

# EEO Utilization Report

## Organization Information

Name: City Of Blue Springs, MO

City: Blue Springs

State: MO

Zip: 64015

Type: County/Municipal Government (not law enforcement)

Fri 11-30-2018 15:32:35 EST

Federal Law requires that recipients of certain federal grants prepare workforce reports to ensure that the entities are providing equal employment opportunities to men and women regardless of sex, race, color or national origin. The City of Blue Springs is the recipient of a grant for which the Equal Employment Opportunity Plan and Utilization Analysis must be completed. The requirements also dictate that the report be disseminated to both internal and external users.

If you would like a copy of this report, please contact Human Resources at 816.228.0190.

## **Step 1: Introductory Information**

### **Policy Statement:**

see uploaded document

Following File has been uploaded:Equal Employment Opportunity Final signed 103116.pdf

## **Step 4b: Narrative of Interpretation**

1. Males are under-represented in the Administrative Support, Skilled Craft and Service/Maintenance categories, particularly Hispanic or Latino and Black or African American.

2. Females are under-represented in the Administrative Support and Service/Maintenance categories for Black or African American females.

While Blue Springs is within the Relevant Labor Market, Jackson County Missouri, that was chosen for the utilization analysis, the county is much larger and more diverse than the City of Blue Springs. Our job opportunities do not typically attract minority or female applicants to the Skilled Craft or Service/Maintenance positions as the majority of our applicant pool is from Blue Springs or nearby locals rather than from the larger county.

Additionally, the strong labor market has made it difficult to attract applicants to work in local government in these categories when private sector employers can provide substantially higher wages for jobs in these categories.

Blue Springs will identify opportunities to recruit applicants from a broad applicant pool where minorities and females are present.

## **Step 5: Objectives and Steps**

### **1. 2. To encourage females to apply for vacancies in the Administrative Support and Service/Maintenance job categories**

a.

a. When recruiting for Administrative Support, and Service/Maintenance positions, we will reach out to organizations that work with females and minority females with these job skills. We will insure our vacancies are posted with the Missouri Division of Workforce Development and notify trade schools that teach applicable job skills of our job opportunities. We will also utilize the city's social media resources to reach a broader applicant pool.

b.

b. HR will work with management to ensure that qualified female applicants are considered for positions in underutilized areas. We will review all employment organizational data related to Administrative Support, and Service/Maintenance job categories every six months to insure our efforts to diversify the applicant pool are effective and make changes as necessary.

### **2. 1. To encourage males to apply for vacancies in the Administrative Support, Skilled Craft and Service/Maintenance job categories**

a. a. When recruiting for Administrative Support, Skilled Craft and Service/Maintenance positions, we will reach out to organizations that work with minority members. We will insure our vacancies are posted with the Missouri Division of Workforce Development and notify trade schools that teach applicable job skills of our job opportunities. We will also utilize the city's social media resources to reach a broader applicant pool.

b. b. HR will work with management to ensure that qualified minority male applicants are considered for positions in underutilized areas. We will review all employment organizational data related to Administrative Support, Skilled Craft and Service/Maintenance job categories every six months to insure our efforts to diversify the applicant pool are effective and make changes as necessary.

## **Step 6: Internal Dissemination**

1. We will post the EEOP Utilization Report on the city's intranet, an in-house, electronic communication portal for employees.

2. We will inform employees that a copy of the EEOP Utilization Report can be obtained from Human Resources upon

request.

3. We will notify employees that the report is on the city's intranet and that a copy is available by sending a city-wide email and post this information on bulletin boards in employee break rooms in city facilities.

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

1. We will post a copy of the EEO Utilization Report outside Human Resources where current job vacancy notices are posted. This notice will inform the public that a copy can be obtained from Human Resources.

2. We will post a copy of the EEO Utilization Report on the city's website. This website information will inform citizens that a copy can be obtained from Human Resources and how to contact Human Resources.

3. We will continue to include the statement "The City of Blue Springs is an Equal Opportunity Employer" or similar notification on all job postings.

