



**CITY OF OREM, STATE OF UTAH**  
**Equal Employment Opportunity Plan (EEOP)**

**Grantee Name:** City of Orem, Utah

**Address:** City of Orem  
 56 North State Street  
 Orem, Utah 84057

**Contact Person:** Garth Smith  
 Human Resources Manager

**Telephone # :** (801) 229-7164

**Date and effective duration of EEOP:** January 1, 2017 to December 31, 2018

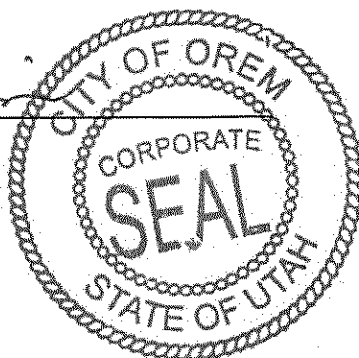
**Policy Statement:**

It is the policy of the City of Orem to assure equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race, color, religion, national origin, disability, sex, or any other factor protected by law. The City of Orem will follow this policy in recruitment, hiring, promotion, compensation, benefits, transfers, assignments, reductions in force, returns from reduction in force, demotions, terminations and training. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualifications standards to give preference to any employee or applicant for employment. However, we will take positive affirmative measures in accordance with the prevailing Federal and State law to recruit minorities, females, and persons with disabilities to all levels of the City government.

Any employee of the City of Orem who fails to comply with this policy is subject to appropriate disciplinary action.

As appointing Authority, I hereby direct that this policy be implemented in accordance with the City of Orem's Equal Employment Opportunity Plan.

  
 Jamie Davidson, City Manager



1-11-17

Date

ATTEST:

  
 Jacquelin J. Smith  
 City Recorder (Deputy)

ORIGINAL DOCUMENT  
 City of Orem Recorder's Office



## **Utilization Analysis Narrative**

A comparison of the Orem City government workforce to the community labor statistics for Utah County indicates underutilization of women and both male and female minorities in some areas. Community labor statistics show that Black, Asian, Native Hawaiian/Pacific Islander, American Indian/Alaskan Native and the Balance/two races or more populations in Utah County is 4.24%. The Community Labor Statistics show that Hispanic population in Utah County is 9.89%. The largest areas of underutilization identified were White women, Hispanic men and Hispanic females. The majority of this plan will focus on addressing those larger areas of underutilization; however, Orem City government would welcome the chance to increase the representation of all underutilized groups and will continue to explore ways of communicating job opportunities to all sexes, race and ethnic groups.

After reviewing the results of the underutilization analysis, Orem City government has a few problem areas of utilization of minorities in the City's workforce, but most are less than a 5% level. The following information focuses on areas where there is an underutilization of more than 5%. Orem City government demonstrates an underutilization of White females in four job categories. First, in the Protective Services Non-Sworn category, there is an underutilization of 46.01%. Second, in the Officials/Administrators category, there is an underutilization of 18.85%. Third, in the Protective Services Sworn Patrol Officers category, there is an underutilization of 9.31%. Finally, in the Technician category, there is an underutilization of 6.79%. The underutilization of Hispanic men in two job categories. First, in the Skilled Craft category, there is an underutilization of 13.16%. Finally, in the Service Maintenance category, there is an underutilization of 8.32%. There is also an underutilization of Hispanic women in the Service/Maintenance category of 7.42%.

None of the underutilization is insurmountable and there are no permanent obstacles to achieving utilization. The City will continue to promote diversification in its workforce. Beyond the Action Steps recommended, the City will review its current employment procedures to discern if they are neutral in intent, yet discriminatory in effect. The next section of this Plan identifies specific objectives that support the City's commitment to make its workforce more reflective of published available data.

## **Objectives**

Orem City government is committed to making its workforce profiles more closely reflect the available labor force in the community. Based on the results of the underutilization analysis, Orem City Government has established the following objectives:

Because females are underutilized in some job categories, it is our goal to increase representation by evaluating our recruitment practices to ensure that females receive equal opportunity to secure employment. The City will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females equal employment opportunity. The City will try to attract qualified female applicants for the Protective Services Non-Sworn, Officials/Administrators, Protective Services (Sworn Patrol Officers) and Technicians, as well as other City positions.



Because Hispanic males are underutilized in some job categories, with the greatest underutilization in the Skilled Craft level, it is our goal to increase representation by evaluating our recruitment practices to ensure that Hispanic males receive equal opportunity to secure employment. The City will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny Hispanic males equal employment opportunity. The City will try to attract qualified Hispanic male applicants for the Service/Maintenance level and other City positions.

Hispanic females are underutilized in the Service/Maintenance category. The City will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny Hispanic females equal employment opportunity.

