

EEO Utilization Report

Certified as Final By Darren Keenaghan Deputy Personnel Director 7229

Organization Information

Name: City Of San Diego

City: San Diego

State: CA

Zip: 92101

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The City of San Diego Civil Service Commission hereby declares and reaffirms its policy of equal employment opportunity and nondiscrimination in all activities of the City and its agencies, including employment of individuals and firms which contract with the City. This Commission is committed to ensuring that all decisions regarding recruitment, hiring, promotions, special assignments, training, and other terms and conditions of employment will be made without discrimination on grounds of race, color, national origin, sex, sexual orientation, religion, creed, age, disability, marital status, or any other factor which cannot be lawfully used as the basis for an employment decision.

This statement is further intended to assure that management and employees endeavor to meet the requirements of both the spirit and intent of federal, state, and City of San Diego legislation with respect to equal opportunity employment.

Please also see the attached City of San Diego Equal Employment Opportunity (EEO) Policy-Annual Statement.
Certified as Final By Darren Keenaghan, Deputy Personnel Director 7-229
Following File has been uploaded: eeopolicyfy21.pdf

Step 4b: Narrative of Interpretation

See attached

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Following File has been uploaded:Narrative of Interpretation 2020 EEO.docx

Step 5: Objectives and Steps

1. Encourage Hispanic or Latino, Black or African American, and Native Hawaiian or Other Pacific Islander males and Hispanic or Latino and Black or African American females to apply for Protective Services: Sworn jobs

- a. Routinely review all minimum requirements, screening processes, and employment practices to ensure there are no artificial barriers to employment opportunities.
- b. Encourage the use of entry-level positions.
- c. Support broad-based employment information dissemination methods to reach a representative cross section of the entire community such as setting up recruiting booths in City libraries.
- d. Participate in multiple and diverse professional and trade organizations to create a broader base of contacts to facilitate distribution of employment information and increase knowledge of the City as a career path.
- e. Provide public access computers and staff assistance to prospective applicants at the Personnel Department's Employment Information Center.
- f. Attend diverse job fairs including those for veterans and the ADA community. Explain to prospective applicants how to apply for City of San Diego jobs.
- g. Show prospective applicants that individuals such as themselves are currently in the work place and can be successful in perceived non-traditional fields.
- h. Advertise on websites such as GovernmentJobs.com and with various agencies, military bases, veterans associations, periodicals, and on social media.

2. Encourage Hispanic or Latino, Black or African American, and Native Hawaiian or Other Pacific Islander males and Hispanic or Latino and Black or African American females to apply for Protective Services: Sworn jobs.

- a. Attend diverse job fairs including those for veterans and the ADA community. Explain to prospective applicants how to apply for City of San Diego jobs.
- b. Administer tests for Police Recruit throughout San Diego County and at out-of-town locations.
- c. Advertise on websites such as GovernmentJobs.com and with various agencies, military bases, veterans associations, periodicals, and on social media
- d. Show prospective applicants that individuals such as themselves are currently in the work place and can be successful in perceived non-traditional fields.
- e. Provide public access computers and staff assistance to prospective applicants at the Personnel Department's Employment Information Center.
- f. Routinely review all minimum requirements, screening processes, and employment practices to ensure there are no artificial barriers to employment opportunities.
- g. Support broad-based employment information dissemination methods to reach a representative cross section of the entire community such as setting up recruiting booths in City libraries.

3. Encourage White and Native Hawaiian or Other Pacific Islander males and Asian females to apply for Skilled Craft jobs.

- a. Attend diverse job fairs including those for veterans and the ADA community. Explain to prospective applicants how to apply for City of San Diego jobs.
- b. Advertise on websites such as GovernmentJobs.com and with various agencies, military bases, veterans associations, periodicals, and on social media.
- c. Provide public access computers and staff assistance to prospective applicants at the Personnel Department's Employment Information Center.

