

EEO Utilization Report

Organization Information

Name: City Of Richmond

City: Richmond

State: KY

Zip: null

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

1.04 Statement of Equal Opportunity.

The city seeks to provide equal opportunity to all of its employees and applicants for employment, and to prohibit discrimination based on race, color, religion, sex, ethnicity, national origin, political affiliation, physical and mental disabilities, age or marital status. The city promotes equal opportunity in matters of hiring, promotion, transfer, compensation, benefits and all other terms, privileges, and conditions of employment, and actively pursues an equal opportunity program.

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Step 4b: Narrative of Interpretation

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

1. White females were significantly underrepresented in the following job categories: Protective Services (Non-Sworn) (-28%), and Service/Maintenance (-28%).
2. White males were significantly underrepresented in the following job categories: Administrative Support (-27%).

In reviewing this analysis, the Human Resources Department will be working with the City Manager's Office and supervisors of the above stated job categories where under representation is occurring to formulate objectives in improving these numbers moving forward.

Step 5: Objectives and Steps

1. Provide Equal Opportunity Employment to White Females in the Protective: Non Sworn Job Category

- a. The City's HR Office will expand its outreach efforts for job listings in all categories to ensure the applicants are not being under represented in certain demographics. Expanding this outreach will include potential job advertisement on social media (Facebook), to Eastern Kentucky University's network of graduates and students, local TV stations (WBONTV, WKYT, LEX18), and radio advertisement. In addition, the City will continue to post job listings on its own website and on the Kentucky League of Cities website for a larger applicant pool.
- b. The City's HR Office will review the applicant pool for previous vacancies under the Protective: Non Sworn job category to determine if steps taken in the process may have caused White Females to be under represented. Any determination will be made to the City Manager for future consultation and approval of new hiring practices

2. Provide Equal Opportunity Employment to White Females in the Service/Maintenance Job Category

- a. The City's HR Office will expand its outreach efforts for job listings in all categories to ensure the applicants are not being under represented in certain demographics. Expanding this outreach will include potential job advertisement on social media (Facebook), to Eastern Kentucky University's network of graduates and students, local TV stations (WBONTV, WKYT, LEX18), and radio advertisement. In addition, the City will continue to post job listings on its own website and on the Kentucky League of Cities website for a larger applicant pool.
- b. The City's HR Office will review the applicant pool for previous vacancies under the Service/Maintenance category to determine if steps taken in the process may have caused White Females to be under represented. Any determination will be made to the City Manager for future consultation and approval of new hiring practices.

3. Provide Equal Opportunity Employment to White Males in the Administrative Support Category

- a. The City's HR Office will expand its outreach efforts for job listings in all categories to ensure the applicants are not being under represented in certain demographics. Expanding this outreach will include potential job advertisement on social media (Facebook), to Eastern Kentucky University's network of graduates and students, local TV stations (WBONTV, WKYT, LEX18), and radio advertisement. In addition, the City will continue to post job listings on its own website and on the Kentucky League of Cities website for a larger applicant pool.
- b. The City's HR Office will review the applicant pool for previous vacancies under the Administrative Support jobs category to determine if steps taken in the process may have caused White Males to be under represented. Any determination will be made to the City Manager for future consultation and approval of new hiring practices.

Step 6: Internal Dissemination

1. Distribute a hard-copy of the EEO Utilization Report and Analysis to all supervisors within the City of Richmond.
2. Send an email and hard-copy notice (to be posted at each department) to all employees, advising them that a copy of the Utilization Report is available upon request.
3. Print and keep a permanent hard copy of the Utilization Report in a binder to be viewed in the Human Resource Office any time upon request.

Step 7: External Dissemination

1. Make available by notice a copy of the Utilization Report to the Madison County Public Library, to be sent upon request by the organization.
2. Post a copy of the Utilization Report on the City of Richmond's public website.
3. Include on all job postings a notice that applicants may obtain a copy of the Utilization Report upon request.
4. Notify all contractors and vendors who seek government services that a copy of the Utilization Report is available upon request.

Utilization Analysis Chart
Relevant Labor Market: Madison County, Kentucky

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 #/%	8/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,705/52%	55/2%	30/1%	0/0%	0/0%	0/0%	45/1%	0/0%	1,350/41%	70/2%	10/0%	25/1%	0/0%	0/0%	10/0%	0/0%
Utilization #/%	10%	-2%	-1%	0%	0%	0%	-1%	0%	-2%	-2%	-0%	-1%	0%	0%	-0%	0%
Professionals																
Workforce #/%	6/46%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,620/43%	15/0%	50/1%	20/0%	55/1%	0/0%	30/0%	40/1%	3,015/49%	10/0%	195/3%	0/0%	40/1%	0/0%	40/1%	0/0%
Utilization #/%	3%	-0%	-1%	-0%	-1%	0%	-0%	-1%	5%	-0%	-3%	0%	-1%	0%	-1%	0%
Technicians																
Workforce #/%	12/86%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	370/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	460/54%	10/1%	15/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	42%	0%	7%	0%	0%	0%	0%	0%	-47%	-1%	-2%	0%	0%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	32/80%	1/2%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	5/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	690/73%	30/3%	30/3%	0/0%	0/0%	0/0%	30/3%	0/0%	140/15%	0/0%	10/1%	0/0%	0/0%	0/0%	15/2%	0/0%
Utilization #/%	7%	-1%	-1%	0%	2%	0%	-3%	0%	-2%	0%	-1%	0%	0%	0%	-2%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	14/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,280/57%	225/6%	90/2%	0/0%	0/0%	0/0%	55/1%	0/0%	1,130/28%	65/2%	55/1%	0/0%	50/1%	0/0%	45/1%	0/0%
Utilization #/%	30%	-6%	-2%	0%	0%	0%	-1%	0%	-28%	11%	-1%	0%	-1%	0%	-1%	0%
Protective Services: Non-sworn																
Workforce #/%	67/96%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4/50%	0/0%	0/0%	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%

