

EEOP Utilization Report



Tue Aug 30 12:00:14 EDT 2016

Step 1: Introductory Information

Grant Title: Violence Against Women Formula Grant
Grant Number: 15-VAWA-25

Grantee Name: Tooele City Corporation
Award Amount: \$17,670.00

Grantee Type: Local Government Agency

Address: 90 N Main
Tooele, Utah
84074

Contact Person: Shannon Wimmer
Telephone #: 435-843-2156

Contact Address: 90 N Main
Tooele, Utah
84074

DOJ Grant Manager:
DOJ Telephone #:

Grant Title: Victims of Crime Act Grant
Grant Number: 15-VOCA-67

Grantee Name: Tooele City
Award Amount: \$25,512.00

Grantee Type: Local Government Agency

Address: 90 N Main
Tooele, Utah
84074

Contact Person: Shannon Wimmer
Telephone #: 435-843-2156

Contact Address: 90 N Main
Tooele, Utah
84074

DOJ Grant Manager:
DOJ Telephone #:

Grant Title: Violence Against Women - VOID
Grant Number: 14-VAWA-36

Grantee Name: Tooele
Award Amount: \$17,670.00

Grantee Type: Local Government Agency

Address: 90 N Main
Tooele

Contact Person:
Telephone #:

Contact Address:

DOJ Grant Manager:
DOJ Telephone #:

Grant Title: FY14 Edward Byrne Memorial JAG Grant (Software) **Grant Number:** 201-DJ-BX-0411
Grantee Name: Tooele City **Award Amount:** \$13,791.00
Grantee Type: Local Government Agency
Address: 90 N Main
Tooele, Utah
84074
Contact Person: Shannon Wimmer **Telephone #:** 435-843-2156
Contact Address: 90 N Main
Tooele, Utah
84074
DOJ Grant Manager: **DOJ Telephone #:**

Grant Title: FY15 Edward Byrne Memorial JAG Grant (guns) **Grant Number:** 2015-DJ-BX-0324
Grantee Name: Tooele City **Award Amount:** \$11,385.00
Grantee Type: Local Government Agency
Address: 90 N Main
Tooele, Utah
84074
Contact Person: Shannon Wimmer **Telephone #:** 435-843-2156
Contact Address: 90 N Main
Tooele, Utah
84074
DOJ Grant Manager: **DOJ Telephone #:**

Grant Title: 2013 State Homeland Security Program - Police Department Award **Grant Number:** DES-2013-SHSP-002
Grantee Name: Tooele City **Award Amount:** \$9,522.00
Grantee Type: Local Government Agency
Address: 90 N Main
Tooele, Utah
84074
Contact Person: Shannon Wimmer **Telephone #:** 435-843-2156
Contact Address: 90 N Main
Tooele, Utah
84074
DOJ Grant Manager: **DOJ Telephone #:**

Grant Title: 2014 State Homeland Security Program - Police Dept Award **Grant Number:** DEM-2014-SHSP
Grantee Name: Tooele City **Award Amount:** \$12,373.00
Grantee Type: Local Government Agency
Address: 90 N Main
Tooele, Utah
84074
Contact Person: Shannon Wimmer **Telephone #:** 435-843-2156
Contact Address: 90 N Main
Tooele, Utah
84074
DOJ Grant Manager: **DOJ Telephone #:**

Grant Title: 2014 State Homeland Security Program - Fire Dept Award **Grant Number:** DEM-2014-SHSP
Grantee Name: Tooele City **Award Amount:** \$12,373.00
Grantee Type: Local Government Agency
Address: 90 N Main
Tooele, Utah
84074
Contact Person: Shannon Wimmer **Telephone #:** 435-843-2156
Contact Address: 90 N Main
Tooele, Utah
84074
DOJ Grant Manager: **DOJ Telephone #:**

Grant Title: Bulletproof Vest Partnership Award **Grant Number:** FY15 AWARD
Grantee Name: Tooele City **Award Amount:** \$5,046.00
Grantee Type: Local Government Agency
Address: 90 N Main
Tooele, Utah
84074
Contact Person: Shannon Wimmer **Telephone #:** 435-843-2156
Contact Address: 90 N Main
Tooele, Utah
84074
DOJ Grant Manager: **DOJ Telephone #:**

Policy Statement:

Tooele City believes that it is important to foster a workforce culture that values diversity at all levels in the organization. As such, equal employment opportunities are provided in all aspects of employment including hiring, job assignment, compensation, discipline, termination, and access to benefits, programs, and training.

