

# EEO Utilization Report

## Organization Information

Name: City Of Roseburg

City: Roseburg

State: OR

Zip: 97470

Type: County/Municipal Law Enforcement

## Step 1: Introductory Information

### Policy Statement:

The City provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veterans status, marital status, or any other status protected by applicable federal, Oregon, or local law. This policy applies to all aspects of the employment relationship including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

Following File has been uploaded:Nondiscrimination statement.docx

## **Step 4b: Narrative of Interpretation**

The utilization analysis chart indicates an underutilization of white females in non-sworn protective services.

The City of Roseburg recruits employees without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veterans status, marital status, or any other status protected by applicable federal, Oregon, or local law.

The City will analyze recruitment practices, processes and outreach options to find potential ways to recruit more white female candidates to this category.

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

### **1. Focus on opportunities to recruit white female candidates in non-sworn protective service hiring processes**

- a. Continue to include statement that the City of Roseburg is an equal opportunity employer on all job postings.
- b. Continue to track race and gender data in recruitments for all employment categories. Analyze data for deficiencies or outreach opportunities.
- c. The City of Roseburg will focus efforts on the recruiting of female candidates for non-sworn police and fire positions. Efforts will include working with local and regional colleges with curriculum in these areas. Outreach will also include industry-specific recruiting and advertising opportunities. The City will examine current recruiting practices to identify more effective ways to reach female candidates.

### **2. Continue to utilize internal and external recruitment methods.**

- a. Encourage existing employees to recruit for City of Roseburg to all groups by sending out email communications to all employees regarding new employment opportunities.
- b. Continue to expand recruiting methods including use of various social media platforms to provide job awareness to all groups including minority, female and veteran candidates.

## **Step 6: Internal Dissemination**

Human Resources will present findings from the EEO utilization report to Department Heads and facilitate a discussion regarding results. Department heads will have the opportunity to share results throughout the organization.

A copy of the EEO utilization report will be made available on the City's website.

A copy of the EEO utilization report will be posted on bulletin boards throughout City facilities.

## **Step 7: External Dissemination**

The EEOP utilization report will be made available on the City's website, accessible by employees and the public.

A copy of the EEOP utilization report will be available in the Human Resources Office.

**Utilization Analysis Chart**  
**Relevant Labor Market: Douglas County, Oregon**

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 #/%	13/81%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,235/53%	90/2%	0/0%	0/0%	30/1%	15/0%	10/0%	25/1%	1,760/42%	8/0%	0/0%	20/0%	10/0%	0/0%	35/1%	0/0%
Utilization #/%	29%	-2%	0%	0%	-1%	-0%	-0%	-1%	-23%	-0%	0%	-0%	-0%	0%	-1%	0%
<b>Professionals</b>																
Workforce #/%	4/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/50%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%
CLS #/%	2,195/42%	25/0%	40/1%	45/1%	0/0%	0/0%	4/0%	15/0%	2,770/53%	85/2%	0/0%	15/0%	25/0%	0/0%	4/0%	10/0%
Utilization #/%	-2%	-0%	-1%	-1%	0%	0%	-0%	-0%	-3%	-2%	0%	-0%	10%	0%	-0%	-0%
<b>Technicians</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%
CLS #/%	420/38%	20/2%	0/0%	0/0%	0/0%	0/0%	35/3%	0/0%	575/52%	15/1%	0/0%	0/0%	40/4%	0/0%	0/0%	0/0%
Utilization #/%	62%	-2%	0%	0%	0%	0%	-3%	0%	-52%	-1%	0%	0%	-4%	0%	0%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	10/100%	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%
CLS #/%	410/76%	19/4%	0/0%	4/1%	0/0%	0/0%	0/0%	4/1%	100/18%	0/0%	0/0%	0/0%	0/0%	4/1%	0/0%	0/0%
Utilization #/%	24%	-4%	0%	-1%	0%	0%	0%	-1%	-18%	0%	0%	0%	0%	-1%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	22/81%	2/7%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,195/44%	109/2%	0/0%	50/1%	4/0%	34/1%	140/3%	8/0%	2,225/44%	95/2%	0/0%	25/0%	0/0%	30/1%	95/2%	30/1%
Utilization #/%	38%	5%	0%	3%	-0%	-1%	-3%	-0%	-37%	-2%	0%	-0%	0%	-1%	-2%	-1%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	30/91%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	50/77%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	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
Utilization #/%	68%	3%	0%	0%	0%	0%	0%	0%	-71%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	8/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	23/70%	0/0%	0/0%	0/0%	1/3%	1/3%	0/0%	0/0%
CLS #/%	2,800/26%	165/2%	35/0%	50/0%	110/1%	0/0%	90/1%	4/0%	7,010/65%	130/1%	0/0%	85/1%	95/1%	0/0%	230/2%	50/0%
Utilization #/%	-2%	-2%	-0%	-0%	-1%	0%	-1%	-0%	5%	-1%	0%	-1%	2%	3%	-2%	-0%
<b>Skilled Craft</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%
CLS #/%	3,350/87%	60/2%	0/0%	115/3%	0/0%	0/0%	85/2%	0/0%	230/6%	0/0%	0/0%	0/0%	0/0%	0/0%	15/0%	0/0%
Utilization #/%	6%	-2%	0%	-3%	0%	0%	-2%	0%	1%	0%	0%	0%	0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	18/86%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%
CLS #/%	8,185/53%	545/4%	40/0%	165/1%	45/0%	20/0%	225/1%	20/0%	5,485/36%	415/3%	0/0%	50/0%	75/0%	20/0%	130/1%	0/0%
Utilization #/%	33%	-4%	-0%	4%	-0%	-0%	-1%	-0%	-31%	-3%	0%	-0%	-0%	5%	-1%	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>Protective Services: Non-sworn</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>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>Captain</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>Sergeant</b>																
Workforce #/%	5/100%	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>Corporal</b>																
Workforce #/%	3/100%	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>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	22/81%	2/7%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	2/7%	0/0%	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 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: John VanWinkle

Human Resources Director

08-12-2020

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[signature]

[title]

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