

# EEOP Utilization Report



Tue Sep 13 10:22:58 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	Phase II Body Worn Cameras	<b>Grant Number:</b>	2015-DE-BX-K013
<b>Grantee Name:</b>	City of Pensacola	<b>Award Amount:</b>	\$64,500.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	222 West Main Street Pensacola, Florida 32502		
<b>Contact Person:</b>	Mayor Ashton J Hayward, III	<b>Telephone #:</b>	850-435-1696
<b>Contact Address:</b>	222 West Main Street Pensacola, Florida 32502		
<b>DOJ Grant Manager:</b>	Flora D. Lawson	<b>DOJ Telephone #:</b>	202-305-9216

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<b>Grant Title:</b>	Bulletproof Vest Partnership Grant	<b>Grant Number:</b>	2014BUBX14074336
<b>Grantee Name:</b>	City of Pensacola	<b>Award Amount:</b>	\$16,478.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	222 West Main Street Pensacola, Florida 32502		
<b>Contact Person:</b>	Mayor Ashton J Hayward, III	<b>Telephone #:</b>	850-435-1696
<b>Contact Address:</b>	222 West Main Street Pensacola, Florida 32502		
<b>DOJ Grant Manager:</b>	Gerardo Velazquez	<b>DOJ Telephone #:</b>	202-354-4225

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<b>Grant Title:</b>	Gun Violence Reduction	<b>Grant Number:</b>	2015-JAGC-ESCA-2-R3-050
<b>Grantee Name:</b>	City of Pensacola	<b>Award Amount:</b>	\$71,811.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	222 West Main Street Pensacola, Florida 32502		
<b>Contact Person:</b>	Mayor Ashton J Hayward, III	<b>Telephone #:</b>	850-435-1696
<b>Contact Address:</b>	222 West Main Street Pensacola, Florida 32502		
<b>State Granting Agency:</b>	Florida Department of Law Enforcement	<b>Grant Number:</b>	2015-JAGC-2568

**Contact Name:** Petrina Tuttle Herring  
**Contact Address:** 2331 Phillips Road  
Tallahassee, Florida  
32308  
**Telephone #:** 850-617-1250

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**Grant Title:** Gun Violence Reduction      **Grant Number:** 2016-JAGC-ESCA-2-H3-128  
**Grantee Name:** City of Pensacola      **Award Amount:** \$70,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 222 West Main Street  
Pensacola, Florida  
32502  
**Contact Person:** Mayor Ashton J Hayward, III      **Telephone #:** 850-435-1696  
**Contact Address:** 222 West Main Street  
Pensacola, Florida  
32502  
**State Granting Agency:** Florida Department of Law Enforcement      **Grant Number:** 2016-JAGC-2704  
**Contact Name:** Petrina Tuttle Herring  
**Contact Address:** 2331 Phillips Road  
Tallahassee, Florida  
32308  
**Telephone #:** 850-617-1250

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**Grant Title:** DUI Enforcement Grant      **Grant Number:** G0619  
**Grantee Name:** City of Pensacola      **Award Amount:** \$35,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 222 West Main Street  
Pensacola, Florida  
32502  
**Contact Person:** Mayor Ashton J Hayward, III      **Telephone #:** 850-435-1696  
**Contact Address:** 222 West Main Street  
Pensacola, Florida  
32502  
**State Granting Agency:** Florida Department of Transportation      **Grant Number:** M5HVE-16-06-13  
**Contact Name:** Kira Houge  
**Contact Address:** 605 Suwannee Street, MS 53  
Tallahassee, Florida

32399

**Telephone #:** 850-414-4026

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**Grant Title:** Digital Evidence Phase II      **Grant Number:** 2014-DJ-BX-0773  
**Grantee Name:** City of Pensacola      **Award Amount:** \$32,292.00  
**Grantee Type:** Local Government Agency  
**Address:** 222 West Main Street  
Pensacola, Florida  
32502  
**Contact Person:** Mayor Ashton J Hayward, III      **Telephone #:** 850-435-1696  
**Contact Address:** 222 West Main Street  
Pensacola, Florida  
32502  
**DOJ Grant Manager:** Tarasa Yates      **DOJ Telephone #:** 202-305-1780

