

EEO Utilization Report

Organization Information

Name: City Of St Charles

City: St Charles

State: IL

Zip: 60174

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

EQUAL EMPLOYMENT OPPORTUNITY

APPLICABILITY: All Employees

Policies and procedures shall be administered without discrimination against anyone on the basis of race, color, sex, sexual orientation, religion, creed, gender, age, national origin, and handicap or veteran status.

Equal Opportunity Guidelines

APPLICABILITY: All Employees

1. All recruitment, selection, placement and training decisions made by the City will be based solely upon the job-related qualifications and abilities of the candidates.
2. All employees who apply for a promotion or transfer will be given equal consideration. The qualifications of the candidates will be assessed solely upon the basis of an employees ability, merit and seniority, where applicable.
3. All policies, procedures and practices of the City, including compensation, benefits, discipline and termination will be administered and conducted without regard to any employees race, color, sex, sexual orientation, religion, creed, gender, age, national origin, handicap or veteran status.
4. All staff shall take all necessary steps to ensure that every employees work environment is free of unlawful discrimination or harassment based upon race, color, sex, sexual orientation, religion, gender, age, national origin, handicap or veteran status.

Equal Opportunity Complaint Procedure

APPLICABILITY: All Employees

1. Any employee having an equal employment opportunity question, problem or complaint should communicate his/her concern to his/her immediate supervisor or to Human Resources.
2. Employees filing complaints alleging discrimination may be informed of agencies external to the City that have jurisdiction in equal opportunity complaint matters. These agencies are the Illinois Department of Human Rights and the Equal Employment Opportunity Commission.

Following File has been uploaded:StCharlesLNonDiscriminationPolicy.pdf

Step 4b: Narrative of Interpretation

The St. Charles Human Resources Department reviewed the Utilization Analysis, comparing St. Charles workforce to the relevant labor market, which is Kane County, and noted the following:

1. White males were significantly under-represented in Administrative Support (-26%).
2. Hispanic or Latino males were significantly under-represented in the job categories of Skilled Craft (-24%) and Service/Maintenance (-25%).
3. Black or African American males were significantly under-represented in the job category of Protective Services: Sworn (-7%).
4. White females were significantly under-represented in Officials/Administrators (-19%) and Service/Maintenance (-18%).
5. Hispanic females were significantly under-represented in Officials/Administrators (-19%) and Service/Maintenance (-18%).

Step 5: Objectives and Steps

1. Continue to utilize the City's applicant tracking system to collect necessary demographic information to support the EEOP.

- a. Regularly evaluate applicant data to ensure the City is attracting a variety of candidates for all open positions.

2. Continue good faith effort to seek qualified candidates from a diverse background, focusing on areas of under-utilization.

- a. Review the recruitment and selection process annually to ensure that it supports the Equal Employment Opportunity Plan.
- b. Review position descriptions, position titles, and qualifications required to verify that they are free from bias and jobrelated.
- c. Review application forms and job postings.
- d. Evaluate recruitment sources used to best develop a diverse pool of qualified candidates.
- e. Review application evaluation process, interview procedures, and final selection process.
- f. See that personnel involved in these processes are trained to ensure elimination of bias and follow appropriate procedures.
- g. Review background check and post offer testing process and providers.
- h. If any impediments are identified, implement steps to remove these impediments.

3. Provide equal employment opportunities for Hispanics or Latinos when filling vacancies that become available in the Officials/Administrators, Skilled Craft, and Service/Maintenance job categories.

- a. All job postings include the statement that The City of St. Charles is an Equal Opportunity employer.
- b. Partner with metrochicagojobs.com to post positions with their Community and Diversity Outreach Partners, which include outreach to minorities and diversity organizations, state workforce agencies, and construction and skilled trade groups.
- c. Work with Jopwell (a career advancement platform for Black, Latinx, and Native American students and professionals) to tap into a pipeline of Hispanic or Latino applicants for the Officials/Administrators and Skilled Craft job categories.
- d. Build relationships with affinity organizations like the Local Government Hispanic Network to attract candidates in the job categories of Skilled Craft, Service/Maintenance, and Officials/Administrators.
- e. Review of applications, facilitation of all interviews, and selection of applicants is coordinated by Human Resources to ensure equal opportunity is given to Hispanic or Latino candidates for Officials/Administrators, Skilled Craft, and Service/Maintenance positions.

4. Provide equal employment opportunities for Black or African American males when our organization fills vacancies that become available in the Protective Services: Sworn job category

- a. All job postings include the statement that The City of St. Charles is an Equal Opportunity employer.
- b. Partner with metrochicagojobs.com to post our positions with their Community and Diversity Outreach Partners, which include outreach to diversity organizations and historically African American colleges and universities.
- c. Human Resources will partner with the Board of Fire and Police Commissioners on the testing and selection process for applicants to provide equal opportunity to Black or African American males for Protective Services: Sworn positions.
- d. Confirm that the Board of Fire and Police Commissioners utilizes a third-party vendor to provide testing services that are standardized and ensure no disparate impact on minority applicants when hiring for Protective Services: Sworn.

5. Provide equal employment opportunities for white females when our organization fills vacancies that become available in the Officials/Administrators and Service/Maintenance job categories.

