

# EEOP Utilization Report



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## Step 1: Introductory Information

<b>Grant Title:</b>	Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, and Dating Violence and Stalking Grant Program	<b>Grant Number:</b>	2016-WE-AX-0032
<b>Grantee Name:</b>	Provo City Corporation	<b>Award Amount:</b>	\$538,739.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	351 West Center Street Provo, Utah 84603		
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### Policy Statement:

On July 22, 2015, the mayor of Provo City revised Policy #30-Discrimination.

It is the policy of the City to provide for equal employment opportunity by ensuring that all personnel actions be based on the ability to perform the duties and responsibilities assigned to a particular position without regard to race, color, religion, sex, pregnancy, childbirth or pregnancy-related conditions, age, national origin, disability, sexual orientation, or gender identity. Further, it is the policy of the City that no person will be subject to any form of sexual harassment.

## Step 4b: Narrative Underutilization Analysis

A comparison of the workforce of Provo City to the labor market of Utah County indicates an underutilization in the following areas:

- (1) White males in three categories: Technician (-18%), Protective Services: Non-sworn (-31%), and Administrative Support (-20%).
- (2) Hispanic males in four categories: Protective Services: Sworn-Patrol Officers (-8%), Administrative Support (-3%), Skilled Craft (15%), and Service/Maintenance (-8%).

Provo City actively tries to recruit males in support positions such as dispatcher, and acknowledges the difficulty in getting males to apply and then retaining them as employees in support occupations. The City strives to maintain a work environment that welcomes males into traditionally female-dominated positions. The City has also been proactive in attracting Hispanic males to sworn positions to reflect the local community.

- (3) White females in Protective Services: Sworn-Patrol Officers (-15%) and Service/Maintenance (-20%).
- (4) Hispanic females in Protective Services: Sworn-Patrol Officers (-1%) and Service/Maintenance (-6%).
- (5) Asian females in Protective Services Non-sworn (-4%).
- (6) Other females in Protective Services Non-sworn (-6%).

Provo City actively seeks to provide equal opportunity to females and other protected groups and increase their numbers in occupations that have traditionally been male-dominated. It is important to recognize, however, the impact the local religious culture has on the recruitment of female police officers. Latter-day Saint (Mormon) culture places a high value on women being full-time mothers. Data supports this observation; in every law enforcement jurisdiction in Utah the number of female sworn officers is significantly below the number of females available in the labor market. The City studies the labor market and creates recruitment plans to broaden the appeal of these types of occupations and increase visibility of the recruitment process.

## Step 5 & 6: Objectives and Steps

**1. To ensure that White and Hispanic men and Asian and Other women have equal opportunity to see and apply for Technical and/or Administrative Support positions with the City of Provo, the City will do the following:**

- a. Conduct outreach to high school career centers in Utah County to distribute promotional materials and encourage prospective applicants.
- b. Post advertisements via the career portal of the State Department of Workforce Services to encourage prospective applicants from outside of the county.
- c. Send e-mail notifications to City employees to inform them of and encourage applications for openings. Post openings at high public-use City facilities such as the recreation center, ice arena, and library.
- d. Use the State Department of Education Skilled and Technical Sciences program as a recruiting source for technical positions.
- e. Continue to conduct analysis of staffing methods to prevent possible adverse impact in the recruitment and retention of underutilized and/or protected groups. Include notification on the City Internet jobs page to inform prospective applicants and other members of the public that the City conducts this analysis.

**2. To increase the number of Hispanic males in Skilled Craft and Service/Maintenance positions, the City will do the following:**

- a. Post advertisements via the career portal of the State Department of Workforce Services to encourage prospective applicants from outside of the county.

- b. Continue to use and promote City apprenticeship positions.
- c. Use the State Department of Education Skilled and Technical Sciences program as a recruiting source for Skilled Trades and Service/Maintenance positions.
- d. Use the apprenticeship program at Salt Lake Community College, which has a Hispanic student population of 17%, as a portal for increasing the number of Hispanic applicants.
- e. Continue to conduct analysis of staffing methods to prevent possible adverse impact in the recruitment and retention of underutilized and/or protected groups. Include notification on the City Internet jobs page to inform prospective applicants and other members of the public that the City conducts this analysis.

