

EEO Utilization Report

Organization Information

Name: City Of Port Saint Lucie

City: Port Saint Lucie

State: FL

Zip: 34984

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The policy has been attached below. It comes from the City of Port St. Lucie Personnel Rules and Regulations Handbook. Following File has been uploaded:City of Port St Lucie EEOP Policy.pdf

Step 4b: Narrative of Interpretation

The narrative details of the Utilization Report have been included in the attached document.

Following File has been uploaded:EEOP Utilization Narrative City Online 021722 (Step 4B).docx

Step 5: Objectives and Steps

1. To encourage White females to...

- a. HR will enhance, where possible, its outreach efforts that target White female applicants in their respective job categories at various opportunities: professional conferences, trade associations, job fairs, and educational institutions.
- b. The City's Human Resource (HR) Department will review the composition of the applicant pool for all vacancies in these job categories to determine whether the White female applicants were under-represented in their respective categories.
- c. HR will also review the applicant flow process to see whether any step in the selection process for these positions may have had a significant impact on screening out White female applicants. Based on this review, HR can modify its candidate selection process.
- d. HR will review its current recruitment plan to see whether improvements or updates are necessary to address under-represented job categories. This review can include interviews of current and former employees.

2. To encourage Hispanic females to...

- a. HR will enhance, where possible, its outreach efforts that target Hispanic female applicants in their respective job categories at various opportunities: professional conferences, trade associations, job fairs, and educational institutions.
- b. The City's Human Resource (HR) Department will review the composition of the applicant pool for all vacancies in these job categories to determine whether the Hispanic female applicants were under-represented in their respective categories.
- c. HR will also review the applicant flow process to see whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic female applicants. Based on this review, HR can modify its candidate selection process.
- d. HR will review its current recruitment plan to see whether improvements or updates are necessary to address under-represented job categories. This review can include interviews of current and former employees.

3. To encourage Black females to...

- a. HR will enhance, where possible, its outreach efforts that target Black female applicants in their respective job categories at various opportunities: professional conferences, trade associations, job fairs, and educational institutions.
- b. The City's Human Resource (HR) Department will review the composition of the applicant pool for all vacancies in these job categories to determine whether the Black female applicants were under-represented in their respective categories.
- c. HR will also review the applicant flow process to see whether any step in the selection process for these positions may have had a significant impact on screening out Black female applicants. Based on this review, HR can modify its candidate selection process.
- d. HR will review its current recruitment plan to see whether improvements or updates are necessary to address under-represented job categories. This review can include interviews of current and former employees.

4. To encourage Asian females to...

- a. HR will also review the applicant flow process to see whether any step in the selection process for these positions may have had a significant impact on screening out Asian female applicants. Based on this review, HR can modify its candidate selection process.
- b. HR will review its current recruitment plan to see whether improvements or updates are necessary to address under-represented job categories. This review can include interviews of current and former employees.
- c. HR will enhance, where possible, its outreach efforts that target Asian female applicants in their respective job categories at various opportunities: professional conferences, trade associations, job fairs, and educational

institutions.

d. The City's Human Resource (HR) Department will review the composition of the applicant pool for all vacancies in these job categories to determine whether the Asian female applicants were under-represented in their respective categories.

5. To encourage White males to...

a. The City's Human Resource (HR) Department will review the composition of the applicant pool for all vacancies in these job categories to determine whether the White male applicants were under-represented in their respective categories.

b. HR will also review the applicant flow process to see whether any step in the selection process for these positions may have had a significant impact on screening out White male applicants. Based on this review, HR can modify its candidate selection process.

c. HR will review its current recruitment plan to see whether improvements or updates are necessary to address under-represented job categories. This review can include interviews of current and former employees.

6. To encourage Hispanic males to...

a. The City's Human Resource (HR) Department will review the composition of the applicant pool for all vacancies in these job categories to determine whether the Hispanic male applicants were under-represented in their respective categories.

b. HR will also review the applicant flow process to see whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic male applicants. Based on this review, HR can modify its candidate selection process.

c. HR will review its current recruitment plan to see whether improvements or updates are necessary to address under-represented job categories. This review can include interviews of current and former employees.

7. To encourage American Indian/Alaska Native males to...

a. The City's Human Resource (HR) Department will review the composition of the applicant pool for all vacancies in these job categories to determine whether the American Indian/Alaska Native male applicants were under-represented in their respective categories.

b. HR will also review the applicant flow process to see whether any step in the selection process for these positions may have had a significant impact on screening out American Indian/Alaska Native male applicants. Based on this review, HR can modify its candidate selection process.

c. HR will review its current recruitment plan to see whether improvements or updates are necessary to address under-represented job categories. This review can include interviews of current and former employees.