- a. The City will build relationships with affinity organizations like the Legacy Project (whose purpose is to advance women in local government) in order to develop candidates for the Officials/Administrators and Service/Maintenance job categories.

Step 6: Internal Dissemination

The City of St. Charles Human Resources Department will disseminate its Equal Employment Opportunity Plan (EEOP) internally by:

- a) Emailing the EEOP to the Mayor and City Council, the City Administrator, and all Department Directors for dissemination within their respective departments.
- b) Providing a copy of the EEOP to the Fire Department, Police Department, Tri-City Ambulance, and Emergency Management Agency to include in the credentialing process and evaluation.
- c) Uploading an electronic copy of the EEOP to the City's internal iNet system.
- d) Printing a hard copy for viewing in each department.
- e) Emailing a link to the EEOP to all employees.
- f) Distributing copies of the EEOP to all new hires during the new employee orientation.
- g) Incorporating the purpose of the EEOP into training presentations on Respect in the Workplace and Supervisor Orientation.

Step 7: External Dissemination

The City of St. Charles Human Resources Department will disseminate its Equal Employment Opportunity Plan (EEOP) externally by:

- a) Linking the EEOP to the Application Information page of the City of St. Charles website.
- b) Placing a link to the EEOP on the City's social media pages.
- c) Alerting residents of the link to the EEOP in the City's monthly newsletter.
- d) Providing copies of the St. Charles EEOP to human resources professionals with whom the City's HR personnel network.

Utilization Analysis Chart
Relevant Labor Market: Kane County, Illinois

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	27/82%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	4/12%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	13,155/53%	1,090/4%	510/2%	45/0%	490/2%	0/0%	14/0%	0/0%	7,770/31%	1,040/4%	385/2%	25/0%	205/1%	0/0%	30/0%	50/0%
Utilization #/%	29%	-4%	-2%	-0%	1%	0%	-0%	0%	-19%	-4%	-2%	-0%	2%	0%	-0%	-0%
Professionals																
Workforce #/%	18/58%	2/6%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	10/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,155/33%	1,190/3%	355/1%	20/0%	1,055/3%	0/0%	89/0%	15/0%	16,515/48%	1,695/5%	705/2%	4/0%	1,160/3%	0/0%	210/1%	105/0%
Utilization #/%	26%	3%	-1%	-0%	0%	0%	-0%	-0%	-16%	-5%	-2%	-0%	-3%	0%	-1%	-0%
Technicians																
Workforce #/%	16/80%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/10%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,815/39%	210/4%	95/2%	0/0%	150/3%	0/0%	0/0%	0/0%	1,915/41%	255/5%	100/2%	0/0%	140/3%	0/0%	4/0%	20/0%
Utilization #/%	41%	1%	-2%	0%	-3%	0%	0%	0%	-31%	-5%	3%	0%	-3%	0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	66/72%	3/3%	0/0%	0/0%	0/0%	0/0%	3/3%	0/0%	19/21%	0/0%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	2,025/63%	270/8%	215/7%	0/0%	75/2%	0/0%	30/1%	0/0%	395/12%	75/2%	70/2%	0/0%	30/1%	0/0%	0/0%	15/0%
Utilization #/%	8%	-5%	-7%	0%	-2%	0%	2%	0%	8%	-2%	-2%	0%	-1%	0%	1%	-0%
Protective Services: Non-sworn																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	120/41%	25/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	110/37%	40/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-41%	-8%	0%	0%	0%	0%	0%	0%	63%	-14%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/81%	6/16%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	14,820/26%	4,190/7%	1,290/2%	0/0%	965/2%	0/0%	105/0%	115/0%	26,735/46%	6,340/11%	2,270/4%	55/0%	755/1%	0/0%	190/0%	90/0%

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	
	%								%	%							
Utilization #/%	-26%	-7%	-2%	0%	-2%	0%	-0%	-0%	35%	5%	-4%	-0%	1%	0%	-0%	-0%	
Skilled Craft																	
Workforce #/%	38/86%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	5/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	12,695/67%	4,510/24%	240/1%	0/0%	305/2%	0/0%	65/0%	10/0%	495/3%	545/3%	60/0%	0/0%	45/0%	0/0%	0/0%	0/0%	
Utilization #/%	19%	-24%	-1%	0%	-2%	0%	2%	-0%	9%	-3%	-0%	0%	-0%	0%	0%	0%	
Service/Maintenance																	
Workforce #/%	28/93%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	16,390/26%	17,665/28%	2,325/4%	15/0%	845/1%	0/0%	150/0%	95/0%	11,270/18%	11,095/18%	1,575/3%	10/0%	1,135/2%	0/0%	180/0%	100/0%	
Utilization #/%	67%	-25%	-0%	-0%	-1%	0%	-0%	-0%	-18%	-18%	-3%	-0%	-2%	0%	-0%	-0%	

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators									✓							
Protective Services: Sworn			✓													
Administrative Support	✓															
Skilled Craft		✓														
Service/Maintenance		✓							✓	✓						

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Jennifer McMahon

Director of Human Resources

08-12-2020

[signature]

[title]

[date]