

EEO Utilization Report

Organization Information

Name: City Of Virginia Beach

City: Virginia Beach

State: VA

Zip: 23456

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

City of Virginia Beach Policy Statement:

The City of Virginia Beach (the City) promotes Equal Employment Opportunity (EEO) through its policies, procedures, and practices. By adhering to the principles of equal opportunity in employment, and the practice of basing employment decisions on job-related factors, the City seeks to capitalize on its investment in human resources. City policies, procedures and practices also target the identification and elimination of areas that may reflect unlawful discrimination, assess areas of underutilization for protected class employees, and encourage the movement of qualified females and minorities into non-traditional positions.

The City shall not discriminate on the basis of race, color, sex, religion, national origin, genetics, disability, age, veteran or marital status, pregnancy and childbirth and military status. The City also prohibits all forms of discrimination based on sexual orientation and gender identity or any other characteristic protected by laws and policies and is committed to maintaining a work environment for all employees that is free from fear, hostility and harassment. Every employee is responsible for helping to ensure that any discriminatory practices that do exist within the City are identified and eliminated. All supervisory personnel are responsible for taking appropriate action to identify and stop all unacceptable behaviors and implement corrective action to ensure that there is no recurrence.

Step 4b: Narrative of Interpretation

The City's workforce Utilization Analysis displays combined data for the 1) current workforce statistics (effective June 2017), 2) relevant labor market (RLM) for the State of Virginia and 3) areas of utilization reflected in gender and race/national origin groups. The City uses a base line of -3% or greater in underutilization for areas needing attention.

The City's Department of Human Resources reviewed the Utilization Analysis and noted the following:

1. Minorities were adequately represented in the Officials and Administrators job category; however, Females were underutilized.
2. Minorities and Females were adequately represented in the Professional job category.
3. There was an underutilization of both Minorities and Females in the Technicians job category.
4. Both Females and Minorities were underutilized in the Protective Services (Sworn and Non-Sworn) job categories.
5. Females were adequately represented in the Administrative Support job category; however, Minorities were underutilized.
6. Minorities were adequately represented in the Skilled Crafts job category; however, Females were underutilized.
7. Both Females and Minorities were adequately represented in the Service Maintenance job category.

Step 5: Objectives and Steps

1. Based on the Utilization Analysis, several areas indicate Female and Minority representation at levels less than the Relevant Labor Market (RLM) indicates. The City is committed to addressing and improving overall Female and Minority representation in areas where underutilization exists. In order to accomplish our objectives, the City has addressed these areas through the implementation of the below department strategies, as well as workforce planning and development initiatives:

- a. Continue to build community partnerships with diversity, faith-based and professional organizations and associations, colleges and universities to appeal to all audiences.
- b. Equal Employment Opportunity (EEO) and Workplace Harassment Training is conducted for all supervisory and non-supervisory staff.
- c. Recruit at historically black colleges and universities, participate in diversity career fairs, advertise with diversity career websites and social networking sites, and advertise in female and minority publications.
- d. Visually promote the diversity of the City's workforce and community in published materials such as brochures, advertisements and reports.
- e. Continue to include Veterans Preference in the hiring process.

2. The City and its departments regularly review Workforce Planning & Development Plans to identify and address gaps to ensure that equal employment opportunity remains a key focus.

- a. Annually provide equal employment opportunity data to senior leadership and departments in order to establish goals to address identified gaps; create and seek input from Strategic Workforce Planning representatives.
- b. Advertise in professional and minority publications along with all major state newspapers to assist with addressing underutilization.
- c. Network with other private and public organizations to ascertain other activities used to attract Females and Minorities.
- d. Manage and promote training opportunities in an effort to provide professional development for staff members.
- e. Identify the knowledge, skills, abilities (KSAs) and competencies that are directly linked to essential job functions.
- f. Review qualifications of all applicants and members, with the assistance of Human Resources, to ensure qualified individuals are treated in a non-discriminatory manner when selection, promotion, and termination actions occur.
- g. Analyze the departments EEO data in meetings with management and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation.

3. The Citys workplace policies and procedures comply with federal, state, and local Equal Employment Opportunity (EEO) laws and regulations to ensure equal employment opportunities for all.

- a. Provide periodic legal updates to leadership in response to updates and changes to EEO federal laws.
- b. Include equal employment opportunity statements in recruitment ads.
- c. Hiring managers are briefed on the selection process in order to maintain an equitable and job-related evaluation for each position.
- d. Ensure job descriptions are clear and are based on knowledge, skills, abilities, competencies and essential functions.
- e. Ensure reasonable efforts are made to accommodate for qualified individuals with disabilities.
- f. Ensure reasonable efforts are made to accommodate religious practices and to schedule events and meetings around religious holidays.

Step 6: Internal Dissemination

The Citywide Strategic Workforce Employment Plan was disseminated to all departments and is maintained online for access by all employees. The following internal efforts are currently in place and will continue to be on-going in support of the dissemination of City-wide statistical data and policies:

EEO policies are disseminated during new employment orientation. Each new hire receives a copy of the Citys EEO Complaint Procedure Policy and Workplace Harassment Policy and is required to attend related training during the initial orientation process.

EEO training is mandatory for both supervisory and non-supervisory employees via the Human Resources Employee Relations Division. Custom training will also be provided at managements request.

Federal Equal Employment Opportunity posters are included in all city worksites and locations.

Annual meeting with Strategic Workforce Planning group to review initiatives and determine progress related to goals and improvements in hiring Minorities and Females in underutilized job categories.

