

EEOP Short Form



Mon Sep 21 16:43:47 EDT 2009

Step 1: Introductory Information

Grant Title:	FY2009 Recovery Act JAG Program	Grant Number:	2009-SB-B9-1623
Grantee Name:	City of Ames	Award Amount:	\$166,324.00
Grantee Type:	Local Government Agency		
Address:	515 Clark Ave. Ames, Iowa 50010		
Contact Person:	Chief Charles Cychosz	Telephone #:	515-239-5131
Contact Address:	515 Clark Ave. Ames, Iowa 50010		
DOJ Grant Manager:	Linda B. Hill-Franklin	DOJ Telephone #:	202-514-0712

Policy Statement:

POLICY STATEMENT ON EQUAL OPPORTUNITY EMPLOYMENT AND AFFIRMATIVE ACTION

The City of Ames affirms its commitment to providing Equal Employment Opportunity for all employees and applicants of the City. No personnel decision or action shall be unlawfully influenced in any manner by consideration of an individual's race, sex, color, creed, religion, national origin, ancestry, age, disability, sexual orientation, or gender identity.

The City of Ames also affirms its commitment to attaining work force that represents the available population work force. The City seeks to do this in three ways:

1. Strict enforcement of laws against discrimination based on protected class in terms, conditions, or privileges of employment.
2. Analysis of the City of Ames work force to identify areas which do not reflect the available qualified population in their gender and racial makeup.
3. The implementation of an Affirmative Action Plan to eliminate those deficiencies.

Step 4b: Narrative Underutilization Analysis

In most categories under or over utilization is represented by a single individual because the numbers are small. It is difficult to interpret these numbers as significant in relation to the community labor market.

The most important result, and the only notable statistic, from the Utilization Analysis Chart is the underutilization of white women across most job categories. Only the Administrative Support and Skilled crafts categories showed positive utilization for this group. In the other categories, the City of Ames can demonstrate a 10-year pattern of improvement in the utilization of women but there remains a need to continue the pattern of improvement into the future.

Of particular note is the underutilization of white women in Protective Services: Sworn Personnel where the underutilization reaches 39%. Story County is the home to Iowa State University. As a predominately rural county, the impact of the university population on the overall population is significant. The presence of the university, and a larger than average population of qualified women may skew the county workforce numbers somewhat, even though most of the students are not actively in the workforce (a similar observation can be made for the Technicians category). Nevertheless, the need to focus on the recruitment and retention of women to the sworn personnel ranks is notable.

An improvement in the utilization of women in the sworn ranks will lead to the improvement in the utilization of women in the Protective Services: Sworn officials category where, because of the small pool, a single hire would significantly impact the utilization numbers.

Step 5 & 6: Objectives and Steps

1. Identify barriers in police departments recruitment process that might limit applications from women.

a. Review the process used in the last police department recruitment, including statistical data on the number of women applicants. Then review the recruitment process with currently employed women officers and professional staff in Human Resources to determine if the process is adequate with regard to recruitment of women. Based on the review, the police department will review its outreach efforts prior to the next recruitment.

2. Identify specific recruiting practices that will encourage women to apply.

a. To improve recruitment of women, the police department will coordinate discussions with Iowa State Universitys Womens Center, the University Committee on Women and the university placement office to establish a vehicle for distribution of recruitment materials and information. The department will need to achieve this objective prior to the next recruitment.

b. At the beginning of the next recruitment or before, the police department will coordinate a specific recruitment event aimed at minority and women candidates in an effort to raise awareness of the position.

3. Provide opportunities for professional development to women officers to encourage retention.

a. Review the departments training schedule to make sure that it provides leadership and advanced training for women officers.

b. Review professional development opportunities with the existing sworn officers who are women to determine if they perceive those opportunities meet their expectations.

Step 7a: Internal Dissemination

Provide a hard copy of the EEOP short form to command staff.

Place a hard copy of the EEOP short form in the shift briefing room.