Tooele City does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

As such, Tooele City provides employees with viable means for communicating and resolving complaints regarding perceived unlawful discrimination in employment practices including (1) A formal internal grievance policy for alleged violations of policy and/or law including discrimination; and (2) A formal anti-harassment policy that includes a complaint and investigation process for allegations of sexual or other forms of employee harassment.

Step 4b: Narrative Underutilization Analysis

When the Utilization Analysis revealed a difference of 10% or more, Tooele City conducted closer analysis to evaluate the specific factors relating to the group and to identify whether or not underutilization is indicated. The following is a summary, by category, of the results of this analysis:

Officials and Administrators The analysis shows no significant underutilization.

Professionals The analysis shows no significant underutilization.

Technicians The analysis shows underutilization of white females by 17%. Although this number appears to represent a significant underutilization, Tooele City has not identified this as significant because of the limited number of positions in this category. This category comprises primarily occupations relating to building (building inspectors/plans examiner/land use technician) and two IS-related positions. No new growth is anticipated in this category.

Protective Services (Sworn) The analysis shows no significant underutilization.

Protective Services Non-Sworn Closer analysis of the utilization report shows no significant underutilization in the Protective Services Non-Sworn category. This is due to the following: (1) Tooele City only has three position in this classification and all three are female, and (2) 100% of the market reported in the CLS is white female.

Administrative Support - The analysis shows underutilization of white males by 25%. Tooele City has identified this as an area of underutilization.

Service/Maintenance The analysis shows no significant underutilization.

Step 5 & 6: Objectives and Steps

1. Administrative Support. Our objective is to provide equal employment opportunities for Males when our organization fills vacancies that become available in the Administrative Support categories.

a. Although we have identified underutilization of Males in the Administrative Support occupations, Tooele City does not plan to focus unique, specific attention on increasing male representation in these areas. We will continue to maintain top management commitment to diversity in the workplace; carefully review minimum education, training, and job requirements to ensure that they represent minimum qualifications necessary for entry into the position; carefully analyze recruitment strategies to attract a diverse applicant pool; review selection processes including interview boards and selection criteria to ensure no unnecessary barriers exist that would deny equal employment opportunities in the organization, except when bona fide occupational qualifications are established in order for the individual to perform the essential functions of the job.

2. Protective Services: Sworn (Patrol) and Sworn (Officials). While this EEOP does not break down the utilization of Protective Services: Sworn Patrol vs. Sworn Officials, Tooele City our review shows that 100% of our Protective Services: Sworn Officials are White, Males. We recognizes that Sworn Officials are predominantly filled through internal promotion from the Sworn Patrol workforce. Our objectives is to continue to provide equal employment opportunities for female and minority applicants in the Protective Services category when our organization fills vacancies that become available in this category.

a. Tooele City has recently changed the residency requirement for police officers that now allows officers to reside within 45 miles of City limits. This policy also provides take-home/commute privileges. With this change, our recruitment strategy will be to expand beyond the local labor market. Tooele City posts our job openings at www.jobs.utah.gov as well as www.tooelecity.org.

b. Include on Tooele City's website, information regarding how to prepare for testing session, and links to POST and other applicant preparation resources.

- c. Continue to consider sponsoring individuals through the POST Academy as opposed to limiting our applicant pool to those who are LEO certified or certifiable.
- d. Continue our policy of maintaining an applicant bank and keeping police officer applications active up to the period of time an applicant is invited for PT testing or until August of each year, whichever is longer. The applicant bank allows interested individuals with the opportunity to notify Tooele City of their interest in working for our department and minimizes the risk of missing a job vacancy advertisement.
- e. Continue to make ride-a-long options available to applicants who are exploring career opportunities as a police officer. Such opportunities will be based on availability of the officer and safety considerations. Applicants interested in a police ride-a-long should contact the Tooele City Patrol Lieutenant at 435-882-8900. The Patrol Lieutenant will be able to further discuss the Ride-Along Program eligibility, requirements, and objectives.
- f. Tooele City has removed the bench press from our PT testing standards. We will continue to post the police officer physical fitness standards on our job vacancy website at www.tooelecity.org. Because the PT standards are bona fide occupational qualifications, all applicants must be able to pass the PT test. We believed that providing applicants with the PT testing standards ahead of time via the website would enable applicants to improve their physical fitness throughout the year and be better prepared for PT testing.
- g. Continue to provide greater access to PT testing opportunities by offering testing sessions outside of normal working hours. This may include nighttime and weekend testing sessions.
- h. Continue to allow applicants to improve their physical fitness and to request a re-take session for their physical fitness exam as soon as one-weeks after their original testing session and at a time convenient for Tooele City. Physical fitness scores may be considered current for up to twelve months.
- i. Continue to monitor interview boards and include Females in the hiring process wherever practical.

