

# **AFFIRMATIVE ACTION PROGRAM FOR MINORITIES & WOMEN**

**The City of Peoria, Illinois**

Peoria, Illinois

January 1, 2020 through December 31, 2020

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## Preface

The City of Peoria, Illinois (the City) is fully committed to the concept and practice of equal opportunity and affirmative action.

In the preparation of this Affirmative Action Program (AAP), the City has been guided by Executive Order 11246 and its implementing regulations. Nothing contained in this AAP or its supporting data should be construed as an admission by the City, in whole or in part, that it has contravened any federal, state or local employment practice laws.

The Executive Order prohibits federal contractors and federally-assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin. The Executive Order also requires Government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment. Additionally, Executive Order 11246 prohibits federal contractors and subcontractors from, under certain circumstances, taking adverse employment actions against applicants and employees for asking about, discussing, or sharing information about their pay or the pay of their co-workers.

In developing and implementing the AAP, the City has been guided by its established policy of providing equal employment opportunity. Nothing herein is intended to sanction the discriminatory treatment of any person. Indeed, all employment decisions at the City are made based on job related criteria. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission ("EEOC") (29 C.F.R. Part 1608).

## **Introduction**

This AAP is a detailed, results-oriented, set of procedures arising from an in-depth review of all aspects of the City's employment process, which may impact upon the full utilization of equal employment opportunities for minorities, women and people with disabilities.

As detailed in the Job Group Analysis (beginning on page 12, this AAP covers 666 employees including 158 (23.72%) minorities and 137 (20.57%) women. As described in detail in the Plan that follows, Senior Leadership of the City has a continuing commitment to the practice and implemented action of this AAP.

## **Equal Employment Opportunity/Affirmative Action Policy Statement (EEO/AA)**

### **Equal employment opportunity.**

It is the policy of city that all applications for employment, promotion, or other changes in job status, will be considered on the basis of individual qualifications with emphasis on selecting "the best qualified person for the job." Selection decisions will consider the needs of the community, historical discrimination that prevented employment opportunities to protected classes; date of application, previous work record, special training and skills, work experience, attitude, physical fitness (if applicable) and any other qualification that clearly is job related.

The city is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, age, national origin, disability, veteran status, membership or non-membership in any labor organization or any other status or condition protected by applicable federal or state statutes, except where a bona fide occupational qualification applies.

The city will recruit, hire, train, and promote persons in all job titles without regard to race, religion, color, sex, sexual orientation, age, national origin, disability, veteran status, or any other status or condition protected by applicable state law, except where a bona fide occupational qualification applies.

The city will ensure that all personnel actions affecting compensation, benefits, transfers, layoffs, return from layoff, company-sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, religion, color, sex, sexual orientation, age, national origin, disability, veteran status, or any condition protected by applicable state law, except where a bona fide occupational qualification applies.

The city encourages any employee who has a suggestion, problem or complaint with regard to equal employment to contact the director of human resources, equal opportunity manager, or the corporation counsel, or his/her designee.

The city will not interfere with employee's rights to join or refrain from joining any labor organization or participation in any manner in collective bargaining activities.

The city council, by the policies set out in the employment policy manual and this chapter, and by this specific policy, is committed to uphold the law with regard to equal employment opportunities, and in particular the Illinois Human Rights Act; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendment of 1972; the Equal Pay Act of 1963; the Age Discrimination Act of 1976; Executive Order number 11246; Section 503 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans Assistance Act; the Americans with Disabilities Act; and Article I, Sections 17, 18 and 19 of the Illinois Constitution.

(Ord. No. [17380](#), § 2, 6-14-16)

### **Affirmative action**

The city in its stated policies, and through the implementation of those policies, shall, within the limits of its budget and operational abilities, do the following:

Make reasonable efforts to engage in a more diverse workforce for city employment in all departments by taking such steps as:

- a. The placement of employment advertisements in newspapers which serve the largest number of minorities and protected class persons in the city;
- b. The recruitment of employees through schools and universities with substantial proportions of minority and protected class students;
- c. The maintenance of ongoing systematic contacts with minority and human relations organizations, leaders, and service providers and spokespersons to encourage referral of qualified minority and protected class applicants;
- d. The encouragement of present employees to refer minority protected class applicants;
- e. The dissemination of information to all city recruitment sources that qualified minority and protected class persons are being sought for consideration for professional, semi-professional and other employment whenever the city hires;
- f. The use of "equal opportunity employer" statements in all advertisements for new employees;

