

EEO Utilization Report

Organization Information

Name: ORLANDO, CITY OF

City: ORLANDO

State: FL

Zip: 32802-4990

Type: County/Municipal Government

Section 1: EEO Policy Statement

Policy Statement:

Policy Statement:

The City of Orlando (hereinafter the City) is committed to the concept and spirit of equal employment opportunity (EEO) which ensures a workforce that fairly reflects the community it serves. In keeping with this concept, the City's EEO policy is binding on all officials and employees and fully complies with all federal and state laws, regulations, and guidelines regarding employment activities. Employment decisions are based on merit and business necessity and not on race, color, ethnicity, national origin, gender, sexual orientation, age, religion, disability, or other factors protected by law. The principles of equal employment opportunity apply to all employment practices and personnel actions throughout the City including, but not limited to, recruitment, compensation, hiring, promotion, demotion, transfer, training, benefits, termination, layoff, and all other terms and conditions of employment.

To assure that no artificial barriers exist that may deny applicants or employees equal employment opportunities, a utilization analysis shall be performed every two years that compares the City's workforce with the community's civilian labor force based on the most current census data. When the utilization analysis indicates underrepresentation of any race or ethnic group in any of the major job categories, the City will take appropriate action steps to meet its EEO objective and rectify the problem as appropriate.

The City recognizes that overall responsibility for achieving equal employment objectives primarily rests with the leadership and management staff, although all employees are responsible for ensuring the success of equal employment. As leaders in this organization, our commitment to this important policy is complete and we accept overall responsibility for ensuring equal employment opportunity is implemented and that appropriate steps are taken to achieve the objectives of the policy.

Section 5: Narrative Interpretation of Data

In reviewing the Utilization Analysis (comparing the County's workforce to the relevant labor market) and noted the following. All numbers below are percentages indicated in the EEO Utilization Analysis Chart.

1. White females were significantly under-represented in the job categories of Professionals (-13), Technicians (-8), Skilled Craft (-2), and Service/Maintenance (-12).
2. Black females were significantly under-represented in the job categories of Technicians (-5) and Protective Services: Sworn (-8).
3. Hispanic females were significantly under-represented in the job categories of Professional (-3), Technicians (-10), Protective Services: Sworn (-2), Protective Services: Non-sworn (-13), Skilled Craft (-2) and Service/Maintenance (-10).
4. Asian females were significantly under-represented in the job categories of Professionals (-2) and Technicians (-2).
5. White males were significantly under-represented in the job categories of Administrative Support (-10), Skilled Craft (-19), and Service/Maintenance (-15).
6. Hispanic males were significantly under-represented in the job categories of Technicians (-3), Administrative Support (-6), Skilled Craft (-21), and Service/Maintenance (-14).
7. Asian males were significantly under-represented in the job categories of Officials/Administrators (-3) and Professionals (-2).

Section 6: Objectives and Steps

1. To reduce the underutilization of Black females in the job categories of Technicians (-5) and Protective Services: Sworn (-8).

- a. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Black or African American Females.
- b. Work with hiring managers and supervisors to improve targeted recruitment of Black or African American Females when vacancies occur in these job categories.
- c. Continue outreach to Black or African American communities through community-oriented programs to attract Black or African American Females to apply for vacancies when they occur.
- d. Meet with senior leaders to review underutilization in their respective departments.
- e. The City's Human Resources Department has recently added the position of Recruitment Coordinator to our organization. The focus of this position is to improve the City of Orlando's overall recruiting efforts through innovative strategies. This position will be used to address the underutilization of Black Females in the position areas described above.

2. To reduce the underutilization of Hispanic Females in the job categories of Professional (-3), Technicians (-10), Protective Services: Sworn (-2), Protective Services: Non-sworn (-13), Skilled Craft (-2) and Service/Maintenance (-10).