- d. Routinely review all minimum requirements, screening processes, and employment practices to ensure there are no artificial barriers to employment opportunities.
- e. Show prospective applicants that individuals such as themselves are currently in the work place and can be successful in perceived non-traditional fields
- f. Encourage the use of entry-level positions.
- g. Support broad-based employment information dissemination methods to reach a representative cross section of the entire community such as setting up recruiting booths in City libraries.
- h. Participate in multiple and diverse professional and trade organizations to create a broader base of contacts to facilitate distribution of employment information and increase knowledge of the City as a career path.

4. Encourage White males and White, Hispanic or Latino, and Asian females to apply for Service/Maintenance jobs.

- a. Routinely review all minimum requirements, screening processes, and employment practices to ensure there are no artificial barriers to employment opportunities.
- b. Attend diverse job fairs including those for veterans and the ADA community. Explain to prospective applicants how to apply for City of San Diego jobs. Deputy Personnel Director
- c. Provide public access computers and staff assistance to prospective applicants at the Personnel Department's Employment Information Center.
- d. Advertise on websites such as GovernmentJobs.com and with various agencies, military bases, veterans associations, periodicals, and on social media.
- e. Support broad-based employment information dissemination methods to reach a representative cross section of the entire community such as setting up recruiting booths in City libraries.
- f. Show prospective applicants that individuals such as themselves are currently in the work place and can be successful in perceived non-traditional fields.
- g. Participate in multiple and diverse professional and trade organizations to create a broader base of contacts to facilitate distribution of employment information and increase knowledge of the City as a career path.
- h. Encourage the use of entry-level positions and the Apprenticeship program

Step 6: Internal Dissemination

1. Distribute the EEOP Utilization Report to all City of San Diego Departments.
2. Post the EEOP Utilization Report on the City of San Diego Personnel Department internal web page.
3. Post the EEOP Utilization Report on the City of San Diego Purchasing and Contracting Department internal web page.
4. Display a copy of the EEOP Utilization Report at the Personnel Department's Employment Information Center.
5. Provide a copy of the EEOP Utilization Report upon request

Step 7: External Dissemination

1. Post the EEOP Utilization Report on the City of San Diego Personnel Department public web page.
2. Post the EEOP Utilization Report on the City of San Diego Purchasing and Contracting Department public web page.
3. Display a copy of the EEOP Utilization Report at the Personnel Department's Employment Information Center.
4. Provide a copy of the EEOP Utilization Report upon request