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 #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%
Administrative Support	46%	0%	3%	0%	0%	0%	0%	0%	-49%	0%	0%	0%	0%	0%	0%	0%
Workforce #/%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	27/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,805/30%	15/0%	125/1%	0/0%	15/0%	0/0%	0/0%	0/0%	6,030/64%	34/0%	150/2%	25/0%	30/0%	10/0%	70/1%	75/1%
Utilization #/%	-27%	-0%	-1%	0%	-0%	0%	0%	0%	26%	-0%	5%	-0%	-0%	-0%	-1%	-1%
Skilled Craft	14/100%	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%
Workforce #/%	2,630/87%	110/4%	55/2%	0/0%	0/0%	0/0%	0/0%	0/0%	170/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13%	-4%	-2%	0%	0%	0%	0%	0%	-6%	0%	0%	0%	0%	0%	0%	0%
Utilization #/%	13%	-4%	-2%	0%	0%	0%	0%	0%	-6%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance	32/80%	0/0%	4/10%	0/0%	0/0%	0/0%	0/0%	0/0%	4/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Workforce #/%	6,035/52%	220/2%	360/3%	0/0%	130/1%	0/0%	0/0%	0/0%	4,410/38%	45/0%	180/2%	0/0%	65/1%	0/0%	60/1%	0/0%
CLS #/%	28%	-2%	7%	0%	-1%	0%	0%	0%	-28%	-0%	-2%	0%	-1%	0%	-1%	0%
Utilization #/%	28%	-2%	7%	0%	-1%	0%	0%	0%	-28%	-0%	-2%	0%	-1%	0%	-1%	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: Non-sworn									✓							
Administrative Support	✓															
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
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%
Assistant 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%
Major																
Workforce #/%	2/100%	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%
Lieutenant																
Workforce #/%	3/75%	0/0%	1/25%	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%
Sergeant																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Master Police Officer																
Workforce #/%	2/100%	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%
Senior Officer/Detective																
Workforce #/%	18/75%	1/4%	0/0%	0/4%	1/4%	0/0%	0/0%	0/0%	4/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	14/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/12%	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.

Certified As Final By: Tyler Johnson

Communication/Community Development Coordinator 08-07-2020

[signature]



[title]

[date]

EEO Utilization Report

Organization Information

Name: City Of Richmond (non Law)

City: Richmond

State: KY

Zip: 40475

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Personnel & Policies Procedure Manual

1.04 Statement of Equal Opportunity.

The city seeks to provide equal opportunity to all of its employees and applicants for employment, and to prohibit discrimination based on race, color, religion, sex, ethnicity, national origin, political affiliation, physical and mental disabilities, age or marital status. The city promotes equal opportunity in matters of hiring, promotion, transfer, compensation, benefits and all other terms, privileges, and conditions of employment, and actively pursues an equal opportunity program.

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Step 4b: Narrative of Interpretation

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

1. White females were significantly underrepresented in the following job categories: Technicians (-47%), Protective Services (Non-Sworn) (-50%), and Service/Maintenance (-28%).
2. White males were significantly underrepresented in the following job categories: Administrative Support (-27%).

In reviewing this analysis, the Human Resources Department will be working with the City Manager's Office and supervisors of the above stated job categories where under representation is occurring to formulate objectives in improving these numbers moving forward.

Step 5: Objectives and Steps

1. Provide Equal Opportunity Employment to White Females in the Technician Job Category

- a. The City's HR Office will review the applicant pool for previous vacancies under the Technician category to determine if steps taken in the process may have caused White Females to be under represented. Any determination will be made to the City Manager for future consultation and approval of new hiring practices.
- b. The City's HR Office will expand its outreach efforts for job listings in all categories to ensure the applicants are not being under represented in certain demographics. Expanding this outreach will include potential job advertisement on social media (Facebook), to Eastern Kentucky University's network of graduates and students, local TV stations (WBONTV, WKYT, LEX18), and radio advertisement. In addition, the City will continue to post job listings on its own website and on the Kentucky League of Cities website for a larger applicant pool.

