

Virginia R. Robinson
Personnel Director



Myra Snipes
Training/EEO Officer

Donald L. Plusquellic
MAYOR

Date: March 18, 2009

Attention: City Managers and Supervisors

From: Virginia Robinson, Personnel Director
Myra Snipes, Training/EEO Officer

Re: **City's and Police Department's Equal Employment Opportunity Plans**

Attached, for your review, are the City's and Police Department's **2009 Equal Employment Opportunity Plans (EEOP)**. These documents provide a breakdown of the City's and Police Department's workforce by race/ethnicity, sex/gender, and job categories such as professionals, skill craft, technicians, etc. Additionally, you will find in the EEOP the City's action plan to recruit men and women in specific job categories where minorities and women are underrepresented. Please note: future meetings will be scheduled this calendar year to explain the EEOP further and give you an opportunity to ask questions.

Should you have any questions prior to the aforementioned scheduled meetings, please contact Myra Snipes, Training/EEO Officer at 330-375-2704.

Attachment

The City of Akron Police Equal Employment Opportunity Plan

Policy Statement:

The Executive Order #2-2000 below was signed by Mayor Donald Plusquellic in February, 2000 and was distributed to all City employees as a payroll stub. Subsequently, Executive Order #2-2000 was posted on the City's Intranet for any employee to view, as well as the Internet for citizens of Akron, <http://www.ci.akron.oh.us>. The Executive Order was also handed out and discussed at EEO training classes for supervisors.



EXECUTIVE ORDER #2-2000

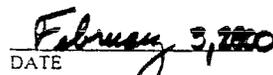
WHEREAS the principle of equal employment opportunity is an established policy of the City of Akron and applies to all who wish to work and are capable of doing so; and

WHEREAS discrimination in employment is inconsistent with that principle and with the social and economic objectives of our society; and

WHEREAS the City of Akron as a public entity can and should provide maximum leadership in encouraging the principles of equal employment opportunity by adopting that principle as an express policy of the City of Akron:

NOW THEREFORE, by virtue of the authority vested in me by the Akron City Charter and as Mayor of the City of Akron, I hereby declare that it is the policy of the City of Akron to provide equal opportunity in City employment for all persons, to prohibit discrimination in employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, age, national origin, disability or any other legally protected group status, and to promote the full realization of equal employment opportunity. This policy of equal opportunity applies to and must be an integral part of every aspect of personnel policy and practice in the employment, development, advancement, and treatment of employees in City Government.


DONALD L. PLUSQUELLIC, MAYOR


DATE

Step 4: Narrative Underutilization Analysis

The City's Training/EEO Officer of the Personnel Department reviewed the Utilization Analysis Chart (comparing the City's police workforce to the relevant labor market) and noted the following observations about the City of Akron's Police Division:

Summary

1. *White females* were underrepresented in the following job categories: Technicians (-46%), Protective Services: Sworn Officials (-5%), Protective Services: Sworn Patrol Officers (-26%), and Protective Services: Non-Sworn (-45%).

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2. *Black females* were underrepresented in the following job categories: Professionals (-11%), Technicians (-15%), Protective Services: Sworn-Officials (-6%), Protective Services: Sworn Patrol Officers (-8%), and Protective Services: Non-Sworn (-14%).
3. *White males* were only underrepresented in the Administrative Support EEO job category, (-23%).
4. *Black males* were underrepresented in the following job categories: Professionals (-6%), Technicians (-7%), Protective Services: Sworn Officials (-12%), Protective Services: Non-Sworn (-21%), and Administrative Support (-7%).
5. *Asian males* were only underrepresented in the Professionals EEO job category (-3%).

A review of the above numbers reflects a need to establish goals to correct deficiencies in the utilization of white males, minorities and women within the City of Akron's Police Division. The Mayor is committed to having a diverse workforce that reflects the community it serves. In 2008, the Mayor approved using outside consultant *Hitchcock Fleming & Associates* to assist the City of Akron in its recruitment of women and minorities for entry-level patrol officer positions. The next section of this Plan (Step 5: Objectives and Steps) identifies specific goals that support the City of Akron's commitment to make its Police Division more reflective of its community; specifically more women and minorities.