Step 6: Internal Dissemination

City of Port of St. Lucie - Internal Distribution:

a. Distribute the EEOP Utilization Report to all supervisory personnel.

b. Let all employees know that a copy of the EEOP Utilization Report is available upon request.

c. Display a copy of the EEOP Utilization Report in the HR lobby area.

Step 7: External Dissemination

City of Port St. Lucie - External Dissemination

a. Post a copy of the EEOP Utilization Report on the City's website.

b. Include on all job announcements that a copy of the EEOP Utilization Report is available upon request.

Utilization Analysis Chart
Relevant Labor Market: Port St. Lucie city, Florida

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 #/%	28/48%	4/7%	3/5%	0/0%	0/0%	0/0%	1/2%	0/0%	17/29%	3/5%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,605/48%	255/8%	65/2%	0/0%	80/2%	0/0%	0/0%	0/0%	885/27%	240/7%	90/3%	0/0%	45/1%	0/0%	0/0%	65/2%
Utilization #/%	0%	-1%	3%	0%	-2%	0%	2%	0%	3%	-2%	1%	0%	-1%	0%	0%	-2%
Professionals																
Workforce #/%	64/49%	5/4%	2/2%	0/0%	1/1%	0/0%	2/2%	0/0%	46/35%	6/5%	4/3%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	1,380/27%	35/1%	90/2%	0/0%	75/1%	0/0%	0/0%	0/0%	2,525/50%	285/6%	400/8%	0/0%	230/5%	0/0%	30/1%	15/0%
Utilization #/%	22%	3%	-0%	0%	-1%	0%	2%	0%	-15%	-1%	-5%	0%	-5%	0%	0%	-0%
Technicians																
Workforce #/%	93/56%	19/11%	20/12%	0/0%	1/1%	0/0%	3/2%	0/0%	23/14%	3/2%	2/1%	0/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	315/31%	80/8%	35/3%	45/4%	10/1%	0/0%	0/0%	0/0%	410/41%	0/0%	100/10%	0/0%	0/0%	0/0%	10/1%	0/0%
Utilization #/%	25%	3%	9%	-4%	-0%	0%	2%	0%	-27%	2%	-9%	0%	1%	0%	-1%	0%
Protective Services: Sworn																
Workforce #/%	147/65%	26/11%	11/5%	1/0%	2/1%	0/0%	0/0%	0/0%	29/13%	5/2%	6/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	280/67%	40/10%	25/6%	0/0%	0/0%	0/0%	0/0%	0/0%	60/14%	15/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	2%	-1%	0%	1%	0%	0%	0%	-2%	-1%	3%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	18/31%	7/12%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	21/36%	5/9%	2/3%	0/0%	1/2%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	55/48%	15/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/26%	0/0%	15/13%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-17%	-1%	7%	0%	0%	0%	0%	0%	10%	9%	-10%	0%	2%	0%	0%	0%
Administrative Support																
Workforce #/%	16/10%	2/1%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	98/62%	20/13%	17/11%	0/0%	3/2%	0/0%	0/0%	0/0%
CLS #/%	2,570/24%	590/6%	305/3%	0/0%	20/0%	0/0%	65/1%	20/0%	4,900/46%	960/9%	850/8%	10/0%	280/3%	0/0%	30/0%	0/0%
Utilization #/%	-14%	-4%	-2%	0%	-0%	0%	-1%	-0%	16%	4%	3%	-0%	-1%	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
Skilled Craft																
Workforce #/%	90/64%	26/19%	10/7%	0/0%	4/3%	0/0%	2/1%	0/0%	7/5%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,475/66%	875/23%	310/8%	0/0%	0/0%	0/0%	15/0%	25/1%	60/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	-5%	-1%	0%	3%	0%	1%	-1%	3%	1%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	69/46%	21/14%	35/23%	0/0%	3/2%	0/0%	1/1%	0/0%	13/9%	5/3%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,795/30%	1,085/12%	670/7%	50/1%	125/1%	0/0%	0/0%	25/0%	2,325/25%	745/8%	1,265/14%	20/0%	30/0%	15/0%	0/0%	40/0%
Utilization #/%	16%	2%	16%	-1%	1%	0%	1%	-0%	-17%	-5%	-12%	-0%	-0%	-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: Non-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.

Certified As Final By: Natalie Cabrera

Human Resources Director

02-25-2022

[signature]

[title]

[date]