

CITY OF COCONUT CREEK



Equal Employment Opportunity Plan

Fiscal Year 2023

Mission Statement

To foster continuous quality improvement to enhance a sense of community, quality of life, and personal security.

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Table of Contents

I. INTRODUCTION.....	4
II. PURPOSE AND OBJECTIVE.....	6
III. EEO POLICY/PLAN DISTRIBUTION AND COMMUNICATION	6
IV. EQUAL EMPLOYMENT OPPORTUNITY POLICY	7
V. NON-DISCRIMINATION AND HARASSMENT POLICY	8
VI. DESIGNATION OF RESPONSIBILITY	11
VII. WORKFORCE ANALYSIS (GENDER AND RACE).....	14
VIII. JOB GROUP ANALYSIS.....	23
IX. UTILIZATION ANALYSIS METHODOLOGY AND INTERPRETATIVE ANALYSIS.....	29
X. UNDERUTILIZATION OBJECTIVES AND PLANS	31
XI. MONITORING AND REPORTING.....	33
XII. GUIDELINES FOR RELIGION, NATIONAL ORIGIN AND GENDER DISCRIMINATION COMPLIANCE	35
ATTACHMENT A – EEO Self-Identification Forms	36
ATTACHMENT B – Complaint Form	38
ATTACHMENT C – Anti-Discrimination and Harassment Policy	40

I. INTRODUCTION

A. Overview

The City of Coconut Creek, located in northern Broward County, geographically lies within the second most populated county in Florida. Its boundaries include Palm Beach County to the north, the cities of Parkland, Coral Springs and Margate to its west, Pompano Beach to its east/southeast and Deerfield Beach to its east/northeast. The City, which is part of the Miami-Fort Lauderdale-West Palm Beach Metropolitan area, was incorporated under the State of Florida Laws, by a freeholder election, February 19, 1967, and by Broward County Circuit Court, February 20, 1967. It operates under a commission/city manager form of government.

The City provides a range of municipal services including police and fire protection, code inspection and compliance, planning and zoning, community and economic development, construction and maintenance of transportation facilities, recreational and cultural activities, emergency preparedness management, water and wastewater utilities, storm water management and general administrative support.

As of Fiscal Year 2023, Coconut Creek has an estimated population of 57,937. Demographics for the City of Coconut Creek are 52.4% female; 47.6% male; 54.9% White; and 45.1% Minorities. According to census data, the minority breakdown within the City is 15.3% Black or African-American; 23.8% Hispanic; 2.1% Two or more races; 2.9% Asian; 0.0% American Indian and 1% other races. Availability of females and minorities in the various occupational groups at the City is presented herein. *Note: Due to rounding, some numbers may not total 100%.*

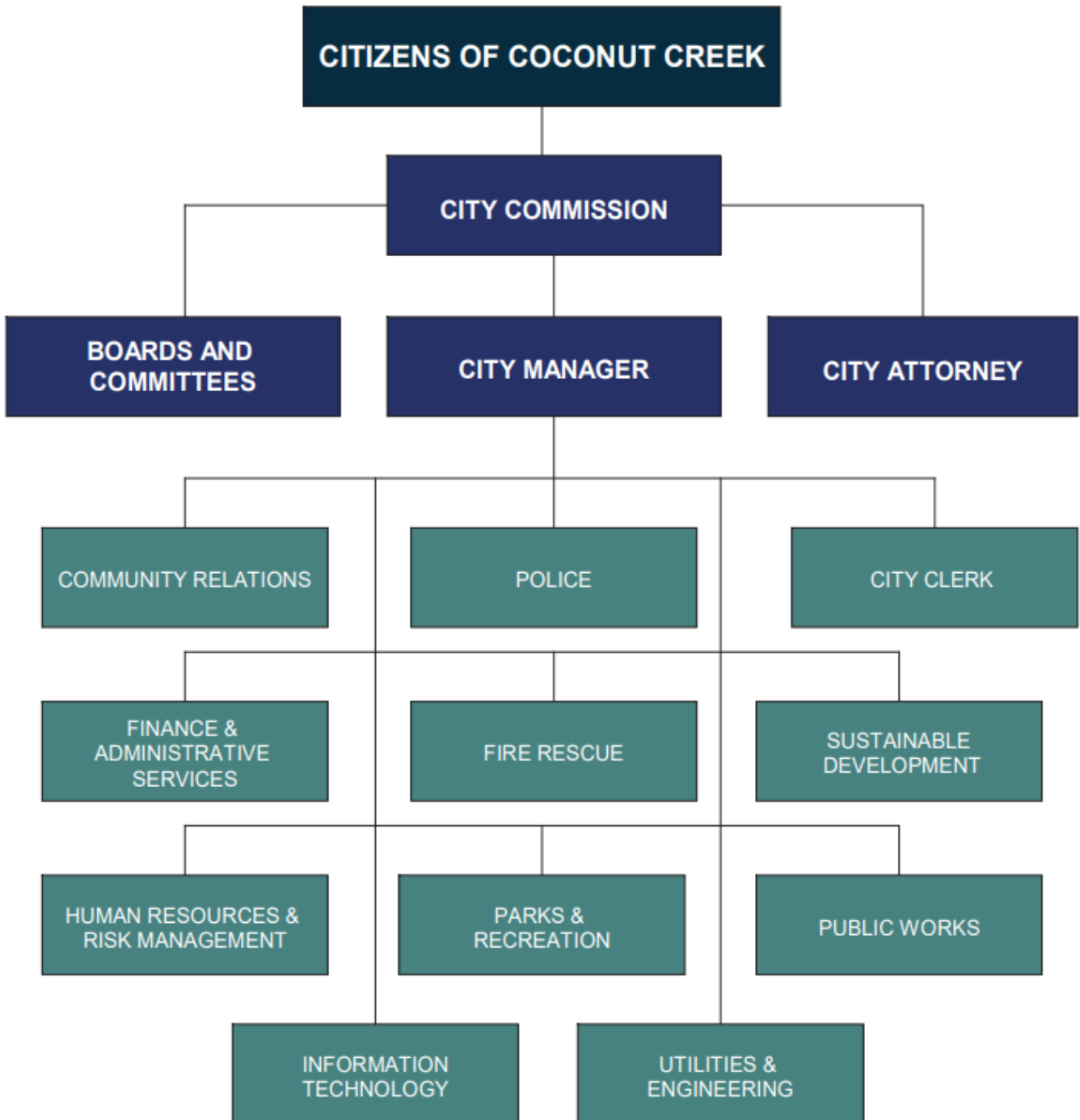
The data presented in this Equal Employment Opportunity (EEO) Plan reflects the updated EEO race categories required for EEO federal reporting requirements. New hires are provided the opportunity to self- identify, and a few years ago, a survey of employees was conducted to provide the opportunity to voluntarily self- identify in the updated EEO categories. A copy of the EEO Self-Identification Form has been included in Section 1.

As of January 25, 2023, the City employed a total of 469 employees (the elected officials are not included for the purposes of the EEOP). Non-minority males accounted for 36% of the total workforce while non-minority females accounted for 19%. Total male representation was 63.75%, female representation was 36.25% and minority representation was 45.2%. The underutilization of women and minorities are discussed herein, based on analysis conducted by job category as compared to the relevant labor market area of Broward County. Continuing efforts to address representation of females and minorities are discussed herein.

B. Grant Information

The City of Coconut Creek and the Coconut Creek Police Department are recipient agencies under the following criteria—has 50 or more employees, receives a total of \$25,000 or more in grants/sub-grants, and has 3 percent or more minorities in service population. This EEO Plan is determined to meet the requirements of a qualifying EEO Plan, as required for grant monies from the United States Department of Justice. Separate EEO Plan certifications will be submitted to the grantor for each grant.

ORGANIZATIONAL CHART



II. PURPOSE AND OBJECTIVE

The City of Coconut Creek ("City") is pleased to present its Equal Employment Opportunity (EEO) Plan, which is a comprehensive resource designed to promote inclusion, diversity and equal opportunity. The purpose of the EEO Plan is to:

- Comply with all regulatory requirements for the receipt of Federal grant funds.
- Reaffirm the commitment to equal employment opportunity in employment practices (i.e., hiring, promotions, retention and career development).
- Assign responsibilities to employees to effectuate the EEO Plan.
- Eliminate environmental and social barriers affecting job applicants and employees.
- Provide opportunities for employee development and advancement.
- Detail the statistical categories wherein all employees, including those in protected classes, are underutilized in the workforce.
- Implement recruitment and career development procedures to address inequities for job categories or underutilized areas.
- Propose ideas and solutions for diversity and inclusion challenges.

III. EEO POLICY/PLAN DISTRIBUTION AND COMMUNICATION

- The City's EEO Plan will be approved as a supplement to the City's Personnel Rules and Regulations and made available to new hires, displayed on City property, kept in department offices, stored in the intranet system and available in the Human Resources & Risk Management Department for all employees to review.
- Training sessions will be implemented on applicable local, state and federal EEO regulations for both new hires and current employees. These sessions shall include a presentation of definitions, examples, EEO data and case studies.
- Any promotional materials developed and distributed by the City will include information and photographs representative of the diversity of our workforce, i.e., females, minorities, disabled persons and veterans.
- The Human Resources Director will meet with the various bargaining agents to apprise them of the City's EEO Plan and request their cooperation.
- The EEO Plan will be locally publicized to such extent that organizations of women, minorities and other protected classes will be apprised of its contents.
- Any notices and posters required by state and federal law concerning anti-discrimination, as well as the City's complaint processes will be displayed on City property, including in the Human Resources & Risk Management Department.
- Internal and external job postings will carry the EEO solicitation "EOE" (Equal Opportunity Employer).
- Recruitment organizations will be advised of the City's EEO policy and are encouraged to refer qualified candidates, including female, minority, military veterans and disabled persons for vacancies.
- The City will use one or more of the following organizations/publications to advertise job postings of external vacancies:
 - EEO & Education Journal
 - Broward College
 - Florida Atlantic University – Broward
 - Nova Southeastern University
 - Palm Beach State College
 - Latin Women Empowering Latin Women
 - Hispanic Unity of Florida
 - Historic Black Colleges/Universities (placements vary)
 - Urban League of Broward County

IV. EQUAL EMPLOYMENT OPPORTUNITY POLICY


It is the policy of the City of Coconut Creek to promote equal rights and opportunity for all employees, as well as all job applicants. To accomplish that goal, the City will ensure that this policy will apply to all decisions, actions and practices that occur in the course of recruitment, testing, hiring, promoting, transferring work assignments, salary and benefits, working conditions, performance evaluations, promotions, training opportunities, career development and advancement, discipline, discharge, and layoffs. Such conduct will occur without regard to race, color, religion, national origin, age, gender/sex, pregnancy, sexual orientation, handicap or disability (except where such factor is a bona fide occupational qualification or required by state and/or federal law), marital status, genetic predisposition or carrier status or any other characteristic protected by applicable federal, state or local laws.

