

A stylized graphic of the American flag, featuring a blue field with white stars in the upper left corner and red and white stripes flowing across the rest of the page. The flag is positioned behind the main title text.

2016 Equal Employment Opportunity (EEO) Utilization Report

for Non-Law Enforcement

City of Laredo, Texas

EEOP Utilization Report



Tue Oct 25 17:03:44 EDT 2016

Step 1: Introductory Information

| | | | |
|---------------------------|---|-------------------------|----------------|
| Grant Title: | COPS Hiring Program | Grant Number: | 2010ULWX0025 |
| Grantee Name: | City of Laredo | Award Amount: | \$4,369,266.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 1110 Houston St. Laredo, Texas 78040 | | |
| Contact Person: | Carolina Thurkettle | Telephone #: | 956-727-6460 |
| Contact Address: | 1102 Bob Bullock Loop Laredo, Texas 78043 | | |
| DOJ Grant Manager: | Clara, Pesiri | DOJ Telephone #: | 202-353-8972 |

Policy Statement:

The City of Laredo is an Equal Employment Opportunity/Affirmative Action employer of qualified applicants. The City has made the commitment that all applications and employees will be treated equally without regards to race, color, religion, sex, national origin, age, disability or veteran's status. The only exceptions are based on bona fida occupational qualifications such as the age requirements regulated by the Civil Service Commission.

The City has developed programs to ensure that base employment decisions will be made to further the principle of Equal Employment opportunities by focusing our efforts on such areas as recruitment, employment, promotions, and equal pay. Copies of the Equal Employment Opportunity/Affirmative Action Plan may be obtained by contacting the City Secretary's Office, (956) 791-7308.

Step 4b: Narrative Underutilization Analysis

A comparison of the City of Laredo workforce to the community labor statistics for Laredo City indicates an underutilization in several areas. The City of Laredo has focused on underutilizations of five (5) percent or greater in reportable areas and on underutilizations of two standard deviations from the relevant workforce in reportable areas. Thus, the narrative below includes all underutilizations of two standard deviations from the relevant workforce.

Officials and Administrators:

Hispanic or Latino males are underutilized by 8%.

Professionals:

Hispanic or Latino women are underutilized by 10%.

Technicians:

Black or African-American males are underutilized by 5% .

Protective Services - Sworn:

White males are underutilized by 5% and Hispanic or Latino female are underutilized by 6%.

Protective Services - Non-Sworn:

Hispanic or Latino females are underutilized by 59%.

Administrative Support:

Hispanic or Latino males are underutilized by 21%.

Service/Maintenance:

Hispanic or Latino females are underutilized by 25%.

The Utilization Analysis Report reveals that underutilization exists in several categories. The City of Laredo is a South Texas border community, with the majority of our population being of Hispanic or Latino decent. The City of Laredo is committed in developing a diverse and highly-qualified workforce, which maintains high standards in providing equal employment opportunity practices.

Step 5 & 6: Objectives and Steps

1. To encourage Hispanic or Latino females to apply for vacancies in the Professionals, Protective Services:Non-Sworn, and Service Maintenance job categories.

- a. The City of Laredo is will post vacant positions online and through the City's Public Access Channel.
- b. The City of Laredo will provide in person assistance at two office locations.
- c. The City of Laredo will continue to create recruitment bulletin based on requirements stated on the Position Description Questionnaire (PDQ) and/or classification specification.
- d. All vacant positions will be posted for a minimum of five business days as stated in the City of Laredo Code of Ordinance.
- e. The City of Laredo will continue to post positions utilizing Work In Texas website and Texas Municipal League career center website.
- f. The City of Laredo will participate in various City wide job fairs with our local agencies.
- g. The City of Laredo will continue to provide equal employment opportunity training to supervisors and directors.
- h. The City of Laredo will continue to provide equal employment opportunities to all those seeking employment within our municipality.

2. To encourage Hispanic or Latino males to apply for vacancies in the Administrative Support job categories.

- a. The City of Laredo will post vacant positions online and through the City's Public Access Channel.
- b. The City of Laredo will provide in person assistance at two office locations.
- c. The City of Laredo will continue to create recruitment bulletin based on requirements stated on the Position Description Questionnaire (PDQ) and/or classification specification.
- d. All vacant positions will be posted for a minimum of five business days as stated in the City of Laredo Code of Ordinance.
- e. The City of Laredo will continue to post positions utilizing Work In Texas website and Texas Municipal League career center website.
- f. The City of Laredo will participate in various City wide job fairs with our local agencies.
- g. The City of Laredo will continue to provide equal employment opportunity training to supervisors and directors.
- h. The City of Laredo will continue to provide equal employment opportunities to all those seeking employment within our municipality.

