send a report of relevant observations and recommendations to the City Manager within one (1) month of the date of this report.
- c. The Fire Administrator will enhance outreach efforts that target White female applicants in the Protective Services: Non-Sworn job categories through advertising the availability of the openings and encouraging white females to apply when advertising a job opening.

### **2. To encourage white males to apply for vacancies in the Administrative Support job category**

- a. The City Manager will review the composition of the applicant pool for all vacancies in this job category (which is made up of secretaries and clerks) in the last fiscal year to determine whether white male applicants were under-represented.
- b. The City Manager will conduct an analysis of the selection process to determine whether any step in the selection process for these positions may have had a significant impact on screening out White male applicants.

## **Step 7a: Internal Dissemination**

Internal Dissemination

The City will keep a copy of the EEOP Utilization Report on display on the bulletin boards on the first and second floors of City Hall.

The City Manager will provide a hard copy memorandum to all department heads requesting that they inform their employees that they may obtain a copy of the Citys EEOP Utilization Report on request.

At each City facility, a written notice will be displayed that provides instructions on how employees can obtain a copy of the EEOP Utilization Report.

## **Step 7b: External Dissemination**

External Dissemination

The City will post on its public website a PDF file of the EEOP Utilization Report that any user may access and download. The City Manager will send 2 copies of the EEOP Utilization Report to the Citys local public Library for display in their reading rooms.

## **Narrative Underutilization Analysis**

The City of Lock Haven reviewed the Utilization Analysis (comparing the City's workforce to the relevant labor market), and noted the following were significantly under-represented:

(1) White females in the following job categories: Officials/Administrators (42%), Professionals (7%), Technicians (61%), Protective Services: Non-Sworn (100%), and Service/Maintenance (45%); and

(2) White males in the following job categories: Administrative Support (33%);

The City also noted that the Utilization Analysis showed eleven (11) additional categories were under-represented by 4% or less. They included:

White females -Skilled Craft (1%);

Hispanic or Latino males - Officials/Administrators (1%), Professionals (1%), and Protective Services (4%);

Hispanic or Latino females - Professionals (1%);

Black or African American males - Technicians (1%);

Black or African American females - Technicians (1%);

Asian males - Professionals (1%);

Asian females - Professionals (2%);

Other males - Administrative Support (1%).

Although the Utilization Analysis indicated instances of under-representation, the actual number of employees in some of the job categories made it difficult to draw any reliable conclusions regarding underutilization. For example, in the officials/administrators job category, the rate of underutilization was 42% for white females and 1% for Hispanic or Latino males but the total number of employees in this job category is only 2. Further in the technician job category, the rate of underutilization was 61% for white females, 1% for Black or African American males and females, but the total number of employees in this job category was only 1. And in the Service/Maintenance job category, the rate of underutilization was 45% for white females but the total number of employees in this job category was only 1.

Of the sixteen (16) listed above for both males and females in all job categories and races, eleven (11) had only 1% to 4% underutilization percentages.

While white females in the Protective Services: Non-Sworn job category has an underutilization percentage of 100%, the total number of white females in this job category in the relevant labor market is only 30, therefore, we are limited to a very small amount of qualified females in this job category from which to draw.

In reviewing of the EEO Utilization Report completed in April 2014, we were able to continue having a positive utilization of white females in the Protective Services: Sworn job category which stayed at 3% utilization which was significantly increased from the 2011 EEO report which showed a 42% underutilization in this category.

In keeping with the City's commitment to have a workforce that reflects the community it services, the City will examine its recruitment and retention practices to see if there may be ways to attract more white females to apply for non-sworn positions as well as white males in the administrative support positions.

**Utilization Analysis Chart**  
**Relevant Labor Market: Clinton County, Pennsylvania**

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
<b>Officials/Administrators</b>																
Workforce #/%	2/100%	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 #/%	555/56%	10/1%	4/0%	0/0%	4/0%	0/0%	0/0%	0/0%	415/42%	0/0%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	44%	-1%	-0%	0%	-0%	0%	0%	0%	-42%	0%	0%	0%	-0%	0%	0%	0%
<b>Professionals</b>																
Workforce #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	755/36%	30/1%	0/0%	4/0%	20/1%	0/0%	4/0%	0/0%	1,195/57%	30/1%	4/0%	0/0%	45/2%	0/0%	0/0%	0/0%
Utilization #/%	14%	-1%	0%	-0%	-1%	0%	-0%	0%	-7%	-1%	-0%	0%	-2%	0%	0%	0%
<b>Technicians</b>																
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 #/%	170/36%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	285/61%	0/0%	4/1%	0/0%	0/0%	0/0%	4/1%	0/0%
Utilization #/%	64%	0%	-1%	0%	0%	0%	0%	0%	-61%	0%	-1%	0%	0%	0%	-1%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	10/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	210/82%	10/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	1%	-4%	0%	0%	0%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	9/100%	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%
Civilian Labor Force #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	100%	0%	0%	0%	0%	0%	0%	0%	-100%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,195/33%	0/0%	4/0%	4/0%	10/0%	0/0%	0/0%	20/1%	2,350/65%	4/0%	0/0%	0/0%	10/0%	0/0%	4/0%	0/0%
Utilization #/%	-33%	0%	-0%	-0%	-0%	0%	0%	-1%	35%	-0%	0%	0%	-0%	0%	-0%	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
<b>Skilled Craft</b>																
Workforce #/%	24/96%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,400/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	75/5%	4/0%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	2%	0%	0%	0%	0%	0%	0%	0%	-1%	-0%	0%	0%	-0%	0%	0%	0%
<b>Service/Maintenance</b>																
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 #/%	2,665/52%	14/0%	50/1%	0/0%	4/0%	0/0%	0/0%	0/0%	2,325/45%	25/0%	0/0%	10/0%	25/0%	0/0%	0/0%	4/0%
Utilization #/%	48%	-0%	-1%	0%	-0%	0%	0%	0%	-45%	-0%	0%	-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
Officials/Administrators									X							
Professionals									X							
Technicians									X							
Protective Services: Sworn																
Protective Services Non-Sworn									X							
Administrative Support	X															
Skilled Craft																
Service/Maintenance									X							

\* Greater than 4% underutilization

