

EEOP Utilization Report



Mon Oct 10 16:27:51 EDT 2016

Step 1: Introductory Information

Grant Title:	2013 Cops Hiring Program	Grant Number:	2013ULWX0035
Grantee Name:	City of Saint Paul	Award Amount:	\$625,000.00
Grantee Type:	Local Government Agency		
Address:	15 W. Kellogg Blvd Saint Paul, Minnesota 55102		
Contact Person:	Kathy Wuorinen	Telephone #:	651-266-5571
Contact Address:	367 Grove Street Saint Paul, Minnesota 55101		
DOJ Grant Manager:		DOJ Telephone #:	

Policy Statement:

See Attachment titled "1.19.16 EEO_AA Statement Mayor" for full statement.

CITY OF SAINT PAUL EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY STATEMENT

This statement is to affirm the City of Saint Pauls policy to provide Equal Employment Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically including Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment.

The City of Saint Paul will not discriminate against or harass any employee or applicant for employment because of race, creed, religion, gender, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, marital status, membership on a civil rights commission, or status with regard to public assistance.

The City of Saint Paul will take affirmative action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, recall from layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship...(full policy statement is attached)

Step 4b: Narrative Underutilization Analysis

See Attachments titled "Step 4b Narrative of Interpretation", "Step 5 & 6 Objectives and Steps", "City of Saint Paul Recruitment PowerPoint", and "Recruitment list" for full narrative interpretation, objectives and steps to achieve objectives.

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 (EEO) reporting system limits the City's 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: Technical (-21%), Protective Services-Sworn (-5%), Skilled Craft (-4%), Service/Maintenance (-15%).
2. Hispanic females were under-represented in the following job categories: Service/Maintenance (-4).
3. Black females were under-represented in the following job categories: Protective Sworn (-2%), Service/Maintenance (-3%).
4. Asian females were under-represented in the following job categories: Protective Sworn (-1), Service Maintenance (-3).
5. White males were under-represented in the 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 (21%).

The City's mission is to attract, develop, and retain a diverse, professional workforce...

Step 5 & 6: Objectives and Steps

1. Analyze Workforce and Create Targeted Recruitment Plans for Selected Positions

- a. 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 20-30 positions to be filled over the next 18 months for an intense, targeted recruitment plan

2. Increase Strength of Recruitment and Relationship Efforts

- a. With recently approved 2017 funding, hire additional recruiter and part-time ambassadors from the African American, Native American, Latino, Hmong, and Somali communities to assist with recruiting diverse applicants who meet the requirements of open positions.
- b. Establish relationships with 5 new community-based organizations. Recently, we connected with the Karen Organization of MN and the Hmong American Partnership where representatives spoke to current City employees to help them understand the culture and how to respectfully work with someone from the Karen and Hmong communities. In addition, recently the City created an MOUs with MN Housing Agency, Commonbond Communities, and Goodwill Easter Seal. We also established relationships with HIRE, Resource Inc, and Access Ability. We plan to establish 3 more relationships within the next year.
- c. Continue relationships with colleges and universities and establish networks with new colleges and universities. The City has participated in mock interviewing with Hennepin Technical College and Hamline University. The City recently created a MOU with Saint Paul College to do classroom presentation and tabling. The City plans to visit Metro State in 2017.
- d. Begin to establish relationships with District Councils, Commissions, and Boards to assist with recruiting a diverse, qualified applicant pool. Recently presented to the HREEO Commission.
- e. The Saint Paul Police and Fire Departments have assigned recruiters to conduct diversity recruitment activities. Recruitment for female and applicants of color is ongoing. 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.
- f. Join a diversity and recruitment collaborative such as tri-equity team, state and city government agencies to learn about other recruitment efforts and to share recruitment resources. City HR has attended a collaborative recruitment meetings coordinated by the state.

- g. By end of 2016, establish citywide Recruitment Task Force to include 1 representative from each city department to partner with department representatives on their specific recruitment efforts and to share ideas and resources. (Citywide, we anticipate 400 hires annually.)
- h. 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.