- a. Meet with senior leaders to review underutilization in their respective departments.
- b. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Hispanic or Latina Females.
- c. Encourage Hispanic Females to apply for positions by sending job postings to the Hispanic Chamber of Commerce, the Association of Latino Professionals for America, and the Florida Diversity Council.
- d. Work with hiring managers and supervisors to improve targeted recruitment of Hispanic or Latina Females when vacancies occur including sending our postings to specialized organizations.
- e. Continue outreach to Hispanic communities through the City of Orlando's Hispanic Office for Local Assistance (H.O.L.A.) to attract Hispanic or Latina Female applicants.
- f. Encourage Hispanic or Latina Females to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations including Central Florida Employment Council, Jobs Partnership of Florida, and Career Source Central Florida.

- g. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.
- h. The City's Human Resources Department has recently added the position of Recruitment Coordinator to our organization. The focus of this position is to improve the City of Orlando's overall recruiting efforts through innovative strategies. This position will be used to address the underutilization of Hispanic Females in the position areas described above.

3. To reduce the underutilization of Asian Females in the job categories of Professionals (-2) and Technicians (-2).

- a. Meet with senior leaders to review underutilization in their respective departments.
- b. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Asian Females.
- c. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.
- d. The City's Human Resources Department has recently added the position of Recruitment Coordinator to our organization. The focus of this position is to improve the City of Orlando's overall recruiting efforts through innovative strategies. This position will be used to address the underutilization of Asian Females in the position areas described above.

4. To reduce the underutilization of White Males in the job categories of Administrative Support (-10), Skilled Craft (-19), and Service/Maintenance (-15).

- a. Meet with senior leaders to review underutilization in their respective departments.
- b. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more White Males.
- c. Work with hiring managers and supervisors to improve targeted recruitment of White Males when vacancies occur in these job categories.
- d. Establish and maintain relationships with technical schools, universities with technical programs, and other local educational and community programs to encourage White Males to apply for vacancies in these job categories.
- e. Encourage White Males to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations including Central Florida Employment Council, Jobs Partnership of Florida, Career Source Central Florida.
- f. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.
- g. The City's Human Resources Department has recently added the position of Recruitment Coordinator to our organization. The focus of this position is to improve the City of Orlando's overall recruiting efforts through innovative strategies. This position will be used to address the underutilization of White Males in the position areas described above.

5. To reduce the underutilization of Hispanic Males in the job categories of Technicians (-3), Administrative Support (-6), Skilled Craft (-21), and Service/Maintenance (-14).

- a. Work with hiring managers and supervisors to improve targeted recruitment of Hispanic Males when vacancies occur including sending our postings to specialized organizations such as the Society of Hispanic Professional Engineers.
- b. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Hispanic Males.
- c. Encourage Hispanic Males to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations including Central Florida Employment Council, Jobs Partnership of Florida, Career Source Central Florida, and Florida Diversity Council.
- d. Meet with senior leaders to review underutilization in their respective departments.
- e. Continue outreach to Hispanic communities through the City of Orlando's Hispanic Office for Local Assistance (H.O.L.A.) to attract Hispanic Male applicants.
- f. Encourage Hispanic Males to apply for positions by sending job postings to the Hispanic Chamber of Commerce.

- g. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.
- h. The City's Human Resources Department has recently added the position of Recruitment Coordinator to our organization. The focus of this position is to improve the City of Orlando's overall recruiting efforts through innovative strategies. This position will be used to address the underutilization of Hispanic Males in the position areas described above.

6. To reduce the underutilization of Asian Males in the job categories of Officials/Administrators (-3) and Professionals (-2).

- a. Meet with senior leaders to review underutilization in their respective departments.
- b. Work with senior leaders to identify and eliminate potential barriers and improve opportunities to attract, retain and promote more Asian Males.
- c. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.
- d. The City's Human Resources Department has recently added the position of Recruitment Coordinator to our organization. The focus of this position is to improve the City of Orlando's overall recruiting efforts through innovative strategies. This position will be used to address the underutilization of Asian Males in the position areas described above.