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**Grant Title:** Bulletproof Vest Partnership Grant      **Grant Number:** 2015BUBX15077515  
**Grantee Name:** City of Pensacola      **Award Amount:** \$26,363.00  
**Grantee Type:** Local Government Agency  
**Address:** 222 West Main Street  
Pensacola, Florida  
32502  
**Contact Person:** Mayor Ashton J Hayward, III      **Telephone #:** 850-435-1696  
**Contact Address:** 222 West Main Street  
Pensacola, Florida  
32502  
**DOJ Grant Manager:** Gerardo Velazquez      **DOJ Telephone #:** 202-354-4225

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**Grant Title:** Gulf Coast HIDTA DEA  
CFDA#95.001      **Grant Number:** G16GC00007A  
**Grantee Name:** City of Pensacola      **Award Amount:** \$19,900.00  
**Grantee Type:** Local Government Agency  
**Address:** 222 West Main Street  
Pensacola, Florida  
32502  
**Contact Person:** Mayor Ashton J Hayward, III      **Telephone #:** 850-435-1696  
**Contact Address:** 222 West Main Street  
Pensacola, Florida

32502

**DOJ Grant Manager:** Nicholas Forte

**DOJ Telephone #:** 334-273-7399

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**Grant Title:** Taser Upgrade Program

**Grant Number:** 2015-DJ-BX-0440

**Grantee Name:** City of Pensacola

**Award Amount:** \$28,496.00

**Grantee Type:** Local Government Agency

**Address:** 222 West Main Street  
Pensacola, Florida  
32502

**Contact Person:** Mayor Ashton J Hayward, III

**Telephone #:** 850-435-1696

**Contact Address:** 222 West Main Street  
Pensacola, Florida  
32502

**DOJ Grant Manager:** Tarasa Yates

**DOJ Telephone #:** 202-305-1780

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**Policy Statement:**

The City of Pensacola strongly supports the principles of equal employment opportunity in all employment policies and practices, including recruiting, hiring, compensation, benefits, transfers, promotions, layoffs and recalls, and other terms and conditions of employment. The City of Pensacola requires that all these practices be administered without the regard to race, color, creed, religion, ancestry, national origin, age, handicap, sex, or marital status. The City may give a veteran's preference in employment to those who may be eligible under applicable federal, state, and local statutes concerning equal employment opportunity. The City of Pensacola pledges that it will make a determined and sustained effort to prevent and eliminate any discrimination with the organization.

## Step 4b: Narrative Underutilization Analysis

Community Labor Statistics (CLS) show relatively small numbers in the population of American Indian/Alaskan Native, Asian, Native Hawaiian/Pacific Islander, and Two or More Races in the Pensacola city metropolitan statistical area (MSA). In the above categories all showed a utilization percentage of 1% or less.

The City of Pensacola finds that the Significant Utilization Chart indicated that there are two standard deviations or more in comparing the underutilization of City employees by race, national origin, and sex to the relevant labor market.

After reviewing the results of the underutilization analysis, the City has identified the following areas of significant concern:

1. White females are under-represented in the job categories of Officials/Administrators, Professionals, Technicians, Protective Services: Non-Sworn, Administrative Support, and Service/Maintenance.
2. Black females are under-represented in the job categories of Technicians, Protective Services: Sworn, Protective Services: Non-Sworn, and Service/Maintenance.
3. White males are under-represented in the job categories of Administrative Support and Skilled Craft.
4. Hispanic males are under-represented in the job categories of Protective Services: Sworn and Skilled Craft.

The City will focus on addressing these larger areas of underutilization; however, the City would welcome the opportunity to increase the representation of all underutilized groups.

## Step 5 & 6: Objectives and Steps

### **1. To encourage Hispanic males to apply for vacancies to increase the representation in all job categories represented by the Underutilization Chart.**

- a. The Human Resources office will conduct yearly recruitment visits to area colleges, vocational centers and high school "career days" to promote employment opportunities with the City of Pensacola.
- b. The Human Resources office will enhance outreach efforts that target Hispanic males in all job categories that are underutilized. Recruit through the use of public service announcements that target the Hispanic male audience. Establish and maintain contact with the male community organizations.
- c. Continue to monitor testing processes to assure there is not an adverse impact to Hispanic males and interview current employees and review exit interviews over the past 12 months, to determine whether any changes need to be implemented in the evaluation and testing process.
- d. Maintain an active Police Cadet program that encourages and prepares minority male members of the community to become employees of the Pensacola Police Department. Collaborate with area and state fire academies to promote employment opportunities with the Pensacola Fire Department.
- e. The Human Resources office will review the composition of the applicant pool for all vacancies in the Protective Services-Sworn and Skilled Craft job categories in the last 12 months to determine whether Hispanic male applicants were under-represented.
- f. The Human Resources office will continually evaluate the selection and promotional processes with the assistance of a diversified panel of job knowledge experts within the city to find and eliminate artificial barriers that keep Hispanic males from applying or being promoted within the departments.