**3. To address the underutilization of women and Hispanic males in Protective Services: Sworn-Patrol Officer positions the City will do the following:**

- a. Actively participate in the partnership the police department created with Illumine International, a non-profit organization which provides assimilation training for recent immigrants. In addition to teaching state laws and how to have positive interactions with law enforcement, the police department also highlights employment opportunities.
- b. Continue to sponsor the Provo Police Department Citizen Advisory Board (twenty diverse residents) which has adopted a 2016/2017 recruitment, hiring, and retention project specifically targeted at underutilized groups in the police department.
- c. Continue active participation by the police chief in the Utah Valley University Black Student Union mentoring program where he coaches male and female students on preparation for law enforcement careers.
- d. Increase dialogue between the Community Policing Unit and Tribe for Change, an African-American female activist group representing the minority community and encourage minority community members to apply for job openings.
- e. Review and revise hard-copy, online, and outreach recruitment and police department materials to promote the diverse work environment the City encourages. Specifically ensure that at least one-third of images on promotional materials depict females and minority group members.
- f. In conjunction with the newest City recruitment video, which features a female officer as the lead character in a police department Day in the Life segment, request a female officer participate in recruitment events such as job fairs conducted by Utah State Work Development, Utah Valley University, Brigham Young University, or Salt Lake Community College.
- g. Review and revise, if needed, all images and messages on the City website to reinforce and reflect the City and police department message of diversity and inclusion.
- h. Expand recruitment sources to include the National Latino Peace Officer Association, and use the criminal justice program at Salt Lake Community College, which has a Hispanic student population of 17% and female student population of 50%, as a portal for increasing the number of Hispanic and female applicants.
- i. Continue to conduct analysis of staffing methods to prevent possible adverse impact in the recruitment and retention of underutilized and/or protected groups. Include notification on the City Internet jobs page to inform prospective applicants and other members of the public that the City conducts this analysis.

**Step 7a: Internal Dissemination**

1. Continue to post the EEO policy on City bulletin boards and include a notice that a hard-copy of the EEOP Utilization Report is available for review in the Human Resources division.
2. E-mail a copy of the EEOP Utilization Report to all City managerial and supervisory employees advising them to read, print, and retain an electronic copy for reference or printing.
3. Send a City-wide e-mail message to inform employees that an EEOP Utilization Report for the City is available upon request in the Human Resources division.
4. Place a link to the EEOP Utilization Report on the City Intranet on the City Wide Policy and Procedure page under the Affirmative Action banner.
5. Inform all new employees at their new employee orientation that the EEOP Utilization Report is available upon request in the Human Resources division.

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

1. Post a copy of the EEOP Utilization Report on the City Internet jobs page.
2. Include on all City job announcements that applicants may obtain a copy of the EEOP Utilization Report on request in the Human Resources division.
3. Keep a hard-copy of the EEOP Utilization Report in the Human Resources division for review by the public.
4. Place a notice on City bulletin boards that the EEOP Utilization Report is available upon request in the City Human Resources division.
5. Place a hard-copy of the EEOP Utilization Report in the reading room of the City library.
6. Notify, by e-mail or U.S. mail, all vendors and contractors (that the City conducts business with) of the location of the link to the EEOP Utilization Report on the City Internet jobs page and that a hard-copy is available in the Human Resources division.