7. To reduce the underutilization of White Females in the job categories of Professionals (-13), Technicians (-8), Skilled Craft (-2), and Service/Maintenance (-12).

- a. a. Work with senior leaders to review underutilization in their respective departments. Identify and eliminate potential barriers to improve opportunities to attract and promote White Females.
- b. b. Work with hiring managers and supervisors to improve targeted recruitment of White Females when vacancies occur in these categories.
- c. c. Identify high potential White Female employees to attend the Mayor's Executive Leadership training program to enhance skills and improve mobility.
- d. d. Encourage White Female employees to attend job-related training programs and/or attend college courses through the educational reimbursement program.
- e. e. Encourage White Females to apply for positions by sending job postings to professional associations such as Society of Women Engineers, Accounting & Financial Women's Alliance and other targeted recruiting efforts.
- f. f. Encourage White Females to apply for positions by posting our openings on several searchable internet job sites and sending job postings to a wide variety of organizations including Central Florida Employment Council, Jobs Partnership of Florida, Career Source Central Florida, and Florida Diversity Council.
- g. g. Continue to review and update current processes and advertising resources to improve equal employment opportunity and reach underutilized applicant groups.
- h. h. The City's Human Resources Department has recently added the position of Recruitment Coordinator to our organization. The focus of this position is to improve the City of Orlando's overall recruiting efforts through innovative strategies. This position will be used to address the underutilization of White females in the position areas described above.

Section 7: Dissemination Strategy: Internal

- a. The EEO policy shall be posted on the intranet website.
- b. Job postings and other publications shall include language that the City is an Equal Employment Opportunity employer.
- c. Employees shall be made aware of the City's EEO policy during the new employee orientation session, including where complaints should be submitted.
- d. The City will periodically reaffirm commitment to the EEO policy using written communication or e-mail to employees.
- e. Newly appointed first-line supervisors and managers shall be made aware of their responsibilities regarding EEO Plan as soon as possible upon assumption of their new duties.
- f. When there are publications, both minority and non-minority men and women will be featured.
- g. EEO, ADA, ADEA, and related employment posters shall be displayed in a conspicuous location such as bulletin boards in the City as required by federal and state laws.

Section 7: Dissemination Strategy: External

- a. The EEO policy shall be posted on the internet website.
- b. Recruitment resources shall be informed in writing of the City's EEO policy.
- c. Recruitment material shall include the City's EEO statement.
- d. Employment advertisements for City positions shall contain the phrase Equal Employment Opportunity Employer.
- e. Publications shall feature both minority and non-minority men and women.