The City recognizes that discrimination and harassment—whether verbal or physical in nature—generate a psychologically harmful atmosphere that inhibits performance on the job. Under the guidelines published by the Equal Employment Opportunity Commission (EEOC), the City of Coconut Creek has an Anti-Discrimination and Harassment Policy, which addresses all forms of discrimination and harassment, which also applies to all phases of employment.

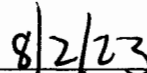
The City of Coconut Creek will take action to provide reasonable accommodations to qualified employees and applicants with respect to those disabled unless it creates an undue hardship. Examples of reasonable accommodation may include reconfiguring a facility to make it accessible; transfer or reassignment to a vacant position; modification of marginal duties; allowing leave; and modification of schedules.

The City will maintain equal employment opportunity policies and procedures to establish or maintain eligibility for any federally funded grant program. This includes, but is not limited to, announcing promotional opportunities and vacant jobs to minority organizations, advertising using various media in diverse areas and provide training without discrimination.

The City has established an internal procedure to investigate and resolve alleged cases of discrimination, which is in addition to existing anti-discrimination procedures established by Broward County, the State of Florida and the Federal Government. Employees or job applicants are also entitled to file complaints alleging unlawful discrimination with the City's EEO Officer or with any staff member identified in the complaint procedure outlined in the City's Anti-Discrimination and Harassment Policy. The City's EEO Officer, Pam Kershaw, Human Resources Director, can be reached at 954-973-6715, hr@coconutcreek.net, or 4800 W. Copans Road, Coconut Creek, FL 33063.



Karen M. Brooks
City Manager



Date

V. NON-DISCRIMINATION AND HARASSMENT POLICY

To affirm this commitment of non-discrimination, it is the policy of the City of Coconut Creek to:

- A. Prohibit discrimination in employment, employee development or employment advancement because of race, color, religion, national origin, age, gender/sex, pregnancy, sexual orientation, handicap or disability (except where such factor is a bona fide occupational qualification or required by state and/or federal law), marital status, genetic predisposition or carrier status or any other characteristic protected by applicable federal, state or local laws.
- B. Ensure equal employment opportunity for all persons based solely on their qualification when seeking employment and on the basis of their merit and fitness-for-duty when employed. The City will use voluntary self-identification forms for employees and employment applicants, a sample of which is included herein as Attachment A.
- C. Designate the Human Resources Director to serve as the City's EEO Officer. The EEO Officer shall report directly to the City Manager and is charged with implementing the City's EEO Policy, including receiving discrimination complaints, conducting/coordinating investigations, and ensuring the City's compliance with federal and state laws. The EEO Officer will also: 1) ensure that designated employees are adequately trained in EEO laws; 2) supervise the EEO-related activities of investigators; and 3) ensure that EEO policies are prominently posted or otherwise provided to employees in accordance with the law.
- D. Provide the ability for any employees of the City or any applicants for employment with the City to address their concerns either orally or in writing to the EEO Officer whenever they have reason to believe that the intent of this policy has been violated. Employees and applicants will be encouraged to use the City's Complaint Form, included herein as Attachment B.
- E. Forward any report of discrimination to the EEO Officer for investigation. The EEO Officer (or the EEO Officer's designee) shall be responsible for the investigation of the report in accordance with this policy.
- F. Ensure that any reported incident is deemed confidential in accordance with the law. If the employee orally reports the incident, the City shall prepare a report summarizing the allegation. The following information should be included in the report: the date(s) of the incident(s), identity of the person taking the action, identity of any witnesses and details about the incident(s). The City may request an employee who submitted a complaint to attend an in-person meeting to provide additional details and information concerning the incident(s).
- G. Permit any job applicants to contact the EEO Officer if they have questions regarding this policy or believes that they have not been treated in accordance with this policy.
- H. Investigate reports of discrimination promptly and take prompt remedial action based on the circumstances to address any violation of this policy, including corrective action against any employee, which may include, but not be limited to, a warning, reprimand, suspension, or termination from employment. Employees who feel that their complaints were not appropriately addressed or that they are still being subject to discriminatory conduct should avail themselves of the appeal process outlined in the City's Anti-discrimination and Harassment policy, included herein as Attachment C.
- I. Prohibit retaliation against employees who in good faith bring discriminatory conduct to the City's attention. There will be no retaliation for reporting discrimination or for cooperating in the City's investigation of the report. An employee responsible for retaliatory conduct will be subject to corrective action, up to and including termination from employment. Any employees who believe that they are being retaliated against in violation of this policy are encouraged to report the retaliation by using the same procedures discussed above for reporting discrimination.

Americans with Disabilities Act (ADA), as amended

- A. The City is committed to complying with all applicable provisions of the Americans with Disabilities Act (the "ADA"). It is the City's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of an individual's disability. Consistent with this policy of non-discrimination, the City will provide reasonable accommodations to qualified individuals with a disability, as defined in the ADA, who have made the City aware of their disability, if it is not obvious, provided such accommodation does not constitute an undue hardship to the City.
- B. Employees with a disability who believe that they need a reasonable accommodation to perform the essential functions of the job should contact the City's ADA Coordinator. Any employees who feel that they have not been treated in accordance with this policy should contact the EEO Officer or avail themselves of the City's complaint process. The City prohibits and will not tolerate retaliation against any employee who requests a reasonable accommodation or makes a good faith complaint under this policy.
- C. Where an employee or applicant has requested a reasonable accommodation consistent with this Policy or law and is denied, a complaint may be made pursuant to the City's Complaint Procedure outlined in the Anti-Discrimination and Harassment Policy whereupon the City shall evaluate the eligibility or reasonableness of the request.
- D. If the employee cannot perform the current position's essential functions due to permanent restrictions from a disability, and if a reasonable accommodation cannot be made which would allow the employee to perform the essential functions, the Human Resources & Risk Management Department shall search all position openings for which the employee may be qualified. If the employee is qualified for any open position, which is a lateral or lower position, the employee shall be offered that position if it does not violate any seniority rights of other employees. If the vacancy is a higher position, the employee must apply and compete through the normal City application process.
- E. If the disability was due to an injury compensable under worker's compensation and no vacant position is available when the employee reaches maximum medical improvement the employee may be subject to employment action (e.g., transfer, demotion, schedule reduction), including separation of service. If the disability is unrelated to work and the person is unable to perform the essential functions of the position with or without accommodation, the employee may be subject to employment action (e.g., transfer, demotion, schedule reduction), including separation of service.
- F. The City is also committed to not discriminating against any person who is related to or associated with a person with a disability. This policy is neither exhaustive nor exclusive. The City will take all other actions necessary, to ensure equal opportunity for persons with disabilities in accordance with the applicable provisions of the ADA and all other applicable federal, state and local laws.
- G. Any employees or job applicants who have questions regarding this policy or believe that they have been discriminated against based on a disability may notify the EEO Officer or file a complaint in accordance with the City's Anti-Discrimination and Harassment Policy. All such inquiries or complaints will be treated as confidential, and will only be disclosed on a need-to-know basis to the extent permitted by law.

Religious Accommodation

- A. The City will take action to provide reasonable accommodations for religious observances, beliefs and practices, unless it creates an undue hardship. Examples of reasonable accommodation may include modification of schedules, relaxation of dress code policies or permitting types of religious expression.
- B. Where an employee or applicant has requested a religious accommodation consistent with this Policy or law and is denied, a complaint may be made whereupon the EEO Officer (or the EEO Officer's designee) shall meet with the employee or applicant and any pertinent employees to evaluate the eligibility or reasonableness of the request. A decision will be issued in writing within seven (7) business days, to the extent practical.

Sexual Harassment

- A. Sexual harassment is a form of employee misconduct that undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is a prohibited practice.
- B. Specifically, sexual harassment is deliberate or repeated, unsolicited verbal comments, gestures, pictures or written material, or physical contact of a sexual nature, which are unwelcome. This includes:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive work environment.
- C. The City of Coconut Creek is dedicated to a strong policy against discrimination based upon sex. Sexual harassment is unacceptable conduct and will not be condoned. It is imperative that all employees be assured a work atmosphere free from sexual harassment. Violations of this policy will be cause for disciplinary action.
- D. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is offensive both objectively and subjectively, that fails to respect the rights of others, that lowers morale, and that interferes with work effectiveness.
- E. Any acts of sexual harassment should be reported using the procedure for reporting discriminatory conduct as detailed in this subsection.