2. Provide Equal Opportunity Employment to White Females in the Protective: Non Sworn Job Category

- a. The City's HR Office will review the applicant pool for previous vacancies under the Protective: Non Sworn category to determine if steps taken in the process may have caused White Females to be under represented. Any determination will be made to the City Manager and Chief of Police for future consultation and approval of new hiring practices.
- b. The City's HR Office will expand its outreach efforts for job listings in all categories to ensure the applicants are not being under represented in certain demographics. Expanding this outreach will include potential job advertisement on social media (Facebook), to Eastern Kentucky University's network of graduates and students, local TV stations (WBONTV, WKYT, LEX18), and radio advertisement. In addition, the City will continue to post job listings on its own website and on the Kentucky League of Cities website for a larger applicant pool.

3. Provide Equal Opportunity Employment to White Females in the Service/Maintenance Job Category

- a. The City's HR Office will review the applicant pool for previous vacancies under the Service/Maintenance category to determine if steps taken in the process may have caused White Females to be under represented. Any determination will be made to the City Manager for future consultation and approval of new hiring practices.
- b. The City's HR Office will expand its outreach efforts for job listings in all categories to ensure the applicants are not being under represented in certain demographics. Expanding this outreach will include potential job advertisement on social media (Facebook), to Eastern Kentucky University's network of graduates and students, local TV stations (WBONTV, WKYT, LEX18), and radio advertisement. In addition, the City will continue to post job listings on its own website and on the Kentucky League of Cities website for a larger applicant pool.

4. Provide Equal Opportunity Employment to White Males in the Administrative Support Category

- a. The City's HR Office will review the applicant pool for previous vacancies under the Administrative Support category to determine if steps taken in the process may have caused White Males to be under represented. Any determination will be made to the City Manager for future consultation and approval of new hiring practices.
- b. The City's HR Office will expand its outreach efforts for job listings in all categories to ensure the applicants are not being under represented in certain demographics. Expanding this outreach will include potential job advertisement on social media (Facebook), to Eastern Kentucky University's network of graduates and students, local TV stations (WBONTV, WKYT, LEX18), and radio advertisement. In addition, the City will continue to post job listings on its own website and on the Kentucky League of Cities website for a larger applicant pool.

Step 6: Internal Dissemination

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Utilization Analysis Chart
Relevant Labor Market: Madison County, Kentucky

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 #/%	10/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,705/52%	55/2%	30/1%	0/0%	0/0%	0/0%	45/1%	0/0%	1,350/41%	70/2%	10/0%	25/1%	0/0%	0/0%	10/0%	0/0%
Utilization #/%	15%	-2%	-1%	0%	0%	0%	-1%	0%	-8%	-2%	-0%	-1%	0%	0%	-0%	0%
Professionals																
Workforce #/%	6/46%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,620/43%	15/0%	50/1%	20/0%	55/1%	0/0%	30/0%	40/1%	3,015/49%	10/0%	195/3%	0/0%	40/1%	0/0%	40/1%	0/0%
Utilization #/%	3%	-0%	-1%	-0%	-1%	0%	-0%	-1%	5%	-0%	-3%	0%	-1%	0%	-1%	0%
Technicians																
Workforce #/%	12/86%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	370/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	460/54%	10/1%	15/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	42%	0%	7%	0%	0%	0%	0%	0%	-47%	-1%	-2%	0%	0%	0%	0%	0%
Protective Services:																
Sworn																
Workforce #/%	106/89%	1/1%	3/3%	0/0%	1/1%	0/0%	0/0%	0/0%	8/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	690/73%	30/3%	30/3%	0/0%	0/0%	0/0%	30/3%	0/0%	140/15%	0/0%	10/1%	0/0%	0/0%	0/0%	15/2%	0/0%
Utilization #/%	16%	-2%	-1%	0%	1%	0%	-3%	0%	-8%	0%	-1%	0%	0%	0%	-2%	0%
Protective Services: Non-sworn																
Workforce #/%	5/100%	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%
Civilian Labor Force #/%	4/50%	0/0%	0/0%	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%
Utilization #/%	50%	0%	0%	0%	0%	0%	0%	0%	-50%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	27/90%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,805/30%	15/0%	125/1%	0/0%	15/0%	0/0%	0/0%	0/0%	6,030/64%	34/0%	150/2%	25/0%	30/0%	10/0%	70/1%	75/1%
Utilization #/%	-27%	-0%	-1%	0%	-0%	0%	0%	0%	26%	-0%	5%	-0%	-0%	-0%	-1%	-1%


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
Skilled Craft																
Workforce #/%	14/100%	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%
CLS #/%	2,630/87%	110/4%	55/2%	0/0%	0/0%	0/0%	70/2%	170/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	13%	-4%	-2%	0%	0%	0%	-2%	-6%	0%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	32/80%	0/0%	4/10%	0/0%	0/0%	0/0%	0/0%	4/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,035/52%	220/2%	360/3%	0/0%	130/1%	0/0%	205/2%	4,410/38%	45/0%	180/2%	0/0%	0/0%	65/1%	0/0%	60/1%	0/0%
Utilization #/%	28%	-2%	7%	0%	-1%	0%	-2%	-28%	-0%	-2%	0%	-1%	0%	-1%	-1%	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									✓							
Administrative Support	✓															
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.

 Communication/Community
Development Coordinator 8-7-20

[signature] [title] [date]