

# EEOP Utilization Report



Fri Sep 09 13:26:32 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	City of Lee's Summit, Missouri Grants to Encourage Arrest Program	<b>Grant Number:</b>	2010-WE-AX-0063
<b>Grantee Name:</b>	City of Lee's Summit, Missouri	<b>Award Amount:</b>	\$700,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	220 SE Green Street Lees Summit, Missouri 64063		
<b>Contact Person:</b>	Ilene Shehan	<b>Telephone #:</b>	816-461-4188
<b>Contact Address:</b>	220 SE Green Street Lees Summit, Missouri 64063		
<b>DOJ Grant Manager:</b>	Chanell Jones	<b>DOJ Telephone #:</b>	202-305-2379

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<b>Grant Title:</b>	City of Lee's Summit, MO Grants to Encourage Arrest Program	<b>Grant Number:</b>	2015-WE-AX-0038
<b>Grantee Name:</b>	City of Lee's Summit, Missouri	<b>Award Amount:</b>	\$450,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	220 SE Green Street Lee's Summit, Missouri 64063		
<b>Contact Person:</b>	Ilene Shehan	<b>Telephone #:</b>	816-461-4188
<b>Contact Address:</b>	220 SE Green Street Lee's Summit, Missouri 64063		
<b>DOJ Grant Manager:</b>	Rudelle Handy	<b>DOJ Telephone #:</b>	202-305-7493

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### Policy Statement:

It is the policy of the City to provide equal opportunity in employment for all qualified individuals and to prohibit discrimination, harassment, and retaliation in employment on the basis of race, color, religion, gender, national origin, age, disability, marital status, veteran status, political or religious opinions or affiliations.

Reasonable efforts will be made to accommodate the impairments of qualified individuals with disabilities and individuals' religious practices and observances, unless undue hardship to the City would result, to the extent required by law.

This policy applies to all terms, conditions, and privileges of employment within the City. In furtherance of its equal employment opportunity policy, the Personnel Officer shall direct recruiting efforts toward educational institutions, publications, and newspapers with enrollment/circulation predominantly to racial and ethnic minorities and females.



## **Step 4b: Narrative Underutilization Analysis**

In review of the Utilization Analysis Chart, the City of Lee's Summit identified the following observations:

1. Officials/Administrators: White females under-represented by 24%
2. Professionals: White females under-represented by 21%
3. Protective Services Sworn: White females under-represented by 17%
4. Administrative Support: White males under-represented by 11%

In keeping with the City's commitment to maintaining a workforce that reflects the community it serves, the City will identify opportunities to recruit candidates from broad applicant pools where females, minority and Veteran applicants are present.

Our typical workforce does not attract huge populations of males that apply for administrative opening and given the small number of males (9) in the administrative category it is difficult to interpret the affects of under-utilization on our workforce.

The City will examine its recruitment and retention strategy and enhance practices to attract greater number of females, males and minority applicants in area of under-utilization concerns.

## **Step 5 & 6: Objectives and Steps**

### **1. To increase the pool of available White female applicants to apply for vacancies in the Professional, Official/Administrator, and Protective Sworn job categories**

- a. 1. HR will partner with management when a job opening exists to ensure qualified female applicants are considered for positions in underutilized areas. These areas will be evaluated at the end of 12 months to determine the success of implementing practices to achieve goals.
2. Actively target females in underutilized job categories. This will be accomplished by:(a)attending conferences and professional associations meetings, (b) attending Chamber of Commerce events that have a strong referral base of female applicants, and (c) partnering with police and fire training Academies and community college programs to attract female sworn officers.
3. Human Resources will assist management with succession plans and review openings to increase opportunities for females to advance to higher levels in the organization. This can be achieved by providing training, mentoring and shadowing opportunities.

