

EEO Utilization Report

Organization Information

Name: City Of Colorado Springs

City: Colorado Springs

State: CO

Zip: 80901

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The City of Colorado Springs is an Equal Employment Opportunity employer. The City of Colorado Springs will not tolerate any employee engaging in unlawful discrimination, harassment, or retaliation against any employee or applicant because of race, color, national origin, ancestry, sex, age, pregnancy status, religion, creed, disability, sexual orientation, genetic information, spousal or civil union status, veteran status, or any other status protected by applicable law.

Step 4b: Narrative of Interpretation

The City of Colorado Springs (City) Human Resources Manager reviewed the utilization analysis that compares the City's workforce to its relevant labor market and noted the following:

1. White females are underutilized in the following job categories: Professionals (-10%), Technicians (-19%), Protective Services/Sworn (-8%), Protective Services/Non-Sworn (-15%), and Service Maintenance (-23%).
2. Hispanic females are underutilized in the Technicians (-5%) and Protective Services/Sworn (-1%) job categories.
3. Black or African American females are underutilized in the Protective Services/Sworn (-2%) job category.
4. Women in the Two or More Races category are underutilized in the Protective Services/Non-Sworn (-10%) job category.
5. Hispanic males are underutilized in the following categories: Protective Services/Sworn (-6%), Protective Services/Non-Sworn (-7%), Administrative Support (-4%), and Skilled Craft (-7%).
6. Black or African American males are underutilized in the Protective Services/Sworn (-3%) and Administrative Support (-2%) categories.
7. White males are underutilized in the Administrative Support (-16%) job category.

The City, in embracing a diverse and inclusive workforce, conducts extensive outreach to include local schools/colleges, Police Chief's two community groups, social media, organizations that assist military veterans (Prep Connect 360, Military Veterans Expo, VetFest, local military installations, etc.), Women's Resource Agency, El Cinco de Mayo Inc., Latino Community Luncheon, and many others. The City's recruiting software, NEOGov, publishes its job openings that makes them available nationwide. Also, City jobs are posted on the Pikes Peak Workforce Center's website that has a client base of 39,000+.

Step 5: Objectives and Steps

1. To encourage White females to apply for vacancies in the Professionals job category.

- a. 1. Established a mentoring program for individuals who are interested in advancing their career. Twenty-two females (primarily White) are currently in this program.
2. Hired an HR Manager, who will lead the City's centralized talent management program & develop, deliver, and lead succession planning sessions being cognizant of aligning her work with the City's value of having a diverse workforce.
3. An analysis will be done to determine why White women have separated from employment in his job category. The HR Manager/Diversity Coordinator will work with the City's recruiters on developing a plan to broaden its recruitment efforts in casting a broader net to include organizations that support women.
4. Attend job fairs and events sponsored by the four local colleges and university in order to promote the City as an employer and to encourage their students to apply for City jobs.
5. Promote City jobs and support the work of the Women's Resource Agency.

2. To encourage White females to apply for vacancies in the Service Maintenance job category

- a. 1. Advertise City jobs with the Pikes Peak Workforce Center that has a diverse client population of 39,000+. Attend their annual job fairs.
2. Attend military events (Prep Connect 360, Military Veterans Employment Expo, Ft. Carson job fairs, etc.) to encourage females/other veterans to apply for City vacancies in service maintenance and other job categories.
4. Conduct bi-monthly info sessions on City hiring for the Women's Resource Agency (WRA) that provides services for women who are seeking employment. WRA worked with 1,000+ women in 2017.
5. HR reminds and monitors hiring managers concerning having diversity with regards to race & gender on their interview panels.
6. HR signs up community organizations & college personnel for the City's Job Interest Card that alerts them when positions become available so they can encourage their female/male clients to apply for our jobs.
7. Advertise City jobs on the City's TV Channel (Comcast Channel 18) that reaches a diverse audience.

3. To encourage females (White, Hispanic, Black/African American, and Two or More Races) and males (Hispanic and Black/African American) to apply for vacancies that become available in the Protective Services/Sworn and Protective Services/Non-Sworn job categories.

