

EEO Utilization Report

Organization Information

Name: City Of Pomona

City: Pomona

State: CA

Zip: 91766

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

On May 14, 1997 and later revised on June 11, 2002, May 26, 2004, and March 20, 2012; the City of Pomona adopted an Equal Opportunity Employment Policy that applies to all applicants and full and part-time employees that states:

The City of Pomona does not discriminate against qualified employees or applicants for employment on the basis of actual or perceived race, color, religion, sex (including gender and pregnancy), national origin, ancestry, citizenship status, age, marital status, uniformed service member status, disability, medical condition, genetic characteristics or information, sexual identity, sexual orientation (including homosexuality, bisexuality, or heterosexuality), gender identity and expression, or any other basis protected by law.

To establish a healthy working environment that promotes effective recruitment and retention of all employees, the City must have as its goal equal opportunity and treatment in recruitment, hiring, compensation, promotion, discipline, training, transfer, assignment, layoffs, termination, and all other conditions of employment for all employees and applicants for employment.

All employment decisions and personnel actions, to include those related to compensation and City-sponsored training, shall be administered in accordance with the principle of equal opportunity employment. It is recognized that the City must adhere to the Personnel System as stated in the Charter of the City of Pomona. This Policy shall be interpreted and implemented so as to conform to the City's Personnel System, insofar as the Personnel System is consistent with Federal and State law.

It is also recognized that nothing in this Policy shall be construed to require the City to hire or promote unqualified applicants.

To implement this Policy, the Human Resources/Risk Management Director has been designated as the City's Equal Employment Opportunity Administrator.

Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart, the City of Pomona Human Resources Department made the following observations (concentrating on categories that are underutilized by -5 percent or more):

General City Employment is underutilized in the following categories:

- A. Official/Administrator category: Asian Males (-7%)
- B. Professional category: White Males (-16%), Asian Males (-5%), White Females (-9%), and Asian Females (-7%).
- C. Technician category: Asian Males (-12%) and Asian Females (-10%).
- D. Protective Services: Non-Sworn category: White Males (-10%), Black Males (-11%), and White Females (-11%).
- E. Administrative Support category: White Males (-10%), Hispanic Males (-12%), and Asian Males (-5%).
- F. Skilled category: Hispanic Males (-6%)
- G. Service category: White Females (-6%), Hispanic Females (-24%), and Asian Females (-5%).

The Police Department is underutilized in the following categories:

- A. Protective Services Sworn-Officials category: Black Males (-8%) and Black Females (-5%).
- B. Protective Services Sworn-Patrol Officers category: Hispanic Males (-7%) and Hispanic Females (-17%).

In keeping with the City of Pomona's commitment to having a workforce that reflects the community it serves, the City will examine its recruitment and retention practices to identify ways to attract more of the individuals in the underutilized categories.

Step 5: Objectives and Steps

1. Continue to develop the Police Department Diversity Recruitment Unit (DRU) which consists of diverse members of all ranks, including Police Officers, Police Dispatchers, Jailers, and other professional staff who will act as recruiters, mentors, and community ambassadors to individuals interested in competing in the recruitment process. The DRU is designed to increase the likelihood that individuals will obtain the skills, tools, and resources needed to successfully compete in the rigorous recruitment process in the Protective Services Sworn- Patrol Officers category, along with other non-sworn Police Department positions.

- a. Continue to offer a voluntary mentor session for each recruitment, available to all individuals interested in competing in the recruitment process.
 - The program will include information regarding, but not limited to: the oral panel interview, background investigation issues and concerns, and study materials/resources; increasing the likelihood of individuals who have not had the benefit of exposure to this information, to equally compete in the recruitment process.
 - Information will be presented by Police Department personnel who may be paired with candidates, based on demographic information, to increase the likelihood that a candidate will identify with a mentor who they view as sharing their interests and cultural background. For example, female mentors may be matched with female candidates.
- b. Promote the DRU at recruitment efforts such as job fairs, college career fairs, and community outreach events to attract potential qualified candidates.
- c. Have the DRU be available for mentorship to all interested individuals, including those who were unsuccessful in completing the recruitment process.