Complaint Procedure

- A. Any City employees who feel that they have been discriminated against should avail themselves of the City's Anti-Discrimination and Harassment Policy. Any complainant has a legal right to file a complaint with the United States Equal Employment Opportunity Commission. However, it is generally in the best interests of both the complainant and the City to resolve a complaint through exhausting the City's administrative procedures.
- B. No disciplinary action will be taken against any employee who files a good faith complaint and follows an appropriate complaint procedure.
- C. All written complaints, evidence and record of disposition will be retained in the Human Resources & Risk Management Department.
- D. Any applicants for a position with the City who feel that they have been discriminated against because of race, color, religion, national origin, age, gender/sex, pregnancy, sexual orientation, handicap or disability (except where such factor is a bona fide occupational qualification or required by state and/or federal law), marital status, genetic predisposition or carrier status or any other characteristic protected by applicable federal, state or local laws should report it to the EEO Officer. The complaint must be in writing and filed within thirty (30) calendar days of the alleged incident of discrimination. The Human Resources & Risk Management Department shall resolve the complaint within a reasonable time, and will provide a copy of the findings to the complainant.
- E. City employees who choose to present a complaint shall follow Section IV of the City's Anti-Discrimination and Harassment Policy.

VI. DESIGNATION OF RESPONSIBILITY

It is the responsibility of the leadership team of the City of Coconut Creek to contribute to and support this EEO Plan and to meet the established objectives. Specific responsibilities are summarized below:

A. *City Manager*

The City Manager is the chief executive officer and, as such, is charged with implementing the Equal Employment Opportunity Plan (EEO Plan). The City Manager has designated the City's Human Resources Director as its Equal Employment Opportunity (EEO) Officer to administer the EEO Plan. Nevertheless, the City Manager is responsible for furthering the EEO Plan's objectives by providing support, resources and budgetary assistance.

B. *Human Resources Director*

The Human Resources Director shall be responsible for, among other duties, the following:

1. Administering the City's EEO Plan, and serving as the liaison with state and federal regulatory agencies regarding this Plan.
2. Reviewing recruitment, selection, testing and promotional practices, and identifying actions needed to eliminate discrimination and all artificial barriers or non-job-related requirements that may exist in job descriptions that may have a discriminatory effect upon applicants or employees.
3. Coordinating employment discrimination complaints, investigations and any resolution of discrimination charges involving the City.

4. Assisting other Department Directors in the identification of problem areas and determining the basis for underutilization of women and minorities and making recommendations for changes to the recruitment process.
5. Approving promotions after reviewing for compliance with City non-discrimination policies, state and federal laws, and collective bargaining agreements.
6. Advising City officials on matters that relate to promoting diversity.
7. Providing training programs for managerial and supervisory personnel to ensure understanding of the EEO Plan, and their responsibilities thereunder.
8. Reviewing and modifying as needed the City's EEO Plan, including goals for recruitment and promotion, and recommending how to accomplish such goals.
9. Maintaining statistics related to labor market availability and appropriate local census data.
10. Performing periodic work force analyses and recommending to the City Manager reclassification of jobs, as needed.
11. Conducting a periodic report, providing data regarding utilization of minorities and women in City employment.
12. Maintaining statistical data on applicant flow including tracking job applicants who were hired and rejected.
13. Developing or coordinating training programs implementing the goals and objectives of the EEO Plan.
14. Analyzing job descriptions to ensure that they are job-related and removing any potentially discriminatory or non- work-related factors.
15. Promoting EEO Plan by informing the community of the EEO objectives.

C. *Department Directors*

The following are the responsibilities of Department Directors:

1. Complying with the City's EEO Plan, with assistance from the Human Resources & Risk Management Department, evaluating all employment actions (i.e., interviews, assignments, training, career development) to ensure that they are consistent with the City's EEO principles.
2. Analyzing work schedules and job assignments to ensure the City's anti-discrimination policies are being followed.
3. Reviewing training programs, recruitment and promotion data to determine whether any discriminatory barriers exist.
4. Assessing the qualifications of incumbent employees to ensure ethnic minorities, women, qualified disabled employees, and veterans have equal opportunity for career development as needed.

5. Notifying managers and supervisors that their work performance shall be consistent with and not contradict the City's anti-discrimination policies.

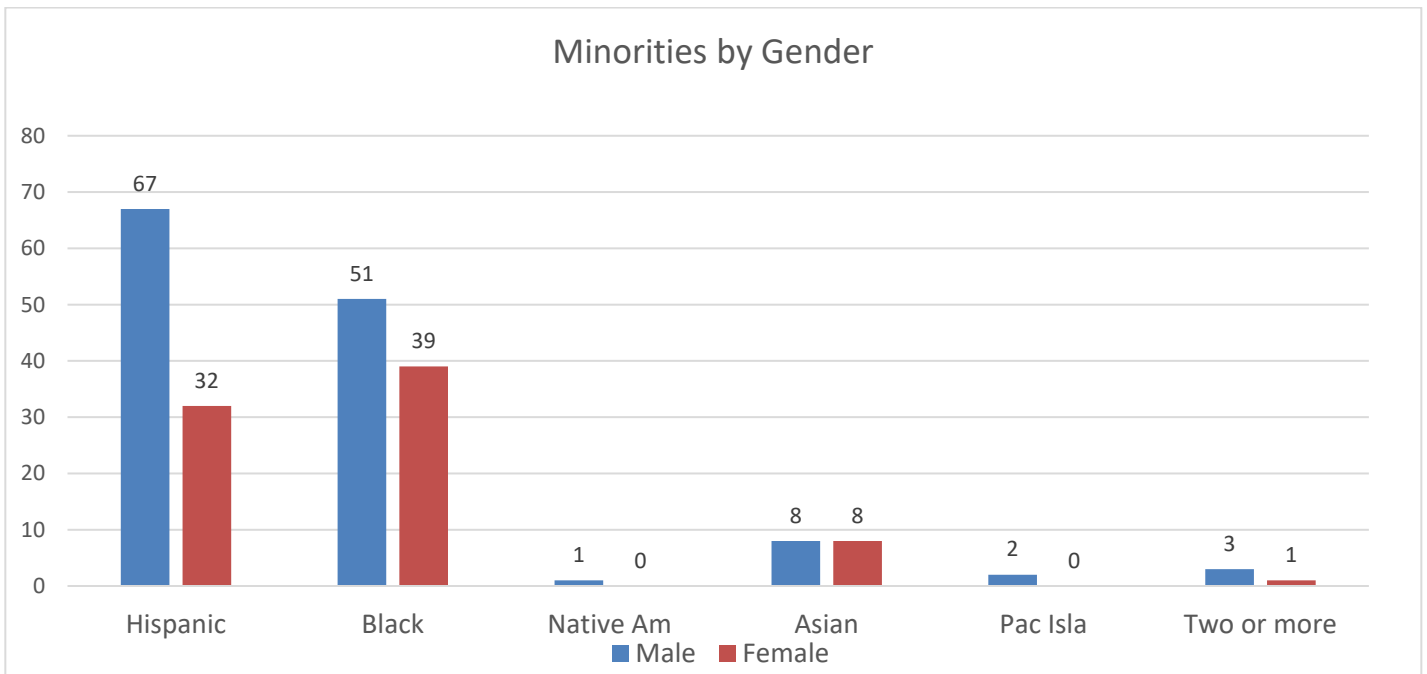
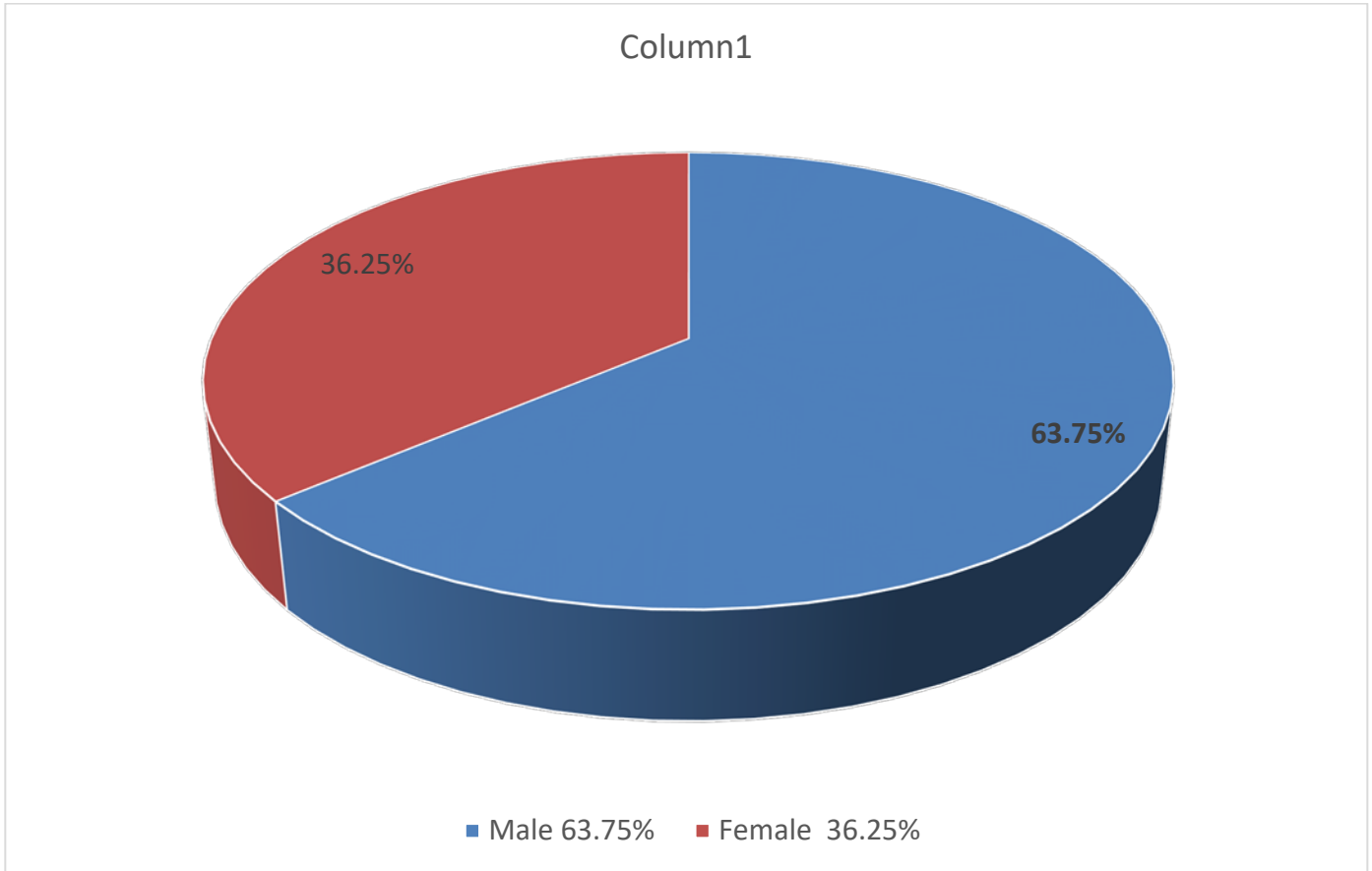
D. Managers/Supervisors

1. Educating subordinate staff to adhere to the City's EEO Plan and policies
2. Developing programs to encourage an inclusive work environment free from discrimination

E. Rank and File Employees

Employees are responsible for creating a work environment that fosters an anti-discrimination attitude and equal employment opportunities.

