

# EEO Utilization Report

## Organization Information

Name: City Of Colorado Springs

City: Colorado Springs

State: CO

Zip: 80903

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

See attachment.

Following File has been uploaded:Non-Discrimination Policy.docx

## Step 4b: Narrative of Interpretation

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

1. White females are underutilized in the following job categories: Service Maintenance (-20%).
2. Hispanic females are underutilized in the following job categories: Service Maintenance (-8%).
3. Hispanic males are underutilized in the following categories: Administrative Support (-4%) and Skilled Craft (-6%).
4. Black or African-American males are underutilized in the following job categories: Administrative Support (-2%).
5. White males are underutilized in the following job categories: Professionals (-5%) and Administrative Support (-16%).

The City, in embracing a diverse and inclusive workforce, conducts extensive outreach to include local schools/colleges, social media, organizations that assist military veterans (Prep Connect 360, Military Veterans Expo, VetFest, local military installations, etc.), Pikes Peak Community College, Black and Latino Coalition, 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. In addition, City jobs are posted on the Pikes Peak Workforce Centers 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 Service Maintenance job category.

- a. 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.
- b. An analysis will be done to determine why White females have separated from employment in his job category. The HR Manager will work the City's recruiters on developing a plan to broaden its recruitment efforts in casting a broader net to include organizations that support women.
- c. Encourage female employees to join mentoring program for individuals who are interested in advancing their career.

### 2. To encourage Hispanic males to apply for jobs in Administrative Support and Skilled Craft job category.

- a. Periodically engage members of the Black and Latino Coalition promoting the City as an employer.
- b. Attend the Latino Community Luncheon to promote City jobs; luncheon is usually held on a monthly basis.
- c. 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+.
- d. City jobs are advertised on the City's TV Channel (Comcast Channel 18) that reaches a diverse audience.
- e. 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.

### 3. Encourage Hispanic females to apply for vacancies in the Service Maintenance job category.

- a. Continue to post positions with the City of Colorado Springs', Black and Latino Coalition.
- b. Attend military events (Prep Connect 360, Military Veterans Expo, Ft. Carson job fairs etc.) to encourage females/other veterans to apply for City vacancies in service maintenance and other job categories.
- c. Human Resources will continue to monitor diversity with regards to race & gender on their interview panels.
- d. Human Resources signs-up community organizations and college personnel for the City's Job Interest Card that alerts them when positions become available they can encourage female and male clients to apply for other jobs.
- e. Advertise City jobs on the City's TV Channel (Comcast Channel 18) that reaches a diverse audience.

### 4. To encourage Black or African American males to apply for jobs in Administrative Support job category.

- a. Advertise all City positions with the Pikes Peak Workforce Center, which serves a diverse population (male and female) of over 39,000 clients in El Paso & Teller Counties. City participates in their annual job fairs

- b. Participate in the Military Veterans Employment Expo career fair and Univ. of Colorado career networking events.
- c. 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.
- d. Employees at all levels must annually complete the City's diversity and anti-discrimination/harassment courses that emphasize anti-discriminatory practices.
- e. All city employees are required to meet an Equity, Diversity, and Inclusion Competency during their annual performance evaluation, to evaluate cultural competency.

**5. To encourage white males to apply for jobs in Professionals and Administrative Support job category.**

- a. Continue to work with Hiring our Heroes as avenue to recruit and retain Veterans.
- b. Engage in Veteran's local government fellowship program, to develop opportunities for white males in the professional and administrative support job functions.
- c. Participate in the Military Veterans Employment Expo career fair and University of Colorado career networking events.
- d. 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.
- e. Attend various job fairs sponsored by Pikes Peak Workforce Center, Military Veterans Employment, Prep Connect 360, and the local colleges/universities to promote available administrative support and professional jobs that the city may have available.

**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. Communication will be sent to the City's department heads making them aware where they and their staff can find this report online. A copy of the report will also be available for viewing in the City's Human Resource 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](http://www.coloradosprings.gov) for the public to view. A hard copy of the report will also be available in the City's Human Resource Office for viewing.