2. Identify areas where the Pomona Police Department can improve its diversity message to potential candidates in the Protective Services Sworn- Officials and Protective Services Sworn- Patrol Officers Categories.

- a. Continue to review and revise the departments print, on-line, and college recruiting materials to ensure the departments message promotes its diverse workforce image and goals to Hispanic Male, Black Male, Hispanic Female, and Black Female potential candidates.
- Images of uniformed officers and officials shall include persons who represent a diverse workforce.
- b. The Human Resources Department will include raters that reflect a diverse workforce on hiring panels; especially oral board panels for entry level sworn police officer and police cadet positions, whenever possible.
- c. Job announcements will be distributed to a diverse population through social media, such as Facebook and Instagram.
- d. Information regarding the police academy agility training and access to the departments agility course for training will be included in the information given to potential candidates.

Step 6: Internal Dissemination

The City's Equal Employment Opportunity Plan will be disseminated internally as follows:

- 1. The Equal Opportunity Employment administrative policy and procedure has been posted on the City's website and intranet.
- 2. The City's statement of "Equal Opportunity Employer" has been placed on all promotional job announcements, City applications, posters, online employment centers, and other outreach notices.
- 3. A nondiscrimination clause is included in all Association Agreements.
- 4. Post a copy of the EEOP Short Form on the City's employee intranet.

Step 7: External Dissemination

The City's Equal Employment Opportunity Plan will be disseminated externally as follows:

- 1. The City's statement of "Equal Opportunity Employer" has been placed on all job announcements, City applications, posters, online employment centers, and other outreach notices.
- 2. Post a copy of the EEOP Short Form on the City's website.

Utilization Analysis Chart
Relevant Labor Market: Los Angeles County, California

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 #/%	12/34%	7/20%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	6/17%	6/17%	1/3%	1/3%	1/3%	0/0%	0/0%	0/0%
CLS #/%	180,790/32%	71,660/13%	17,665/3%	440/0%	55,960/10%	520/0%	3,385/1%	2,060/0%	107,895/19%	54,430/10%	21,395/4%	395/0%	39,910/7%	800/0%	2,675/0%	1,415/0%
Utilization #/%	2%	7%	-3%	-0%	-7%	-0%	-1%	-0%	-2%	7%	-1%	3%	-4%	-0%	-0%	-0%
Professionals																
Workforce #/%	16/11%	33/23%	2/1%	0/0%	8/5%	0/0%	0/0%	0/0%	21/14%	53/36%	6/4%	0/0%	7/5%	0/0%	0/0%	0/0%
CLS #/%	238,045/27%	67,910/8%	27,605/3%	810/0%	88,540/10%	635/0%	5,430/1%	3,015/0%	204,465/23%	88,260/10%	39,250/4%	830/0%	101,055/12%	645/0%	6,215/1%	3,885/0%
Utilization #/%	-16%	15%	-2%	-0%	-5%	-0%	-1%	-0%	-9%	26%	-0%	-0%	-7%	-0%	-1%	-0%
Technicians																
Workforce #/%	9/18%	7/14%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	9/18%	21/42%	2/4%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	22,305/21%	14,985/14%	3,995/4%	105/0%	14,490/14%	135/0%	625/1%	360/0%	14,215/13%	14,340/14%	6,635/6%	100/0%	12,725/12%	45/0%	455/0%	570/1%
Utilization #/%	-3%	-0%	-4%	-0%	-12%	-0%	-1%	-0%	5%	28%	-2%	-0%	-10%	-0%	-0%	-1%
Protective Services: Sworn-Officials																
Workforce #/%	32/46%	26/38%	4/6%	0/0%	4/6%	0/0%	0/0%	0/0%	1/1%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25,795/28%	28,580/31%	12,280/13%	305/0%	6,110/7%	410/0%	865/1%	445/0%	4,465/5%	6,300/7%	5,040/5%	120/0%	755/1%	175/0%	205/0%	250/0%
Utilization #/%	18%	7%	-8%	-0%	-1%	-0%	-1%	-0%	-3%	-4%	-5%	-0%	-1%	-0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	31/37%	29/35%	4/5%	0/0%	6/7%	0/0%	0/0%	0/0%	4/5%	8/10%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	40,160/10%	168,260/42%	16,115/4%	350/0%	14,180/4%	970/0%	1,490/0%	1,320/0%	24,080/6%	106,465/27%	14,520/4%	190/0%	9,200/2%	970/0%	1,210/0%	1,165/0%
Utilization #/%	27%	-7%	1%	-0%	4%	-0%	-0%	-0%	-1%	-17%	-4%	-0%	-1%	-0%	-0%	-0%
Protective Services: Non-sworn																