VII. WORKFORCE ANALYSIS (GENDER AND RACE)



City Workforce as of January 25, 2023

1. *Job Categories*

A. *Officials/Administrators*

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the City's operations, or provide specialized consultation on a regional, district or area basis. The positions include - department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, superintendents, police chiefs, inspectors and kindred workers.

B. *Professionals*

Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training that provides comparable knowledge. The positions include - personnel and labor relations workers, social workers, psychologists, registered nurses, economists, lawyers, systems analysts, accountants, engineers, employment counselors, teachers or instructors, fire captains and lieutenants and kindred workers.

C. *Technicians*

Occupations that require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. The positions include - computer programmers, drafters, survey and mapping technicians, radio operators, technical illustrators, technicians (highway, electronic, physical sciences), police sergeants, inspectors (production or processing inspectors) and kindred workers.

D. *Protective Service¹*

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. The positions include – police officers, guards and kindred workers.

E. *Para-Professionals²*

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience than normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. The positions include - library assistants, research assistants, welfare service aides, recreation assistants, homemaker aides, home health aides and kindred workers.

F. *Administrative Support/Clerical*

Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office. The positions include - bookkeepers, messengers, office machine operators, clerk typists, stenographers, statistical clerks, dispatchers, license distributors and kindred workers.

¹ NOTE: Protective Services positions have been reclassified into the categories of Protective Services Sworn (Officials and Patrol) and Protective Services Non-Sworn due to changes in the US Census Bureau's categorizations.

² NOTE: Paraprofessionals were added to the Technicians category, as there is no corresponding group in the Census Bureau's demographics.

G. *Skilled Craft Workers*

Occupations in which workers perform jobs that require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work, which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. The positions include - mechanics and repair positions, electricians, heavy equipment operators, skilled machinery occupations, carpenters, compositors and typesetters and kindred workers.

H. *Service/Maintenance*

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contributes to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. The positions include - truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, construction laborers and kindred workers.

2. **Utilization**

A. **Workforce Utilization Analysis**

The City shall prepare a biennial utilization analysis containing all major job categories, which shall reflect the current utilization of ethnic minorities and women in each job category. In determining whether underutilization exists in any job category, the following factors shall be considered:

1. Minority and women availability for the City's relevant labor market area.
2. The percentage of women and minorities in the City workforce as compared with the availability of such groups in the relevant labor market area.
3. The availability of women and minorities having the necessary job skills in the relevant labor market area.
4. The availability of promotable minorities and women within the City.

The utilization analysis of the City's current workforce composition is by job category. Only those budgeted positions that are currently filled in each group will be counted in the utilization analysis.

These utilization analyses will compare the City's workforce composition of the City with the relevant labor market availability to determine, by job classification and group (i.e., protected classes), whether the City's composition is under or over utilized as compared to the relevant labor market.

B. **Employment Goals Criteria**

In determining employment goals, the EEO Officer will:

1. Utilize the workforce utilization analysis (including the workforce/relevant labor market availability comparison).
2. Set reasonably attainable goals by making all aspects of the entire EEO Plan work.
3. Consider anticipated expansion, contraction and attrition of the workforce.
4. Establish and set forth narrowly tailored goals for each protected group.

C. **Union Representation**

1. Approximately 37% of City employees are unionized. The current union groups are:
 - The Broward County Police Benevolent Association
 - Police Officers

- Police Sergeants
 - Police Lieutenants
- Local 3080, Metro-Broward Professional Fire Fighters, International Association of Fire Fighters
 - Fire Inspectors/Training Specialists
 - Senior Fire Inspectors
 - Fire Fighters/Paramedics
 - Driver/Engineers
 - Fire Lieutenants
 - Fire Captains
2. The remainder of City employees, such as civilians, managerial and confidential personnel are classified as non-bargaining unit employees.

D. Career Advancement

1. For most supervisory, professional and managerial positions, career advancement is governed by the City's Civil Service Code, Administrative Orders, and the Human Resources & Risk Management Department's Policies and Procedures. For sworn police employees, the process to promote or progress is generally found within the applicable collective bargaining agreements.
2. Interested applicants and employees must respond to position announcements and generally participate in a competitive recruitment process, except that at-will positions and any positions approved by the City Manager for non-competitive appointment are not required to follow position announcement policies and procedures.
3. Positions are generally announced both internally and externally, except for certain sworn police and certain uniformed fire rescue positions. Most entry-level administrative positions are filled externally due to lack of internal demand. After working in these administrative positions, employees are eligible and often apply for higher-level positions.
4. Recruitment for those positions within Protective Services is based on the individual's ability to meet initial physical, psychological and moral character requirements, including completing a police academy and field training. Career advancement is governed by collective bargaining agreements.
5. Career movement to the Professional job group from the Technician/Para- Professional job group generally requires certain educational credentials, professional/technical skills and experience. Due to the level of expertise, the City does engage in external recruitment, but there are nevertheless challenges to fill these positions with female and minority applicants.
6. Placement in Officials/Administrator's job group, which includes such positions as city manager, director or deputy director, depends on factors similar to those described for Professional progression. Two positions (*City Manager and City Attorney*) may also be posted, but are appointed positions serving at the pleasure of the City Commission.

The following information is displayed in the Utilization Analysis Charts:

A. Community Labor Statistics (CLS):

A statistical breakdown of the available community workforce, the Community Labor Statistics (CLS) for Broward County. For each work category, the CLS is broken down by sex within each race and ethnic group.

B. Utilization Analysis:

Compares the City workforce with that of the relevant community in order to determine if, and in which work categories, women and/or minorities are underutilized in the workforce. The Utilization Analysis is obtained by comparing the City's workforce to the Community Labor Statistics (CLS). The format in the Utilization Analysis is presented in percentages. For the purpose of this analysis, a group is considered to be underutilized if the difference between the City's workforce and the CLS is greater than 2%. However, the City's focus is on significant underutilization, which it will determine based on, among other things, the size of the job category. As such, the City will focus on more prominent underutilization (See Section X).

C. City Workforce:

A statistical breakdown of the City's current workforce for each work category, categorized by sex within each racial and ethnic group. The data reflects the number and percentage of employees within each work category of a given race, sex, and ethnic group.

Utilization Analysis Chart
 Relevant Labor Market: Broward County, Florida

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific	Two or More Races	Other
Officials/Administrators																
Workforce #/%	19/51%	2/5%	1/3%	0/0%	2/5%	0/0%	0/0%	0/0%	9/24%	1/3%	1/3%	0/0%	2/5%	0/0%	0/0%	0/0%
CLS#/%	41,590/39%	13,495/13%	5,970/6%	105/0%	1,860/2%	0/0%	255/0%	425/0%	23,245/22%	9,345/9%	7,040/17%	30/0%	1,600/2%	20/0%	215/0%	330/0%
Utilization #/%	12%	-7%	-3%	-0%	4%	0%	-0%	-0%	2%	-6%	-4%	-0%	4%	-0%	-0%	-0%
Professionals																
Workforce #/%	24/39%	9/15%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	13/21%	6/10%	7/11%	0/0%	2/3%	0/0%	0/0%	0/0%
CLS#/%	34,100/27%	10,430/8%	7,205/6%	50/0%	2,730/2%	10/0%	379/0%	350/0%	37,005/30%	12,815/10%	15,780/13%	100/0%	3,000/2%	0/0%	500/0%	405/0%
Utilization #/%	11%	6%	-6%	-0%	-2%	-0%	1%	-0%	-9%	-1%	-1%	-0%	1%	0%	-0%	-0%
Technicians																
Workforce #/%	22/27%	7/9%	8/10%	0/0%	2/2%	1/1%	0/0%	0/0%	27/33%	4/5%	8/10%	0/0%	2/2%	0/0%	0/0%	0/0%
CLS#/%	4,455/23%	1,810/9%	1,320/17%	4/0%	395/2%	15/0%	64/0%	60/0%	4,710/24%	1,815/9%	4,395/23%	15/0%	320/2%	0/0%	70/10%	30/0%
Utilization #/%	4%	-1%	3%	-0%	0%	1%	-0%	-0%	9%	-4%	-13%	-0%	1%	0%	-0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	14/54%	7/27%	1/4%	0/0%	1/4%	0/0%	0/0%	0/0%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS#/%	8,000/41%	2,480/13%	4,095/21%	10/0%	345/2%	0/0%	75/0%	60/0%	1,545/8%	770/4%	2,250/11%	0/0%	25/0%	0/0%	10/0%	4/0%
Utilization #/%	13%	14%	-17%	-0%	2%	0%	-0%	-0%	4%	-4%	-11%	0%	-0%	0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	45/52%	18/21%	9/10%	0/0%	2/2%	0/0%	0/0%	0/0%	6/7%	5/6%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%
Civilian Labor Force #/%	600/37%	85/5%	185/11%	0/0%	30/2%	0/0%	0/0%	15/1%	210/13%	110/7%	390/24%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	15%	16%	-1%	0%	0%	0%	0%	-1%	-6%	-1%	-24%	0%	0%	0%	1%	0%
Protective Services: Non-sworn																
Workforce #/%	21/40%	19/36%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	5/9%	5/9%	2/4%	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	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
CLS#/%	47,150/19%	22,040/9%	19,335/8%	100/0%	3,145/1%	4/0%	805/0%	930/0%	68,370/28%	38,505/16%	37,100/15%	115/0%	3,560/1%	30/0%	915/0%	1,645/1%
Utilization #/%	20%	27%	-6%	-0%	-1%	-0%	-0%	-0%	-19%	-6%	-11%	-0%	-1%	-0%	-0%	-1%
Administrative																
Workforce #/%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	25/43%	10/17%	18/31%	0/0%	2/3%	1/2%	0/0%	0/0%
CLS#/%	27,020/41%	21,025/32%	12,170/18%	130/0%	925/1%	20/0%	375/1%	970/1%	1,540/2%	1,125/2%	775/1%	60/0%	40/0%	0/0%	4/0%	35/0%
Utilization #/%	-39%	-32%	-17%	-0%	-1%	-0%	-1%	-1%	41%	16%	30%	-0%	3%	2%	-0%	-0%
Skilled Craft																
Workforce #/%	5/38%	0/0%	6/46%	1/8%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS#/%	32,525/17%	33,230/18%	31,040/17%	245/0%	2,955/2%	0/0%	880/0%	745/0%	25,645/14%	25,035/13%	30,365/16%	190/0%	3,055/2%	20/0%	360/0%	800/0%
Utilization #/%	21%	-18%	30%	8%	6%	0%		-0%	-14%	-13%	-16%	-0%	-2%	-0%	-0%	-0%