Steps 5 and 6: Objectives and Steps

1. **To Encourage White females to apply for vacancies in the Technicians, Protective Services: Sworn Officials, Protective Services: Sworn Patrol Officers, and Protective Services: Non-Sworn job categories.**
 - a. The Training/EEO Officer will review the pool of applicants for all vacancies in the aforementioned job categories in the last fiscal year to determine whether White females were underrepresented. The Training/EEO Officer will send a report of its findings, along with recommendations, to the Personnel Director within six months of the date of this report.
 - b. The City will continue to review its Civil Service Rules and Personnel Department policies and procedures for additions and/or revisions contingent upon objective data that indicates a need for change and is consistent with state and federal laws. The City Charter and the Civil Service Rules are the City's legal documents, which outline how the City's Personnel Department operates. The City will examine how the City's Personnel Department operates to discern if revisions should be made regarding the City's hiring, promotional, and recruitment practices concerning White female applicants in the aforementioned job categories.
 - c. The City will enhance outreach efforts that target White female applicants in the aforementioned job categories (e.g. job fairs, educational institutions, and white churches). Organizations that the City has worked with in the past in successfully recruiting female employees, and which the City will approach in this outreach effort, are as follows: Community Meetings, The Urban League, Hitchcock Fleming & Associates, High School COE programs, College Sororities, Professional Women Organizations, and others.
2. **To encourage Black females to apply for vacancies in the Professionals, Technicians, Protective Services: Sworn Officials, Protective Services: Sworn Patrol Officers, and Protective Services: Non-Sworn job categories.**
 - a. The Training/EEO Officer will review the pool of applicants for all vacancies in the aforementioned job categories in the last fiscal year to determine whether Black females were underrepresented. The Training/EEO Officer will send a report of its findings, along with recommendations, to the Personnel Director within six months of the date of this report.

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- b. The City will continue to review its Civil Service Rules and Personnel Department policies and procedures for additions and/or revisions contingent upon objective data that indicates a need for change and is consistent with state and federal laws. The City Charter and the Civil Service Rules are the City's legal documents, which outline how the City's Personnel Department operates. The City will examine how the City's Personnel Department operates to discern if revisions should be made regarding the City's hiring, promotional, and recruitment practices concerning Black female applicants in the aforementioned job categories.
 - c. The City will enhance outreach efforts that target Black female applicants in the aforementioned job categories (e.g. The Urban League, Black Law Enforcement Officer Association, job fairs, educational institutions, and black churches). Organizations that the City has worked with in the past in successfully recruiting female employees, and which the City will approach in this outreach effort, are as follows: Community Meetings, The Urban League, Hitchcock Fleming & Associates, High School COE programs, College Sororities, Professional Women Organizations, and others.
3. **To encourage White males to apply for vacancies in the Administrative Support job category.**
 - a. Within six months from the date of this report, the Personnel Department will analyze hiring patterns of White males applying for jobs in the Administrative Support Job category. Based on the results, the City will create an action plan to recruit White males in the Administrative Support job category.
 - b. Within nine months from the date of this report, the Training/EEO Officer will consult organizations to discuss strategies on how to recruit White males in the Administrative Support job category. Based on data received, the Training/EEO Officer will devise a recruitment plan and make recommendations to the Personnel Director by December 2009.
4. **To encourage Black males to apply for vacancies in the Professionals, Technicians, Protective Services: Sworn Officials, Protective Services: Non-Sworn, and Administrative Support job categories.**
 - a. The City will continue to review its Civil Service Rules and Personnel Department policies and procedures for additions and/or revisions contingent upon objective data that indicates a need for change and is consistent with state and federal laws. The City Charter and the Civil Service Rules are the City's legal documents, which outline how the City's Personnel Department operates. The City will examine how the City's Personnel Department operates to discern if revisions should be made regarding the City's hiring, promotional, and recruitment practices concerning Black male applicants in the aforementioned job categories.
 - b. The Training/EEO Officer will review the pool of applicants for all vacancies in the aforementioned job categories in the last fiscal year to determine whether Black males were underrepresented. The Training/EEO Officer will send a report of its findings, along with recommendations, to the Personnel Director within six months of the date of this report.
 - c. The City will enhance outreach efforts that target Black male applicants in the aforementioned job categories (e.g. The Urban League, Black Law Enforcement Officer Association, job fairs, educational institutions, and black churches). Organizations that the City has worked with in the past in successfully recruiting male employees, and which the City will approach in this outreach effort, are as follows: Community Meetings, The Urban League, Hitchcock Fleming & Associates, High School COE programs, College Fraternities, Professional Black Men Organizations, and others.

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5. **To encourage Asian males to apply for vacancies in the Professionals job category.**
 - a. Within six months from the date of this report, the Personnel Department will analyze hiring patterns of Asian males applying for jobs in the Professionals job category. Based on the results, the City will create an action plan to recruit Asian males in the Professionals job category.
 - b. Within nine months from the date of this report, the Training/EEO Officer will solicit Asian organizations to discuss strategies on how to recruit Asian males in the Professionals job category. Based on data received, the Training/EEO Officer will devise a recruitment plan and make recommendations to the Personnel Director by December 2009.

