

EEO Utilization Report

Organization Information

Name: City of Orlando

City: Orlando

State: FL

Zip: 32801

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The City of Orlando community has a population that is richly diverse. The effective provision of governmental services within such a diverse community requires the services of an equally diverse employee population. The City of Orlando is, therefore, committed to providing an employee workforce which, in all positions and at all levels, fairly reflects the community it serves. The City encourages all segments of its population to become involved with, and seek employment in, City government. To achieve this goal, it is the policy of the City of Orlando, binding on all officials and employees, to offer equal employment opportunity to all persons regardless of race, color, religion, sex, national origin, age, sexual orientation, or disability. The City will further take whatever steps are necessary to ensure that all employment practices, including, but not limited to, compensation, benefits, layoffs, promotions, training, terminations, hiring and recruitment, are administered in a manner that provides full and fair opportunity to all persons.

Step 4b: Narrative of Interpretation

1. White Females are under-represented in the following job categories: Professionals (-13), Technicians (-12), Protective Services: Sworn (-2), and Service/Maintenance (-10).
2. White Males are under-represented in the following job categories: Protective Services: Non-sworn (-17) Administrative Support (-12), Skilled Craft (-20) and Service/Maintenance (-10).
3. Hispanic or Latino Males are under-represented in the following job categories: Protective Services: Sworn (-3); Protective Services: Non-sworn (-13), Administrative Support (-5), Skilled Craft(-14), and Service/Maintenance (-6).
4. Hispanic or Latina Females are under-represented in the following job categories: Officials/Administrators (-5), Professionals (-2), Technicians (-7), Protective Services: Sworn (-2), and Service/Maintenance (-9).
5. Black or African American Females are under-represented in the job categories: Technicians (-9), Protective Services: Sworn (-5).

Some job categories show under-utilization ranging between -2% and -1% in Other Males; Asian Males; Asian Females and Two or More Races Males. Though these differences were identified as statistically significant, these categories make up very small percentages of the population, therefore it is difficult to draw conclusions based on these data.

Step 5: Objectives and Steps

1. To reduce the under-utilization of White Males in the Protective Services: Non-sworn, Administrative Support, Skilled Craft and Service/Maintenance job categories.

- a. Meet with senior leaders to review under-utilization in their respective departments.
- b. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more White Males.
- c. Work with hiring managers and supervisors to improve targeted recruitment of White Males when vacancies occur in these job categories.
- d. Establish and maintain relationships with technical schools, universities with technical programs, and other local educational and community programs to encourage White Males to apply for vacancies in these job categories.
- e. Maintain and expand trainee, internship, and volunteer opportunities to increase awareness of City jobs and encourage White Males to apply for vacancies.
- f. Encourage White Males to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations including Central Florida Employment Council, Jobs Partnership of Florida, Career Source Central Florida.
- g. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.

2. To reduce the under-utilization of Hispanic or Latino Males in the Protective Services: Sworn; Protective Services: Non-sworn; Administrative Support; Skilled Craft; and Service/Maintenance job categories.

- a. Meet with senior leaders to review under-utilization in their respective departments.
- b. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Hispanic or Latino Males.
- c. Work with hiring managers and supervisors to improve targeted recruitment of Hispanic or Latino Males when vacancies occur including sending our postings to specialized organizations such as the Society of Hispanic Professional Engineers.
- d. Maintain and expand trainee, internship, and volunteer opportunities to increase awareness of City jobs and encourage Hispanic or Latino Males to apply for vacancies.
- e. Continue outreach to Hispanic communities through the City of Orlando's Hispanic Office for Local Assistance (H.O.L.A.) to attract Hispanic or Latino Male applicants.
- f. Encourage Hispanic or Latino Males to apply for positions by sending job postings to the Hispanic Chamber of Commerce and the Association of Latino Professionals for America, and the Florida Diversity Council.

- g. Encourage Hispanic or Latino Males to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations including Central Florida Employment Council, Jobs Partnership of Florida, Career Source Central Florida, and Florida Diversity Council.
- h. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.

3. To reduce the under-utilization of Hispanic or Latina Females in the Officials/Administrators; Professionals; Technicians; Protective Services: Sworn; and Service/Maintenance job categories.

