

EEO Utilization Report

Organization Information

Name: City Of Huntington

City: Huntington

State: WV

Zip: 25717

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

See Attached

Following File has been uploaded:COH Affirmative Action Policy 7.18.16.pdf

Step 4b: Narrative of Interpretation

The underutilization of white females in the service/maintenance category is there has been a lack of qualified white female applicants.

The underutilization of white females in the protective services category would be due to qualified white female applicants have been unable to pass the physical fitness standards set by the State of WV. Additionally, there has been a lack of qualified applicants.

Step 5: Objectives and Steps

1. Provide equal opportunity for white females to apply for service.maintenances jobs.

- a. Promote job vacancies publicly via newspaper advertisements, city's website and neighborhood institute groups to all applicants that want the jobs.
- b. Provide outreach to all qualified applicants who want the jobs for service and maintenance through the use of our workforce coordinator.

2. Encourage white females to apply for vacancies in the protective services job categories.

- a. a. Training/recruitment officers visit area colleges/universities and participate in job fairs as well as posting recruitment material in common areas of the campus when allowed.
- b. b. Officers participating in community meetings announce we are recruiting and request that attending community members share the information in the community.
- c. c. Social media push as well as department website recruiting efforts and outreach to all applicants that want the jobs.
- d. d. Recruitment posters at local businesses when allowed. Recruitment materials are inclusive and encourage all persons who qualify to apply for the jobs

Please note: due to COVID 19, many recruiting events have been cancelled

Step 6: Internal Dissemination

We will disseminate our EEO Utilization Policy internally by placing a copy of the Report in the City's policies and procedures manual;

Posting information on bulletin boards in employee break areas about how to obtain a copy;

Distributing a copy of the EEOP Report to all of the City's supervisors, department heads, or elected officials; and

Sending electronic memoranda to every employee that includes a copy; Making the report available on request in the City's human resources office.

Step 7: External Dissemination

Post a copy of the EEOP Utilization Report to the City of Huntington website.

Utilization Analysis Chart
Relevant Labor Market: Cabell County, West Virginia

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 #/%	9/47%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	7/37%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,780/56%	0/0%	105/2%	0/0%	0/0%	0/0%	40/1%	0/0%	1,870/38%	0/0%	115/2%	10/0%	25/1%	0/0%	14/0%	0/0%
Utilization #/%	-9%	0%	3%	0%	0%	0%	-1%	0%	-1%	0%	8%	-0%	-1%	0%	-0%	0%
Professionals																
Workforce #/%	7/30%	0/0%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%	7/30%	1/4%	6/26%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,455/38%	35/0%	40/0%	0/0%	175/2%	0/0%	70/1%	0/0%	4,930/55%	35/0%	105/1%	0/0%	115/1%	0/0%	20/0%	0/0%
Utilization #/%	-8%	-0%	8%	0%	-2%	0%	-1%	0%	-24%	4%	25%	0%	-1%	0%	-0%	0%
Technicians																
Workforce #/%	7/58%	0/0%	3/25%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	780/32%	25/1%	45/2%	0/0%	0/0%	0/0%	0/0%	0/0%	1,460/61%	15/1%	10/0%	0/0%	0/0%	0/0%	65/3%	0/0%
Utilization #/%	26%	-1%	23%	0%	0%	0%	0%	0%	-52%	8%	-0%	0%	0%	0%	-3%	0%
Protective Services: Sworn																
Workforce #/%	173/95%	0/0%	4/2%	1/1%	2/1%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	715/96%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/3%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-1%	0%	2%	1%	1%	0%	0%	0%	-3%	0%	-1%	0%	1%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	2/25%	0/0%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	4/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	50/77%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-52%	0%	25%	0%	0%	0%	0%	0%	27%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/87%	0/0%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,260/33%	35/0%	200/1%	0/0%	45/0%	0/0%	60/0%	0/0%	9,415/59%	95/1%	590/4%	0/0%	165/1%	0/0%	110/1%	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 #/%	-29%	-0%	-1%	0%	-0%	0%	-0%	0%	28%	-1%	5%	0%	-1%	0%	-1%	0%
Skilled Craft																
Workforce #/%	14/88%	0/0%	2/12%	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 #/%	4,480/93%	54/1%	60/1%	10/0%	55/1%	0/0%	40/1%	0/0%	120/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-5%	-1%	11%	-0%	-1%	0%	-1%	0%	-2%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	40/75%	0/0%	10/19%	0/0%	0/0%	0/0%	0/0%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,740/51%	55/0%	475/3%	30/0%	55/0%	0/0%	69/0%	0/0%	6,560/43%	40/0%	130/1%	0/0%	60/0%	0/0%	55/0%	0/0%
Utilization #/%	25%	-0%	16%	-0%	-0%	0%	-0%	0%	-37%	-0%	-1%	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
Protective Services: Sworn									✓							
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: Kim Bailey

Director of Purchasing and Grants

08-05-2020

[signature]

[title]

[date]