### **Action Steps to achieve objectives**

Orem City Government is committed to taking the steps necessary so its future workforce more closely reflects the relevant available community workforce to ensure equal opportunity regardless of race, national origin, or gender. The following information summarizes specific objectives to assist Orem City Government in reaching this goal.

- Fax or email job opportunity postings to local schools, community colleges, cities and other entities on a regular basis to cultivate prospective minority employees for employment.
- Utilize regional job posting web sites to advertise Orem City government job opportunities to reach minority employees for employment.
- Review and update as necessary the City's recruitment methods, practices and policies to promote equal employment opportunity through recruitment efforts.
- Monitor recruitment policies and procedures to determine if recruitment efforts are enabling Orem City government to meet and maintain Hispanic and female objectives.
- Regularly review recruitment and retention efforts and apply information derived from exit interviews to improve retention.
- Review EEO policies with department heads and supervisors.

### **Internal Dissemination:**



1. We will include the EEO policy statement on the Orem City government web site, and a separate copy will be distributed to all Department Heads.
2. We will conspicuously post portions of the EEO Plan and Policy.
3. During departmental staff meetings, the Human Resources Division will periodically provide an update on the City's compliance with this Plan. Discussion will include assisting department heads in identifying and addressing problem areas with effective solutions.

**External Dissemination:**

1. We will continue to add to all written job announcements, help wanted, or other employment communications the following wording: Orem City is an Equal Opportunity Employer or EOE.
2. We will post a memo in the Human Resources Division informing applicants, vendors, suppliers and members of the public detailing how to obtain a copy of the Orem City EEOP.

## Work Force Analysis - Orem City

Job Category	Total	Male							Female						
		White	Hisp.	Black	Asian	NH/PI	AI/AN	2+ Races	White	Hisp.	Black	Asian	NH/PI	AI/AN	2+ Races
<b>Officials/Administrators (1000)</b>															
WF #	21	19	1	0	0	0	0	0	1	0	0	0	0	0	0
WF %	100.00%	90.48%	4.76%	0.00%	0.00%	0.00%	0.00%	0.00%	4.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Professionals (2000)</b>															
WF #	398	185	4	0	2	0	0	1	195	4	0	2	0	1	4
WF %	100.00%	46.48%	1.01%	0.00%	0.50%	0.00%	0.00%	0.25%	48.99%	1.01%	0.00%	0.50%	0.00%	0.25%	1.01%
<b>Technicians (3000)</b>															
WF #	78	57	1	0	1	0	0	0	18	1	0	0	0	0	0
WF %	100.00%	73.08%	1.28%	0.00%	1.28%	0.00%	0.00%	0.00%	23.08%	1.28%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Protective Services - Sworn Patrol Officers (4000)</b>															
WF #	62	53	2	1	1	0	0	1	4	0	0	0	0	0	0
WF %	100.00%	85.48%	3.23%	1.61%	1.61%	0.00%	0.00%	1.61%	6.45%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Protective Services: Non-sworn (5000)</b>															
WF #	52	48	1	0	0	0	0	0	3	0	0	0	0	0	0
WF %	100.00%	92.31%	1.92%	0.00%	0.00%	0.00%	0.00%	0.00%	5.77%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Administrative Support (6000)</b>															
WF #	125	28	1	0	0	0	0	1	88	2	0	2	0	0	3
WF %	100.00%	22.40%	0.80%	0.00%	0.00%	0.00%	0.00%	0.80%	70.40%	1.60%	0.00%	1.60%	0.00%	0.00%	2.40%
<b>Skilled Craft (7000)</b>															
WF #	85	79	2	0	2	0	0	0	2	0	0	0	0	0	0
WF %	100.00%	92.94%	2.35%	0.00%	2.35%	0.00%	0.00%	0.00%	2.35%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Service/Maintenance (8000)</b>															
WF #	110	41	2	0	1	0	0	2	59	1	0	1	0	1	2
WF %	100.00%	37.27%	1.82%	0.00%	0.91%	0.00%	0.00%	1.82%	53.64%	0.91%	0.00%	0.91%	0.00%	0.91%	1.82%
<b>Total Employees</b>															
(as of December 14, 2016)	931	510	14	1	7	0	0	5	370	8	0	5	0	2	9
	100.00%	54.78%	1.50%	0.11%	0.75%	0.00%	0.00%	0.54%	39.74%	0.86%	0.00%	0.54%	0.00%	0.21%	0.97%

**KEY**

B - Black or African American (not Hispanic or Latino)  
W - White (not Hispanic or Latino)  
HISP - Hispanic or Latino