- a. 1. Post jobs on Pikes Peak Workforce Center's website & attend their job fairs.
2. Work with PREP Connect 360 Transition Program to conduct mock interviewing for veterans (males/females) entering the civilian workforce.
3. Partner with community groups/orgs. (e.g., Black & Latino Coalition) to encourage minorities and men & women to consider a protective services career.
4. Conduct online & social media recruitment strategies to enhance the City's outreach to underutilized groups.
- e. Expand college outreach to students in criminal justice programs. Conduct class presentations on internship opportunities with the City.
5. Facilitate bi-monthly sessions on the City's hiring process for the Women's Resource Agency (provides services for women seeking employment).
6. Facilitate the Summer Heat camp for women to allow them to gain knowledge about a career in the fire service.
7. Utilize recruiters for Police & Fire to conduct diversity recruiting for sworn/civilian positions.

4. To encourage Hispanic males to apply for jobs in the Skilled Craft job category.

- a. 1. Attend the Latino Community Luncheon to promote City jobs; luncheon is usually held on a monthly basis. Periodically engage members of the Black and Latino Coalition in promoting the City as a employer.
2. Advertise City Skilled Craft jobs and all other job with the Pikes Peak Workforce Center; jobs are made available to their diverse client population of 39,000+.
3. City jobs are advertised on the City's TV Channel (Comcast Channel 18) that reaches a diverse audience.
4. Attend various job fairs sponsored by Pikes Peak Workforce Center, Military Veterans Employment, Prep Connect 360, and the local colleges/universities to promote available Skilled Craft and other jobs that the City may have available.

5. To encourage males (White, Hispanic, and Black) to apply for vacancies in the Administrative Support category.

- a. 1. Advertise all City positions with the Pikes Workforce Center, which serves a diverse population (male and females) of over 39,000 clients in 2017 in El Paso & Teller Counties. City participates in their annual job fairs.
2. Participate in the Military Veterans Employment Expo career fair and Univ. of Colorado's career networking events.
3. Conduct mock interviews and provide information about City jobs for Prep Connect 360 Program that works with male and female veterans of all races who are transitioning to civilian jobs.
4. HR monitors and reminds hiring managers to have diversity on their interview panels with regards to race and gender.
5. Employees at all levels must annually complete the City's diversity and anti-discrimination/harassment courses that reinforces not embracing discriminatory practices.

Step 6: Internal Dissemination

The City of Colorado Springs' EEOP Utilization Report will be posted in PDF format on the City's Intranet site, which is accessible to all employees. A memo will be sent to the City's department heads making them aware where they and their staff can find this report online. HR will also request that they post a copy of the report on their department's bulletin board. New employees will be informed during New Employee Orientation where to locate the report online; hard copies will be made available upon request. A copy of the report will also be available for viewing in the City's Human Resources Office.

Step 7: External Dissemination

The City of Colorado Springs will post the EEOP Utilization Report on its Internet site, which is www.coloradosprings.gov for the public to view. A hard copy of the report will also be available in the City's Human Resources Office for viewing. The City's Procurement Services Division will notify contractors and vendors, including staffing agencies, about the City's EEOP Utilization Report by listing in its contracts how to access this report on the City's website. Procurement Services

will also include a link on its web page to view the report.

Utilization Analysis Chart
Relevant Labor Market: Colorado Springs city, Colorado

