

# EEOP Utilization Report



Tue Dec 02 11:29:28 EST 2014

## Step 1: Introductory Information

<b>Grant Title:</b>	Mobile Data Extraction Device	<b>Grant Number:</b>	2777701
<b>Grantee Name:</b>	Officer of the Governor- Criminal Justice Division	<b>Award Amount:</b>	\$18,515.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	PO Box 12428 Austin, Texas 78711		
<b>Contact Person:</b>	Githa Sivaswamy	<b>Telephone #:</b>	972-219-3613
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<b>DOJ Grant Manager:</b>	Toni Kanetzky	<b>DOJ Telephone #:</b>	512-463-8228

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### Policy Statement:

It is the continuing policy of the City of Lewisville that all applicants and employees are entitled to fair and equal consideration, irrespective of their race, color, religion, gender, national origin, ancestry, age, marital status, medical condition or disability. In addition, the City of Lewisville shall continue to ensure that any new facilities are constructed to be readily accessible to persons with disabilities and shall make reasonable accommodations to applicants and employees with disabilities and to applicants' and employees' religious needs, whenever possible.

The City of Lewisville Administrative Directive 2.1.1 states that "Affirmative action shall be taken to ensure equal employment opportunities in the City service. Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, pay or any other aspect of personnel administration, because of political or religious opinions or affiliation, membership or nonmembership in employee organizations, or because of race, color, national origin, marital status, or other non-merit factors, is prohibited. Discrimination based on age, sex, or physical requirements must be the result of a bona fide occupational qualification, which is necessary to proper and efficient administration of a particular job. All employment decisions shall be made solely on the basis of merit and ability to do work." The Director of Human Resources and staff have adhered to and will continue to adhere to this policy.

The City of Lewisville shall use this EEOP to ensure continued efforts at full recruitment, the continued training of staff in equal employment opportunity, and the continued use of meaningful personnel practices that apply equally to all segments of society. The good faith effort will ensure that the City of Lewisville's workforce fairly represents the race/ethnic and gender makeup of persons in the relevant labor market who possess requisite job skills.

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

The major statistical difference noted was the discrepancy between male and female employees in the City of Lewisville workforce. In all job categories, with the exception of Administrative Support and Officials/Administrators, the City has fewer female White employees than the labor statistics indicate available in the workforce. In addition, the City has fewer Black and Hispanic or Latino females in Sworn Protective Services and Service Maintenance. In all categories, except for Professionals, Sworn Protective Services, and Skilled Craft, the City of Lewisville also has a deficiency in Asian women compared to the available work force.

The data indicates that the largest difference was White females in Protective Services Non-Sworn (-31%) and in Sworn Protective Services (-24%). The second largest difference was the number of Hispanic or Latino females in Sworn Protective Services (-7%) and Service Maintenance (-11%).

In keeping with the City of Lewisville's commitment to having a workforce that reflects the community it serves, the City will examine its recruitment and retention practices to see if there may be ways to attract more Hispanic and White women to apply for non-sworn protective service positions. The Human Resources Director will conduct periodic audits to ensure equitable opportunity, based on job related employment practices is given to all employment opportunities, transfers and promotions for women.

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

### **1. 1. To ensure that females, minorities and non-minorities, are featured in all recruitment brochures and advertising for City of Lewisville Job Opportunities.**

- a. a. Feature women in all recruitment brochures and on the Police Department's website and on the City website.

### **2. 2. To include females on interview panels for selection and promotional opportunities.**

- a. a. To include females on the interview panel for all Protective Services positions and other interview boards City-wide. Ensure that females are represented on all promotional panels for protective service positions.

### **3. 3. To ensure that the City of Lewisville adheres to the stated policy of equal employment opportunity and will monitor the application of equal employment opportunity policies.**

- a. a. Provide training to all supervisors regarding equal employment practices in the City of Lewisville.

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

The EEOP Short Form will be disseminated to all executive and management employees for implementation.

The objectives will be discussed by management who will be responsible for their Department's commitment to equal employment opportunities.

The Human Resources will post a link to the EEOP Short Form on the Human Resources page on the City of Lewisville Intranet.