### **2. To increase the pool of available White male applicants for the Administrative Support job category**

- a. 1. Increase efforts to recruit males in administrative areas where underutilization has occurred.
2. Review job postings to ensure bias does not exist in salary, level of responsibility and duties.
3. Network in areas where male candidates would typically seek employment opportunities i.e. professional associations, community job fairs, Veterans associations, and State Unemployment offices.
4. Enhance advertising on social media sites, business journals and trade magazines that may have a broad attraction to males. Encourage current employees to tell others about opportunities within the City. Understand the difficulties in reaching individuals in this category and use all available networking and job boards to spread the word about open positions.

### **3. To increase the pool of available male applicants of two or more races for the Protective Services - Sworn job category**

- a. 1. Concentrate recruitment efforts on those colleges and universities with Class A law enforcement academies, focusing additional time and resources on recruiting at those colleges and universities with a greater minority presence.
2. Expand job and education fair participation to a broader scope of large colleges and universities outside the Kansas City metropolitan area to increase the number of diverse and qualified applicants.

### **Step 7a: Internal Dissemination**

To increase awareness of the EEOP Utilization Report, we will make the Utilization Report available in the following manner:

1. Post a copy of the EEOP Utilization Report on the Intranet (employee access) and the Internet (public access) for review
2. A copy of EEOP Utilization Report will be posted on the external bulletin board in the HR Department
3. A message will be placed on the "In the News" the internal newsletter to alert employees that the EEOP Utilization Report is complete and a copy of EEOP Utilization Report is available on the Intranet and in the Human Resources Department
4. Provide a copy of the EEOP Utilization Report information to the Management Team that the report is available to all employees and located in the Human Resources Department
5. A notification to the Human Relations Commission will be made alerting the board that the EEOP Utilization Report will be available on the Internet and posted in the Human Resources Department with copies available upon request
6. A statement of EEOP Utilization Report will be added to Community Newsletter that the EEOP Utilization Report is complete and a will be available on the Internet and posted in the Human Resources Department with copies available upon request
7. The "EOE" Equal Employment statement will be added to all job postings and advertisements

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

To increase awareness of the EEOP Utilization Report, we will make the EEOP Utilization Report available in the following manner:

1. Post a copy of the EEOP Utilization Report on the Intranet (employee access) and the Internet (public access) for review
2. A copy of EEOP Utilization Report will be posted on the external bulletin board in the HR Department
3. A message will be placed on the "In the News" the internal newsletter to alert employees that the EEOP Utilization Report is complete and a copy of EEOP Utilization Report is available on the Intranet and in the Human Resources Department

4. Provide a copy of the EEOP Utilization Report information to the Management Team that the report is available to all employees and located in the Human Resources Department
5. A notification to the Human Relations Commission will be made alerting the board that the EEOP Utilization Report will be available on the Internet and posted in the Human Resources Department with copies available upon request
6. A notification to the Lee's Summit Chamber of Commerce will be made alerting the Chamber that the EEOP Utilization Report will be available on the Internet and posted in the Human Resources Department with copies available upon request
7. A statement of EEOP Utilization Report will be added to Community Newsletter that the EEOP Utilization Report is complete and a will be available on the Internet and posted in the Human Resources Department with copies available upon request
8. The "EOE" Equal Employment statement will be added to all job postings and advertisements
9. A copy of the EEOP Utilization Report available for review at all recruiting events