- a. Meet with senior leaders to review under-utilization in their respective departments.
- b. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Hispanic or Latina Females.
- c. Identify high potential Hispanic and Latina Female employees to attend Mayors Executive Leadership training program to enhance skills and improve mobility.
- d. Encourage Hispanic and Latina Female employees to attend job-related training programs and/or attend college courses through the educational reimbursement program.
- e. Maintain and expand trainee, internship, and volunteer opportunities to increase awareness of City jobs and encourage Hispanic and Latina Females to apply for vacancies.
- f. Work with hiring managers and supervisors to improve targeted recruitment of Hispanic or Latina Females when vacancies occur including sending our postings to specialized organizations such as the Society of Hispanic Professional Engineers.
- g. Continue outreach to Hispanic communities through the City of Orlando's Hispanic Office for Local Assistance (H.O.L.A.) to attract Hispanic or Latina Female applicants.
- h. Encourage Hispanic Females to apply for positions by sending job postings to the Hispanic Chamber of Commerce, the Association of Latino Professionals for America, and the Florida Diversity Council.
- i. Encourage Hispanic or Latina Females to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations including Central Florida Employment Council, Jobs Partnership of Florida, and Career Source Central Florida.
- j. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.

4. To reduce the under-utilization of Black or African American Females in Technicians, and Protective Services: Sworn job categories.

- a. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Black or African American Females.
- b. Work with hiring managers and supervisors to improve targeted recruitment of Black or African American Females when vacancies occur in these job categories.
- c. Continue outreach to Black or African American communities through community-oriented programs to attract Black or African American Females to apply for vacancies when they occur.
- d. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.
- e. Meet with senior leaders to review under-utilization in their respective departments.

5. To reduce the under-utilization of White Females in the Professional, Technician, Protective Services: Sworn, and Service/Maintenance job categories.

- a. Meet with senior leaders to review under-utilization in their respective departments.
- b. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more White Females.
- c. Work with hiring managers and supervisors to improve targeted recruitment of White Females when vacancies occur in these job categories.
- d. Identify high potential White Female employees to attend the Mayors Executive Leadership training program to enhance skills and improve mobility.

- e. Encourage White Female employees to attend job-related training programs and/or attend college courses through the educational reimbursement program.
- f. Maintain and expand trainee, internship, and volunteer opportunities to increase awareness of City jobs and encourage White Females to apply for vacancies.
- g. Encourage White Females to apply for positions by sending job postings to professional associations such as Society of Women Engineers, Accounting & Financial Women's Alliance and other targeted recruiting efforts.
- h. Encourage White Females to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations including Central Florida Employment Council, Jobs Partnership of Florida, Career Source Central Florida, and Florida Diversity Council.
- i. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.

Step 6: Internal Dissemination

- 1. The City of Orlando will include the EEO Utilization Report on the City's web page and the intranet site.
- 2. The City of Orlando will include the EEO policy within the City's policy and procedure manual which is available in hard copy and on the City's intranet site.
- 3. The City of Orlando will train its new hires on the EEO plan/policy and periodically throughout the year offer such training to other employees.

Step 7: External Dissemination

- 1. The City of Orlando will inform recruiting sources of the EEO plan/policy and commitment.
- 2. The City of Orlando will add the following to all written job applications and help wanted ads: City of Orlando is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, or disability.
- 3. The City of Orlando will post notices in the human resources office, recreation centers, and remote locations explaining how applicants and members of the public may obtain a copy of the EEO plan/policy.

