

EEO Utilization Report

Organization Information

Name: City Of Pomona

City: Pomona

State: CA

Zip: 91766

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

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 of Interpretation

EEOP 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 -5 percent or more):

General City Employment is underutilized in the following categories:

- A. Official/Administrator category: Asian Males (-6%) and White Females (-7%).
- B. Professional category: White Males (-5%), White Females (-10%), and Asian Females (-7%).
- C. Technician category: Black Males (-5%), Black Females (-7%), Asian Males (-16%), and Asian Females (-5%).
- D. Protective Services: Non-Sworn category: White Males (-10%), Black Males (-11%), and White Females (-11%).
- E. Administrative Support category: White Males (-7%), Hispanic Males (-18%), Asian Males (-7%), and Black Females (-7%).
- F. Skilled category: Hispanic Males (-7%).
- G. Service category: Hispanic Females (-29%).

The Police Department is underutilized in the following categories:

- A. Protective Services Sworn-Officials category: Two or more (-5%), White Females (-7%), Hispanic Females (-10%), and Black Females (-7%).
- B. Protective Services Sworn-Patrol Officers category: White Males (-12%) and Hispanic Females (-21%).

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

Step 5: Objectives and Steps

1. 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. Continue to review and revise the departments print, on-line, and college recruiting materials to ensure the departments message promotes its diverse workforce image and goals to Hispanic Male, Black Male, Hispanic Female, and Black Female potential candidates.
 - i. Images of uniformed officers and officials shall include persons who represent a diverse workforce.
- b. The Human Resources Department will include raters that reflect a diverse workforce on 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 the police academy agility training and access to the departments agility course for training will be included in the information given to potential candidates.
- e. Develop a DEI lens that promotes diversity, equity, inclusion, and belonging for City employees and PD.

2. 2. Continue to 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. Continue to offer a voluntary mentor session for each recruitment, available to all candidates who have passed the physical agility and written exam portion of the recruitment.
 - i. The program will include information regarding, but not limited to: the oral panel interview, background investigation issues and concerns, and study materials/resources; increasing the likelihood of individuals who have not had the benefit of exposure to this information, to equally compete in the recruitment process.
 - ii. Information will be presented by Police Department personnel who may be paired 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, 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, and community outreach events to attract potentially qualified candidates.

Step 6: Internal Dissemination

1. The Equal Opportunity Employment administrative policy and procedure has been posted on the City's website and intranet.
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. A nondiscrimination clause is included in all Association Agreements.
4. Post a copy of the EEOP Short Form on the City's employee intranet.
5. Include a bound copy of the EEOP Short Form in the lobby of the City's Human Resources Department.