Underutilization Analysis (based on legally recognized two standard deviations or more)

Job Category	Underutilization Male								Underutilization 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
Technicians											✓					
Protective Services: Sworn-Patrol											✓					
Protective Services: Non-sworn									✓		✓					
Administrative Support	✓	✓	✓													

**Broward County
Relevant Labor Market Statistics for Groups**

Job Category	Male									Female							
	White	AA/Black	Hispanic	Asian	Amerin/ Alaska	Hawaii/ Pac. Is	Two or more	Other	White	AA/Black	Hispanic	Asian	Amerin/ Alaska	Hawaiian / Pacific Is	Two or more	Other	
Officials/Administrator	41,590/39.4%	5,970/5.7%	13,495/12.8	1,860/1.8%	105/0.1	0/0%	255/0.2%	425/0.4	23,245/22%	7,040/6.7%	9,345/8.9%	1,600/1.5%	30/0%	20/0%	215/0.2%	330/0.3%	
Professionals	34,100/27.3%	7,205/5.8%	10,430/8.4%	2,730/2.2%	50/0%	10/0%	379/0.3%	350/0.3	37,005/29.6%	15,780/12.6	12,815/10.3	3,000/2.4%	100/0.1	0/0%	500/0.4%	405/0/0.3%	
Technicians	4,455/22.9%	1,320/6.8%	1,810/9.3%	395/2%	4/0%	15/0.1	64/0.3%	60/0.3%	4,710/24.2%	4,395/22.6%	1,815/9.3%	320/1.6%	15/0.1%	0/0%	70/0.4%	30/0.2%	
Protect. Serv. Sworn	8,000/40.7%	4,095/20.8%	2,480/12.6%	345/1.8%	10/0.1%	0/0%	75/0.4%	60/0.3%	1,545/7.9%	2,250/11.4%	770/3.9%	25/0.1%	0/0%	0/0%	10/0.1%	4/0%	
Protect. Serv. Non	600/36.9%	185/11.4%	85/5.2%	30/1.8%	0/0%	0/0%	0/0%	15/0.9%	210/12.9%	390/24%	110/6.8%	0/0%	0/0%	0/0%	0/0%	0/0%	
Admin. Support	47,150/19.3%	19,335/7.9%	22,040/9%	3,145/1.3%	100/0%	4/0%	805/0.3%	930/0.4	68,370/28%	37,100/15.2	38,505/15.8	3,560/1.5%	115/0%	30/0%	915/0.4%	1,645/0.7%	
Skilled Craft	27,020/40.8%	12,170/18.4	21,025/31.8	925/1.4%	130/0.2	20/0%	375/0.6%	970/1.5	1,540/2.3%	775/1.2%	1,125/1.7%	40/0.1%	60/0.1%	0/0%	4/0%	35/0.1%	
Service Maintenance	32,525/17.4%	31,040/16.6	33,230/17.8	2,955/1.6%	245/0.1	0/0%	880/0.5%	745/0.4	25,645/13.7%	30,365/16.2	25,035/13.4	3,055/1.6%	190/0.1	20/0%	360/0.2%	800/0.4%	
TOTALS	195,440/25%	81,320/11%	104,595/14	12,385/2%	644/0%	49/0%	2,833/0%	3,555/0	162,270/21%	98,095/13%	89,520/12%	11,600/2%	510/0%	70/0%	2,074/0%	3,249/0%	

VIII. JOB GROUP ANALYSIS

The City determines and defines the various job groups using EEOC job classifications, which are aligned with census data categorizations. Reporting in the City EEO Plan is based on the EEOC job classifications.

A. Officials/Administrators

Job Title	Total EEs	Total Minorities	Male								Female							
			Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more
Assistant City Attorney	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Assistant Director Fin	1	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0
Asst. Dir Parks & Rec	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Asst. Dir Public Works	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asst. Dir Sustainable Dev	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ass Dir. of Utility & Eng.	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asst. Fire Chief	2	1	2	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Build. Official/Plans Ex.	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chief Elec Inspector	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chief Information Officer	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Chief Mech. Inspector	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chief Technology Officer	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
City Attorney	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
City Clerk	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
City Manager	1	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0
Community Relations Dir	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0
Deputy Building Official	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deputy City Attorney	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Deputy City Manager	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Deputy Fire Chief	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finance & Admin Director	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Fire Chief	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Inspector	2	0	0	0	0	0	0	0	0	0	1	2	0	0	0	0	0	0
Fire Inspector/Training	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Fire Marshal	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Human Resources Director	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Human Resources Manager	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parks & Rec Director	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Works Director	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Risk Manager	1	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Senior Fire Inspector	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Structural Plans Examiner	2	1	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Sustainable Dev Dir	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utility and Eng. Director	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	37	9	23	19	1	2	2	0	0	0	12	9	1	1	2	0	0	0
		24%	62%	51%	2%	5%	5%	0%	0%	0%	32%	24%	3%	3%	5%	0%	0%	0%

B. Professionals³

Job Title	Total EEs	Total Minorities	Male								Female							
			Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more
Accountant	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Accreditation Prog. Mgr.	2	2	0	0	0	1	0	0	0	0	1	0	1	0	0	0	0	0
Asst. To the City Mgr.	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Benefits Program Manager	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Budget & Grants Analyst	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Budget/ Grants Mgr.	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Community Enhancement Mgr.	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contracts Analyst	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0
Crime Analyst	2	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
Deputy City Clerk	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Engineer I	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Engineer II	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Engineering Inspector	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Battalion Chief	3	0	2	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Fire Captains	9	2	9	7	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Fire Division Chief	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Lieutenant	9	3	7	4	0	3	0	0	0	0	2	2	0	0	0	0	0	0
Human Res Generalist	4	1	1	0	0	1	0	0	0	0	3	3	0	0	0	0	0	0
Marketing Specialist	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Payroll Manager	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0
Planner	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Police Legal Advisor	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0
Principal Planner	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Public Safety Info Officer	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Purchasing (Procurement) Analyst	2	2	0	0	0	0	0	0	0	0	2	0	1	1	0	0	0	0
Procurement Mgr.	1	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0
Procurement Supervisor	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Procurement Technician	1	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0
Senior Accountant	2	1	1	1	0	0	0	0	0	0	1	0	0	1	0	0	0	0
Senior Engineer	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0
Senior Project Manager	3	1	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Superintendent U&E	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sustainability Manager	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Utility and Eng. Project Mgr.	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Victims Advocate	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
	62	25	33	24	0	9	0	0	0	0	1	28	13	7	6	2	0	0
		40%	53%	38%	0%	14%	0%	0	0%	1%	45%	21%	11%	9%	3%	0	0	0

³ NOTE: Police Lieutenants and Captains are professionals for the purposes of the EEO-4 report, but categorized in Protective services – Officials for EEOP analyses.