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

A notice will be posted on the Employment page of the City of Lewisville website stating that the EEOP is available upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Denton County, Texas**

Job Categories	Male							Female								
	White	Hispanic or Latino or African American	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 or African American	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 #/%	33/57%	1/2%	1/2%	0/0%	0/0%	0/0%	1/2%	0/0%	19/33%	2/3%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,740/45%	1,465/6%	975/4%	10/0%	490/2%	25/0%	190/1%	50/0%	8,610/33%	1,215/5%	860/3%	50/0%	360/1%	0/0%	115/0%	120/0%
Utilization #/%	12%	-4%	-2%	-0%	-2%	-0%	1%	-0%	-0%	-1%	-2%	-0%	-1%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	89/49%	5/3%	8/4%	1/1%	1/1%	0/0%	0/0%	0/0%	64/35%	4/2%	3/2%	0/0%	6/3%	0/0%	0/0%	0/0%
CLS #/%	11,275/30%	890/2%	1,090/3%	15/0%	1,360/4%	0/0%	70/0%	55/0%	18,445/49%	1,510/4%	1,355/4%	40/0%	975/3%	0/0%	124/0%	120/0%
Utilization #/%	19%	0%	1%	1%	-3%	0%	-0%	-0%	-14%	-2%	-2%	-0%	1%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	40/48%	5/6%	4/5%	0/0%	1/1%	0/0%	0/0%	0/0%	27/32%	3/4%	2/2%	1/1%	1/1%	0/0%	0/0%	0/0%
CLS #/%	1,410/31%	300/6%	130/3%	4/0%	250/5%	0/0%	0/0%	20/0%	1,890/41%	195/4%	255/6%	4/0%	150/3%	0/0%	10/0%	0/0%
Utilization #/%	17%	-1%	2%	-0%	-4%	0%	0%	-0%	-9%	-1%	-3%	1%	-2%	0%	-0%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	25/96%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,775/69%	155/6%	135/5%	4/0%	25/1%	0/0%	55/2%	20/1%	250/10%	40/2%	85/3%	4/0%	0/0%	0/0%	19/1%	0/0%
Utilization #/%	27%	-6%	-5%	-0%	-1%	0%	-2%	-1%	-6%	-2%	-3%	-0%	0%	0%	-1%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	82/69%	13/11%	13/11%	0/0%	2/2%	0/0%	0/0%	0/0%	8/7%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	16,775/34%	4,260/9%	2,840/6%	39/0%	745/2%	25/0%	320/1%	65/0%	14,905/30%	4,050/8%	3,350/7%	74/0%	795/2%	0/0%	558/1%	90/0%
Utilization #/%	35%	2%	5%	-0%	0%	-0%	-1%	-0%	-24%	-7%	-7%	-0%	-2%	0%	-1%	-0%
<b>Protective Services: Non-sworn</b>																

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>																
Workforce #/%	94/72%	8/6%	5/4%	1/1%	1/1%	0/0%	0/0%	0/0%	18/14%	1/1%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	185/37%	0/0%	15/3%	0/0%	0/0%	0/0%	0/0%	225/45%	0/0%	20/4%	0/0%	0/0%	10/2%	0/0%	45/9%	0/0%
Utilization #/%	35%	6%	1%	1%	1%	0%	0%	-31%	1%	-2%	0%	0%	-2%	0%	-9%	0%
<b>Skilled Craft</b>																
Workforce #/%	16/19%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	48/57%	13/15%	5/6%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%
CLS #/%	15,890/28%	3,435/6%	1,910/3%	45/0%	845/2%	0/0%	25/0%	24,040/43%	5,270/9%	2,910/5%	50/0%	965/2%	60/0%	480/1%	95/0%	0/0%
Utilization #/%	-9%	-5%	-3%	-0%	-2%	0%	-0%	14%	6%	1%	-0%	-2%	1%	-1%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	31/67%	10/22%	3/7%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,445/52%	5,855/36%	380/2%	15/0%	275/2%	0/0%	105/1%	450/3%	410/3%	80/0%	4/0%	55/0%	0/0%	75/0%	10/0%	0/0%
Utilization #/%	15%	-14%	4%	-0%	0%	2%	-1%	-3%	-3%	-0%	-0%	-0%	-0%	0%	-0%	-0%
<b>Administrative Support</b>																
Workforce #/%	55/55%	22/22%	9/9%	0/0%	1/1%	0/0%	0/0%	8/8%	3/3%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	14,185/28%	11,315/22%	2,450/5%	100/0%	1,045/2%	0/0%	279/1%	10,740/21%	7,105/14%	1,795/4%	80/0%	1,025/2%	0/0%	255/1%	4/0%	0/0%
Utilization #/%	27%	-0%	4%	-0%	-1%	1%	-1%	-13%	-11%	-3%	-0%	-2%	0%	-1%	-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>Professionals</b>					✓				✓							
<b>Protective Services: Sworn-Patrol Officers</b>									✓	✓	✓					
<b>Protective Services: Non-sworn</b>									✓						✓	
<b>Skilled Craft</b>		✓														
<b>Service/Maintenance</b>									✓	✓						

**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	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>Police Chief</b>																
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%	0/0%	0/0%
<b>Assistant Chief</b>																
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%	0/0%	0/0%
<b>Captain</b>																
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%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	7/100%	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%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	13/93%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	82/69%	13/11%	13/11%	0/2%	2/2%	0/0%	0/0%	0/0%	8/7%	1/1%	0/0%	0/0%	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 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.



[signature]

[title]

[date]

12/9/14