

EEOP Utilization Report



Wed Aug 27 14:50:50 EDT 2014

Step 1: Introductory Information

Grant Title: 2011 Justice Assistance Grant (JAG) **Grant Number:** 2011-DJ-BX-2404

Grantee Name: City of Pomona, Police Department **Award Amount:** \$101,659.00

Grantee Type: Local Government Agency

Address: 505 South Garey Ave.
Pomona, California
91766

Contact Person: Brad Vanderheyden **Telephone #:** 909-620-2339

Contact Address: 505 South Garey Avenue
Pomona, California
91766

DOJ Grant Manager: Gale Farquhar **DOJ Telephone #:** 202-514-8528

Grant Title: 2012 Justice Assistance Grant (JAG) **Grant Number:** 2012-DJ-BX-0795

Grantee Name: City of Pomona, Police Department **Award Amount:** \$76,781.00

Grantee Type: Local Government Agency

Address: 505 South Garey Avenue
Pomona, California
91766

Contact Person: Brad Vanderheyden **Telephone #:** 909-620-2339

Contact Address: 505 South Garey Avenue
Pomona, California
91766

DOJ Grant Manager: Gale Farquhar **DOJ Telephone #:** 202-514-8528

Grant Title: 2013 Justice Assistance Grant (JAG) **Grant Number:** 2013-DJ-BX-0635

Grantee Name: City of Pomona, Police Department **Award Amount:** \$70,341.00

Grantee Type: Local Government Agency

Address: 505 South Garey Ave.
Pomona, California
91766

Contact Person: Brad Vanderheyden **Telephone #:** 909-620-2339

Contact Address: 505 South Garey Avenue
Pomona, California
91766

DOJ Grant Manager: Gale Farquhar **DOJ Telephone #:** 202-514-8528

Grant Title: 2014 Justice Assistance Grant (JAG) **Grant Number:** 2014-DJ-BX-0057

Grantee Name: City of Pomona, Police Department **Award Amount:** \$77,187.00

Grantee Type: Local Government Agency

Address: 505 South Garey Avenue
Pomona, California
91766

Contact Person: Brad Vanderheyden **Telephone #:** 909-620-2339

Contact Address: 505 South Garey Avenue
Pomona, California
91766

DOJ Grant Manager: Gale Farquhar **DOJ Telephone #:** 202-514-8528

Grant Title: JAG - COPS Hiring Grant **Grant Number:** 2009RJWX0013

Grantee Name: City of Pomona, Police Department **Award Amount:** \$3,144,717.00

Grantee Type: Local Government Agency

Address: 505 South Garey Avenue
Pomona, California
91766

Contact Person: Brad Vanderheyden **Telephone #:** 909-620-2339

Contact Address: 505 South Garey Avenue
Pomona, California
91766

DOJ Grant Manager: Jalila Sebbata **DOJ Telephone #:** 202-353-9851

Policy Statement:

On May 14, 1997 and later revised on June 11, 2002, May 26, 2004, and March 20, 2012; the City of Pomona adopted an Equal Opportunity Employment Policy that applies to all applicants and full and part-time employees that states:

The City of Pomona does not discriminate against qualified employees or applicants for employment on the basis of actual or perceived race, color, religion, sex (including gender and pregnancy), national origin, ancestry, citizenship status, age, marital status, uniformed service member status, disability, medical condition, genetic characteristics or information, sexual identity, sexual orientation (including homosexuality, bisexuality, or heterosexuality), gender identity and expression, or any other basis protected by law.

To establish a healthy working environment that promotes effective recruitment and retention of all employees, the City must have as its goal equal opportunity and treatment in recruitment, hiring, compensation, promotion, discipline, training, transfer, assignment, layoffs, termination, and all other conditions of employment for all employees and applicants for

employment.

All employment decisions and personnel actions, to include those related to compensation and City-sponsored training, shall be administered in accordance with the principle of equal opportunity employment. It is recognized that the City must adhere to the Personnel System as stated in the Charter of the City of Pomona. This Policy shall be interpreted and implemented so as to conform to the City's Personnel System, insofar as the Personnel System is consistent with Federal and State law.

It is also recognized that nothing in this Policy shall be construed to require the City to hire or promote unqualified applicants.

To implement this Policy, the Human Resources/Risk Management Director has been designated as the City's Equal Employment Opportunity Administrator.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the City of Pomona Human Resources Department made the following observations (concentrating on categories that are underutilized by -4 percent or more):

General City Employment is underutilized in the following categories:

- A. Official/Administrator category: White Males (-6%), Asian Males (-7%), Black Females (-4%), and Asian Females (-4%).
- B. Professional category: White Males (-5%), Asian Males (-7%), White Females (-9%), and Asian Females (-8%).
- C. Technician category: White Males (-7%), Asian Males (-11%), and Asian Females (-7%).
- D. Protective Services: Non-Sworn category: Hispanic Males (-5%), Black Males (-6%), and Black Females (-4%).
- E. Administrative Support category: White Males (-12%), Hispanic Males (-11%), and Asian Males (-4%).
- F. Skilled category: Hispanic Males (-23%) and Asian Males (-5%).
- G. Service category: Asian Males (-4%), White Females (-6%), Hispanic Females (-25%), and Asian Females (-5%).