4. The EEO Utilization Report will be distributed to city boards and commissions.

5. We will inform vendors and contractors that the City of Blue Springs is an Equal Opportunity Employer and that a copy of the EEO Utilization Report is available upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Jackson County, Missouri**

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 #/%	20/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	26,060/49%	1,045/2%	2,445/5%	185/0%	355/1%	0/0%	340/1%	75/0%	18,795/35%	745/1%	2,955/6%	140/0%	300/1%	0/0%	190/0%	20/0%
Utilization #/%	23%	-2%	-5%	-0%	-1%	0%	-1%	-0%	-6%	-1%	-6%	-0%	-1%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	9/38%	0/0%	1/4%	0/0%	0/0%	0/0%	1/4%	0/0%	13/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	28,875/37%	1,005/1%	2,190/3%	60/0%	1,575/2%	25/0%	375/0%	90/0%	36,585/46%	1,290/2%	5,085/6%	110/0%	1,150/1%	55/0%	390/0%	110/0%
Utilization #/%	1%	-1%	1%	-0%	-2%	-0%	4%	-0%	8%	-2%	-6%	-0%	-1%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,835/39%	200/2%	395/3%	25/0%	195/2%	0/0%	55/0%	10/0%	4,930/39%	385/3%	1,225/10%	15/0%	165/1%	0/0%	30/0%	70/1%
Utilization #/%	11%	-2%	-3%	-0%	-2%	0%	-0%	-0%	11%	-3%	-10%	-0%	-1%	0%	-0%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	74/73%	3/3%	5/5%	0/0%	1/1%	0/0%	1/1%	0/0%	15/15%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,630/63%	415/6%	800/11%	15/0%	30/0%	0/0%	129/2%	0/0%	890/12%	45/1%	340/5%	25/0%	0/0%	0/0%	25/0%	0/0%
Utilization #/%	10%	-3%	-6%	-0%	1%	0%	-1%	0%	3%	0%	-4%	-0%	0%	0%	-0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	4/50%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	3/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	180/27%	0/0%	100/15%	0/0%	4/1%	0/0%	0/0%	15/2%	170/26%	40/6%	130/20%	0/0%	0/0%	0/0%	20/3%	0/0%
Utilization #/%	23%	0%	-15%	0%	-1%	12%	0%	-2%	12%	-6%	-20%	0%	0%	0%	-3%	0%
<b>Administrative Support</b>																
Workforce #/%	7/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	58/84%	1/1%	2/3%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	26,835/26%	1,695/2%	4,610/4%	110/0%	620/1%	70/0%	414/0%	85/0%	50,370/49%	3,130/3%	13,270/13%	295/0%	805/1%	80/0%	580/1%	240/0%

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 #/%	-16%	-2%	-4%	-0%	-1%	-0%	-0%	-0%	35%	-2%	-10%	-0%	-1%	-0%	1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	54/95%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	24,670/74%	3,660/11%	2,120/6%	115/0%	175/1%	25/0%	295/1%	45/0%	1,475/4%	155/0%	205/1%	25/0%	80/0%	20/0%	60/0%	0/0%
Utilization #/%	20%	-9%	-6%	1%	-1%	-0%	-1%	-0%	-3%	-0%	-1%	-0%	-0%	-0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	32/29%	1/1%	5/5%	1/1%	0/0%	0/0%	2/2%	0/0%	64/58%	1/1%	2/2%	0/0%	0/0%	1/1%	1/1%	0/0%
CLS #/%	32,855/37%	6,835/8%	9,730/11%	210/0%	1,080/1%	115/0%	620/1%	190/0%	22,070/25%	4,255/5%	8,915/10%	120/0%	1,070/1%	20/0%	310/0%	150/0%
Utilization #/%	-8%	-7%	-6%	1%	-1%	-0%	1%	-0%	33%	-4%	-8%	-0%	-1%	1%	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
<b>Administrative Support</b>	✓										✓					
<b>Skilled Craft</b>		✓														
<b>Service/Maintenance</b>		✓	✓								✓					

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: Sue Heiman

HR Director

11-30-2018

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[signature]

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