

EEO Utilization Report

Organization Information

Name: City Of Salinas

City: Salinas

State: CA

Zip: 93901

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The City of Salinas (City) reaffirms its policy of providing equal employment opportunity to all persons regardless of race, color, religion, ancestry, sex, national origin, familial status, sexual orientation, age (over 40 years), or disability. In order to accomplish this policy, the City shall provide all employees and applicants for employment equal consideration and treatment. The City shall make all recruitment, hiring, placement, transfer and promotional decisions on the basis of qualifications of the individuals for the positions being filled and on the feasibility of any necessary job accommodation. In addition, the City shall ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, City-sponsored training, education assistance, social and recreational programs are administered without regard to race, color, religion, ancestry, sex, national origin, familial status, sexual orientation, age (over 40 years), or disability.

Step 4b: Narrative of Interpretation

A comparison of the City of Salinas workforce against the relevant labor market, Monterey County, demonstrates underutilization of qualified employees by two or more standard deviations in four of the eight job categories. Underutilization of two or more standard deviations can be considered significant. The Utilization Analysis Chart demonstrates the following:

Females were underutilized in three categories, as follows:

- a. White females: Professionals (-12%), Protective Services Non-Sworn (-16%).
- b. Hispanic or Latino females: Protective Services Sworn (-8%).
- c. Black or African American females: Protective Services Non-Sworn (-12%).

Males were underutilized in three categories, as follows:

- a. White males: Protective Services Non-Sworn (-27%), Administrative Support (-12%).
- b. Black or African American males: Protective Services Sworn (-3%).

The City of Salinas remains committed to meeting utilization goals so that its workforce more closely reflects the available labor force for Monterey County. It is the City's goal to increase representation in these areas and ensure that underrepresented groups receive equal opportunity to secure employment and advancement.

Step 5: Objectives and Steps

1. The City will engage in recruitment, promotional, and development efforts to address the underrepresentation of identified groups.

- a. Identify and utilize local and regional recruitment sources to reach applicants in all job categories where underrepresentation exists.
- b. Place recruitment advertisements in newspapers, publications, professional associations, social media sites, and City website to expand outreach for all job categories where underrepresentation exists.
- c. Increase contact with local community colleges such as Hartnell Community College, Monterey Peninsula College, Gavilan College, universities such as San Jose State, Fresno State, Stanislaus State, local police and fire academies, and local agencies, as sources for outreach recruitment of qualified applicants.
- d. Increase Human Resources participation and involvement with local and regional women, minority, and other underrepresented cultural organizations, events, job fairs where the City can be established as a viable employer for all qualified applicants. Human Resources will develop and regularly review the list of recruiting sources.
- e. Human Resources will examine application and testing methods to ensure utilization of most effective, equitable, and valid measurements possible and to ensure that testing procedures are reliable indicators of a candidate's suitability for hire or promotion.

Step 6: Internal Dissemination

Internal Dissemination:

- a. Post the EEOP Utilization Report on the City's internal (Human Resources) website which is accessible to all employees.
- b. Provide a copies of the EEOP Utilization Report to all City departments for placement on employee bulletin boards with instructions to contact Human Resources with any questions about the report.
- c. Provide new employees with information about the report and how to access it during new employee orientation.
- d. Maintain a copy of the EEOP Utilization Report in the Human Resources Office available for employees and the public to view upon request.

Step 7: External Dissemination

External Dissemination:

- a. Post a copy of the EEOP Utilization Report on the City's public website under Human Resources.
- b. Include on all job announcements that applicants may obtain a copy of the EEOP Utilization Report on request.
- c. Maintain a copy of the EEOP Utilization Report in the Human Resources Office available for employees and the public to view upon request.
- d. Human Resources will have copies of the EEOP Utilization Report available for review at job fairs and recruitment events.
- e. Notify contractors and vendors that the EEOP Utilization Report is available on request.

