

EEOP Short Form



Thu Aug 25 15:33:10 EDT 2011

Step 1: Introductory Information

Grant Title:	Justice Assistance Grant	Grant Number:	27-JI-10-40-1
Grantee Name:	City of Greenwood Village	Award Amount:	\$9,279.00
Grantee Type:	Local Government Agency		
Address:	6060 South Quebec Street Greenwood Village, Colorado 80111		
Contact Person:	Jacquelyn Winbush	Telephone #:	303-486-8289
Contact Address:	6060 South Quebec Street Greenwood Village, Colorado 80111		
DOJ Grant Manager:	Kenya Lyons	DOJ Telephone #:	303-239-4475

Grant Title:	2011 High Visibility Impaired Driving	Grant Number:	211011890
Grantee Name:	City of Greenwood Village	Award Amount:	\$9,519.00
Grantee Type:	Local Government Agency		
Address:	6060 S. Quebec Street Greenwood Village, Colorado 80111		
Contact Person:	Jacquelyn Winbush	Telephone #:	303-486-2829
Contact Address:	6060 S. Quebec Street Greenwood Village, Colorado 80111		
DOJ Grant Manager:	Leslie Chase	DOJ Telephone #:	303-512-5003

Grant Title:	Seatbelt Grant	Grant Number:	NA
Grantee Name:	City of Greenwood Village	Award Amount:	\$4,500.00
Grantee Type:	Local Government Agency		
Address:	6060 S. Quebec Street Greenwood Village, Colorado 80111		
Contact Person:	Jacquelyn Winbush	Telephone #:	303-486-8289
Contact Address:	6060 S. Quebec Street Greenwood Village, Colorado 80111		
DOJ Grant Manager:	Leslie Chase	DOJ Telephone #:	303-512-5003

Policy Statement:

It is the ongoing policy of Greenwood Village to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, national origin, age, physical or mental disability, veteran status, or sexual orientation and to conform to applicable laws and regulations.

See Attachment for complete policy.

Step 4b: Narrative Underutilization Analysis

In reviewing the utilization of employees in the Greenwood Village Police Department, the Human Resources Office finds the following observations:

No consideration was given to Skilled Craft, Service Maintenance and Protective Services: Non-sworn as no employees exist in these job categories.

One employee exists in the Officials/Administrators and Technicians category, making it difficult to interpret the level of underutilization as significant. White Males are underutilized (-51% and -38%), which is not a minority group. White Females are underutilized (-34% and -40%); however, as the two employees in these categories are of a female minority group, it is difficult to interpret this as significant underutilization. Hispanic/Latino (-5%) and Black/African American (-4%) males are underutilized in the Technicians category; however, this is not seen as significant underutilization as one minority female occupies this position.

White Males are underutilized in the Professionals category (-10%); however, this is not a minority group.

The significant observation made was the underutilization of females in both Protective Services categories. White females are underutilized in Protective Services: Sworn-Officials (-8%) and Protective Services: Sworn-Patrol Officers (-20%), Hispanic/Latino females and Black/African American females are also underutilized in Protective Services: Sworn-Patrol Officers (-5% and -5%). Step 5 will address future recruitment efforts to increase female representation within the department as well as career development opportunities to increase promotional opportunities for females.

The underutilization of Black/African American and Hispanic/Latino males is demonstrated in the areas of Protective Services: Sworn Officials (-9% and -6%). Step 5 will address career development opportunities to increase promotional opportunities for Black/African American and Hispanic/Latino males.

Step 5 & 6: Objectives and Steps

1. Implement strategies that target women in police recruitment activities in order to increase the number of female sworn officers

a. Human Resources will work in conjunction with the Police Department to identify additional outreach efforts that target female applicants including advertising for vacant positions and attendance at female law enforcement career fairs.

Potential law enforcement advertisement sources include:

National Center for Women in Policing

Potential law enforcement conferences include:

Rocky Mountain Women's Law Enforcement Conference

b. Human Resources will work with the Police Department to identify current female sworn officers who can promote career opportunities in law enforcement by attending women in law enforcement conferences, attending local police academies and attending job fairs.

c. Human Resources will work with the Police Department to ensure the recruitment team responsible for conducting interviews with police officer applicants includes a female officer in order to highlight career opportunities for successful women in the Greenwood Village Police Department.

d. Human Resources will review job applications for the police officer position that are received from women to identify where they learned about the employment opportunity to identify successful recruitment sources.

2. Identify internal career development opportunities to increase promotional readiness for Females and Black/African American and Hispanic/Latino males

a. Human Resources will work with the Police Department to identify and implement internal career development strategies to increase promotional readiness.

Potential strategies may include:

- * Developing a mentorship program targeted at current Female, Black/African American Males, and Hispanic/Latino Males.

- * Developing a training program targeted at current Female, Black/African American Males, and Hispanic/Latino Males.

- * Providing additional training to current supervisors to enhance their skills in developing the skills of their Female, Black/African American Males, and Hispanic/Latino Males.

Step 7a: Internal Dissemination

1. The EEOP Short Form will be kept in hard copy format in the Human Resources Office for review by employees at any time.
2. The EEOP Short Form will be posted on the Greenwood Village Intranet site.
3. The EEOP Short Form will be provided to new Police Department employees as part of the new employee orientation program.
4. The EEOP Short Form will be distributed to all supervisory personnel and all personnel who serve on the recruitment team.