Step 7a: Internal Dissemination

The following action steps will be taken to inform City employees of the City of Akron's Equal Employment Opportunity Plan.

1. The Training/EEO Officer will schedule a training meeting with the Police Chief including other Protective Services Sworn Officials to explain the City's Equal Employment Opportunity Plan (EEOP). The Protective Services Sworn Officials will be advised to share the EEOP with their employees including patrol officers.
2. The City will post the City's Equal Employment Opportunity Plan via the City's Intranet.
3. The City will advertise the Equal Employment Opportunity Plan in City publications, and post it on bulletin boards.

Step 7b: External Dissemination

The following action steps will be taken to inform the Akron community of the City of Akron's Equal Employment Opportunity Plan.

1. The City's employment advertisements will contain notations indicating that the City is an Equal Employment Opportunity employer.
2. The City will inform the community of the existence of the City's Equal Employment Opportunity Plan by posting it on the Internet.
3. The City will provide copies of the Equal Employment Opportunity Plan upon request.
4. The City will give the media and community organizations information concerning the Equal Employment Opportunity Plan upon request.
5. The City will post the City's Equal Employment Opportunity Plans via the Internet, www.akroncops.org.

Utilization Analysis Chart
Relevant Labor Market: Akron city, Ohio

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,715/47%	80/1%	705/7%	25/0%	65/1%	0/0%	40/0%	3,620/36%	29/0%	770/8%	4/0%	20/0%	0/0%	20/0%
Utilization #/%														
Professionals														
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,605/36%	65/0%	900/6%	10/0%	425/3%	0/0%	25/0%	6,340/41%	90/1%	1,705/11%	4/0%	190/1%	0/0%	15/0%
Utilization #/%	14%	-0%	-6%	-0%	-3%	0%	-0%	9%	-1%	-11%	-0%	-1%	0%	-0%
Technicians														
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%
CLS #/%	775/30%	0/0%	170/7%	0/0%	20/1%	0/0%	0/0%	1,180/46%	20/1%	375/15%	15/1%	25/1%	0/0%	0/0%
Utilization #/%	70%	0%	-7%	0%	-1%	0%	0%	-46%	-1%	-15%	-1%	-1%	0%	0%
Protective Services: Sworn-Officials														
Workforce #/%	86/83%	0/0%	9/9%	0/0%	0/0%	0/0%	0/0%	77/7%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,265/61%	4/0%	400/19%	10/0%	0/0%	0/0%	10/0%	245/12%	0/0%	155/7%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	22%	-0%	-10%	-0%	0%	0%	-0%	-5%	0%	-5%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	259/70%	2/1%	63/17%	0/0%	5/1%	0/0%	1/0%	18/5%	0/0%	21/6%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	4,930/39%	80/1%	1,655/13%	30/0%	55/0%	4/0%	10/0%	3,900/31%	55/0%	1,730/14%	30/0%	60/0%	0/0%	15/0%
Utilization #/%	31%	-0%	4%	-0%	1%	-0%	0%	-26%	-0%	-8%	-0%	-0%	0%	-0%
Protective Services: Non-sworn														
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%
CLS #/%	30/21%	0/0%	30/21%	0/0%	0/0%	0/0%	0/0%	65/45%	0/0%	20/14%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	79%	0%	-21%	0%	0%	0%	0%	-45%	0%	-14%	0%	0%	0%	0%
Administrative Support														

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	32/78%	0/0%	8/20%	0/0%	0/0%	0/0%	1/2%
CLS #/%	6,475/23%	85/0%	1,850/7%	20/0%	75/0%	0/0%	80/0%	13,655/48%	125/0%	5,800/20%	45/0%	135/0%	4/0%	70/0%
Utilization #/%	-23%	-0%	-7%	-0%	-0%	0%	-0%	30%	-0%	-1%	-0%	-0%	-0%	2%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	7,425/76%	75/1%	1,380/14%	25/0%	85/1%	0/0%	50/1%	540/5%	15/0%	190/2%	0/0%	40/0%	0/0%	4/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	14,615/40%	300/1%	6,140/17%	70/0%	265/1%	15/0%	135/0%	9,625/26%	170/0%	5,125/14%	80/0%	215/1%	4/0%	45/0%
Utilization #/%														

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Chief														
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%
Captain														
Workforce #/%	7/70%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant														
Workforce #/%	15/75%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	2/10%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%
Sargeant														
Workforce #/%	61/87%	0/0%	7/10%	0/0%	0/0%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Officals (Sworn)														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	259/70%	2/1%	63/17%	0/1%	5/1%	0/0%	1/0%	18/5%	0/0%	21/6%	0/0%	0/0%	0/0%	0/0%