Utilization Analysis Chart
Relevant Labor Market: Monterey County, California

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 #/%	8/44%	3/17%	1/6%	0/0%	1/6%	0/0%	0/0%	0/0%	2/11%	2/11%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%
CLS #/%	7,150/40%	2,155/12%	245/1%	40/0%	710/4%	110/1%	120/1%	100/1%	4,350/24%	1,725/10%	255/1%	65/0%	470/3%	40/0%	130/1%	155/1%
Utilization #/%	4%	5%	4%	-0%	2%	-1%	-1%	-1%	-13%	1%	-1%	-0%	3%	-0%	-1%	-1%
Professionals																
Workforce #/%	18/23%	16/21%	0/0%	0/0%	4/5%	0/0%	2/3%	0/0%	17/22%	19/24%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%
CLS #/%	8,135/31%	1,955/7%	325/1%	25/0%	1,235/5%	30/0%	89/0%	165/1%	8,960/34%	2,945/11%	350/1%	65/0%	1,470/6%	20/0%	275/1%	120/0%
Utilization #/%	-8%	13%	-1%	-0%	0%	-0%	2%	-1%	-12%	13%	-1%	-0%	-3%	-0%	-1%	-0%
Technicians																
Workforce #/%	5/25%	6/30%	0/0%	1/5%	2/10%	0/0%	1/5%	0/0%	1/5%	3/15%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%
CLS #/%	570/19%	455/16%	30/1%	0/0%	85/3%	0/0%	19/1%	15/1%	790/27%	610/21%	35/1%	10/0%	255/9%	0/0%	60/2%	0/0%
Utilization #/%	6%	14%	-1%	5%	7%	0%	4%	-1%	-22%	-6%	-1%	-0%	-4%	0%	-2%	0%
Protective Services:																
Sworn																
Workforce #/%	136/56%	70/29%	3/1%	0/0%	16/7%	0/0%	4/2%	0/0%	8/3%	4/2%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	1,915/41%	1,470/32%	210/5%	10/0%	185/4%	0/0%	69/1%	10/0%	275/6%	430/9%	40/1%	0/0%	30/1%	0/0%	0/0%	0/0%
Utilization #/%	15%	-3%	-3%	-0%	3%	0%	0%	-0%	-3%	-8%	-1%	0%	-0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	17/10%	51/29%	4/2%	0/0%	3/2%	0/0%	2/1%	0/0%	27/16%	65/38%	1/1%	0/0%	2/1%	0/0%	1/1%	0/0%
Civilian Labor Force #/%	75/37%	0/0%	10/5%	0/0%	0/0%	0/0%	0/0%	0/0%	65/32%	30/15%	25/12%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-27%	29%	-3%	0%	2%	0%	1%	0%	-16%	23%	-12%	0%	1%	0%	1%	0%
Administrative Support																
Workforce #/%	4/4%	10/9%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	22/20%	56/52%	2/2%	0/0%	11/10%	0/0%	2/2%	0/0%
CLS #/%	6,260/16%	6,075/15%	340/1%	80/0%	1,225/3%	55/0%	154/0%	135/0%	11,135/28%	10,905/28%	420/1%	50/0%	2,045/5%	140/0%	420/1%	215/1%

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 #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	
Skilled Craft	-12%	-6%	0%	-0%	-3%	-0%	-0%	-0%	-8%	24%	1%	-0%	5%	-0%	1%	-1%	
Workforce #/%	13/29%	28/62%	0/0%	0/0%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	4,775/40%	5,680/47%	320/3%	410/3%	410/3%	10/0%	80/1%	270/2%	260/2%	35/0%	0/0%	0/0%	70/1%	0/0%	25/0%	0/0%	
Utilization #/%	-11%	15%	-3%	-0%	3%	-0%	1%	-2%	-2%	-0%	-0%	0%	-1%	0%	-0%	0%	
Service/Maintenance																	
Workforce #/%	3/19%	12/75%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	5,590/8%	32,305/49%	785/1%	1,980/3%	1,980/3%	270/0%	350/1%	5,250/8%	16,745/25%	635/1%	30/0%	1,635/2%	210/0%	240/0%	230/0%	0/0%	
Utilization #/%	10%	26%	-1%	-0%	-3%	-0%	-0%	-2%	-25%	-1%	-0%	-2%	-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									✓							
Protective Services: Sworn			✓							✓						
Protective Services: Non-sworn	✓								✓		✓					
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 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.

[signature]

[title]

[date]