**Utilization Analysis Chart**  
**Relevant Labor Market: Lee's Summit city, 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 #/%	43/78%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	8/15%	0/0%	2/4%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	2,290/53%	75/2%	75/2%	30/1%	30/1%	0/0%	0/0%	0/0%	1,655/38%	0/0%	45/1%	15/0%	85/2%	0/0%	45/1%	0/0%
Utilization #/%	25%	-2%	-2%	-1%	1%	0%	0%	0%	-24%	0%	3%	-0%	-2%	0%	1%	0%
<b>Professionals</b>																
Workforce #/%	23/49%	2/4%	1/2%	0/0%	0/0%	0/0%	1/2%	0/0%	18/38%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,800/29%	30/0%	130/2%	0/0%	100/2%	0/0%	75/1%	0/0%	3,720/59%	95/2%	190/3%	15/0%	70/1%	0/0%	60/1%	0/0%
Utilization #/%	20%	4%	0%	0%	-2%	0%	1%	0%	-21%	-2%	1%	-0%	-1%	0%	-1%	0%
<b>Technicians</b>																
Workforce #/%	14/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/32%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	480/35%	0/0%	50/4%	0/0%	0/0%	0/0%	0/0%	0/0%	725/52%	45/3%	50/4%	4/0%	10/1%	0/0%	0/0%	20/1%
Utilization #/%	29%	0%	-4%	0%	0%	0%	0%	0%	-21%	-3%	1%	-0%	-1%	0%	0%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	73/92%	1/1%	2/3%	1/1%	0/0%	0/0%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	255/67%	20/5%	0/0%	0/0%	0/0%	0/0%	20/5%	0/0%	75/20%	0/0%	0/0%	0/0%	0/0%	0/0%	10/3%	0/0%
Utilization #/%	25%	-4%	3%	1%	0%	0%	-5%	0%	-17%	0%	0%	0%	0%	0%	-3%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	10/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/57%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	25/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	70/74%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	0%	0%	0%	0%	0%	0%	0%	-17%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	16/17%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	69/75%	1/1%	4/4%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,300/28%	80/1%	335/3%	15/0%	10/0%	0/0%	40/0%	25/0%	6,715/58%	225/2%	645/6%	50/0%	175/2%	0/0%	30/0%	0/0%
Utilization #/%	-11%	-1%	-2%	-0%	-0%	0%	-0%	-0%	17%	-1%	-1%	1%	-2%	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
<b>Skilled Craft</b>																
Workforce #/%	10/91%	0/0%	1/9%	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 #/%	2,385/84%	200/7%	95/3%	50/2%	0/0%	0/0%	0/0%	0/0%	85/3%	0/0%	0/0%	0/0%	10/0%	20/1%	0/0%	0/0%
Utilization #/%	7%	-7%	6%	-2%	0%	0%	0%	0%	-3%	0%	0%	0%	-0%	-1%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	19/59%	1/3%	0/0%	0/0%	0/0%	0/0%	2/6%	0/0%	10/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,420/38%	405/5%	385/4%	25/0%	95/1%	0/0%	100/1%	15/0%	3,680/41%	280/3%	370/4%	4/0%	95/1%	0/0%	35/0%	20/0%
Utilization #/%	21%	-1%	-4%	-0%	-1%	0%	5%	-0%	-10%	-3%	-4%	-0%	-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
<b>Officials/Administrators</b>									✓							
<b>Professionals</b>									✓							
<b>Protective Services: Sworn</b>							✓		✓							
<b>Administrative Support</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 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.

Certified As Final By: Mark Dunning

Assistant City Manager

09-09-2016

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[signature]

[title]

[date]

# CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: <u>City of Lee's Summit, Missouri</u>	
Address: <u>2205E Green Street Lee's Summit, Missouri 64063</u>	
Is agency a; <input checked="" type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DUNS Number: <u>030715478</u>	Vendor Number (only if direct recipient)
Name and Title of Contact Person: <u>Denise Kelly, Director of Human Resources</u>	
Telephone Number: <u>816-969-1040</u>	E-Mail Address: <u>denise.kelly@cityofls.net</u>

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- |                                                     |                                                  |                                                                          |
|-----------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe            | <input type="checkbox"/> Medical Institution.                            |
| <input type="checkbox"/> Nonprofit Organization     | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302. I further certify that \_\_\_\_\_ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

### Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

\_\_\_\_\_  
[organization],

\_\_\_\_\_  
[address].

Print or Type Name and Title

Signature

Date

### Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, Mark Dunning [responsible official], certify that the City of Lee's Summit, Missouri [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on September 9, 2016 [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Mark Dunning, Assistant City Manager  
Print or Type Name and Title

Mark Dunning  
Signature

September 9, 2016  
Date