C. Paraprofessionals⁴

Job Title	Male										Female								
	Total EEs	Total Minorities	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	
Building Supervisor	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	
Business Process Analyst	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	
Code Compliance Officer I	4	2	3	1	1	1	0	0	0	0	1	1	0	0	0	0	0	0	
Construction Supervisor	1	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Development Review Spec	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Fitness Attendant	2	2	1	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	
Fitness Specialist	3	1	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	
Group Exercise Instructor	10	1	1	1	0	0	0	0	0	0	9	8	1	0	0	0	0	0	
Landscape Inspector	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Park Ranger	5	1	5	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Park Ranger PT	3	1	3	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Parks & Rec Superintendent	3	1	1	0	0	1	0	0	0	0	2	2	0	0	0	0	0	0	
Parks & Rec Supervisor	4	2	1	0	1	0	0	0	0	0	3	2	0	0	1	0	0	0	
Police Background Specialist	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Police Records Supervisor	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Public Works Project Mgr.	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Recreation Programmer	6	4	3	1	1	0	0	0	1	0	3	1	2	0	0	0	0	0	
Senior Code Comp Officer	2	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
Senior Fitness Specialist	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	
Senior Park Ranger	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Senior Recreation Programmer	3	1	2	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	
Special Events Asst.	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Special Events Planner	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Special Events Programmer	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Telecommunications Supv.	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Transportation Supervisor	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Urban Forester	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Utility Billing Operations Mgr.	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	
Zoning Officer	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
	63	24	27	13	8	5	1	0	1	0	35	26	5	3	1	0	0	0	
		38%	42%	20%	12%	7%	1%	0%	1%	0%	55%	41%	8%	4%	1%	0%	0%	0%	

D. Protective Service – Patrol Officer⁵

Job Title	Male										Female								
	Total EEs	Total Minorities	Total	White	AA/Black	Hispanic	Asian	Amerind /	Hawaiian/ Pacific Is	Two or more	Total	White	AA/Black	Hispanic	Asian	Amerind/ Alaskan	Hawaiian/ Pacific Is	Two or more	
Police Officer	86	35	74	45	9	18	2	0	0	0	12	6	0	5	0	0	0	1	
		31%	63%	39%	8%	15%	2%	0	0	0	10%	5%	0%	4%	0	0	0	1%	

⁴NOTE: Paraprofessionals were added to the Technicians category for the purposes of the utilization analysis relative to Broward County market statistics, as there is no corresponding group in the Census Bureau’s demographics.

⁵ Includes rank and file employees assigned to specialty units.

⁶ Includes School Resource Officers

D.(1). Protective Service – Sworn Official

Job Title	Total Ees	Total Minorities	Male								Female							
			Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more
Chief of Police	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Police Captain	3	1	2	1	0	0	1	0	0	0	1	1	0	0	0	0	0	
Police Lieutenant/Comm	7	2	6	4	0	2	0	0	0	0	1	1	0	0	0	0	0	
Police Sergeant	15	5	14	9	1	4	0	0	0	0	1	1	0	0	0	0	0	
	26	9	23	14	1	7	1	0	0	0	3	3	0	0	0	0	0	
		34%	88%	53%	4%	26%	4%	0	0	0	11%	11%	0%	0%	0	0	0	

D.(2) Protective Service – Non-Sworn

Job Title	Total Ees	Total Minorities	Male								Female							
			Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more
Animal Services Officer	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Firefighter/Paramedic	35	20	29	14	1	14	0	0	0	0	6	1	2	3	0	0	0	
Driver/Engineer	9	5	8	4	0	4	0	0	0	0	1	0	0	1	0	0	0	
Police Service Aide	8	2	4	3	0	1	0	0	0	0	4	3	0	1	0	0	0	
	53	27	41	21	1	19	0	0	0	0	12	5	2	5	0	0	0	
		51%	77%	39%	2%	36%	0%	0%	0%	0%	22%	9%	4%	9%	0%	0%	0%	

E. Technicians

Job Title	Total Ees	Total Minorities	Male								Female							
			Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more
Creative Services Tech	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Crime Scene Investigator	3	2	0	0	0	0	0	0	0	0	3	1	2	0	0	0	0	
Electrical Plan Examiner	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
GIS Coordinator	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
IT Operations Analyst	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
IT Security Analyst	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
IT Specialist	2	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
IT System Analyst	1	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	
IT Security Manager	1	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
IT Temp	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Logistics Coordinator	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	
Multimedia Program Manager	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Project Coordinator	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	
Senior IT Specialist	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Web & Graphics Specialist	1	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
	18	8	12	9	0	2	1	0	0	0	6	1	3	1	1	0	0	
		44%	66%	50%	0%	11%	5%	0%	0%	0%	33%	5%	16	5%	5%	0%	0%	

F. Admin Support/Clerical

Job Title	Male										Female								
	Total EEs	Total Minorities	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	
Accounting Clerk	2	2	0	0	0	0	0	0	0	0	2	0	2	0	0	0	0	0	
Accounting Technician	2	2	0	0	0	0	0	0	0	0	2	0	2	0	0	0	0	0	
Administrative Assistant	9	2	1	1	0	0	0	0	0	0	8	6	0	2	0	0	0	0	
Customer Service Rep.	2	2	0	0	0	0	0	0	0	0	2	0	2	0	0	0	0	0	
Engineering Permit Spec	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Executive Admin Assistant	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Legal Administrative Asst.	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Payroll Specialist	2	2	0	0	0	0	0	0	0	0	2	0	2	0	0	0	0	0	
Permit Technician	2	1	0	0	0	0	0	0	0	0	2	1	1	0	0	0	0	0	
Permit Technician II	2	2	0	0	0	0	0	0	0	0	2	0	1	1	0	0	0	0	
Police Admin Specialist	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	
Police Records Technician	5	4	0	0	0	0	0	0	0	0	5	1	1	2	1	0	0	0	
Police Records Specialist	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	
Administrative Coordinator	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Prop & Evidence Custodian	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Property & Evidence Tech	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Records Specialist	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	
Senior Accounting Tech	1	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	
Senior Admin Assistant	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Senior Permit Technician	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	
Senior Staff Assistant	10	7	1	0	1	0	0	0	0	0	9	3	4	1	0	0	1	0	
Senior Utility Billing Tech	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Staff Assistant	2	1	0	0	0	0	0	0	0	0	2	1	1	0	0	0	0	0	
Telecommunications Oper.	6	2	0	0	0	0	0	0	0	0	6	4	1	1	0	0	0	0	
Telecommunications Spec.	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
	58	32	2	1	1	0	0	0	0	0	56	25	18	10	2	0	1	0	
		55%	3%	1%	1%	0%	0%	0%	0%	0%	96%	43%	31%	17%	3%	0%	1%	0%	

G. Skilled Craftworkers

Job Title	Male										Female								
	Total EEs	Total Minorities	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	
Carpenter	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Electrician	3	2	3	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
HVAC Mechanic	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Senior Electrician	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Solid Waste/Recycling Spec	1	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Senior Lead worker	2	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Supervisor Sts & Stormw	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Wastewater Supervisor	1	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
Utility and Eng. Lead worker	2	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	13	8	13	5	6	0	1	1	0	0	0	0	0	0	0	0	0	0	
		61%	100%	65%	78%	0%	7%	7%	0	0%	0	0	0	0	0	0	0	0%	

H. Service/Maintenance

Job Title	Male										Female								
	Total EEs	Total Minorities	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	Total	White	AA/Black	Hispanic	Asian	Amerind/Alaskan	Hawaiian/Pacific Is	Two or more	
Bus Driver	6	4	3	1	1	0	0	1	0	0	3	1	2	0	0	0	0	0	
Facilities Attendant	3	2	2	1	1	0	0	0	0	0	1	0	1	0	0	0	0	0	
Facilities Attendant Lead	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Facilities Main. Supervisor	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Meter Service Worker (PT)	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Meter Service worker	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Maintenance Service Worker I	2	1	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Maintenance Service Worker II	6	5	6	1	4	0	0	0	1	0	0	0	0	0	0	0	0	0	
Maintenance Service Worker III	8	2	8	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
Public Works Superintendent	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rec Attendant	2	0	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Senior Bus Driver	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Substitute Bus Driver	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Utility Service worker I	8	8	8	0	7	1	0	0	0	0	0	0	0	0	0	0	0	0	
Utility Service worker II	6	4	6	2	3	1	0	0	0	0	0	0	0	0	0	0	0	0	
Utility Service worker III	5	3	5	2	2	1	0	0	0	0	0	0	0	0	0	0	0	0	
	53	33	48	18	24	4	0	1	1	0	5	2	3	0	0	0	0	0	
		62%	90%	33%	45%	7%	0%	1%	1%	0%	9%	3%	5%	0%	0%	0%	0%	0%	

IX. UTILIZATION ANALYSIS METHODOLOGY AND INTERPRETATIVE ANALYSIS

This section summarizes the utilization results of City's workforce to the available workforce of the Broward County area. To determine the effectiveness of the City's current recruiting activities, the existing underutilization is then compared to the underutilization that was determined in the previous two years.

The below data shows workforce underutilization, but the City will determine what it considers significant underutilization and will analyze and interpret those deemed significant. Significant utilization will be addressed in the goals and objectives in Section X.

Officials/Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.

- Minority composition reflects an underutilization of Hispanic Males by 7%, Black Males by 3%, Hispanic Females by 6% and Black Females by 4%.
- Whites Males represent the largest group in this category at 12%.

Professionals

Occupations that require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge.

- Minority composition reflects an underutilization of Black Males by 6% and Asian Males by 2%.
- Whites Males represent the largest group in this category at 11%.

Technicians

Occupations that require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

- Minority composition reflects an underutilization of Hispanic Females by 4% and Black Females at 13%.
- Whites represent the largest group in this category at 4% and 9% for males and females, respectively.

Protective Service (Sworn officials)

Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

- Minority composition reflects an underutilization of Black Males by 17%, Hispanic Females by 4% and Black Females by 11%.
- Hispanic males represent the largest group in this category at 14%

Protective Service (Patrol Officers)

- Minority composition reflects an underutilization of White females by 6% and Black Females by 24%.
- White and Hispanic males represent the largest group in this category at 14% and 17%, respectively.
- Hispanic males represent the largest group in this category at 16%

Protective Service (non-sworn)

Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

- Minority composition reflects an underutilization of Black males at 6%, White Females at 19%, Hispanic females at 6%, Black Females at 11%.
- White and Hispanic males represent the largest group in this category at 20% and 27%, respectively.

Administrative Support/Clerical

Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office.

- Minority composition reflects an underutilization of Hispanic Males by 32% and Black Males by 17%.
- White Females represent the largest group in this category at 41%.

Skilled Craft Workers

Occupations in which workers perform jobs that require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work, which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

- Minority composition reflects an underutilization of Hispanic Males by 18%, White Females at 14%, Hispanic Females at 13% and Black Females at 16%.
- White and Black Males represent the largest groups in this category at 21% and 30%, respectively.