(2) Make reasonable efforts to engage in a more diverse workforce city by instructing those who make hiring decisions that minority and protected class applicants for all jobs are to be sought and considered;

(3) Make reasonable efforts to use professional, semi-professional, and occupational internships and other training to help equalize opportunity for minority and protected class persons, such as:

- a. Assisting minority and other protected class persons to enter professional, semi-professional and occupational training programs and cooperating with those agencies, organizations, and programs which make such training available;
- b. Encouraging minority and protected class persons to increase their skills and job potential through participation in available training and education programs;

(4) Make reasonable efforts to engage in nondiscriminatory placement and promotion within city employment by:

- a) Instructing those who make placement and promotion decisions that minority and protected class employees are to be sought and considered;
- b) Encouraging the promotion of minority and protected class employees who have increased their skills and job potential in accordance with these affirmative action policies;

(5) Make reasonable efforts to engage in nondiscriminatory professional contracting for the city by encouraging minority and protected class contractors and contractors with minority and protected class representation among their employees to submit proposals for professional contract work.

(Ord. No. [17380](#), § 2, 6-14-16)

**Accommodations for employees/applicants with disabilities.**

- (a) The city shall comply with the American with Disabilities Act (ADA) and applicable state and local laws providing for nondiscrimination in employment of qualified individuals with disabilities, as defined under the ADA.
- (b) It is the policy of the city to make reasonable accommodations and to attempt to allow employees/applicants with a disability to work as long as they are physically and mentally able to perform the essential functions of their job position without causing an undue hardship or risk to their health or the health of other employees or patrons of the department.
- (c) Employees/applicants with a disability will be treated no differently than any other employee/applicant. If an employee's/applicant's disability affects his/her ability to perform the essential functions of his/her job, such employee will be treated like other employees who have no disabilities that limit his/her job performance, except that, management will make reasonable effort, as required by federal and/or state law, to accommodate the disabilities of employees who can perform the essential functions of their job position, provided it does not cause undue hardship on the operation of the particular department.
- (d) Employees who have a disability which affects their ability to perform the functions of their job or may pose a health or safety risk to co-workers or others, shall inform the director of human resources and the department director of their condition and request reasonable accommodation as soon as possible. The director of human resources and the department director shall make a reasonable effort to accommodate an employee's disability. Employees who request an accommodation may have to supply the human resources department with any pertinent medical information necessary to make decisions regarding reasonable accommodations.
- (e) Employees are encouraged to communicate with human resources or the director of their department the nature of their disability, and no employee will be subject to disciplinary action or other form of retaliation for bringing their disability to management's attention. Employees who would like additional information regarding disabilities should contact the human resources department or the department director.

(Ord. No. [17380](#), § 2, 6-14-16)

**Selection and placement policy.**

- (a) Placement goals are not used to supersede merit selection principles; require the city to hire a person who lacks qualifications to perform the job successfully; or require the city to hire a less qualified person in preference to a more qualified one.

- (b) Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
- (c) By improving processes; holding administrators accountable; and monitoring and measuring performance regularly, the city shall make all reasonable, efforts to achieve the placement goals as enumerated in the October 8, 2015 report created by the city's subcommittee on police and fire diversity as follows:
  - (1) The percentage of minority commissioned ranks within the police department should be increased, at a minimum of eight percent annually, to achieve 40 percent by 2025.
  - (2) The percentage of minority commissioned ranks within the fire department should be increased, at a minimum of 11 percent annually, to achieve 40 percent by 2025.
  - (3) The goals for diversity in the police and fire departments will be adjusted, from time to time, according to new demographic data from the U.S. Census.
  - (4) Should these placement goals not be achieved annually in 2017 or 2018, the city shall utilize alternate means to reach the placement goals, which will include, but not be limited to, adopting a pass/fail test for police applicants.

Ord. No. [17380](#), § 2, 6-14-16)

**Severability.**

If any provision of this article VI, or the application of any provision of this article VI is held unconstitutional or is otherwise invalidated by a court of competent jurisdiction or a change in applicable federal or state law, such occurrence shall not affect the other provisions of this article VI, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this article VI.