### **2. To encourage Black females to apply for vacancies to increase the representation in all job categories as represented by the Underutilization Chart.**

- a. The Human Resources Office will review the composition of the applicant pool for all vacancies in the Technicians, Protective Services-Sworn, Protective Services-Non Sworn, and Service/Maintenance job categories in the last 12 months to determine whether Black female applicants were under-represented.

- b. The Human Resources office will continually evaluate the selection and promotional processes with the assistance of a diversified panel of job knowledge experts within the city to find and eliminate artificial barriers that keep Black females from applying or being promoted within the departments.
- c. Continue to monitor testing processes to assure there is not an adverse impact on Black females and interview current employees and review exit interviews for the past 12 months to determine whether any changes need to be implemented in the evaluation and testing procedures.
- d. The Human Resources Office will conduct yearly recruitment visits to the area colleges, vocational centers and high school "career days" to promote employment opportunities with the City of Pensacola.
- e. The Human Resources Office will enhance outreach efforts that target Black females in all job categories that are underutilized. Recruit through the use of public service announcements that target Black female audiences. Establish and maintain contact with female community organizations.
- f. Maintain an active Police Cadet program that encourages and prepares minority female members of the community to become employees of the Pensacola Police Department. Collaborate with area and state fire academies to promote employment opportunities with the Pensacola Fire Department.

**3. To encourage White males to apply for vacancies to increase the representation in all job categories as represented by the Underutilization Chart.**

- a. The Human Resources Office will review the composition of the applicant pool for all vacancies in the Administrative Support category in the last 12 months to determine whether White male applicants were under represented.
- b. The Human Resources Office will enhance outreach efforts that target White males in the job category that is underutilized. Recruit through the use of public service announcements that target White male audiences. Establish and maintain contact with male community organizations.
- c. The Human Resources Office will continually evaluate the selection and promotional processes with the assistance of a diversified panel of job knowledge experts with the city to find and eliminate artificial barriers that keep White males from applying or being promoted with the departments.
- d. Continue to monitor testing processes to assure there is not an adverse impact to White males and interview the current employees and review exit interviews over the past 12 months to determine whether any changes need to be implemented in the the evaluation and testing procedures.
- e. The Human Resources Office will conduct yearly recruitment visits to area colleges, vocational centers and high school "career days" to promote employment opportunities with the City of Pensacola.

**4. To encourage White females to apply for vacancies to increase the representation in all job categories as represented by the Underutilization Chart.**

- a. The Human Resources Office will continually evaluate the selection and promotional processes with the assistance of a diversified panel of job knowledge experts with the city to find and eliminate artificial barriers that keep White females from applying or being promoted with the departments.
- b. Continue to monitor testing processes to assure there is not an adverse impact to White females and interview the current employees and review exit interviews over the past 12 months to determine whether any changes need to be implemented in the evaluation and testing procedures.
- c. The Human Resources Office will conduct yearly recruitment visits to area colleges, vocational centers and high school "career days" to promote employment opportunities with the City of Pensacola.
- d. The Human Resources Office will enhance outreach efforts that target White females in all job categories that are underutilized. Recruit through the use of public service announcements that target White female audiences. Establish and maintain contact with female community organizations.
- e. The Human Resources Office will review the composition of the applicant pool for all vacancies in the Officials/Administrators, Professionals, Technicians, Protective Services/Non-Sworn, and Service/Maintenance job categories in the last 12 months to determine whether White female applicants were under-represented.

**Step 7a: Internal Dissemination**

- 1. The Human Resources Office will include a discussion of the EEOP Short Form at its orientation programs for all new employees, as well as, conduct an annual briefing with the City's Leadership Team.
- 2. The Human Resources Office will post a PDF file of the EEOP Short Form on the City's intranet website.

3. The Human Resources Office will keep copies of the EEOP Short Form on display in the Human Resources reception area at City Hall.
4. The Human Resources Office will include a written notice in the City's Employee Handbook and the Human Resources Manual, explaining how employees may obtain a copy of the EEOP Short Form.
5. Within 30 days of receiving the Justice Department's approval of the City's EEOP Short Form, the Human Resources Office will send an email to all employees to inform them that they may obtain a copy of the City's EEOP Short Form on request.
6. The Human Resources Office will post a written notice on the official job site bulletin boards, providing information on how employees can obtain a copy of the EEOP Short Form.