The Police Department is underutilized in the following categories:

- A. Protective Services Sworn-Officials category: Black Males (-10%), Hispanic Females (-4%), and Black Females (-5%).
- B. Protective Services Sworn-Patrol Officers category: Hispanic Males (-9%), Hispanic Females (-23%), and Black Females (-4%).

In keeping with the City of Pomona's commitment to having a workforce that reflects the community it serves, the City will examine its recruitment and retention practices to see if there may be ways to attract more of the individuals in the underutilized categories.

Step 5 & 6: Objectives and Steps

1. Identify areas where the Pomona Police Department can improve its diversity message to potential candidates in the Protective Services Sworn- Officials and Protective Services Sworn- Patrol Officers Categories.

a. Review and revise the department's print, on-line, and college recruiting materials to ensure the department's message promotes its diverse workforce image and goals to Black Male, Hispanic Female, and Black Female potential candidates.

-Images of uniformed officers and officials shall include persons who represent a diverse workforce.

b. The Human Resources Department will include raters that reflect diverse hiring panels; especially oral board panels for entry level sworn police officer and police cadet positions, whenever possible.

c. Job announcements will be distributed to a diverse population through social media, such as Facebook.

d. Information regarding resources such as, the Orange County Police Academy Agility Training and access to the department's agility course for training, will be included in the information given to potential candidates.

2. Develop and deliver a Police Department New Hire Mentor Program to increase the likelihood that individuals will obtain the skills, tools, and resources to successfully compete in the rigorous recruitment process in the Protective Services Sworn- Patrol Officers category.

a. Periodically offer (e.g. one each recruitment) voluntary mentor session, available to all candidates who have passed the physical agility and written exam portion of the recruitment.

-The program may provide information regarding, but not limited to: the Oral Panel Interview, Interview Personal Presentation, Background Investigation Issues, Study Materials and other resources; thereby increasing the

likelihood of individuals who have not had the benefit of exposure to this information, to equally compete in the recruitment process.

-Information will be presented by Police Department personnel who may be matched with candidates, based on demographic information, to increase the likelihood that a candidate will identify with a mentor who they view as sharing their interests and cultural background. For example, military veteran mentors may be matched with military veteran candidates; female mentors may be matched with female candidates.

b. Promote the New Hire Mentor Program at recruitment efforts; such as, job fairs, college career fairs, community outreach events, and National Night Out, to attract potential qualified candidates.

Step 7a: Internal Dissemination

The City's Equal Employment Opportunity Plan will be disseminated internally as follows:

1. The EOE statement has been included in the City's online Administrative and Procedures guide.
2. The City's statement of "Equal Opportunity Employer" has been placed on all promotional job announcements, City applications, posters, online employment centers, and other outreach notices.
3. The EOE statement has been posted on the City's website and intranet.
4. A nondiscrimination clause is included in all Association Agreements.
5. Post a copy of the EEOP Short Form on the City's employee intranet.
6. Include a bound copy of the EEOP Short Form in the lobby of the City's Human Resources Department.

Step 7b: External Dissemination

The City's Equal Employment Opportunity Plan will be disseminated externally as follows:

1. The City's statement of "Equal Opportunity Employer" has been placed on all job announcements, City applications, posters, online employment centers, and other outreach notices.
2. Post a copy of the EEOP Short Form on the City's website.