Utilization Analysis Chart
Relevant Labor Market: Orange County, Florida

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 #/%	46/48%	5/15%	16/17%	0/0%	0/0%	0/0%	0/0%	0/0%	24/25%	1/1%	3/3%	0/0%	0/0%	1/1%	0/0%	0/0%
CLS #/	39,340/44	6,335/7%	3,720/4%	70/0%	1,910/2%	10/0%	510/1%	390/0%	26,205/29	5,595/6%	4,415/5%	40/0%	1,105/1%	45/0%	375/0%	165/0%
Utilization #/%	4%	-2%	13%	-0%	-2%	-0%	-1%	-0%	-4%	-5%	-2%	-0%	-1%	1%	-0%	-0%
Professionals																
Workforce #/%	240/43%	56/10%	56/10%	1/0%	6/1%	1/0%	2/0%	0/0%	101/18%	30/5%	50/9%	0/0%	8/1%	1/0%	4/1%	0/0%
CLS #/%	40,595/34	6,995/6%	5,400/4%	80/0%	4,070/3%	130/0%	570/0%	395/0%	38,095/32	9,480/8%	10,480/9	35/0%	3,520/3%	40/0%	405/0%	400/0%
Utilization #/%	10%	4%	6%	0%	-2%	0%	-0%	-0%	-13%	-2%	0%	-0%	-1%	0%	0%	-0%
Technicians																
Workforce #/%	258/57%	53/12%	47/10%	0/0%	10/2%	0/0%	0/0%	0/0%	47/10%	15/3%	16/4%	1/0%	2/0%	1/0%	0/0%	0/0%
CLS #/%	5,680/33	1,405/8%	1,120/6%	30/0%	475/3%	10/0%	110/1%	155/1%	3,885/22	1,780/10	2,150/12	25/0%	320/2%	0/0%	45/0%	105/1%
Utilization #/%	24%	4%	4%	-0%	-1%	-0%	-1%	-1%	-12%	-7%	-9%	0%	-1%	0%	-0%	-1%
Protective Services: Sworn																
Workforce #/%	514/55%	136/15%	102/11%	3/0%	21/2%	5/1%	1/0%	0/0%	85/9%	30/3%	27/3%	0/0%	3/0%	0/0%	0/0%	0/0%
CLS #/%	6,230/42	2,535/17	1,765/12	25/0%	310/2%	10/0%	195/1%	85/1%	1,680/11	715/5%	1,105/7%	0/0%	55/0%	0/0%	39/0%	4/0%
Utilization #/%	13%	-3%	-1%	0%	0%	0%	-1%	-1%	-2%	-2%	-5%	0%	-0%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	20/16%	10/8%	12/10%	0/0%	1/1%	0/0%	0/0%	0/0%	24/20%	22/18%	31/25%	0/0%	3/2%	0/0%	0/0%	0/0%
Civilian LaborForce #/%	785/33%	500/21%	200/8%	0/0%	0/0%	0/0%	15/1%	0/0%	495/21%	225/10%	65/3%	0/0%	15/1%	0/0%	65/3%	0/0%
Utilization #/%	-17%	-13%	1%	0%	1%	0%	-1%	0%	-1%	8%	22%	0%	2%	0%	-3%	0%
Administrative Support																
Workforce #/%	29/10%	7/2%	11/4%	0/0%	5/2%	0/0%	0/0%	0/0%	99/34%	57/19%	74/25%	0/0%	11/4%	1/0%	0/0%	0/0%
CLS #/%	43,415/22	15,770/8	11,260/6	185/0%	3,540/2%	40/0%	475/0%	535/0%	66,385/33	31,490/10	19,610/10	220/0%	4,770/2%	100/0%	959/0%	1,355/1%

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 #/%	-12 %	-5%	-2 %	-0%	-0%	-0%	-0%	-0%	0%	4 %	15 %	-0%	1%	0%	-0%	-1%
Skilled Craft																
Workforce #/%	97/28%	61/18%	154/44%	2/1%	10/3%	3/1%	1/0%	0/0%	612%	3/1%	10/3%	0/0%	0/0%	0/0%	1/0%	0/0%
CLS #/%	29,050/48	19,190/32	6,445/11	125/0%	955/2%	95/0%	275/0%	1,115/2%	1,710/3%	945/2%	415/1%	10/0%	70/0%	0/0%	10/0%	25/0%
Utilization #/%	-20%	-14%	34%	0%	1%	1%	-0%	-2%	-1%	-1%	2%	-0%	-0%	0%	0%	-0%
Service/Maintenance																
Workforce #/%	25/14%	24/13%	86/48%	0/0%	2/1%	0/0%	0/0%	0/0%	11/6%	7/4%	19/11%	0/0%	4/2%	0/0%	0/0%	0/0%
CLS #/%	43,600/24	35,510/19	19,875/11	240/0%	4,315/2%	60/0%	475/0%	1,030/1%	30,080/1g	23,535/13	17,450/10	185/0%	4,065/2%	35/0%	905/0%	1,080/1%
Utilization #/%	-10%	-6%	37%	-0%	-1%	-0%	-0%	-1%	-10%	-9%	1%	-0%	0%	-0%	-0%	-1%

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
Officials/Administrators										✓						
Professionals					✓				✓	✓			✓			
Technicians								✓	✓	✓	✓		✓			
Protective Services: Sworn		✓					✓	✓	✓	✓	✓					
Protective Services: Non-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: Ana Palenzuela

HR Director

12-31-2017

[signature]

[title]

[date]