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
Workforce #/%	2/11%	8/42%	0/0%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	6/32%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,140/20%	1,125/20%	615/11%	50/1%	335/6%	0/0%	60/1%	100/2%	610/11%	1,065/19%	490/9%	0/0%	45/1%	0/0%	30/1%	10/0%
Utilization #/%	-10%	22%	-11%	-1%	5%	0%	-1%	-2%	-11%	13%	-3%	0%	-1%	0%	-1%	-0%
Administrative Support																
Workforce #/%	4/4%	4/4%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%	26/23%	63/57%	5/5%	2/2%	5/5%	0/0%	0/0%	0/0%
CLS #/%	172,060/14%	197,735/16%	38,295/3%	1,040/0%	81,415/7%	1,180/0%	5,370/0%	3,815/0%	227,575/19%	308,390/25%	71,065/6%	1,685/0%	103,470/8%	2,805/0%	7,730/1%	5,935/0%
Utilization #/%	-10%	-12%	-3%	-0%	-5%	-0%	-0%	-0%	5%	32%	-1%	2%	-4%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	14/36%	20/51%	3/8%	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%
CLS #/%	87,220/25%	200,705/57%	14,875/4%	635/0%	23,945/7%	545/0%	1,655/0%	1,755/0%	4,890/1%	11,345/3%	1,225/0%	35/0%	3,580/1%	20/0%	115/0%	160/0%
Utilization #/%	11%	-6%	3%	2%	-4%	-0%	-0%	-0%	-1%	-3%	-0%	-0%	-1%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	20/18%	82/73%	5/4%	0/0%	1/1%	0/0%	0/0%	0/0%	1/1%	2/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	116,520/9%	542,605/42%	42,375/3%	1,140/0%	61,565/5%	2,065/0%	4,245/0%	3,965/0%	85,825/7%	335,760/26%	37,515/3%	910/0%	64,650/5%	1,060/0%	3,480/0%	3,070/0%
Utilization #/%	9%	32%	1%	-0%	-4%	-0%	-0%	-0%	-6%	-24%	-2%	-0%	-5%	-0%	-0%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Professionals	✓								✓				✓			
Technicians					✓								✓			
Protective Services: Sworn-Patrol Officers										✓						
Administrative Support	✓	✓			✓											
Service/Maintenance									✓	✓			✓			

Law Enforcement Category Rank Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	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
Police Chief																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Deputy Police Chief																
Workforce #/%	0/0%	0/0%	0/0%	0/100%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Captain																
Workforce #/%	1/50%	1/50%	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%	0/0%
Police Lieutenant																
Workforce #/%	2/29%	4/57%	1/14%	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%
Police Sergeant																
Workforce #/%	8/47%	6/35%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Investigator																
Workforce #/%	12/52%	8/35%	1/4%	0/4%	1/4%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Corporal																
Workforce #/%	8/44%	7/39%	0/0%	0/11%	2/11%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	31/37%	29/35%	4/5%	0/7%	6/7%	0/0%	0/0%	0/0%	4/5%	8/10%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%

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: Linda Matthews

Human Resources/Risk Management Director 12-22-2020

[signature]

[title]

[date]