Step 7a: Internal Dissemination

1. Have EEOP Utilization Report available to all employees via our Outlook Public Folder.
2. Send an e-mail memorandum to all employees, to let them know that a copy of the EEOP Utilization Report is available on request.
3. Have an available copy of the EEOP Utilization Report on the Human Resources website.

Step 7b: External Dissemination

1. Have the EEOP Utilization Report available via the Human Resources Department website.
2. Post a copy of the EEOP Utilization Report in both Human Resources Offices.
3. Provide copy of EEOP Utilization Report on the Purchasing website for interested vendor's placing a bid with the City.

Utilization Analysis Chart
Relevant Labor Market: Laredo city, Texas

| 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 #/% | 7/8% | 46/52% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 1/1% | 32/36% | 0/0% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 475/6% | 5,075/60% | 0/0% | 0/0% | 65/1% | 0/0% | 4/0% | 0/0% | 125/1% | 2,595/31% | 120/1% | 0/0% | 0/0% | 0/0% | 15/0% | 0/0% |
| Utilization #/% | 2% | -8% | 0% | 1% | -1% | 0% | -0% | 0% | -0% | 6% | -1% | 0% | 1% | 0% | -0% | 0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 4/3% | 50/43% | 1/1% | 0/0% | 3/3% | 0/0% | 0/0% | 0/0% | 1/1% | 56/49% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 625/6% | 3,245/29% | 130/1% | 0/0% | 110/1% | 0/0% | 0/0% | 0/0% | 360/3% | 6,415/58% | 0/0% | 0/0% | 105/1% | 0/0% | 15/0% | 0/0% |
| Utilization #/% | -2% | 14% | -0% | 0% | 2% | 0% | 0% | 0% | -2% | -10% | 0% | 0% | -1% | 0% | -0% | 0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 3/1% | 228/57% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/1% | 164/41% | 1/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 30/2% | 715/47% | 75/5% | 0/0% | 20/1% | 0/0% | 0/0% | 0/0% | 60/4% | 615/40% | 0/0% | 0/0% | 0/0% | 0/0% | 20/1% | 0/0% |
| Utilization #/% | -1% | 11% | -5% | 0% | -1% | 0% | 0% | 0% | -3% | 1% | 0% | 0% | 0% | 0% | -1% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 28/3% | 774/90% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 3/0% | 55/6% | 1/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 345/9% | 3,170/79% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 20/0% | 490/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -5% | 11% | 0% | 0% | 0% | 0% | 0% | 0% | -0% | -6% | 0% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/0% | 38/88% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 5/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 4/2% | 70/28% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 175/70% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -2% | 60% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | -59% | 0% | 0% | 0% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/0% | 49/16% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 5/2% | 255/83% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 600/2% | 11,055/37% | 35/0% | 45/0% | 100/0% | 0/0% | 0/0% | 0/0% | 680/2% | 17,225/58% | 0/0% | 10/0% | 60/0% | 10/0% | 20/0% | 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 |
| Utilization #/% | -2% | -21% | -0% | -0% | -0% | 0% | 0% | 0% | -1% | 25% | 0% | -0% | -0% | -0% | -0% | -0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 3/1% | 254/98% | 0/0% | 1/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 410/5% | 7,635/92% | 4/0% | 0/0% | 20/0% | 0/0% | 0/0% | 15/0% | 10/0% | 225/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -4% | 6% | -0% | 0% | -0% | 0% | 0% | -0% | -0% | -2% | 0% | 0% | 0% | 0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 8/1% | 464/82% | 2/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/0% | 90/16% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 695/2% | 16,455/56% | 50/0% | 0/0% | 20/0% | 0/0% | 10/0% | 20/0% | 110/0% | 11,955/41% | 0/0% | 10/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -1% | 26% | 0% | 0% | -0% | 0% | -0% | -0% | -0% | -25% | 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 |
| Professionals | | | | | | | | | | ✓ | | | | | | |
| Technicians | | | ✓ | | ✓ | | | | ✓ | | | | | | ✓ | |
| Protective Services: Sworn | ✓ | | | | | | | | | ✓ | | | | | | |
| Protective Services: Non-sworn | | | | | | | | | | ✓ | | | | | | |
| Administrative Support | ✓ | ✓ | | | | | | | | | | | | | | |
| Skilled Craft | ✓ | | | | | | | | | ✓ | | | | | | |
| Service/Maintenance | | | | | | | | | | ✓ | | | | | | |

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: Carolina Thurkettle

Human Resources Officer

10-25-2016

[signature]

[title]

[date]