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

1. The Human Resources Office will include a written statement in all job announcements and other communications with prospective employees on how to obtain a copy of the EEOP Short Form per request.
2. The EEOP Short Form will be posted on the City's internet website for review and download.
3. The Human Resources Office will provide a hard and electronic copy of the EEOP Short Form to the Contract Administration Office for vendors and contractors to obtain a copy, if requested.



**Utilization Analysis Chart**  
**Relevant Labor Market: Pensacola city, Florida**

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 #/%	23/64%	0/0%	3/8%	0/0%	0/0%	0/0%	1/3%	0/0%	8/22%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,880/48%	110/2%	340/6%	10/0%	55/1%	40/1%	30/1%	15/0%	1,925/32%	90/2%	355/6%	4/0%	55/1%	0/0%	15/0%	40/1%
Utilization #/%	16%	-2%	3%	-0%	-1%	-1%	2%	-0%	-10%	-2%	-3%	-0%	-1%	0%	-0%	-1%
<b>Professionals</b>																
Workforce #/%	80/54%	2/1%	15/10%	1/1%	1/1%	0/0%	2/1%	0/0%	36/24%	2/1%	8/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,820/37%	85/1%	235/2%	15/0%	70/1%	0/0%	49/0%	15/0%	4,975/48%	155/1%	765/7%	45/0%	185/2%	10/0%	40/0%	0/0%
Utilization #/%	18%	1%	8%	1%	0%	0%	1%	-0%	-23%	-0%	-2%	-0%	-2%	-0%	-0%	0%
<b>Technicians</b>																
Workforce #/%	26/60%	0/0%	7/16%	0/0%	1/2%	0/0%	2/5%	0/0%	4/9%	2/5%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	865/39%	15/1%	55/3%	0/0%	35/2%	0/0%	45/2%	0/0%	845/39%	20/1%	245/11%	4/0%	40/2%	0/0%	25/1%	0/0%
Utilization #/%	21%	-1%	14%	0%	1%	0%	3%	0%	-29%	4%	-11%	-0%	1%	0%	-1%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	107/69%	3/2%	20/13%	3/2%	4/3%	0/0%	3/2%	0/0%	10/6%	2/1%	3/2%	0/0%	0/0%	1/1%	0/0%	0/0%
CLS #/%	710/70%	65/6%	50/5%	0/0%	0/0%	0/0%	0/0%	25/2%	45/4%	0/0%	115/11%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	-5%	8%	2%	3%	0%	2%	-2%	2%	1%	-9%	0%	0%	1%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	9/69%	0/0%	1/8%	1/8%	0/0%	0/0%	0/0%	0/0%	1/8%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	30/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	3%	0%	8%	8%	0%	0%	0%	0%	-26%	8%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	23/16%	2/1%	11/8%	1/1%	1/1%	0/0%	2/1%	0/0%	69/47%	0/0%	28/19%	0/0%	2/1%	0/0%	7/5%	0/0%
CLS #/%	4,065/24%	320/2%	505/3%	20/0%	115/1%	0/0%	65/0%	10/0%	8,770/52%	445/3%	2,060/12%	75/0%	170/1%	0/0%	175/1%	15/0%
Utilization #/%	-8%	-1%	5%	1%	0%	0%	1%	-0%	-5%	-3%	7%	-0%	0%	0%	4%	-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 #/%	60/60%	0/0%	40/40%	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 #/%	3,175/68%	710/15%	390/8%	30/1%	20/0%	0/0%	50/1%	20/0%	110/2%	60/1%	50/1%	4/0%	10/0%	0/0%	15/0%	0/0%
Utilization #/%	-8%	-15%	32%	-1%	-0%	0%	-1%	-0%	-2%	-1%	-1%	-0%	-0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	21/31%	1/1%	42/63%	1/1%	0/0%	0/0%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,625/34%	590/4%	1,090/8%	50/0%	265/2%	35/0%	205/2%	60/0%	3,905/29%	205/2%	2,020/15%	55/0%	225/2%	0/0%	60/0%	25/0%
Utilization #/%	-3%	-3%	55%	1%	-2%	-0%	-2%	-0%	-26%	-2%	-15%	-0%	-2%	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
<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 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.

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[signature]

[title]

[date]

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.

*Edward J. Siason*      *Chief Human  
Resources Officer*      *9-12-16*

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[signature]      [title]      [date]