

# EEO Utilization Report

## Organization Information

Name: St. Paul City Attorney's Office

City: St. Paul

State: MN

Zip: 55102

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

See attached statement.

Following File has been uploaded:EEOC Statement Mayor 2018\_0.pdf

## Step 4b: Narrative of Interpretation

### Step 4b: Narrative Underutilization Analysis

The City of Saint Pauls (City) recruitment area or pool is: Ramsey County (50%), Washington County (20%), Dakota County (10%), Hennepin County (10%), and Minneapolis Metro area (10%). The United States Department of Justice (US DOJ) Equal Employment Opportunity Plan (EEOP) reporting system limits the Citys comparison to only one relevant market. The City reviewed the Utilization Analysis (comparing the City's workforce to the relevant labor market of Ramsey County), and noted the following:

1. White females were under-represented with two or more standard deviations in the following job categories: Professional (-5%), Technical (-25%), Protective Services-Sworn (-7%), Protective Services-Non-Sworn (-36%), Skilled Craft (-5%), Service/Maintenance (-18%).
2. Hispanic females were under-represented in the following job categories: Service/Maintenance (-3%).
3. Black females were under-represented in the following job categories: Protective Sworn (-2%), administrative support category (3%).
4. Asian females were under-represented in the following job categories: Protective Sworn (-1%), Service Maintenance (-4%).
5. White males were under-represented in the Professional (-5%), administrative support category (-17%).
6. Hispanic males were under-represented in the following job categories: Administrative Support (-1%).
7. Black males were under-represented in the following job categories: Protective Sworn (-3%).
8. Asian females were under-represented in the following job categories: Service Maintenance (-4%).

The City is committed to building an equitable and inclusive city that will shift culture in city processes and policies, eliminate structural inequities, and ensure timely and relevant access to services, resources, support, and opportunity to every person in Saint Paul.

## Step 5: Objectives and Steps

### 1. Identify and Remove Barriers to City Employment Process

- a. Provide and promote regular Elevate Sessions for anyone to learn about City jobs, career paths, and the application process.
- b. Connect department expectations with community needs.
- c. Review and update job requirements and job descriptions using a racial equity lens. For example, question if education and experience requirements are too restrictive. If so, rewrite as appropriate. Recently we removed no suspensions or revocation restrictions from Class D drivers license requirements.
- d. Enhancing the Citys development programming thru the creation of an Equity focused Citywide Development Framework.
- e. Reduce the number of times the City requires a transcript or diploma during the application acceptance period. Instead, we require proof of education at time of hire, reducing a barrier to applicants.
- f. Established a Pronoun Policy with the Parks and Recreation department. The City is in the process of creating citywide pronoun guidelines.

### 2. Seek Opportunities to Develop More Pipeline Programs

- a. The Right Track Program provides low income youth and young adults with summer and school year employment opportunities. Continue this pipeline program and find ways to encourage them to apply for certified job openings. Promote Right Track Plus.
- b. Develop other Trainee opportunities such as the recently created Operations Laborer and Trainee position for the Public Works department and the Law Enforcement Career Path Academy (LECPA).
- c. Consider more pipeline programs such as EMS Academy and LECPA which are grant funded programs which provide low income youth with EMS and Law Enforcement education, opportunities for advancement, education on how to become a Firefighter and Police Officer, and provide bridge services and mentors while in the programs.

- d. Encourage more Internships as a recruitment tool.

### **3. Analyze Workforce and Create Targeted Recruitment Plans for Selected Positions**

- a. Continue to analyze current workforce demographics to predict expected turnover within next 3-5 years.
- b. Analyze our current workforce versus external workforce availability.
- c. Based on the analysis, choose positions to be filled over the next 18 months for an intense, targeted recruitment plan.