Service/Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contributes to the upkeep and care of buildings, facilities or grounds of public property.

- Data not provided Department of Justice's online reporting system.⁷

⁷ The DOJ portal does not show Service/Maintenance data.

X. UNDERUTILIZATION OBJECTIVES AND PLANS

The COVID-19 pandemic has had an economic impact on the City and, specifically, has affected the ability of the City's Human Resources & Risk Management Department to engage in robust minority recruitment efforts. Moreover, reductions in revenue have led to a decrease in recruitment and hiring. Nevertheless, the City will explore alternative ways to increase its recruitment efforts.

Objectives and Plans for Female Underutilization:

Females are underutilized in several job categories. The City will endeavor to increase female representation by ensuring that advertising, recruitment and promotional process afford equal opportunity.

- A. The City's Human Resources & Risk Management Department will evaluate positions and any selection processes where there is an above average amount of female applicants are rejected.
- B. The City will attend one or more of the following: women organizational meetings or conferences, local job fairs and educational institutions where there is a high attendance of women.
- C. Establish an apprentice or internship program and market it to educational organizations that have a high population of females (e.g., Pace Center for Girls).
- D. Encourage females to promote through development of internal mentorship opportunities and determine whether qualified female employees can fill a position before advertising externally.
- E. The City will continue to recruit online with a specific emphasis in places with a significant female readership (e.g., Women for Hire, Career Girl Network) for recruiting of both civilian and sworn positions.
- F. The City will arrange for the training of its management and supervisory employees to address improving recruitment and advancement opportunities for women.
- G. The City will continue to provide in-house training on equal employment subjects, including federal and state discrimination laws, cultural diversity and gender norms.
- H. City promotional and marketing materials will continue to highlight females for all positions, with particular emphasis on public safety.
- I. Continue to use diversity-minded organizations when recruiting as a supplement to traditional recruiting methods.

Objectives and Plans for Minority Underutilization:

The City is committed to increasing its recruitment efforts for racial/ethnic minorities and will focus on both male and female candidates in all racial/ethnic categories, paying particular attention to those areas where underutilization was identified.

- A. The City's Human Resources & Risk Management Department will evaluate positions and any selection processes where an above average amount of minority applicants are rejected.
- B. The City will attend one or more of the following: minority organizational meetings or conferences, and local job fairs and educational institutions where there is a high attendance of minorities.
- C. Establish an apprentice or internship program and market it to local educational institutions that have robust initiatives for minorities (e.g., Hispanic Unity of Florida for Broward Community Schools).
- D. The City will continue to recruit online with a specific emphasis in places with a significant minority readership (e.g., the Root, Latina) for recruiting of both civilian and sworn positions.
- E. The City will arrange for the training of its management and supervisory employees to address improving recruitment and advancement opportunities for minorities.
- F. The City will continue to provide in-house training on equal employment subjects, including federal and state discrimination laws, cultural diversity and racial sensitivity.
- G. City promotional and marketing materials will continue to highlight minorities for all positions, with particular emphasis on professional and management positions.
- H. The City will target historically black colleges and minority organizations, in addition to traditional recruiting methods (e.g., Florida Memorial, NAACP).
- I. The City will offer apprenticeships and internships in underutilized categories.
- J. Criminal background screenings will also be evaluated by the City's Human Resources & Risk Management Department and decisions will be made thereafter based on the position.

Objectives and Plans for Minority and Female Underutilization in the Police Department:

The City has identified underutilization of females and minorities in its sworn law enforcement positions.

- A. The City's Police Department will evaluate the selection processes where there is an above average amount of minority and female applicants who are rejected, both for hiring and promotional opportunities.
- B. The City's Police Department will promote and encourage civilian employees to pursue careers in law enforcement and arrange for tours and visits to department facilities.
- C. Job auditing of law enforcement positions will be offered to civilian employees.
- D. Senior command staff will establish mentorship opportunities for civilian employees and local residents; specifically in neighborhoods with a high concentration of minorities.
- E. The Police Department will solicit the assistance of its female and minority employees to attend local organization meetings, fairs, schools and churches to promote sworn job opportunities in law enforcement. This will include the High School JROTC, Broward LEO Academy Job Fair, National Latino Police Officers Association Annual National Conference, and the Florida National Guard Career Fair.
- F. The Police Department will encourage female employees to test for promotional opportunities.

XI. MONITORING AND REPORTING

- A. The City's Human Resources & Risk Management Department, in accordance with Florida's public records law and federal recordkeeping regulations, retains records of applicant flow, referrals, hires, rejected applicants, rescinded offers, testing results, training, transfers, reclassifications, demotions, promotions, salary adjustments, dismissals and layoffs. This information is evaluated each year by the EEO Officer to ensure that the City's ongoing goal of increasing gender and ethnic diversity is met.
- B. The EEO Officer or designee provides a biennial report relative to the status of the EEO Plan objectives.
- C. Any trends that persist regarding underutilization are brought to the attention of appropriate City staff and a plan of action is developed to remediate the situation to increase diversity.
- D. The City uses industry-recognized "best employment practices," as it relates to online and in-person recruitment. Departmental staff is updated on the latest trends and innovations and information is disseminated to employees at departmental meetings, trainings and bulletins.
- E. The EEO Officer monitors and reviews discrimination and harassment complaints, which are logged and tracked internally. The City Attorney's Office may serve in an assistive role.
- F. External Complaint filed with the FCHR and/or the EEOC are logged, investigated and tracked by the City Attorney's Office, the EEO Officer and Risk Manager.

- G. An employee who has been discriminated against or harassed based on a protected class may file a complaint with the City's Human Resources & Risk Management Department in accordance with the procedures herein, with the Florida Commission of Human Relations (FCHR); or with the Equal Employment Opportunity Commission (EEOC).

XII. GUIDELINES FOR RELIGION, NATIONAL ORIGIN AND GENDER DISCRIMINATION COMPLIANCE

The City's efforts in combating non-discrimination in the areas of religious freedom and national origin include the following:

- A. The City communicates its commitment to provide equal employment opportunities without regard to religion or national origin to all employees.
- B. Management and supervisory personnel are trained to be made aware of certain religious accommodation needs and attuned to culturally sensitive matters involving national origin.
- C. Employees are granted reasonable accommodations with religious practices and observances of applicants and employees, except where such accommodation causes undue hardship on City business.
- D. Employment opportunities are advertised or marketed for all employees, and not based on gender (although the City does try to enhance female recruitment in legally permissible ways for jobs where they may be or have been underutilized – e.g., skilled craftworkers).
- E. Salaries are not related to or based upon the gender of employees.
- F. The City has ensured that appropriate physical facilities are available to both male and female.
- G. The use of leave is granted without regard to gender or family medical needs, except in the event of pregnancy or other medical conditions that are gender-specific.
- H. There is no mandatory retirement based on age for either gender.
- I. The City strives to foster a diverse and inclusive environment and encourages individuals to apply to any job for which they qualify without regard to gender.
- J. Sexual harassment charges are expeditiously addressed via discipline, transfer or other remedial actions. Every year, the City conducts harassment training.

ATTACHMENT A – EEO Self-Identification Forms

EEO Self-Identification Form

(Sample – May vary slightly due to format of digital application/onboarding system and/or periodic updates)

The City of Coconut Creek is subject to certain federal recordkeeping and reporting requirements requiring it to request that employees and job applicants voluntarily self-identify their race/ethnicity. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse decisions.** The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders and regulations, including those that require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires this employer to determine this information by visual survey and/or other available information.

For civil rights monitoring and enforcement purposes only, all race/ethnicity information will be collected and reported in the seven categories identified below. The definitions for each category have been established by the federal government. If you choose to voluntarily self-identify, you may mark only one of the boxes presented below.

What is your race/ethnicity? Please mark the **one box** that describes the race/ethnicity category with which you primarily identify.

- Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American:** a person having origins in any of the black racial groups of Africa.
- Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races:** a person who primarily identifies with two or more of the above race/ethnicity categories.

What is your gender? Male Female

Name: _____ Signature: _____ Date: _____
Position applied for: _____

Anti-Discrimination Notice. It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, sexual orientation, or national origin.

EEO Self-Identification Form (Veteran Status)

*(Sample – May vary slightly due to format of digital application/onboarding system
and/or periodic updates)*

The City of Coconut Creek requests applicants to self-identify as veterans or disabled veterans for equal employment purposes. This information is requested solely for use in connection with its equal employment obligations and/or efforts. This information is being requested on a voluntary basis, will be kept confidential in accordance with the Americans With Disabilities Act (ADA), and will be used solely in accordance with the ADA. **Submission of this information is voluntary**, and refusal to provide it will not subject you to any adverse treatment.

The City of Coconut Creek is subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires the City to take affirmative action to employ and advance in employment protected veterans. This includes (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans (defined below). We request this information in order to measure the effectiveness of the outreach and positive recruitment efforts.

If you believe you belong to any of the categories of protected veterans listed above, please check the appropriate box below.

- I identify as one or more of the classifications of protected veteran defined below (disabled veteran; recently separated veteran; active duty wartime or campaign badge veteran; *or* armed forces service medal veteran).
- I am NOT a protected veteran/do not identify with any of the protected veteran classifications listed below.
- I do not wish to self-identify.

A "**disabled veteran**" is one of the following: (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or (2) a person who was discharged or released from active duty because of a service-connected disability.

A "**recently separated veteran**" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

An "**active duty wartime or campaign badge veteran**" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An "**Armed forces service medal veteran**" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Signature: _____ Date: _____

Anti-Discrimination Notice. It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, sexual orientation or national origin.