NH/PI - Native Hawaiian / Pacific Islander (not Hispanic or Latino)  
AI/AN - American Indian / Alaskan Native

**Balance 2 +** Balance of individuals reporting more than one race not Hispanic or Latino plus individuals reporting some other race

## Community Labor Statistics - Utah County

Job Category	Total	Male							Female						
		White	Hisp.	Black	Asian	NH/PI	AI/AN	2+ Races	White	Hisp.	Black	Asian	NH/PI	AI/AN	2+ Races
<b>Officials/Administrators (1000)</b>															
CLS #	26,685	18,235	850	90	160	75	65	210	6,300	400	35	90	30	10	135
CLS %	100.00%	68.33%	3.19%	0.34%	0.60%	0.28%	0.24%	0.79%	23.61%	1.50%	0.13%	0.34%	0.11%	0.04%	0.51%
<b>Professionals (2000)</b>															
CLS #	46,840	24,165	945	65	355	170	45	435	18,815	995	20	370	50	135	275
CLS %	100.00%	51.59%	2.02%	0.14%	0.76%	0.36%	0.10%	0.93%	40.17%	2.12%	0.04%	0.79%	0.11%	0.29%	0.59%
<b>Technicians (3000)</b>															
CLS #	7,015	3,975	225	35	120	10	15	100	2,095	160	45	100	15	0	120
CLS %	100.00%	56.66%	3.21%	0.50%	1.71%	0.14%	0.21%	1.43%	29.86%	2.28%	0.64%	1.43%	0.21%	0.00%	1.71%
<b>Protective Services: Sworn Patrol Officers (4000)</b>															
CLS #	2,759	1,975	210	40	30	0	0	19	435	15	0	0	15	0	20
CLS %	100.00%	71.58%	7.61%	1.45%	1.09%	0.00%	0.00%	0.69%	15.77%	0.54%	0.00%	0.00%	0.54%	0.00%	0.72%
<b>Protective Services: Non-sworn (5000)</b>															
CLS #	589	230	4	0	0	0	0	0	305	0	0	20	0	0	30
CLS %	100.00%	39.05%	0.68%	0.00%	0.00%	0.00%	0.00%	0.00%	51.78%	0.00%	0.00%	3.40%	0.00%	0.00%	5.09%
<b>Administrative Support (6000)</b>															
CLS #	65,565	23,835	2,160	235	225	295	75	325	33,750	3,005	130	465	215	230	620
CLS %	100.00%	36.35%	3.29%	0.36%	0.34%	0.45%	0.11%	0.50%	51.48%	4.58%	0.20%	0.71%	0.33%	0.35%	0.95%
<b>Skilled Craft (7000)</b>															
CLS #	19,594	15,075	3,040	65	55	80	130	64	995	70	0	20	0	0	0
CLS %	100.00%	76.94%	15.51%	0.33%	0.28%	0.41%	0.66%	0.33%	5.08%	0.36%	0.00%	0.10%	0.00%	0.00%	0.00%
<b>Service/Maintenance (8000)</b>															
CLS #	54,120	22,500	5,485	120	340	285	200	370	18,940	4,505	165	485	230	145	350
CLS %	100.00%	41.57%	10.13%	0.22%	0.63%	0.53%	0.37%	0.68%	35.00%	8.32%	0.30%	0.90%	0.42%	0.27%	0.65%
<b>Total Sample Group</b>															
CLS #	223,167	109,990	12,919	650	1,285	915	530	1,523	81,635	9,150	395	1,550	555	520	1,550
(*From U.S. Census 2010)	100.00%	49.29%	5.79%	0.29%	0.58%	0.41%	0.24%	0.68%	36.58%	4.10%	0.18%	0.69%	0.25%	0.23%	0.69%

\*Source: U.S. Census Bureau Tabulation 2006-2010 (5 year ACS data) - State & Local Govt. Job Groups by Sex, Race/Ethnicity for Residence in Utah County (Civilian Labor Force 16 years and over)