### **4. Increase Strength of Recruitment and Relationship Efforts**

- a. The Saint Paul Police and Fire Departments have assigned recruiters to conduct diversity recruitment activities. Special events occur so individuals can learn about the position and try out equipment used in the test. Websites clearly explain positions and selection process. Detailed recruitment plans are available upon request. Pathway programs continue to evolve and develop to ensure the recruitment of females and people of color is ongoing.
- b. Continue relationships with colleges and universities and establish networks with new colleges and universities. The City participates in mock interviews with Hamline University and continues its connections with Saint Paul college and Metro State University.
- c. Maintain collaborative government agencies recruitment relationship to learn about other recruitment efforts locally and to share recruitment resources. Specifically, the Public Sector Partnership, is a collaboration with Hennepin County, Dakota County, State of MN, City of Minneapolis, Ramsey County, and City of Saint Paul. This group was established to (1) Removes barriers for underrepresented; (2) identify and remove barriers to inherent public sector legacy hiring practices, particularly for underrepresented talent pools; (3) Better align training partners, workforce services and the delivery of core public services with industry hiring; (4) Increase public sector employer collaboration in the sector and develop bold and innovative strategies, initiatives and pilots; (5) Share recruitment resources and strategies.
- d. Collaborate with representatives from each city department to partner with on their specific recruitment efforts and to share ideas and resources. (Citywide, we anticipate 600 hires annually.)
- e. Utilize relationships with Unions to ensure they are aware of the City job openings and the hiring process so they can share the information with their connections which will help in recruiting a qualified and diverse applicant pool.
- f. Develop a plan and budget for a team of Community Recruitment Ambassadors from the African American, Native America, Latino, Hmong, and Somali communities to assist with recruiting diverse applicants who meet the requirements of open positions.
- g. Maintain community based relationships and establish relationships with 2 new community based organizations. We are proud of our relationship with Project for Pride in Living and HIRED as we participate in mock interviews, support internships, and promote employment to their graduates.
- h. Maintain relationships with District Councils, Commissions, and Boards to assist with recruiting a diverse, qualified applicant pool.

### **5. Increase Awareness and Understanding of City Employment Opportunities**

- a. Continue ongoing participation in employment and community events such as Cinco de Mayo Parade, Hmong Town Festival, Union Job Fair, and Rondo Days.
- b. Research and develop marketing strategies adjusted for a Covid reflected environment to attract under-represented applicants.
- c. Continue ongoing participation in high impact job fairs such as Metro State Networking and Job Fair, Trans Equity Summit, Midway Area Job Fair, Non-profit and Government Job Fair, and Progressive Job Fair.
- d. Use social media best practices to attract diverse job applicants.
- e. The Public Works department has created trading cards to showcase diverse jobs held by diverse individuals such as a Female engineer of color, technicians of color, and a female sewer worker. These continue to be handed out at numerous recruitment fairs.

## **Step 6: Internal Dissemination**

- 1. Post the EEOP Utilization Report on the City's internal website for all employees to view.
- 2. Send an e-mail to all employees, to let them know the location of the EEOP Utilization Report.
- 3. The EEO/AA Policy and non-discrimination posters will be permanently posted and conspicuously displayed and

available to employees and applicants for employment such as employee bulletin boards and lunch areas in each department and in City Human Resources.

4. Post the EEO/AA Policy online and review with management at least once a year.

5. An equity framework with development opportunities for all City employees is being developed and planned.

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

1. Post a copy of the EEOP Utilization Report on the City's public job opening website for applicants to view and on the City's public Workforce Utilization Report website (<https://www.stpaul.gov/departments/human-resources/workforce-utilization-reports>) for the general public to view.

2. We will email our recruitment partners, community contacts and applicants a link to the EEOP Utilization Report.

3. We will have a copy of the EEOP Utilization Report, available for viewing, in the Office of Human Resources.

4. We will include the following on job postings and on the employment opportunity website: The City of Saint Paul is an equal opportunity/affirmative action employer. Veterans, women, persons of color, members of the LGBT community, and individuals with disabilities are strongly encouraged to apply.