ATTACHMENT B – Complaint Form

(Sample – May vary due to periodic updates)

COMPLAINT FORM

Complainant Name		Email Address	
Address		City	State Zip Code
Home Phone (include area code)		Business Phone (include area code)	

Please check the reason(s) for which you believe you were discriminated:

- Race/Color
- Religion
- National Origin
- Age
- Gender/Sex/Sexual Orientation
- Pregnancy
- Handicap/Disability
- Marital Status
- Other _____

DESCRIPTION OF COMPLAINT

Description of Alleged Violation
Description of Alleged Violator

Description of Requested Remedy
Has a complaint been filed with the Department of Justice, EEOC or other government agency or court?

If You Answered "Yes" to the Previous Question, Complete the Following

Agency or Court			
Contact Person			
Address	City	State	Zip Code
Phone (include area code)	Date Filed (mm/dd/yyyy)		
Other Comments			

Signature _____

Date _____

ATTACHMENT C – Anti-Discrimination and Harassment Policy

(Sample – May vary slightly due to periodic updates)

ADMINISTRATIVE ORDER

SUBJECT: **ANTI-DISCRIMINATION AND** **NUMBER: HR-02 (2)**
HARASSMENT POLICY

I. PURPOSE:

To ensure the City of Coconut Creek’s compliance with all federal laws enforced by the U.S. Equal Employment Opportunity Commission, the Florida Civil Rights Act of 1992, as amended, and the City’s Code of Ordinances, prohibiting sexual harassment and other forms of harassment and discrimination based on an employee’s or employment applicant’s race, color, sex (including pregnancy), religion, national origin, age, disability/handicap, genetic information, marital status, sexual orientation, or any other legally-protected class. The City of Coconut Creek is committed to providing a work environment where all employees can work together comfortably and productively, free from harassment and other discriminatory behavior.

This policy applies to all phases of employment---including recruitment and hiring, testing, promotion or demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training or other City sponsored events.

II. DESCRIPTION:

Employers have an affirmative duty to ensure that the work environment is free of any form of discrimination or harassment based upon an employee’s or employment applicant’s “protected class,” which is defined as race, sex (including pregnancy), color, religion, national origin, age, marital status, disability/handicap, genetic information, or sexual orientation.

A. The following actions are prohibited:

1. Harassment, such as slurs, derogatory comments and jokes, teasing, and any other type of conduct based on an individual’s protected class;
2. Retaliation against an individual for filing a claim of discrimination, participating in an

investigation, or opposing discriminatory practices;

3. Employment decisions based on an individual's protected class;
4. Denial of employment opportunities to a person because of marriage to, or association with, an individual of a particular protected class; and
5. Sexual harassment, defined as *“unwelcome sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual, or such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”* Sexual harassment includes unwelcome contact that has sexual overtones, such as:
 - a. Written contact, such as sexually suggestive or obscene letters, notes, e-mails, or invitations;
 - b. Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, and sexual propositions;
 - c. Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse;
 - d. Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, videos, or magazines; and

- e. Expressing sexual or social interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence or affect the career, salary, or work environment of another employee, such as:
 - (i) Suggesting or implying that failure to accept a request for a date or sexual intimacy will affect an employee's or an applicant's job prospects; and
 - (ii) Offering benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassification in exchange for sexual favors.

III. **ACTION:**

The City of Coconut Creek's policy is that every employee in City service is entitled to a work environment totally free of sexual harassment and other forms of harassment and discrimination based on an employee's or employment applicant's protected class. **The City of Coconut Creek has zero-tolerance regarding any conduct that is deemed illegal or improper pursuant to state and federal law and this policy.** Zero tolerance means that all reported incidents shall be investigated in a thorough and timely manner and that swift and appropriate action shall be taken for violations of this policy.

- A. **Harassment by Non-employees.** The City of Coconut Creek will take all reasonable steps to prevent or eliminate discrimination and harassment by non-employees including contractors, vendors, suppliers, and citizens who are likely to come in contact with our employees.
- B. **Monitoring.** The City of Coconut Creek shall take all reasonable steps to ensure that this policy prohibiting discrimination and harassment is followed by all employees, supervisors, and others who have contact with City employees. This prevention plan will include training sessions and ongoing monitoring of the workplace.

- C. **Discipline.** Any employee found to have violated this policy shall be subject to appropriate disciplinary action, including warnings, reprimand, suspension, or termination.

If an investigation reveals that discrimination or harassment has occurred, the offender may also be held legally liable for his/her actions under state or federal anti-discrimination laws or in separate legal actions.

- D. **Retaliation.** Any employee bringing a complaint regarding a violation of this policy or who is assisting in the investigation of any complaint regarding a violation of this policy shall not be adversely affected in terms and conditions of employment, discriminated against, or discharged because of the complaint, unless it is determined that the employee made false accusations or statements. Complaints of retaliation shall be promptly investigated. **The City of Coconut Creek has a zero-tolerance policy regarding retaliation against any complainant or witness in an investigation that arises as a result of this policy.**
- E. **Training.** The City of Coconut Creek will establish training sessions for all new employees concerning their rights to be free from discrimination and harassment and the options available if they feel they have been discriminated against or harassed.

All current employees will receive annual refresher training regarding this policy. In addition, training sessions will be held for supervisors, managers, and other administrative officers, educating them on how to keep the workplace as free from harassment and other discriminatory behaviors as possible and educating them on how to respond to sexual harassment or other discrimination complaints.

IV. COMPLAINT PROCEDURES AND INVESTIGATION:

Any employee who believes that he or she has been the victim of harassment or discrimination in violation of this policy should, and is, encouraged to report such conduct immediately after the behavior has occurred. Prompt

reporting of violations of this policy will enable the City of Coconut Creek to take prompt action to ensure that such behavior ceases and the work environment is returns to normal.

- A. Employees are encouraged to respond to the alleged discrimination or harassment by letting the offender know that his or her conduct is unwelcome or offensive. However, if the conduct persists after such notice is given or if the employee is not comfortable telling the offender that his/her conduct is offensive, then the employee who is being treated in a discriminatory manner or harassed should immediately report the incident as outlined in Section B. below.
- B. Any employee wishing to report a violation of this policy shall notify his or her Division Manager (Lieutenants or higher in the Police Department), his or her Department Director, the Human Resources Director, the Human Resources Manager, the Risk Manager, the City Attorney, or the Deputy City Attorney.
- C. If the complaint involves a supervisor, manager, or other administrative officer, the complaint should be filed directly with the Human Resources Director, Human Resources Manager, or Risk Manager.
- D. All persons receiving a complaint of a violation of this policy shall promptly advise the Human Resources Director, Human Resources Manager, or Risk Manager.
- E. The Human Resources Director or designee shall use the following procedures to investigate all complaints in a fair and impartial manner, including but not limited to reviewing complaints, taking witness statements, and reviewing any available evidence, using the "reasonable person standard" and other techniques and standards sanctioned by the EEOC.
 - 1. The Human Resources Director or designee will issue a written acknowledgment to the complainant of its receipt within five (5) working days.

2. The Human Resources Director or designee will thereafter investigate the matter and, if feasible, attempt an early resolution.
 3. The investigation, if feasible, will be completed within sixty (60) days.
 4. A summary of the investigation will be documented in writing.
 5. Upon completion of the investigation, the Human Resources Director or designee will issue correspondence to the complainant, either providing notice that the matter is closed stating that there was no finding of discrimination, or reasonable cause finding summarizing the claims, findings and remedial action, if any.
- F. All persons receiving a complaint of a violation of this policy shall handle such complaint in a confidential manner. Anyone involved in an investigation started as the result of a violation of this policy is prohibited from discussing the subject with persons outside the investigation. Discussions relating to the investigation should be on a *need to know* basis only. Confidentiality is important for the purposes of protecting the confidentiality of the employee who files the complaint, to encourage the reporting of incidents that violate this policy, and to protect the reputation of any employee wrongfully accused of a violation of this policy.
- G. Employees accused of violations of this policy will be afforded all of their due process and any other rights guaranteed pursuant to applicable collective bargaining agreements, City of Coconut Creek Code of Ordinances, Florida Statutes, and Federal Law.
- H. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in the investigation of a complaint.
- I. The investigation of violations of this policy will result in one of the following factual determinations:

1. **Sustained** - The evidence supports and meets the burden of proof such that a reasonable and prudent individual could conclude that the actions alleged in the complaint occurred.
 2. **Unsubstantiated** - The evidence does not meet the burden of proof to either support or refute the allegation.
 3. **Unfounded** - No factual basis exists to support the allegations.
- I. If the investigation reveals that the complaint is **sustained**, prompt attention and disciplinary action designed to immediately stop the discrimination or harassment and to prevent its recurrence shall be taken.
 - J. If the complainant is dissatisfied with investigative findings, a written appeal may be filed to the City Manager or designee. The appeal must include all information in support of the claims(s), which must be received within 21 calendar days of the findings. The City Manager or designee will issue a written response to the appeal within 30 calendar days, which shall represent the final stage of the City's internal process.
 - K. The City recognizes that false accusations of harassment or discrimination can have serious effects on innocent individuals. We trust that all employees of the City will continue to act responsibly to establish and maintain a pleasant, productive, and respectful working environment free from discrimination and harassment.
 - L. The City encourages any employee to raise questions that he or she may have regarding harassment or discrimination with the City's Human Resources and Risk Management Department or the City Attorney's Office.

V. **NOTICE TO EMPLOYEES:**

A copy of this policy shall be distributed to all employees and posted in areas where employees will have the opportunity to freely review it. Employees shall be required to sign statements affirming that they have:

- A. Received training in anti-discrimination and harassment awareness/prevention and this policy;
- B. Received a copy of this policy;
- C. Read and understood what constitutes harassment and discrimination;
- D. Read and understood how to report sexual harassment or discriminatory conduct; and
- E. Read and understood the consequences of violating this policy.

VI. **REVOCATION:** HR-02(1)

VII. **EFFECTIVE:** October 1, 2020

AUTHORIZED: _____
KAREN M. BROOKS
City Manager