

**CITY OF WHITTIER**

**EQUAL EMPLOYMENT OPPORTUNITY PLAN**

**As Required by  
U. S. Department of Justice  
Office of Justice Program  
Office for Civil Rights**

**June 30, 2015 to June 29, 2017**



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**City of Whittier  
EQUAL EMPLOYMENT OPPORTUNITY PLAN  
INTRODUCTORY INFORMATION**

**GRANT TITLES:**

2012 Justice Assistance Grant	2012-DJ-BX-1189	\$25,236
2013 Justice Assistance Grant	2013-DJ-BX-3745	\$25,731
2014 Justice Assistance Grant	2014-DJ-BX-0055	\$25,246

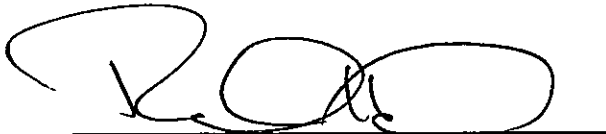
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**Grantee Name:** City of Whittier

**Address:** 13230 Penn Street  
Whittier, CA 90602

**Contact Person:** Rod Hill  
City Controller/ Director of Human Resources

**Effective Date and duration of EEOP:** June 30, 2015 – June 29, 2017



Rod Hill  
City Controller/Director of Human Resources

9/25/15  
Date

# **City of Whittier**

## **EQUAL EMPLOYMENT OPPORTUNITY PLAN**

### **PROGRAM OVERVIEW**

It is the policy of the City of Whittier ("City") to consider applicants for employment and promotional opportunities without regard to race, religion, color, sex (including gender, gender identity, gender expression, and pregnancy), sexual orientation (including homosexuality, bisexuality, or heterosexuality), national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition, genetic characteristics or information, and physical or mental disability. The City is committed to the concept of Equal Employment Opportunity as desirable and integral elements of its policy and practice of considering persons based on their merit and thus, affording equal access to positions in the City limited only by ability to perform the duties of the job.

The emphasis of the Equal Employment Opportunity Plan is to make efforts to remove any artificial employment practices that could operate to disadvantage identifiable protected group members, and to apply a good faith effort to recruit, employ, train, promote, and provide equal job benefits to protected group members. It is anticipated that an Equal Employment Opportunity Plan will benefit both individuals and the City, by encouraging the utilization of all talents, resources, and skills available in the community.

The City Council commits the City to a result-oriented human resources program aimed at achieving Equal Employment Opportunity in all occupational levels of the City. All employees are urged and encouraged to support these efforts at all levels.

## **City of Whittier EQUAL EMPLOYMENT OPPORTUNITY PLAN**

In accordance with the U.S. Department of Justice Regulations to implement and maintain an Equal Employment Opportunity Plan (EEO), to address areas of women and ethnic minority underutilization, the City of Whittier adopted its first EEO for the period covering July 1, 2005 to June 30, 2007. Since that time, we have adopted an EEO biannually thereafter.

### **POLICY**

It is the policy of the City of Whittier ("City") to consider applicants for employment and promotional opportunities without regard to race, religion, color, sex (including gender, gender identity, gender expression, and pregnancy), sexual orientation (including homosexuality, bisexuality, or heterosexuality), national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition, genetic characteristics or information, and physical or mental disability. This commitment includes ensuring a non-discriminatory workplace where individuals are valued for their differences as well as their similarities. In developing our EEO, the City commits to:

- Recruiting, hiring, training and promoting persons in all job classifications without regard to race, religion, color, sex (including gender, gender identity, gender expression, and pregnancy), sexual orientation (including homosexuality, bisexuality, or heterosexuality), national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition, genetic characteristics or information, and physical or mental disability, or any other basis protected by law.
- Ensuring that hiring and promotional decisions are in accord with Equal Employment Opportunity requirements by imposing only valid, job-related requirements for employment selection.
- Ensuring that all personnel actions relating to compensation, benefits, transfers, termination, training, and education are administered in a non-discriminatory manner.

All City employees have an ongoing responsibility to create a non-discriminatory work environment through their personal conduct. The Non-Harassment and Non-Discrimination in Employment Standard Operating Procedure was updated and distributed to employees in 2013. All managers and supervisors receive mandatory training on this topic biannually and it is also provided to line staff.

Responsibility for the implementation of the EEO rests with the City Controller/ Director of Human Resources. However, City of Whittier's Department Directors are responsible for carrying out the EEO within their respective department. The City Council expects each Department Director, manager, supervisor, and employee to ensure compliance with the EEO.

## City of Whittier WORKFORCE COMPOSITION

The City of Whittier's workforce composition by gender and race is outlined on Chart 1. The workforce statistics are listed by the mandated Federal EEO-4 Job Categories as of June 30, 2015.