**Utilization Analysis Chart**  
**Relevant Labor Market: Ramsey County, Minnesota**

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 #/%	47/51%	2/2%	3/3%	0/0%	0/0%	0/0%	3/3%	0/0%	29/31%	0/0%	6/6%	0/0%	1/1%	0/0%	2/2%	0/0%
CLS #/%	22,845/50%	525/1%	770/2%	80/0%	895/2%	10/0%	225/0%	85/0%	17,945/39%	600/1%	800/2%	165/0%	755/2%	30/0%	270/1%	70/0%
Utilization #/%	1%	1%	2%	-0%	-2%	-0%	3%	-0%	-8%	-1%	5%	-0%	-1%	-0%	2%	-0%
<b>Professionals</b>																
Workforce #/%	151/32%	8/2%	18/4%	0/0%	17/4%	0/0%	2/0%	0/0%	196/42%	8/2%	21/5%	0/0%	33/7%	0/0%	11/2%	0/0%
CLS #/%	29,470/38%	820/1%	1,260/2%	60/0%	3,140/4%	0/0%	365/0%	130/0%	36,885/47%	940/1%	1,800/2%	90/0%	2,265/3%	0/0%	490/1%	60/0%
Utilization #/%	-5%	1%	2%	-0%	-0%	0%	-0%	-0%	-5%	1%	2%	-0%	4%	0%	2%	-0%
<b>Technicians</b>																
Workforce #/%	157/54%	4/1%	26/9%	0/0%	21/7%	0/0%	7/2%	0/0%	51/18%	2/1%	7/2%	1/0%	13/4%	0/0%	2/1%	0/0%
CLS #/%	4,460/39%	110/1%	240/2%	10/0%	530/5%	0/0%	75/1%	35/0%	4,835/43%	65/1%	460/4%	0/0%	430/4%	0/0%	70/1%	20/0%
Utilization #/%	15%	0%	7%	-0%	3%	0%	2%	-0%	-25%	0%	-2%	0%	1%	0%	0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	647/64%	65/6%	67/7%	19/2%	67/7%	0/0%	37/4%	0/0%	92/9%	1/0%	4/0%	2/0%	8/1%	0/0%	5/0%	0/0%
CLS #/%	2,455/60%	145/4%	400/10%	20/0%	215/5%	0/0%	14/0%	15/0%	645/16%	20/0%	90/2%	15/0%	70/2%	0/0%	0/0%	4/0%
Utilization #/%	4%	3%	-3%	1%	1%	0%	3%	-0%	-7%	-0%	-2%	-0%	-1%	0%	0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	10/31%	2/6%	4/12%	0/0%	7/22%	0/0%	2/6%	0/0%	2/6%	2/6%	0/0%	0/0%	3/9%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	180/49%	25/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	155/42%	0/0%	0/0%	0/0%	10/3%	0/0%	0/0%	0/0%
Utilization #/%	-17%	-1%	12%	0%	22%	0%	6%	0%	-36%	6%	0%	0%	7%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	44/13%	0/0%	10/3%	1/0%	13/4%	0/0%	3/1%	0/0%	170/51%	13/4%	24/7%	2/1%	39/12%	1/0%	14/4%	0/0%
CLS #/%	24,650/30	1,210/1%	1,960/2%	125/0%	1,895/2%	10/0%	510/1%	80/0%	42,240/52	1,960/2%	3,195/4%	390/0%	2,600/3%	10/0%	580/1%	135/0%

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 #/%	-17%	-1%	1%	0%	2%	-0%	0%	-0%	-1%	1%	3%	0%	8%	0%	3%	-0%
<b>Skilled Craft</b>																
Workforce #/%	110/83%	6/5%	5/4%	2/2%	3/2%	0/0%	5/4%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	17,180/80 %	1,240/6%	690/3%	40/0%	600/3%	10/0%	55/0%	105/0%	1,185/6%	130/1%	50/0%	0/0%	210/1%	15/0%	25/0%	0/0%
Utilization #/%	4%	-1%	1%	1%	-1%	-0%	4%	-0%	-5%	-1%	-0%	0%	-1%	-0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	241/57%	31/7%	45/11%	5/1%	11/3%	0/0%	23/5%	0/0%	49/12%	2/0%	11/3%	0/0%	3/1%	0/0%	2/0%	0/0%
CLS #/%	26,960/38 %	4,580/6%	3,745/5%	205/0%	3,840/5%	25/0%	460/1%	195/0%	21,330/30 %	2,670/4%	3,655/5%	210/0%	3,050/4%	0/0%	365/1%	220/0%
Utilization #/%	19%	1%	5%	1%	-3%	-0%	5%	-0%	-18%	-3%	-3%	-0%	-4%	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 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.

 Supervising Attorney 9-27-21  
[signature] [title] [date]