

**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 *MS*

Re: **City's Equal Employment Opportunity Plan**

Attached, for your review, is the City's **2009 Equal Employment Opportunity Plan (EEOP)**. This document provides a breakdown of the City'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 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 staffer. 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.



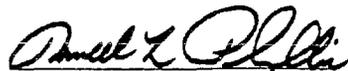
## EXECUTIVE ORDER #2-2000

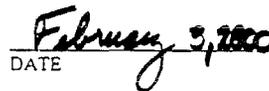
WHEREAS the principle of equal employment opportunity is an established policy of the City of Akron and applies to all who wish to work and are capable of doing so; and

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 workforce to the relevant labor market) and noted the following observations about the City of Akron's workforce:

### Summary

1. **White females** were underrepresented in the following job categories: Officials/Administrators (-20%), Technicians (-22%), Protective Services: Sworn (-8%), Protective Services: Non-Sworn (-16%), Skilled Craft (-5%), and Service/Maintenance (-23%).
2. **Black females** were underrepresented in the following job categories: Officials/Administrators (-8%), Professionals (-6%), Technicians (-9%), Protective Services: Sworn (-4%), and Protective Services: Non-Sworn (-14%), and Service/Maintenance (-14%).
3. **White males** were only underrepresented in the Administrative Support EEO job category (-13%).

## The City of Akron Equal Employment Opportunity Plan

4. **Black males** were underrepresented in the following job categories: Protective Services: Sworn (-3%), Protective Services: Non-Sworn (-21%), and Administrative Support (-5%).

A review of the above numbers reflects a need to establish goals to correct deficiencies in the utilization of white males, minorities and women throughout the City's workforce. Please note: Although the utilization analysis indicated other instances of under representation, the actual numbers of employees in some of the job categories made it difficult to draw any reliable conclusions regarding underutilization. This is in comparison to their availability in the community (Akron labor market area). The Mayor is committed to having a diverse workforce that reflects the community it serves. 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 workforce 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 Officials/Administrators, Technicians, Protective Services: Sworn, Protective Services: Non-Sworn, Skilled Craft, and Service/Maintenance 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 Personnel Department operates to discern if revisions should be made regarding the 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. The Urban League, 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 Officials/Administrators, Professionals, Technicians, Protective Services: Sworn, Protective Services: Non-Sworn, and Service/Maintenance 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.
  - 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 Personnel Department operates to discern if revisions should be made regarding the hiring, promotional, and recruitment practices concerning Black female applicants in the aforementioned job categories.

## The City of Akron Equal Employment Opportunity Plan

- 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, The United Black Firefighters of Akron, 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 aforementioned job category.
    - b. Within nine months from the date of this report, the Training/EEO Officer will consult community 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 Protective Services: Sworn, Protective Services: Non-sworn, and Administrative Support 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 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.
    - 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 Personnel Department operates to discern if revisions should be made regarding the hiring, promotional, and recruitment practices concerning Black male applicants in the aforementioned job categories.
    - 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, The United Black Firefighters of Akron, 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 Men Organizations, and others.

### 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 department and division managers to explain the City's Equal Employment Opportunity Plan. Each division head and/or manager shall sign an acknowledgement form as evidence that they attended training and received a copy of the Equal Employment Opportunity Plan.

## **The City of Akron Equal Employment Opportunity Plan**

2. The City will post the Equal Employment Opportunity Plan via the City's Intranet/Internet and Interdepartmental web pages such as the Police Division.
3. The City will advertise the Equal Employment Opportunity Plan in City publications and post 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 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.

**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
<b>Officials/Administrators</b>														
Workforce #/%	44/77%	0/0%	3/5%	0/0%	0/0%	0/0%	0/0%	9/16%	1/2%	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 #/%	30%	-1%	-2%	-0%	-1%	0%	-0%	-20%	1%	-8%	-0%	-0%	0%	-0%
<b>Professionals</b>														
Workforce #/%	98/45%	0/0%	16/7%	0/0%	2/1%	0/0%	1/0%	87/40%	0/0%	11/5%	0/0%	1/0%	0/0%	1/0%
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 #/%	9%	-0%	2%	-0%	-2%	0%	0%	-1%	-1%	-6%	-0%	-1%	0%	0%
<b>Technicians</b>														
Workforce #/%	136/60%	2/1%	18/8%	0/0%	0/0%	0/0%	0/0%	54/24%	2/1%	13/6%	0/0%	1/0%	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 #/%	30%	1%	1%	0%	-1%	0%	0%	-22%	0%	-9%	-1%	-1%	0%	0%
<b>Protective Services: Sworn</b>														
Workforce #/%	625/76%	2/0%	131/16%	0/0%	5/1%	0/0%	1/0%	30/4%	0/0%	24/3%	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 #/%	16%	0%	-3%	-0%	1%	0%	-0%	-8%	0%	-4%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	4/57%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	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 #/%	36%	0%	-21%	0%	0%	0%	14%	-16%	0%	-14%	0%	0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	31/10%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	190/60%	0/0%	85/27%	2/1%	0/0%	0/0%	3/1%
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 #/%	-13%	-0%	-5%	-0%	-0%	0%	-0%	12%	-0%	7%	0%	-0%	-0%	1%
<b>Skilled Craft</b>														
Workforce #/%	197/80%	2/1%	40/16%	2/1%	1/0%	0/0%	1/0%	2/1%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%

5

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
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 #/%	5%	0%	2%	1%	-0%	0%	-0%	-5%	0%	-2%	0%	-0%	0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	94/49%	1/1%	81/42%	1/1%	1/1%	0/0%	0/0%	7/4%	8/4%	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 #/%	9%	-0%	25%	0%	-0%	-0%	-0%	-23%	4%	-14%	-0%	-1%	-0%	-0%