## Utilization Analysis

Job Category	Total	Male							Female						
		White	Hisp.	Black	Asian	NH/PI	AI/AN	2+ Races	White	Hisp.	Black	Asian	NH/PI	AI/AN	2+ Races
<b>Officials/Administrators (1000)</b>															
WF %	100.00%	90.48%	4.76%	0.00%	0.00%	0.00%	0.00%	0.00%	4.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS %	100.00%	68.33%	3.19%	0.34%	0.60%	0.28%	0.24%	0.79%	23.61%	1.50%	0.13%	0.34%	0.11%	0.04%	0.51%
Utilization %		22.14%	1.58%	-0.34%	-0.60%	-0.28%	-0.24%	-0.79%	-18.85%	-1.50%	-0.13%	-0.34%	-0.11%	-0.04%	-0.51%
<b>Professionals (2000)</b>															
WF %	100.00%	46.48%	1.01%	0.00%	0.50%	0.00%	0.00%	0.25%	48.99%	1.01%	0.00%	0.50%	0.00%	0.25%	1.01%
CLS %	100.00%	51.59%	2.02%	0.14%	0.76%	0.36%	0.10%	0.93%	40.17%	2.12%	0.04%	0.79%	0.11%	0.29%	0.59%
Utilization %		-5.11%	-1.01%	-0.14%	-0.26%	-0.36%	-0.10%	-0.68%	8.83%	-1.12%	-0.04%	-0.29%	-0.11%	-0.04%	0.42%
<b>Technician (3000)</b>															
WF %	100.00%	73.08%	1.28%	0.00%	1.28%	0.00%	0.00%	0.00%	23.08%	1.28%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS %	100.00%	56.66%	3.21%	0.50%	1.71%	0.14%	0.21%	1.43%	29.86%	2.28%	0.64%	1.43%	0.21%	0.00%	1.71%
Utilization %		16.41%	-1.93%	-0.50%	-0.43%	-0.14%	-0.21%	-1.43%	-6.79%	-1.00%	-0.64%	-1.43%	-0.21%	0.00%	-1.71%
<b>Protective Services: Sworn Patrol Officers (4000)</b>															
WF %	100.00%	85.48%	3.23%	1.61%	1.61%	0.00%	0.00%	1.61%	6.45%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS %	100.00%	71.58%	7.61%	1.45%	1.09%	0.00%	0.00%	0.69%	15.77%	0.54%	0.00%	0.00%	0.54%	0.00%	0.72%
Utilization %		13.90%	-4.39%	0.16%	0.53%	0.00%	0.00%	0.92%	-9.31%	-0.54%	0.00%	0.00%	-0.54%	0.00%	-0.72%
<b>Protective Services: Non-sworn (5000)</b>															
WF %	100.00%	92.31%	1.92%	0.00%	0.00%	0.00%	0.00%	0.00%	5.77%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS %	100.00%	39.05%	0.68%	0.00%	0.00%	0.00%	0.00%	0.00%	51.78%	0.00%	0.00%	3.40%	0.00%	0.00%	5.09%
Utilization %		53.26%	1.24%	0.00%	0.00%	0.00%	0.00%	0.00%	-46.01%	0.00%	0.00%	-3.40%	0.00%	0.00%	-5.09%
<b>Administrative Support (6000)</b>															
WF %	100.00%	22.40%	0.80%	0.00%	0.00%	0.00%	0.00%	0.80%	70.40%	1.60%	0.00%	1.60%	0.00%	0.00%	2.40%
CLS %	100.00%	36.35%	3.29%	0.36%	0.34%	0.45%	0.11%	0.50%	51.48%	4.58%	0.20%	0.71%	0.33%	0.35%	0.95%
Utilization %		-13.95%	-2.49%	-0.36%	-0.34%	-0.45%	-0.11%	0.30%	18.92%	-2.98%	-0.20%	0.89%	-0.33%	-0.35%	1.45%
<b>Skilled Craft (7000)</b>															
WF %	100.00%	92.94%	2.35%	0.00%	2.35%	0.00%	0.00%	0.00%	2.35%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CLS %	100.00%	76.94%	15.51%	0.33%	0.28%	0.41%	0.66%	0.33%	5.08%	0.36%	0.00%	0.10%	0.00%	0.00%	0.00%
Utilization %		16.00%	-13.16%	-0.33%	2.07%	-0.41%	-0.66%	-0.33%	-2.73%	-0.36%	0.00%	-0.10%	0.00%	0.00%	0.00%
<b>Service/Maintenance (8000)</b>															
WF %	100.00%	37.27%	1.82%	0.00%	0.91%	0.00%	0.00%	1.82%	53.64%	0.91%	0.00%	0.91%	0.00%	0.91%	1.82%
CLS %	100.00%	41.57%	10.13%	0.22%	0.63%	0.53%	0.37%	0.68%	35.00%	8.32%	0.30%	0.90%	0.42%	0.27%	0.65%
Utilization %		-4.30%	-8.32%	-0.22%	0.28%	-0.53%	-0.37%	1.13%	18.64%	-7.42%	-0.30%	0.01%	-0.42%	0.64%	1.17%

**KEY**

B - Black or African American  
W - White not Hispanic or Latino  
HISP - Hispanic or Latino

NH/ PI - Native Hawaiian / Pacific Islander  
AI/AN - American Indian / Alaskan Native

Balance 2 + Balance of individuals reporting more than one race not Hispanic or Latino plus individuals reporting some other race