

EEO Utilization Report

Organization Information

Name: City Of Gainesville

City: Gainesville

State: TX

Zip: 76240

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The City of Gainesville is an equal opportunity employer. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures or any other aspect of employment or personnel management because of age, race, religion, sex, color, national origin, citizenship, disability, veterans status or other unlawful basis, is prohibited. The City is committed to complying with all applicable federal, state and local civil rights laws that pertain to employment.

Following File has been uploaded:2.01 Equal Employment Opportunity.doc

Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart, the Human Resources Department for the City of Gainesville made the following observations as it related to City of Gainesville employees:

1. Given the small numbers of City of Gainesville employees in several of the job categories, it is difficult to interpret the levels of underutilization in each job category as significant in relation to the relevant community labor market.
2. Black males and white females are under-represented in the category of Protective Services Sworn.
3. White males are under-represented in the category of Administrative Support.
4. Hispanic males are under-represented in the category of Skilled Craft.
5. Hispanic females are under-represented in the category of Service/Maintenance.

Step 5: Objectives and Steps

1. Encourage those in groups listed as underutilized to apply for vacant positions in the Protective Services Sworn, Administrative Support, Skilled Craft, and Service/Maintenance job categories.

- a. Post job announcement at local workforce office.
- b. Post job announcements in frequently visited social media sites, such as Facebook, and on frequently visited job sites, such as Indeed.
- c. Continue to offer a fair selection and hiring process guided by our equal employment opportunity and non-discrimination policy.
- d. For Protective Services Sworn job category: the City's police department recruits from and promotes hiring opportunities in diverse venues, including advertising with area colleges and universities and participating in area job fairs.

Step 6: Internal Dissemination

1. Post an electronic copy of the EEO Utilization Report on the Human Resources Department page of the City of Gainesville's website.
2. Post a hard copy of the EEO Utilization Report on the bulletin board in the Human Resources Department with labor law and other employment-related postings.

Step 7: External Dissemination

1. Post an electronic copy of the EEO Utilization Report on the Human Resources Department page of the City of Gainesville's website.
2. Post a hard copy of the EEO Utilization Report on the bulletin board in the Human Resources Department with labor law and other employment-related postings.

Utilization Analysis Chart
Relevant Labor Market: Cooke County, 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 #/%	7/47%	0/0%	1/7%	0/0%	0/0%	1/7%	0/0%	0/0%	6/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,335/66%	105/5%	0/0%	0/0%	0/0%	0/0%	10/0%	0/0%	545/27%	0/0%	20/1%	0/0%	10/0%	0/0%	4/0%	0/0%
Utilization #/%	-19%	-5%	7%	0%	0%	7%	-0%	0%	13%	0%	-1%	0%	-0%	0%	-0%	0%
Professionals																
Workforce #/%	13/54%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	730/36%	0/0%	20/1%	4/0%	60/3%	0/0%	0/0%	0/0%	1,110/54%	55/3%	40/2%	0/0%	15/1%	0/0%	4/0%	0/0%
Utilization #/%	18%	4%	-1%	-0%	-3%	0%	0%	0%	-13%	-3%	-2%	0%	-1%	0%	-0%	0%
Technicians																
Workforce #/%	3/75%	1/25%	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%	0/0%
CLS #/%	110/27%	110/27%	0/0%	0/0%	0/0%	0/0%	10/2%	0/0%	175/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	48%	-2%	0%	0%	0%	0%	-2%	0%	-43%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	55/89%	3/5%	0/0%	1/2%	0/0%	1/2%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	80/31%	0/0%	120/46%	0/0%	0/0%	0/0%	0/0%	0/0%	60/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	58%	5%	-46%	2%	0%	2%	0%	0%	-20%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	24/80%	4/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,065/30%	44/1%	25/1%	0/0%	4/0%	0/0%	40/1%	4/0%	2,125/59%	175/5%	45/1%	65/2%	4/0%	0/0%	4/0%	4/0%
Utilization #/%	-23%	-1%	-1%	0%	-0%	0%	-1%	-0%	21%	8%	-1%	-2%	-0%	0%	-0%	-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
Skilled Craft																
Workforce #/%	27/82%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	4/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,265/71%	320/18%	25/1%	4/0%	0/0%	15/1%	0/0%	0/0%	150/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	-15%	2%	-0%	0%	-1%	0%	0%	4%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	51/58%	7/8%	5/6%	0/0%	0/0%	0/0%	0/0%	0/0%	24/27%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,245/42%	660/12%	100/2%	15/0%	35/1%	0/0%	20/0%	0/0%	1,930/36%	300/6%	60/1%	0/0%	35/1%	0/0%	4/0%	0/0%
Utilization #/%	16%	-4%	4%	-0%	-1%	0%	-0%	0%	-8%	-6%	-1%	1%	-1%	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
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 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.

Certified As Final By: Leah Gore

Human Resources Director

05-22-2020

[signature]

[title]

[date]

CITY OF GAINESVILLE PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 2.01 PAGE NO. 1 of 1
Chapter 2: EMPLOYMENT	INITIAL EFFECTIVE DATE: 07/07/2009
Title: EQUAL EMPLOYMENT OPPORTUNITY	LAST REVISION DATE:

The City of Gainesville is an equal opportunity employer. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures or any other aspect of employment or personnel management because of age, race, religion, sex, color, national origin, citizenship, disability, veteran's status or other unlawful basis, is prohibited.

Any employee who observes unlawful discrimination or who feels that he/she has been subjected to unlawful discrimination must report it immediately as set out in the City's Sexual and Other Unlawful Harassment Policy (Reference No. 7.09). Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.