## City of Whittier COMMUNITY LABOR STATISTICS

Chart 2 lists 2010 U. S. Census labor force statistics for the Los Angeles Metropolitan Statistical Area by the Federal EEO-4 Job Categories. This data is provided by gender and race and is used for determining the relevant labor market availability and for conducting a utilization analysis.

## City of Whittier UTILIZATION ANALYSIS

Chart 3 compares the City's total existing workforce composition in each job category with Community Labor Statistics to determine utilization levels. Utilization (and underutilization) is determined by subtracting the available percentages in the Community Labor Statistics from the existing workforce composition.

## City of Whittier NARRATIVE UTILIZATION ANALYSIS

According to the statistical data provided in the Utilization Chart, an assessment of the City of Whittier workforce reveals the following:

<b>Group</b>	<b>Gender</b>	<b>Job Categories with Underutilization</b>
White	Male	Professionals, Protective Services Non-Sworn & Administrative Support
	Female	All job categories, except Officials/Administrators & Administrative Support
Hispanic	Male	Officials/Administrators, Technicians, Protective Services Sworn Officials, Protective Services Non-Sworn, & Administrative Support
	Female	All job categories, except Officials/Administrators, Professionals & Administrative Support
Black	Male	All Job Categories, except Service Maintenance
	Female	All Job Categories
Asian	Male	All job categories, except Protective Services Patrol Officers
	Female	All Job Categories
American Indian	Male	All Job Categories
	Female	All Job Categories, except Professionals & Administrative Support

## **City of Whittier EEO OBJECTIVES**

The City of Whittier is committed to aggressively reaching out to candidates in order to assist in creating a workforce, at all levels of employment, which reflects the diversity of the City's relevant labor market. We will continue to evaluate our outreach endeavors to ensure that all individuals have equal access to all employment opportunities.

To further ensure equal access, the City has also implemented several techniques in the recruiting and testing areas including, but not limited to, the use of the internet as a recruiting tool, implementation of online application process, and the streamlining of testing processes to expedite candidate selection.

To enhance the recruitment and selection of underutilized groups, the City will continue to access available resources throughout the Southern California region. Specifically, we will continue to target community organizations, community colleges and universities, trade schools and professional associations.

A good example of outreach has occurred during our continuous recruitment efforts for Police Officers at all levels including Trainee, Entry Level, Pre-Service and Lateral Entry. Our efforts have resulted in attracting hundreds of candidates from underutilized groups to compete for the vacant positions.

## **City of Whittier STEPS TO ACHIEVE OBJECTIVES**

Objective – The Equal Employment Opportunity Plan objective is to achieve and maintain employment levels for protected group members throughout the classifications of positions in the City in proportion to the availability of qualified applicants in the relevant labor force. Specifically, the City will endeavor to:

- Ensure the individuals are hired and promoted within the City based on their ability to perform the job.
- Monitor applicant flow data to determine necessary recruitment efforts.
- Identify, contact, and advertise in local and targeted news media and websites to attract a diverse qualified workforce.
- Maintain an EEO mailing list that targets a variety of protected groups.
- Distribute small recruitment flyers throughout the community and neighboring areas with pictures that show diversity in our Police Department.
- Display pictures on the Police Department website showing diversity in our Police Department.

- Coordinate gender and ethnically diverse oral appraisal panels for testing purposes.
- Provide assistance to all applicants who may need help with the recruitment and testing processes.
- Update application form in compliance with State and Federal laws. Recently took out the question asking about applicant's conviction record that would otherwise create an unfair barrier to employment. This information is not asked for until just prior to the applicant being sent for fingerprints.
- Make good faith efforts at all levels to meet the objectives of this Plan.
- Inform all employees of the Plan and of the expectation that each employee will support a work environment conducive to achieving the objectives.
- Utilize the Cadet and Explorer Programs as well as entry level hourly positions to recruit from Whittier and surrounding areas.
- The Police Department will continue to offer assistance for all phases of the testing process including a Peer Mentoring Program as well as a pre-academy training program prior to trainees entering the Police Academy, thus preparing them for successful completion of arduous police training.
- The Whittier Police Department website provides information and reference to the POST website where applicants can take a practice written test. The website also offers preparation assistance for the physical agility and the oral exam.
- Identify possible career paths and create career development programs, where appropriate.
- Give timely notice and equal access to employment related training opportunities that may be offered by the City.
- Make job benefits accessible to eligible employees without regard to race, religion, color, sex (including gender, gender identity, gender expression, and pregnancy), sexual orientation (including homosexuality, bisexuality, or heterosexuality), national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition, genetic characteristics or information, and physical or mental disability and review City policies to determine such availability.