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 #/%	60/58%	5/5%	0/0%	1/1%	0/0%	0/0%	3/3%	0/0%	30/29%	1/1%	2/2%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	15,065/48%	1,545/5%	640/2%	100/0%	220/1%	30/0%	290/1%	120/0%	10,425/33%	1,260/4%	740/2%	30/0%	370/1%	0/0%	275/1%	80/0%
Utilization #/%	10%	-0%	-2%	1%	-1%	-0%	2%	-0%	-4%	-3%	-0%	-0%	-0%	0%	-1%	-0%
Professionals																
Workforce #/%	252/49%	20/4%	5/1%	2/0%	7/1%	1/0%	15/3%	0/0%	170/33%	14/3%	8/2%	0/0%	5/1%	1/0%	12/2%	0/0%
CLS #/%	19,690/42%	1,145/2%	780/2%	105/0%	785/2%	20/0%	375/1%	220/0%	19,850/43%	1,445/3%	665/1%	85/0%	515/1%	95/0%	525/1%	105/0%
Utilization #/%	7%	1%	-1%	0%	-0%	0%	2%	-0%	-10%	-0%	0%	-0%	-0%	-0%	1%	-0%
Technicians																
Workforce #/%	168/58%	20/7%	9/3%	2/1%	9/3%	1/0%	9/3%	0/0%	54/19%	5/2%	3/1%	1/0%	1/0%	0/0%	6/2%	0/0%
CLS #/%	2,620/39%	355/5%	140/2%	4/0%	95/1%	0/0%	35/1%	20/0%	2,575/38%	490/7%	185/3%	35/1%	110/2%	0/0%	115/2%	10/0%
Utilization #/%	20%	2%	1%	1%	2%	0%	3%	-0%	-19%	-5%	-2%	-0%	-1%	0%	0%	-0%
Protective Services: Sworn																
Workforce #/%	605/72%	52/6%	23/3%	4/0%	12/1%	1/0%	46/5%	0/0%	75/9%	9/1%	3/0%	1/0%	2/0%	0/0%	9/1%	0/0%
CLS #/%	2,225/57%	465/12%	210/5%	25/1%	20/1%	15/0%	45/1%	10/0%	640/16%	95/2%	105/3%	0/0%	15/0%	0/0%	10/0%	0/0%
Utilization #/%	15%	-6%	-3%	-0%	1%	-0%	4%	-0%	-8%	-1%	-2%	0%	-0%	0%	1%	0%
Protective Services: Non-sworn																
Workforce #/%	29/53%	0/0%	2/4%	0/0%	0/0%	0/0%	2/4%	0/0%	19/35%	1/2%	1/2%	0/0%	0/0%	0/0%	1/2%	0/0%
Civilian Labor Force #/%	60/27%	15/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	110/50%	0/0%	0/0%	0/0%	10/5%	0/0%	25/11%	0/0%
Utilization #/%	25%	-7%	4%	0%	0%	0%	4%	0%	-15%	2%	2%	0%	-5%	0%	-10%	0%
Administrative Support																
Workforce #/%	32/11%	3/1%	1/0%	0/0%	1/0%	0/0%	2/1%	0/0%	189/63%	27/9%	19/6%	0/0%	6/2%	2/1%	18/6%	0/0%
CLS #/%	16,100/27%	2,685/5%	1,635/3%	105/0%	240/0%	50/0%	525/1%	135/0%	29,580/50%	4,935/8%	1,625/3%	155/0%	795/1%	145/0%	640/1%	260/0%

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%	-4%	-2%	-0%	-0%	-0%	-0%	-0%	13%	1%	4%	-0%	1%	0%	5%	-0%
Skilled Craft																
Workforce #/%	128/67%	32/17%	9/5%	1/1%	0/0%	0/0%	11/6%	0/0%	5/3%	4/2%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,280/63%	4,175/23%	490/3%	85/0%	200/1%	60/0%	215/1%	160/1%	895/5%	240/1%	10/0%	15/0%	65/0%	0/0%	15/0%	0/0%
Utilization #/%	4%	-7%	2%	0%	-1%	-0%	5%	-1%	-2%	1%	-0%	0%	-0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	43/59%	5/7%	4/5%	2/3%	1/1%	1/1%	6/8%	0/0%	6/8%	2/3%	0/0%	0/0%	2/3%	0/0%	1/1%	0/0%
CLS #/%	16,760/33%	5,045/10%	2,110/4%	200/0%	800/2%	45/0%	600/1%	180/0%	15,620/31%	4,790/10%	1,920/4%	140/0%	1,445/3%	10/0%	440/1%	160/0%
Utilization #/%	26%	-3%	1%	2%	-0%	1%	7%	-0%	-23%	-7%	-4%	-0%	-0%	-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
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: Michael Sullivan

Chief HR Officer

09-14-2018

[signature]

[title]

[date]