**Utilization Analysis Chart**  
**Relevant Labor Market: El Paso County, 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
<b>Officials/Administrators</b>																
Workforce #/%	51/52%	3/3%	1/1%	0/0%	0/0%	0/0%	4/4%	0/0%	33/33%	2/2%	3/3%	0/0%	2/2%	0/0%	0/0%	0/0%
CLS #/%	19,715/50%	1,805/5%	835/2%	140/0%	360/1%	35/0%	320/1%	135/0%	12,530/32%	1,480/4%	970/2%	80/0%	415/1%	0/0%	395/1%	80/0%
Utilization #/%	1%	-2%	-1%	-0%	-1%	-0%	3%	-0%	1%	-2%	1%	-0%	1%	0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	149/37%	10/2%	4/1%	2/0%	5/1%	1/0%	13/3%	0/0%	175/44%	15/4%	4/1%	0/0%	4/1%	1/0%	17/4%	0/0%
CLS #/%	24,670/43%	1,335/2%	1,105/2%	140/0%	830/1%	45/0%	500/1%	260/0%	24,740/43%	1,725/3%	830/1%	125/0%	660/1%	95/0%	570/1%	145/0%
Utilization #/%	-5%	0%	-1%	0%	-0%	0%	2%	-0%	1%	1%	-0%	-0%	-0%	0%	3%	-0%
<b>Technicians</b>																
Workforce #/%	84/50%	9/5%	3/2%	0/0%	3/2%	0/0%	5/3%	0/0%	48/29%	6/4%	3/2%	2/1%	0/0%	1/1%	4/2%	0/0%
CLS #/%	3,235/40%	445/5%	175/2%	4/0%	110/1%	0/0%	55/1%	30/0%	2,850/35%	610/8%	215/3%	35/0%	175/2%	0/0%	165/2%	10/0%
Utilization #/%	10%	-0%	-0%	-0%	0%	0%	2%	-0%	-7%	-4%	-1%	1%	-2%	1%	0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,100/59%	555/11%	340/6%	60/1%	35/1%	15/0%	75/1%	10/0%	795/15%	115/2%	120/2%	4/0%	15/0%	0/0%	10/0%	30/1%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	10/45%	1/5%	0/0%	0/0%	0/0%	0/0%	2/9%	0/0%	9/41%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	75/22%	15/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	220/64%	0/0%	0/0%	0/0%	10/3%	0/0%	25/7%	0/0%
Utilization #/%	24%	0%	0%	0%	0%	0%	9%	0%	-23%	0%	0%	0%	-3%	0%	-7%	0%
<b>Administrative Support</b>																
Workforce #/%	35/11%	2/1%	1/0%	0/0%	1/0%	0/0%	8/3%	0/0%	195/62%	30/9%	17/5%	0/0%	5/2%	1/0%	22/7%	0/0%
CLS #/%	19,140/27%	3,170/4%	1,955/3%	160/0%	350/0%	50/0%	550/1%	145/0%	35,420/50%	5,735/8%	2,210/3%	190/0%	1,060/1%	145/0%	685/1%	305/0%

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%	2%	-0%	12%	1%	2%	-0%	0%	0%	6%	-0%
<b>Skilled Craft</b>																
Workforce #/%	127/64%	31/16%	11/6%	1/1%	0/0%	2/1%	15/8%	0/0%	6/3%	3/2%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,515/65%	5,315/22%	680/3%	155/1%	270/1%	115/0%	270/1%	175/1%	1,090/5%	245/1%	40/0%	15/0%	80/0%	0/0%	35/0%	0/0%
Utilization #/%	-0%	-6%	3%	-0%	-1%	1%	6%	-1%	-1%	1%	-0%	0%	-0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	62/63%	7/7%	4/4%	2/2%	1/1%	0/0%	5/5%	0/0%	10/10%	1/1%	0/0%	0/0%	2/2%	0/0%	4/4%	0/0%
CLS #/%	21,645/35%	6,340/10%	2,645/4%	200/0%	870/1%	45/0%	690/1%	220/0%	19,075/31%	5,640/9%	2,245/4%	165/0%	1,805/3%	85/0%	555/1%	225/0%
Utilization #/%	29%	-3%	-0%	2%	-0%	-0%	4%	-0%	-20%	-8%	-4%	-0%	-1%	-0%	3%	-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>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: Michael Sullivan

CHRO

10-13-2020

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