Step 7b: External Dissemination

1. A link to the EEOP Short Form will be posted to the Police Department webpage on the Greenwood Village public website.
2. A link to the EEOP Short Form will be posted to the employment opportunities webpage on the Greenwood Village public website.

Utilization Analysis Chart
Relevant Labor Market: Arapahoe County, Colorado

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	24,300/51%	1,480/3%	1,175/2%	70/0%	775/2%	4/0%	180/0%	16,245/34%	1,155/2%	1,165/2%	115/0%	540/1%	35/0%	250/1%
Utilization #/%	-51%	-3%	-2%	-0%	-2%	-0%	-0%	34%	-2%	98%	-0%	-1%	-0%	-1%
Professionals														
Workforce #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25,620/44%	1,375/2%	1,455/2%	165/0%	1,355/2%	4/0%	200/0%	24,180/41%	1,470/3%	1,415/2%	115/0%	1,125/2%	35/0%	240/0%
Utilization #/%	-10%	-2%	-2%	-0%	-2%	-0%	-0%	26%	-3%	-2%	-0%	-2%	-0%	-0%
Technicians														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,125/38%	255/5%	250/4%	0/0%	110/2%	0/0%	10/0%	2,270/40%	150/3%	280/5%	20/0%	155/3%	15/0%	10/0%
Utilization #/%	-38%	-5%	-4%	0%	-2%	0%	-0%	40%	-3%	95%	-0%	-3%	-0%	-0%
Protective Services: Sworn-Officials														
Workforce #/%	19/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,370/62%	220/6%	365/9%	20/1%	15/0%	0/0%	30/1%	675/18%	45/1%	105/3%	0/0%	0/0%	0/0%	4/0%
Utilization #/%	29%	-6%	-9%	-1%	-0%	0%	-1%	-8%	-1%	-3%	0%	0%	0%	-0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	34/74%	2/4%	1/2%	0/0%	1/2%	0/0%	0/0%	8/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	11,630/37%	1,605/5%	1,610/5%	140/0%	570/2%	25/0%	210/1%	11,930/38%	1,470/5%	1,585/5%	100/0%	440/1%	20/0%	225/1%
Utilization #/%	37%	-1%	-3%	-0%	0%	-0%	-1%	-20%	-5%	-5%	-0%	-1%	-0%	-1%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	165/44%	4/1%	0/0%	15/4%	0/0%	0/0%	0/0%	175/47%	15/4%	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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%														
Administrative Support														
Workforce #/%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	18/82%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	21,315/27%	2,060/3%	2,805/4%	140/0%	1,070/1%	55/0%	275/0%	39,915/51%	4,440/6%	4,155/5%	330/0%	1,440/2%	50/0%	445/1%
Utilization #/%	-23%	2%	-4%	-0%	-1%	-0%	-0%	31%	-1%	-1%	-0%	-2%	-0%	-1%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	15,855/67%	3,880/16%	1,145/5%	160/1%	525/2%	30/0%	160/1%	1,305/6%	175/1%	130/1%	20/0%	130/1%	0/0%	15/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	17,725/36%	6,265/13%	2,745/6%	260/1%	1,170/2%	30/0%	405/1%	13,860/28%	3,715/8%	1,520/3%	110/0%	1,390/3%	20/0%	285/1%
Utilization #/%														

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Protective Services: Sworn-Patrol Officers								✓						

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Protective Services - Chief of Police														
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%
Protective Services - Commander														
Workforce #/%	4/100%	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%
Protective Services - Sergeant														
Workforce #/%	9/100%	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%
Protective Services - Detective														
Workforce #/%	5/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	34/74%	2/4%	1/2%	0/2%	1/2%	0/0%	0/0%	8/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

Equal Employment Opportunity

It is the ongoing policy of Greenwood Village to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, national origin, age, physical or mental disability, veteran status, or sexual orientation and to conform to applicable laws and regulations. In keeping with the intent of this policy, the Village will adhere to the following personnel practices:

Recruitment, hiring, and promotion of individuals in all job classifications will be conducted without regard to race, color, religion, national origin, age, sex, physical or mental disability, veteran status, or sexual orientation except where a bona fide occupational qualification must be met.

Employment decisions will be made in such a manner as to further the principles of equal employment opportunity through the use of valid job-related criteria.

An applicant may be disqualified from consideration for employment when the applicant is related to an elected or appointed official by either marriage or by blood, closer than first cousin.

The Village will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

All other personnel actions, such as compensation, benefits, transfers, training and development, educational assistance, and social and recreational programs will be administered without regard to race, color, religion, national origin, age, sex, physical or mental disability, veteran status, or sexual orientation except where a bona fide occupational qualification must be met.

A thorough review of all personnel actions will be conducted to ensure compliance with the concept of equal opportunity. Overall responsibility for this review has been delegated to the Director of Human Resources. The Administrative Services Director will advise the City Manager of the Village's EEO status.

Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

It is the responsibility of each Department Director to promote the fair and equal treatment of all employees and candidates for employment. Department Directors may establish such operating procedures and regulations as necessary for the efficient, safe and orderly delivery of services; however, they must be consistent with this policy and must be reviewed and approved by the City Manager.