**City of Whittier  
DISSEMINATION OF POLICY**

**Internal**

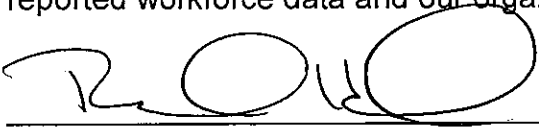
- Copies of the EEOP will be distributed to elected and appointed City officials, City management, employee organizations, and City Boards and Commissions.
- Department Heads will advise their employees that a copy of the EEOP is available for review on the City's public drive.
- All required Federal and State posters and notices will be posted at appropriate locations.
- In-house publications will bear the statement "Equal Opportunity Employer" on the cover or face sheet, as appropriate.
- City publications will feature the richness and diversity of the City's workforce, as appropriate.
- Non-discrimination clauses will be included in all labor agreements. All labor contracts will be reviewed to ensure they are non-discriminatory.

**External**

- Any method used for recruitment purposes will include the statement that the City is an "Equal Opportunity Employer."
- Printed material for external dissemination will include the statement "Equal Opportunity Employer," as appropriate.
- Recruiting sources will be used to attract a diverse, qualified workforce.

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 the data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

  
\_\_\_\_\_  
Rod Hill  
City Controller/Director of Human Resources

9/25/15  
\_\_\_\_\_  
Date





**FULL-TIME WORKFORCE DEMOGRAPHICS AS OF 6/30/15  
UTILIZATION ANALYSIS (COMPARISON OF EXISTING WORKFORCE & COMMUNITY LABOR AVAILABILITY)**

JOB CATEGORIES	RACE & NATIONAL ORIGIN													
	MALE							FEMALE						
	White	Hispanic	Black	Asian	NH or OPI	AI or AN	2 or more	White	Hispanic	Black	Asian	NH or OPI	AI or AN	2 or more
Officials/Administrators	Workforce #/%	48.7	7.7					30.8	7.7					
	CLS #/%	36.1	11.4	3.1	9.7	1.2	0.3	20.1	7.7	3.5	6	0.7	0.3	
	Utilization %	12.6	-3.7	-3.1	-9.7	-1.2	-0.3	10.7		-3.5	-0.9	-0.7	-0.3	
Professionals	Workforce #/%	32.6	16.3		2.3			20.9	18.6	2.3	4.7		2.3	
	CLS #/%	31.7	6.4	3.1	8.9	1	0.3	25.8	7.6	5	9	0.9	0.3	
	Utilization %	0.9	9.9	-3.1	-6.6	-1	-0.3	-4.9	11	-2.7	-4.3	-0.9	2	
Technicians	Workforce #/%	70	10		10				10					
	CLS #/%	23.1	12.7	4	10.4	1.2	0.3	17.4	10.8	7.4	11	1.4	0.3	
	Utilization %	46.9	-2.7	-4	-0.4	-1.2	-0.3	-17	-0.8	-7.4	-11	-1.4	-0.3	
Protective Services Sworn Officials	Workforce #/%	72.8	22.7	4.5										
	CLS #/%	34.5	24.7	14.5	6.4	1.7	0.7	5.7	5	5.5	0.7	0.5	0.3	
	Utilization %	38.3	-2	-10	-6.4	-1.7	-0.7	-5.7	-5	-5.5	-0.7	-0.5	-0.3	
Protective Services Patrol Officers	Workforce #/%	43.7	40.6	2.1	4.2			4.2	5.2					
	CLS #/%	12.6	34.7	5.5	3.4	0.2	0.2	8.6	23.9	5	2.9	0.2	0.1	1.2
	Utilization %	31.1	5.9	-3.4	0.8	-0.2	-0.2	-4.4	-18.7	-5	-2.9	-0.2	-0.1	-1.2
Protective Services Non-Sworn	Workforce #/%													
	CLS #/%	24	15	6.4	2.8	1.1	0.6	18.1	20.9	8.6	1.9	0.1	0.4	
	Utilization %	-24	-15	-6.4	-2.8	-1.1	-0.6	-18	-20.9	-8.6	-1.9	-0.1	-0.4	
Administrative Support	Workforce #/%	6.1	7.3					31.7	51.2		2.5		1.2	
	CLS #/%	14.7	12.6	3.3	5.4	0.8	0.2	24.2	21.5	7.3	8.4	1.1	0.4	
	Utilization %	-8.6	-5.3	-3.3	-5.4	-0.8	-0.2	7.5	29.7	-7.3	-5.9	-1.1	0.8	
Skilled Craft	Workforce #/%	48.6	45.7		5.7									
	CLS #/%	33.1	45	4.7	7.1	1.7	0.6	1.9	3.7	0.5	1.3	0.2	0.1	
	Utilization %	15.5	0.7	-4.7	-1.4	-1.7	-0.6	-1.9	-3.7	-0.5	-1.3	-0.2	-0.1	
Service Maintenance	Workforce #/%	16	80	4										
	CLS #/%	11.8	38.7	3.9	4.7	0.9	0.2	8	23.2	3.1	4.7	0.6	0.2	
	Utilization %	4.2	41.3	0.1	-4.7	-0.9	-0.2	-8	-23.2	-3.1	-4.7	-0.6	-0.2	