3. Increase Awareness and Understanding of City Employment Opportunities

- a. 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 are handed out at numerous recruitment fairs.
- b. Research and develop marketing strategies to attract under-represented applicants.
- c. Continue ongoing participation in high impact job fairs such as U of M Pro Day, Non-profit and Government Job Fair, Hmong Resource Fair, and Progressive Job Fair.
- d. Learn from City marketing team how to best use social media to attract diverse job applicants. Implement use of social media to attract a diverse pool of applicants.
- e. Continue ongoing participate in employment and community events such as Union Job Fair, Refugee Day, Rondo Day, and St Paul Housing Agency Government Agency Job Fair.
- f. Create a Team of Community Recruitment Ambassadors.

4. Identify and begin Removing Barriers to City Employment Process

- a. 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.
- b. Connect department expectations with community needs.
- c. In 2017, provide implicit bias in hiring training to City of Saint Paul supervisors. (In 2016, develop the training program.)

5. 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.
- b. Develop other Trainee opportunities such as the recently created Department of Safety and Inspector trainee title.
- c. Consider more pipeline programs such as EMS Academy which is a grant funded program which provides low income youth with EMS education, opportunities for advancement, education on how to become a firefighter, and mentors.
- d. Encourage more Internships as a recruitment tool.

Step 7a: 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. Racial Equity training sessions will be held for all City employees.

Step 7b: 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
Officials/Administrators																
Workforce #/%	52/56%	1/1%	5/5%	0/0%	2/2%	0/0%	0/0%	0/0%	28/30%	0/0%	4/4%	0/0%	1/1%	0/0%	0/0%	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 #/%	6%	-0%	4%	-0%	0%	-0%	-0%	-0%	-9%	-1%	3%	-0%	-1%	-0%	-1%	-0%
Professionals																
Workforce #/%	158/38%	5/1%	18/4%	0/0%	12/3%	0/0%	0/0%	0/0%	191/45%	4/1%	9/2%	0/0%	23/5%	0/0%	0/0%	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 #/%	-0%	0%	3%	-0%	-1%	0%	-0%	-0%	-2%	-0%	-0%	-0%	3%	0%	-1%	-0%
Technicians																
Workforce #/%	175/58%	8/3%	14/5%	1/0%	16/5%	0/0%	0/0%	0/0%	67/22%	1/0%	9/3%	1/0%	11/4%	0/0%	0/0%	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 #/%	18%	2%	3%	0%	1%	0%	-1%	-0%	-21%	-0%	-1%	0%	-0%	0%	-1%	-0%
Protective Services: Sworn																
Workforce #/%	710/70%	56/6%	63/6%	13/1%	57/6%	0/0%	0/0%	0/0%	104/10%	2/0%	1/0%	4/0%	4/0%	0/0%	0/0%	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 #/%	10%	2%	-4%	1%	0%	0%	-0%	-0%	-5%	-0%	-2%	0%	-1%	0%	0%	-0%
Protective Services: Non-sworn																
Workforce #/%	8/28%	5/17%	6/21%	1/3%	6/21%	0/0%	0/0%	0/0%	1/3%	0/0%	2/7%	0/0%	0/0%	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 #/%	-21%	10%	21%	3%	21%	0%	0%	0%	-38%	0%	7%	0%	-3%	0%	0%	0%
Administrative Support																
Workforce #/%	57/13%	1/0%	19/4%	1/0%	15/3%	0/0%	0/0%	0/0%	237/54%	21/5%	38/9%	3/1%	46/11%	0/0%	0/0%	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%

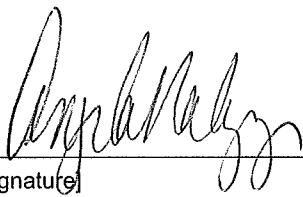

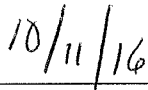
Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%								%							
Utilization #/%	-17%	-1%	2%	0%	1%	-0%	-1%	-0%	2%	2%	5%	0%	7%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	128/86%	7/5%	6/4%	4/3%	2/1%	0/0%	0/0%	0/0%	2/1%	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 #/%	6%	-1%	1%	2%	-1%	-0%	-0%	-0%	-4%	-1%	-0%	0%	-1%	-0%	-0%	0%
Service/Maintenance																
Workforce #/%	302/63%	22/5%	43/9%	5/1%	16/3%	0/0%	0/0%	0/0%	72/15%	0/0%	12/3%	2/0%	4/1%	0/0%	0/0%	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 #/%	25%	-2%	4%	1%	-2%	-0%	-1%	-0%	-15%	-4%	-3%	0%	-3%	0%	-1%	-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
Technicians									✓							
Protective Services: 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.

[signature] [title] [date]