Post a copy of the EEOP short form on the departments shared computer drive and notify all employees that it can be viewed there.

Step 7b: External Dissemination

Provide a hard copy of the EEOP short form to the city managers.

Post a copy of the EEOP short form on the city's public website.

Provide a copy of the EEOP short form to area law enforcement agencies.

Utilization Analysis Chart
Relevant Labor Market: Story County, Iowa

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	29/72%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	10/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,325/61%	25/0%	30/1%	0/0%	35/1%	4/0%	15/0%	1,935/35%	8/0%	40/1%	10/0%	45/1%	0/0%	0/0%
Utilization #/%	12%	2%	-1%	0%	-1%	-0%	-0%	-10%	-0%	-1%	-0%	-1%	0%	0%
Professionals														
Workforce #/%	46/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/35%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,845/46%	135/1%	120/1%	10/0%	855/7%	0/0%	40/0%	5,250/41%	45/0%	145/1%	4/0%	350/3%	0/0%	10/0%
Utilization #/%	18%	-1%	-1%	-0%	-7%	0%	-0%	-6%	-0%	0%	-0%	-3%	0%	-0%
Technicians														
Workforce #/%	53/77%	0/0%	1/1%	0/0%	1/1%	0/0%	0/0%	14/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	875/47%	0/0%	0/0%	0/0%	50/3%	10/1%	10/1%	895/48%	0/0%	0/0%	0/0%	10/1%	0/0%	0/0%
Utilization #/%	30%	0%	1%	0%	-1%	-1%	-1%	-28%	0%	0%	0%	-1%	0%	0%
Protective Services: Sworn-Officials														
Workforce #/%	12/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%
CLS #/%	390/85%	4/1%	10/2%	0/0%	0/0%	0/0%	0/0%	50/11%	0/0%	0/0%	0/0%	4/1%	0/0%	0/0%
Utilization #/%	7%	-1%	-2%	0%	0%	0%	0%	-11%	0%	0%	0%	-1%	8%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	29/81%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	4/11%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	930/43%	25/1%	55/3%	10/0%	10/0%	0/0%	0/0%	1,085/50%	15/1%	20/1%	0/0%	25/1%	0/0%	0/0%
Utilization #/%	38%	2%	0%	-0%	-0%	0%	0%	-39%	-1%	2%	0%	-1%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	56/64%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	30/34%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	30/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	14%	0%	1%	0%	0%	0%	0%	-16%	0%	0%	0%	0%	0%	0%
Administrative Support														

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	14/14%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	85/84%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%
CLS #/%	3,400/31%	75/1%	105/1%	4/0%	70/1%	0/0%	25/0%	7,050/64%	60/1%	95/1%	10/0%	180/2%	0/0%	25/0%
Utilization #/%	-17%	-1%	0%	-0%	-1%	0%	-0%	21%	-1%	-1%	-0%	-1%	0%	-0%
Skilled Craft														
Workforce #/%	84/91%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	7/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,950/92%	80/2%	15/0%	10/0%	15/0%	0/0%	4/0%	130/4%	0/0%	10/0%	0/0%	4/0%	0/0%	4/0%
Utilization #/%	-0%	-1%	-0%	-0%	-0%	0%	-0%	4%	0%	-0%	0%	-0%	0%	-0%
Service/Maintenance														
Workforce #/%	79/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	39/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,695/50%	225/2%	195/2%	40/0%	155/1%	4/0%	60/1%	4,610/41%	120/1%	55/0%	20/0%	105/1%	10/0%	15/0%
Utilization #/%	17%	-2%	-2%	-0%	-1%	-0%	-1%	-8%	-1%	-0%	-0%	-1%	-0%	-0%

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Chief														
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%
Commander														
Workforce #/%	2/100%	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%
Lieutenant														
Workforce #/%	3/100%	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%
Sergeant														
Workforce #/%	6/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	29/81%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	4/11%	0/0%	1/3%	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 Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

[signature]

[title]

[date]