Utilization Analysis Chart
Relevant Labor Market: San Diego 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 #/%	256/32%	59/7%	16/2%	1/0%	35/4%	0/0%	9/1%	0/0%	251/31%	77/10%	35/4%	50/6%	1/0%	0/0%	10/1%	0/0%
CLS #/%	81,520/43%	16,570/9%	3,825/2%	360/0%	9,480/5%	395/0%	1,040/1%	745/0%	50,130/26%	13,215/7%	3,530/2%	345/0%	8,185/4%	335/0%	1,355/1%	495/0%
Utilization #/%	-11%	-1%	0%	-0%	-1%	-0%	1%	-0%	5%	3%	3%	6%	-4%	-0%	1%	-0%
Professionals																
Workforce #/%	579/22%	340/13%	99/4%	5/0%	270/10%	2/0%	34/1%	0/0%	581/22%	330/12%	124/5%	255/10%	7/0%	1/0%	33/1%	0/0%
CLS #/%	96,980/33%	17,305/6%	4,630/2%	375/0%	22,630/8%	295/0%	1,680/1%	1,035/0%	92,455/32%	21,640/7%	4,795/2%	380/0%	22,195/8%	385/0%	2,355/1%	1,150/0%
Utilization #/%	-12%	7%	2%	0%	2%	-0%	1%	-0%	-10%	5%	3%	9%	-7%	-0%	0%	-0%
Technicians																
Workforce #/%	91/29%	60/19%	26/8%	2/1%	27/9%	2/1%	5/2%	0/0%	43/14%	31/10%	10/3%	16/5%	0/0%	0/0%	2/1%	0/0%
CLS #/%	12,560/30%	3,065/7%	1,000/2%	80/0%	4,345/11%	200/0%	445/1%	155/0%	8,865/22%	3,885/9%	1,120/3%	20/0%	4,785/12%	80/0%	330/1%	265/1%
Utilization #/%	-2%	12%	6%	0%	-2%	0%	1%	-0%	-8%	0%	0%	5%	-12%	-0%	-0%	-1%
Protective Services: Sworn																
Workforce #/%	1535/53%	600/21%	132/5%	11/0%	185/6%	5/0%	54/2%	0/0%	242/8%	83/3%	17/1%	28/1%	1/0%	2/0%	2/0%	0/0%
CLS #/%	12,465/42%	6,495/22%	2,750/9%	150/1%	1,710/6%	175/1%	400/1%	300/1%	2,690/9%	1,385/5%	450/2%	15/0%	265/1%	30/0%	90/0%	10/0%
Utilization #/%	11%	-1%	-5%	-0%	1%	-0%	1%	-1%	-1%	-2%	-1%	1%	-1%	-0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	311/54%	76/13%	10/2%	1/0%	13/2%	3/1%	13/2%	0/0%	95/16%	35/6%	4/1%	9/2%	2/0%	1/0%	4/1%	0/0%
Civilian Labor Force #/%	810/39%	390/19%	15/1%	40/2%	95/5%	0/0%	25/1%	0/0%	425/20%	245/12%	0/0%	0/0%	50/2%	0/0%	0/0%	0/0%
Utilization #/%	15%	-5%	1%	-2%	-2%	1%	1%	0%	-4%	-6%	1%	2%	-2%	0%	1%	0%
Administrative Support																
Workforce #/%	160/10%	145/9%	72/4%	2/0%	75/5%	5/0%	17/1%	0/0%	358/22%	413/25%	185/11%	148/9%	12/1%	7/0%	43/3%	0/0%
CLS #/%	80,005/22%	35,990/10%	8,135/2%	450/0%	14,365/4%	530/0%	2,645/1%	1,445/0%	117,105/3%	62,180/17%	10,015/3%	700/0%	21,640/6%	1,525/0%	3,790/1%	1,820/1%

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
	%	%			%				2%	%	%		%			
Utilization #/%	-12%	-1%	2%	-0%	1%	0%	0%	-0%	-11%	8%	9%	9%	-5%	0%	2%	-1%
Skilled Craft																
Workforce #/%	255/25%	414/41%	197/19%	6/1%	73/7%	3/0%	19/2%	0/0%	16/2%	11/1%	13/1%	4/0%	1/0%	1/0%	3/0%	0/0%
CLS #/%	48,795/44%	40,300/37%	4,035/4%	430/0%	7,220/7%	620/1%	1,200/1%	565/1%	3,085/3%	1,750/2%	240/0%	15/0%	1,730/2%	20/0%	70/0%	60/0%
Utilization #/%	-19%	4%	16%	0%	1%	-0%	1%	-1%	-1%	-1%	1%	0%	-1%	0%	0%	-0%
Service/Maintenance																
Workforce #/%	259/15%	595/35%	327/19%	5/0%	80/5%	16/1%	32/2%	0/0%	91/5%	150/9%	108/6%	28/2%	0/0%	2/0%	17/1%	0/0%
CLS #/%	64,780/19%	94,945/28%	9,175/3%	670/0%	16,295/5%	1,250/0%	2,040/1%	1,210/0%	50,995/15%	66,405/20%	6,360/2%	465/0%	18,895/6%	800/0%	1,645/0%	780/0%
Utilization #/%	-4%	7%	16%	0%	-0%	1%	1%	-0%	-10%	-11%	4%	1%	-6%	-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
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 Darren Keenaghan Deputy Personnel Director 7/22/2020

[signature]

[title]

[date]