Step 7: External Dissemination

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: Pomona city, 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 #/%	11/31%	6/17%	0/0%	0/0%	3/9%	0/0%	0/0%	0/0%	4/11%	6/17%	2/6%	1/3%	2/6%	0/0%	0/0%	0/0%
CLS #/%	950/19%	865/18%	90/2%	0/0%	740/15%	0/0%	44/1%	0/0%	890/18%	765/16%	165/3%	0/0%	405/8%	0/0%	0/0%	0/0%
Utilization #/%	12%	-0%	-2%	0%	-6%	0%	-1%	0%	-7%	2%	2%	3%	-3%	0%	0%	0%
Professionals																
Workforce #/%	21/12%	29/17%	4/2%	0/0%	11/6%	0/0%	0/0%	0/0%	18/11%	67/39%	9/5%	3/2%	8/5%	0/0%	0/0%	0/0%
CLS #/%	1,855/18%	730/7%	440/4%	0/0%	905/9%	0/0%	70/1%	45/0%	2,180/21%	2,125/20%	765/7%	10/0%	1,180/11%	0/0%	50/0%	70/1%
Utilization #/%	-5%	10%	-2%	0%	-2%	0%	-1%	-0%	-10%	19%	-2%	2%	-7%	0%	-0%	-1%
Technicians																
Workforce #/%	7/13%	10/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/19%	23/44%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%
CLS #/%	215/12%	200/11%	90/5%	0/0%	275/16%	0/0%	10/1%	15/1%	365/21%	290/17%	125/7%	0/0%	155/9%	0/0%	0/0%	0/0%
Utilization #/%	1%	8%	-5%	0%	-16%	0%	-1%	-1%	-2%	28%	-7%	0%	-5%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	28/43%	22/34%	5/8%	0/0%	6/9%	0/0%	0/0%	0/0%	1/2%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	290/24%	255/22%	25/2%	0/0%	130/11%	0/0%	65/5%	10/1%	100/8%	170/14%	80/7%	0/0%	15/1%	0/0%	15/1%	30/3%
Utilization #/%	19%	12%	6%	0%	-2%	0%	-5%	-1%	-7%	-10%	-7%	0%	-1%	0%	-1%	-3%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	27/35%	31/40%	2/3%	0/0%	3/4%	0/0%	0/0%	0/0%	3/4%	9/12%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	355/4%	4,240/52%	155/2%	30/0%	90/1%	45/1%	30/0%	10/0%	240/3%	2,680/33%	195/2%	0/0%	60/1%	0/0%	0/0%	0/0%
Utilization #/%	31%	-12%	1%	-0%	3%	-1%	-0%	-0%	1%	-21%	-2%	0%	2%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	3/15%	0/0%	7/35%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	8/40%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	35/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-43%	0%	35%	0%	5%	0%	0%	0%	0%	-2%	5%	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
Administrative Support																
Workforce #/%	3/3%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	17/18%	65/70%	0/0%	1/1%	6/6%	0/0%	0/0%	0/0%
CLS #/%	1,395/11%	2,385/18%	210/2%	0/0%	965/7%	0/0%	15/0%	15/0%	1,670/13%	4,605/35%	930/7%	25/0%	865/7%	0/0%	140/1%	55/0%
Utilization #/%	-7%	-18%	-1%	0%	-7%	0%	-0%	-0%	6%	35%	-7%	1%	-0%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	8/17%	27/57%	3/6%	1/2%	1/2%	0/0%	0/0%	0/0%	2/4%	3/6%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	955/20%	3,085/65%	250/5%	0/0%	215/5%	30/1%	0/0%	0/0%	45/1%	125/3%	0/0%	0/0%	60/1%	0/0%	0/0%	0/0%
Utilization #/%	-3%	-7%	1%	2%	-2%	-1%	0%	0%	3%	4%	4%	0%	-1%	0%	0%	0%
Service/Maintenance																
Workforce #/%	16/16%	75/76%	6/6%	0/0%	1/1%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,230/8%	7,005/43%	545/3%	10/0%	660/4%	30/0%	120/1%	0/0%	690/4%	4,745/29%	520/3%	25/0%	610/4%	0/0%	40/0%	50/0%
Utilization #/%	9%	33%	3%	-0%	-3%	-0%	-1%	0%	-3%	-29%	-3%	-0%	-4%	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	✓	✓			✓						✓					
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%
Deputy Chief																
Workforce #/%	0/0%	0/0%	0/0%	0/100%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	1/50%	1/50%	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 #/%	2/33%	2/33%	2/33%	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 #/%	7/44%	6/38%	1/6%	0/6%	1/6%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Investigator																
Workforce #/%	10/43%	7/30%	1/4%	0/13%	3/13%	0/0%	0/0%	0/0%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	7/44%	6/38%	1/6%	0/6%	1/6%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	27/35%	31/40%	2/3%	0/4%	3/4%	0/0%	0/0%	0/0%	3/4%	9/12%	0/0%	0/0%	2/3%	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: Jouslynn Griffin

Senior HR Analyst

12-27-2022

[signature]

[title]

[date]