Step 7: External Dissemination

External dissemination of the City-wide statistical data and EEO Policy shall continue and will include, but not be limited to the following:

All advertisement of employment positions in professional and minority publications, along with major state newspapers, shall clearly state that the City of Virginia Beach is an Equal Opportunity Employer (EOE).

Post a copy of the Strategic Workforce and Employment Plan on the Citys public website.

Post a copy of the EEOP Utilization Report on the Citys public website.

Utilization Analysis Chart
Relevant Labor Market: Virginia Beach city, 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 #/%	48/54%	0/0%	6/7%	0/0%	0/0%	0/0%	0/0%	0/0%	24/27%	1/1%	8/9%	0/0%	2/2%	0/0%	0/0%	0/0%
CLS #/%	11,585/48%	325/1%	1,165/5%	35/0%	495/2%	0/0%	85/0%	90/0%	7,565/31%	250/1%	1,830/8%	60/0%	470/2%	45/0%	99/0%	85/0%
Utilization #/%	6%	-1%	2%	-0%	-2%	0%	-0%	-0%	-4%	0%	1%	-0%	0%	-0%	-0%	-0%
Professionals																
Workforce #/%	360/24%	8/1%	110/7%	2/0%	44/3%	1/0%	6/0%	0/0%	572/38%	27/2%	310/21%	3/0%	47/3%	1/0%	8/1%	0/0%
CLS #/%	9,485/30%	410/1%	1,590/5%	0/0%	670/2%	0/0%	90/0%	135/0%	14,365/45%	520/2%	3,085/10%	35/0%	915/3%	0/0%	385/1%	95/0%
Utilization #/%	-6%	-1%	2%	0%	1%	0%	0%	-0%	-7%	0%	11%	0%	0%	0%	-1%	-0%
Technicians																
Workforce #/%	397/39%	13/1%	65/6%	6/1%	9/1%	3/0%	10/1%	0/0%	375/37%	19/2%	90/9%	3/0%	13/1%	2/0%	5/0%	0/0%
CLS #/%	1,510/31%	110/2%	290/6%	0/0%	195/4%	0/0%	70/1%	15/0%	1,645/33%	160/3%	555/11%	15/0%	315/6%	0/0%	40/1%	25/1%
Utilization #/%	9%	-1%	1%	1%	-3%	0%	-0%	-0%	4%	-1%	-2%	-0%	-5%	0%	-0%	-1%
Protective Services: Sworn																
Workforce #/%	865/74%	50/4%	82/7%	5/0%	22/2%	3/0%	8/1%	0/0%	121/10%	4/0%	7/1%	1/0%	2/0%	0/0%	1/0%	0/0%
CLS #/%	1,985/54%	200/5%	435/12%	0/0%	105/3%	0/0%	0/0%	4/0%	450/12%	105/3%	355/10%	0/0%	0/0%	0/0%	10/0%	15/0%
Utilization #/%	20%	-1%	-5%	0%	-1%	0%	1%	-0%	-2%	-3%	-9%	0%	0%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	72/69%	0/0%	5/5%	0/0%	1/1%	1/1%	0/0%	0/0%	23/22%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	120/25%	0/0%	70/15%	0/0%	4/1%	0/0%	0/0%	0/0%	210/44%	0/0%	60/13%	0/0%	10/2%	0/0%	0/0%	0/0%
Utilization #/%	44%	0%	-10%	0%	0%	1%	0%	0%	-22%	1%	-12%	0%	-2%	0%	0%	0%
Administrative Support																
Workforce #/%	77/10%	12/2%	20/3%	1/0%	20/3%	0/0%	12/2%	0/0%	383/52%	16/2%	163/22%	1/0%	29/4%	1/0%	4/1%	0/0%
CLS #/%	11,400/21%	790/1%	3,525/6%	15/0%	840/2%	85/0%	210/0%	35/0%	24,170/44%	1,995/4%	8,890/16%	105/0%	1,900/3%	110/0%	540/1%	220/0%

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 #/%	-10%	0%	-4%	0%	1%	-0%	1%	-0%	8%	-1%	6%	-0%	0%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	318/55%	9/2%	214/37%	2/0%	7/1%	1/0%	2/0%	0/0%	11/2%	0/0%	9/2%	0/0%	1/0%	0/0%	1/0%	0/0%
CLS #/%	11,390/67%	1,235/7%	2,365/14%	10/0%	375/2%	0/0%	220/1%	65/0%	620/4%	109/1%	420/2%	0/0%	195/1%	0/0%	15/0%	10/0%
Utilization #/%	-12%	-6%	23%	0%	-1%	0%	-1%	-0%	-2%	-1%	-1%	0%	-1%	0%	0%	-0%
Service/Maintenance																
Workforce #/%	226/20%	18/2%	297/26%	1/0%	19/2%	0/0%	9/1%	0/0%	254/22%	25/2%	275/24%	2/0%	27/2%	0/0%	0/0%	0/0%
CLS #/%	11,010/26%	1,430/3%	6,350/15%	40/0%	1,470/3%	20/0%	395/1%	115/0%	11,715/27%	1,505/3%	6,130/14%	105/0%	1,985/5%	50/0%	550/1%	235/1%
Utilization #/%	-6%	-2%	11%	-0%	-2%	-0%	-0%	-0%	-5%	-1%	10%	-0%	-2%	-0%	-1%	-1%

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			✓		✓				✓	✓	✓					✓
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: Melissa Bowers

Employee Relations Manager

09-27-2017

[signature]

[title]

[date]