**Utilization Analysis Chart**  
**Relevant Labor Market: Utah 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
<b>Officials/Administrators</b>																
Workforce #/%	41/84%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/14%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	14,260/65%	860/4%	45/0%	10/0%	140/1%	80/0%	90/0%	100/0%	5,505/25%	425/2%	45/0%	10/0%	55/0%	30/0%	85/0%	45/0%
Utilization #/%	18%	-4%	-0%	-0%	-1%	-0%	-0%	-0%	-11%	0%	-0%	-0%	-0%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	62/51%	4/3%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%	50/41%	2/2%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%
CLS #/%	19,875/50%	755/2%	50/0%	25/0%	450/1%	170/0%	215/1%	145/0%	16,820/42%	820/2%	20/0%	110/0%	340/1%	50/0%	95/0%	100/0%
Utilization #/%	1%	1%	-0%	1%	-0%	-0%	-1%	-0%	-1%	-0%	-0%	-0%	1%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	121/35%	7/2%	1/0%	0/0%	3/1%	2/1%	0/0%	0/0%	189/54%	14/4%	2/1%	1/0%	3/1%	6/2%	0/0%	0/0%
CLS #/%	3,080/53%	180/3%	40/1%	0/0%	135/2%	10/0%	60/1%	35/1%	1,940/33%	130/2%	15/0%	0/0%	125/2%	15/0%	15/0%	55/1%
Utilization #/%	-18%	-1%	-0%	0%	-1%	0%	-1%	-1%	21%	2%	0%	0%	-1%	1%	-0%	-1%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	24/100%	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 #/%	1,285/72%	110/6%	40/2%	0/0%	10/1%	0/0%	19/1%	0/0%	270/15%	15/1%	0/0%	0/0%	0/0%	15/1%	20/1%	0/0%
Utilization #/%	28%	-6%	-2%	0%	-1%	0%	-1%	0%	-15%	-1%	0%	0%	0%	-1%	-1%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	85/89%	4/4%	0/0%	1/1%	1/1%	1/1%	0/0%	0/0%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	8,795/46%	2,270/12%	90/0%	43/0%	110/1%	95/1%	34/0%	70/0%	5,955/31%	985/5%	85/0%	84/0%	105/1%	135/1%	60/0%	10/0%
Utilization #/%	42%	-8%	-0%	1%	0%	1%	-0%	-0%	-27%	-5%	-0%	-0%	-1%	-1%	-0%	-0%
<b>Protective Services: Non-sworn</b>																

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
Workforce #/%	8/9%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	71/76%	7/7%	0/0%	3/3%	0/0%	3/3%	0/0%	0/0%
CLS #/%	185/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	235/50%	0/0%	0/0%	0/0%	20/4%	0/0%	0/0%	30/6%
Utilization #/%	-31%	1%	0%	1%	0%	0%	0%	0%	26%	7%	0%	3%	-4%	3%	0%	-6%
<b>Administrative Support</b>																
Workforce #/%	18/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	88/75%	5/4%	1/1%	2/2%	0/0%	3/3%	0/0%	0/0%
CLS #/%	19,985/35%	1,955/3%	120/0%	60/0%	270/0%	250/0%	195/0%	90/0%	29,730/52%	2,680/5%	140/0%	195/0%	350/1%	250/0%	140/0%	335/1%
Utilization #/%	-20%	-3%	-0%	-0%	-0%	-0%	-0%	-0%	23%	-0%	1%	1%	-1%	2%	-0%	-1%
<b>Skilled Craft</b>																
Workforce #/%	51/98%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,765/76%	2,350/15%	70/0%	105/1%	55/0%	25/0%	44/0%	20/0%	880/6%	70/0%	0/0%	0/0%	10/0%	0/0%	0/0%	0/0%
Utilization #/%	22%	-15%	-0%	-1%	-0%	-0%	-0%	-0%	-4%	-0%	0%	0%	-0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	136/78%	4/2%	1/1%	1/1%	1/1%	0/0%	0/0%	0/0%	25/14%	3/2%	1/1%	2/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,325/42%	4,810/10%	125/0%	160/0%	335/1%	220/0%	125/0%	155/0%	16,145/35%	3,790/8%	140/0%	140/0%	455/1%	145/0%	125/0%	135/0%
Utilization #/%	36%	-8%	0%	0%	-0%	-0%	-0%	-0%	-20%	-6%	0%	1%	-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
<b>Technicians</b>	✓															
<b>Protective Services: Sworn-Patrol Officers</b>		✓							✓	✓						
<b>Protective Services: Non-sworn</b>	✓												✓			✓
<b>Administrative Support</b>	✓	✓														
<b>Skilled Craft</b>		✓														
<b>Service/Maintenance</b>		✓							✓	✓						

### Law Enforcement Category Rank 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>Chief</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%
<b>Captain</b>																
Workforce #/%	4/100%	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%
<b>Lieutenant</b>																
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%
<b>Sergeant</b>																
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%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	85/89%	4/4%	0/0%	1/1%	1/1%	1/1%	0/0%	0/0%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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.

Certified As Final By: Daniel Softley

Human Resources Director

10-25-2016

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[signature]

[title]

[date]