Step 7a: Internal Dissemination

1. Post the EEO Policy Statement on the HR Bulletin Board at the entrance of City Hall for four months.
2. E-mail a notice to all City e-mail accounts informing them of the availability of the EEOP on the City's website and encouraging them to review it.

Step 7b: External Dissemination

External

1. Continue to include the statement "Tooele City is an Equal Opportunity Employer and does not discriminate with respect to any qualified applicant with a disability or disabilities" on job postings (ADA/EEO Employer).
2. Post the EEOP on the City's web page.
3. Conspicuously post the EEO Policy Statement on the HR Bulletin Board at the entrance of City Hall for a period of four months.

Utilization Analysis Chart
Relevant Labor Market: Tooele County, Utah

| 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 #/% | 12/57% | 2/10% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 7/33% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 945/56% | 75/4% | 45/3% | 0/0% | 0/0% | 15/1% | 0/0% | 0/0% | 580/34% | 10/1% | 0/0% | 15/1% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 1% | 5% | -3% | 0% | 0% | -1% | 0% | 0% | -1% | -1% | 0% | -1% | 0% | 0% | 0% | 0% |
| Professionals | | | | | | | | | | | | | | | | |
| 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 #/% | 960/37% | 30/1% | 15/1% | 10/0% | 20/1% | 0/0% | 30/1% | 0/0% | 1,355/52% | 135/5% | 30/1% | 15/1% | 0/0% | 0/0% | 20/1% | 0/0% |
| Utilization #/% | 13% | -1% | -1% | -0% | -1% | 0% | -1% | 0% | -2% | -5% | -1% | -1% | 0% | 0% | -1% | 0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 6/100% | 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 #/% | 435/69% | 45/7% | 0/0% | 0/0% | 0/0% | 35/6% | 0/0% | 0/0% | 105/17% | 10/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 31% | -7% | 0% | 0% | 0% | -6% | 0% | 0% | -17% | -2% | 0% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 29/88% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/6% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 365/75% | 44/9% | 30/6% | 0/0% | 25/5% | 0/0% | 10/2% | 0/0% | 15/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 13% | -6% | -6% | 0% | -5% | 0% | -2% | 0% | 3% | 3% | 0% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/67% | 1/33% | 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% | 20/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | -33% | 33% | 0% | 0% | 0% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 26/84% | 4/13% | 0/0% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,100/25% | 260/6% | 0/0% | 55/1% | 25/1% | 0/0% | 0/0% | 0/0% | 2,650/61% | 160/4% | 0/0% | 4/0% | 45/1% | 30/1% | 40/1% | 0/0% |
| Utilization #/% | -25% | -6% | 0% | -1% | -1% | 0% | 0% | 0% | 23% | 9% | 0% | 3% | -1% | -1% | -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 #/% | 24/89% | 3/11% | 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 #/% | 1,380/83% | 140/8% | 20/1% | 20/1% | 0/0% | 10/1% | 0/0% | 4/0% | 75/4% | 10/1% | 0/0% | 0/0% | 10/1% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 6% | 3% | -1% | -1% | 0% | -1% | 0% | -0% | -4% | -1% | 0% | 0% | -1% | 0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 10/34% | 3/10% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 15/52% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 2,160/42% | 775/15% | 20/0% | 10/0% | 60/1% | 40/1% | 0/0% | 10/0% | 1,615/31% | 425/8% | 4/0% | 0/0% | 55/1% | 10/0% | 0/0% | 0/0% |
| Utilization #/% | -7% | -5% | -0% | -0% | -1% | -1% | 0% | -0% | 21% | -5% | -0% | 0% | -1% | -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 |
| Administrative Support | ✓ | | | | | | | | | | | | | | | |

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.

H. Perkins HR Director 8/30/2016
[signature] [title] [date]