Utilization Analysis Chart
Relevant Labor Market: Los Angeles County, California

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 #/%	8/26%	5/16%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	11/35%	5/16%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	180,790/3 2%	71,660/13 %	17,665/3 %	440/0%	55,960/10 %	520/0%	3,385/1%	2,060/0%	107,895/1 9%	54,430/10 %	21,395/4 %	395/0%	39,910/7 %	800/0%	2,675/0%	1,415/0%
Utilization #/%	-6%	3%	-3%	-0%	-7%	-0%	-1%	-0%	16%	6%	-4%	-0%	-4%	-0%	-0%	-0%
Professionals																
Workforce #/%	31/22%	31/22%	3/2%	1/1%	5/4%	0/0%	0/0%	0/0%	20/14%	40/28%	6/4%	0/0%	5/4%	0/0%	0/0%	0/0%
CLS #/%	238,045/2 7%	67,910/8 %	27,605/3 %	810/0%	88,540/10 %	635/0%	5,430/1%	3,015/0%	204,465/2 3%	88,260/10 %	39,250/4 %	830/0%	101,055/1 2%	645/0%	6,215/1%	3,885/0%
Utilization #/%	-5%	14%	-1%	1%	-7%	-0%	-1%	-0%	-9%	18%	-0%	-0%	-8%	-0%	-1%	-0%
Technicians																
Workforce #/%	6/14%	5/12%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	7/16%	19/44%	2/5%	0/0%	2/5%	0/0%	0/0%	0/0%
CLS #/%	22,305/21 %	14,985/14 %	3,995/4%	105/0%	14,490/14 %	135/0%	625/1%	360/0%	14,215/13 %	14,340/14 %	6,635/6%	100/0%	12,725/12 %	45/0%	455/0%	570/1%
Utilization #/%	-7%	-2%	-1%	-0%	-11%	-0%	-1%	-0%	3%	31%	-2%	-0%	-7%	-0%	-0%	-1%
Protective Services: Sworn-Officials																
Workforce #/%	31/51%	19/31%	2/3%	0/0%	5/8%	0/0%	0/0%	0/0%	2/3%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25,795/28 %	28,580/31 %	12,280/13 %	305/0%	6,110/7% %	410/0%	865/1%	445/0%	4,465/5% %	6,300/7% %	5,040/5% %	120/0%	755/1% %	175/0% %	205/0% %	250/0% %
Utilization #/%	23%	0%	-10%	-0%	2%	-0%	-1%	-0%	-2%	-4%	-5%	-0%	-1%	-0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	40/46%	29/33%	6/7%	0/0%	6/7%	0/0%	0/0%	0/0%	3/3%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	40,160/10 %	168,260/4 2%	16,115/4 %	350/0%	14,180/4 %	970/0%	1,490/0%	1,320/0%	24,080/6 %	106,465/2 7%	14,520/4 %	190/0%	9,200/2% %	970/0% %	1,210/0% %	1,165/0% %
Utilization #/%	36%	-9%	3%	-0%	3%	-0%	-0%	-0%	-3%	-23%	-4%	-0%	-2%	-0%	-0%	-0%
Protective Services: Non-sworn																

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
Workforce #/%	8/20%	6/15%	2/5%	0/0%	2/5%	0/0%	0/0%	0/0%	5/12%	15/38%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,140/20%	1,125/20%	615/11%	50/1%	335/6%	0/0%	60/1%	100/2%	610/11%	1,065/19%	490/9%	0/0%	45/1%	0/0%	30/1%	10/0%
Utilization #/%	-0%	-5%	-6%	-1%	-1%	0%	-1%	-2%	2%	19%	-4%	0%	-1%	0%	-1%	-0%
Administrative Support																
Workforce #/%	3/2%	6/5%	0/0%	0/0%	3/2%	0/0%	0/0%	0/0%	42/34%	54/44%	5/4%	2/2%	8/6%	0/0%	1/1%	0/0%
CLS #/%	172,060/14%	197,735/16%	38,295/3%	1,040/0%	81,415/7%	1,180/0%	5,370/0%	3,815/0%	227,575/19%	308,390/25%	71,065/6%	1,685/0%	103,470/8%	2,805/0%	7,730/1%	5,935/0%
Utilization #/%	-12%	-11%	-3%	-0%	-4%	-0%	-0%	-0%	15%	18%	-2%	1%	-2%	-0%	0%	-0%
Skilled Craft																
Workforce #/%	17/36%	16/34%	2/4%	0/0%	1/2%	0/0%	0/0%	0/0%	4/9%	3/6%	3/6%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	87,220/25%	200,705/57%	14,875/4%	635/0%	23,945/7%	545/0%	1,655/0%	1,755/0%	4,890/1%	11,345/3%	1,225/0%	35/0%	3,580/1%	20/0%	115/0%	160/0%
Utilization #/%	11%	-23%	0%	-0%	-5%	-0%	-0%	-0%	7%	3%	6%	-0%	1%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	22/21%	69/64%	12/11%	0/0%	1/1%	0/0%	0/0%	0/0%	1/1%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	116,520/9%	542,605/42%	42,375/3%	1,140/0%	61,565/5%	2,065/0%	4,245/0%	3,965/0%	85,825/7%	335,760/26%	37,515/3%	910/0%	64,650/5%	1,060/0%	3,480/0%	3,070/0%
Utilization #/%	12%	23%	8%	-0%	-4%	-0%	-0%	-0%	-6%	-25%	-2%	-0%	-5%	-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
Professionals					✓				✓				✓			
Technicians					✓											
Protective Services: Sworn-Officials			✓													
Protective Services: Sworn-Patrol Officers										✓						
Administrative Support	✓	✓														
Skilled Craft		✓														
Service/Maintenance									✓	✓			✓			

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	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
Police Chief																
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%	0/0%	0/0%
Police Captain																
Workforce #/%	1/50%	0/0%	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%	0/0%
Police Lieutenant																
Workforce #/%	3/50%	2/33%	0/0%	0/17%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Sergeant																
Workforce #/%	10/59%	3/18%	2/12%	0/6%	1/6%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Investigator																
Workforce #/%	11/52%	7/33%	0/0%	0/10%	2/10%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Corporal																
Workforce #/%	5/36%	7/50%	0/0%	0/7%	1/7%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	40/46%	29/33%	6/7%	0/7%	6/7%	0/0%	0/0%	0/0%	3/3%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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.

Linda Matthews HR/RM Director 8/27/14
[signature] [title] [date]