Utilization Analysis Chart
Relevant Labor Market: Orange County
, Florida

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 #/%	47/45%	7/7%	13/12%	0/0%	0/0%	0/0%	1/1%	21/20%	7/7%	7/7%	0/0%	1/1%	0/0%	1/1%
CLS #/%	43,570/39%	11,630/10%	5,020/4%	70/0%	3,210/3%	10/0%	1,680/1%	27,310/24%	11,055/10%	5,560/5%	135/0%	1,795/2%	75/0%	1,375/1%
Utilization #/%	6%	-4%	8%	-0%	-3%	-0%	-1%	-4%	-3%	2%	-0%	-1%	-0%	-0%
Professionals														
Workforce #/%	249/39%	63/10%	74/12%	1/0%	11/2%	0/0%	5/1%	108/17%	44/7%	55/9%	2/0%	11/2%	0/0%	8/1%
CLS #/%	44,210/29%	13,195/9%	7,705/5%	125/0%	5,475/4%	50/0%	2,140/1%	47,345/31%	15,125/10%	12,110/8%	35/0%	5,470/4%	60/0%	1,975/1%
Utilization #/%	11%	1%	7%	0%	-2%	-0%	-1%	-13%	-3%	1%	0%	-2%	-0%	-0%
Technicians														
Workforce #/%	235/49%	63/13%	58/12%	0/0%	14/3%	0/0%	5/1%	41/9%	28/6%	24/5%	0/0%	3/1%	2/0%	3/1%
CLS #/%	11,955/26%	7,665/17%	3,675/8%	40/0%	1,260/3%	0/0%	560/1%	7,690/17%	7,385/16%	4,640/10%	15/0%	1,095/2%	15/0%	305/1%
Utilization #/%	24%	-3%	4%	-0%	0%	0%	-0%	-8%	-10%	-5%	-0%	-2%	0%	-0%
Protective Services: Sworn														
Workforce #/%	426/47%	196/22%	128/14%	2/0%	19/2%	8/1%	8/1%	64/7%	27/3%	12/1%	0/0%	3/0%	0/0%	4/0%
CLS #/%	6,940/39%	3,435/19%	2,655/15%	0/0%	350/2%	0/0%	245/1%	1,200/7%	865/5%	1,725/10%	35/0%	130/1%	0/0%	105/1%
Utilization #/%	8%	2%	-1%	0%	0%	1%	-0%	0%	-2%	-8%	-0%	-0%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	23/24%	20/21%	16/17%	0/0%	2/2%	0/0%	1/1%	17/18%	5/5%	12/12%	0/0%	0/0%	0/0%	0/0%
CLS #/%	600/19%	505/16%	145/5%	0/0%	0/0%	0/0%	80/3%	720/23%	560/18%	375/12%	0/0%	50/2%	0/0%	55/2%
Utilization #/%	5%	4%	12%	0%	2%	0%	-2%	-6%	-13%	0%	0%	-2%	0%	-2%
Administrative Support														
Workforce #/%	39/9%	26/6%	30/7%	0/0%	6/1%	1/0%	3/1%	114/26%	90/20%	112/25%	0/0%	14/3%	0/0%	10/2%
CLS #/%	37,100/18%	23,400/12%	11,335/6%	110/0%	3,185/2%	35/0%	2,375/1%	55,325/27%	39,615/20%	23,230/11%	105/0%	3,790/2%	55/0%	3,160/2%

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 #/%	-10%	-6%	1%	-0%	-0%	0%	-0%	-2%	1%	14%	-0%	1%	-0%	1%
Skilled Craft														
Workforce #/%	72/20%	70/19%	183/50%	3/1%	11/3%	2/1%	7/2%	4/1%	5/1%	7/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	22,785/39%	23,455/40%	5,860/10%	165/0%	995/2%	4/0%	895/2%	1,555/3%	1,985/3%	920/2%	0/0%	130/0%	0/0%	110/0%
Utilization #/%	-19%	-21%	40%	1%	1%	1%	0%	-2%	-2%	0%	0%	-0%	0%	-0%
Service/Maintenance														
Workforce #/%	11/6%	20/10%	115/59%	0/0%	2/1%	1/1%	2/1%	4/2%	8/4%	24/12%	0/0%	5/3%	0/0%	2/1%
CLS #/%	45,500/21%	52,905/24%	26,240/12%	80/0%	4,590/2%	145/0%	2,470/1%	30,485/14%	31,445/14%	19,525/9%	150/0%	4,200/2%	20/0%	2,375/1%
Utilization #/%	-15%	-14%	47%	-0%	-1%	0%	-0%	-12%	-10%	4%	-0%	1%	-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
Officials/Administrators					✓									
Professionals					✓			✓	✓			✓		
Technicians		✓						✓	✓	✓		✓		
Protective Services: Sworn									✓	✓				
Protective Services: Non-sworn									✓					
Administrative Support	✓	✓												
Skilled Craft	✓	✓						✓	✓					
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: Ana Palenzuela

HR Director

03-22-2024

[signature]

[title]

[date]