(Ord. No. [17380](#), § 2, 6-14-16)

**Context.**

When not inconsistent with the context, words used in the present tense include the future tense; words in the plural number include the singular number; and words in the singular number include the plural number.

(Ord. No. [17380](#), § 2, 6-14-16)

**Effective date.**

The ordinance from which this article is derived shall be in full force and effect 30 days from and after its passage, approval, and publication as required by law.

(Ord. No. [17380](#), § 2, 6-14-16)



### **Adoption of subcommittee report.**

The city council hereby adopts the goals of the ad hoc subcommittee on police and fire diversity as enumerated in its report, dated October 8, 2015, and the same are incorporated in, and shall be considered a part of, this article.

(Ord. No. [17380](#), § 2, 6-14-16)

### **Complaint.**

Below are the options for reporting complaint allegations, and City employees are made aware of their options.

1. If possible, document or otherwise record each incident of alleged harassment, including the date, time, place, what was said or done, and the surrounding circumstances.
2. If you are comfortable doing so, clearly and directly communicate to the offending individual that his/her conduct is unwelcome, and request that the offensive behavior stop.
3. At the same time, you should immediately bring the matter to the attention of your supervisor. If your supervisor is somehow involved in the harassment or if you are uncomfortable talking to him or her, you should report this matter to any of the following individuals: the Director of Human Resources, Equal Opportunity Manager, Corporation, or City Manager.

Managers and supervisor must report immediately to the Human Resources Director any incidents that they hear about or observe that may constitute a violation of this policy. If the Director of Human Resources is somehow involved in the harassment, the incident must be immediately reported to the Corporation Counsel.

For additional information regarding employee rights and responsibilities, please see our poster called "Equal Employment Opportunity is the Law." If an employee believes that he or she has been deprived of any job benefit or that he or she has been threatened, he or she should immediately report it to one of the individuals listed in paragraph 3, above.

Because of their sensitive nature, all complaints of harassment will be investigated and the privacy of the complaining person accused of harassment will be respected to the extent possible.

In accordance with public law, the City's program of affirmative action for qualified individuals with disabilities and the program of affirmative action for protected veterans are available for inspection in the Human Resources Department, Monday through Friday, from 9:00 a.m. to 5:00 p.m. upon request.

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Patrick Urich

The City Manager

## **Religious and National Origin Discrimination Policy**

**41 C.F.R. 60-50.1 – 60.50.5**

The City of Peoria abides by the local and state laws pertaining to the religious and national discrimination policy.

## Dissemination of Affirmative Action Policy

### A. Internal Dissemination:

1. The policy statement will be permanently and conspicuously displayed in areas such as employee bulletin boards, break areas and other viable common area as well as the City's website and via Sharepoint. The City, as an equal opportunity employer, will also communicate the policy statement in any relevant internal communications and publications.
2. All employees and contractors will be furnished a copy of the policy statement and be notified of the location and availability of the Affirmative Action Plan. This policy will be made available to all employees, including part-time, temporary and/or seasonal employees.
3. The EEO/AA policies will be adopted by the City Council.
4. The EEO/AA policies will be reviewed with all employees and management on an annual basis.
5. The City will conduct orientation and training sessions to thoroughly inform staff and management of the EEO/AA commitment.

### B. External Dissemination:

1. The City will include non-discrimination clauses in all agreements where possible and review all contractual provisions to ensure that they are nondiscriminatory. Communication will be sought with any party to an agreement with the City to inform such party of the City's EEO/AA policies and require cooperation in all such agreements.
2. The City will notify all recruitment sources, including protected class media, of the EEO/AA policy and encourage them to refer underrepresented individuals to assist in achieving AAP objectives.
3. The City will include the statement "Equal Opportunity and Affirmative Action Employer" in all advertisements recruiting employees.
4. The City will notify all subcontractors, vendors, and suppliers verbally and in writing of its EEO/AA policy requiring supportive action on their party.
5. The City will include the EEO/AA statement in all bid specifications and contracts.

## **Responsibility for Implementation**

### **41 C.F.R. 60-2.17**

Patrick Urich, The City Manager, has overall responsibility for implementation of the Equal Employment Opportunity Policy and the AAP. The City has assigned primary management responsibility and accountability for ensuring full compliance with the Program to the Affirmative Action Officer of the City. The Affirmative Action Officer has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The City Manager actively supports the program and provides assistance whenever it is needed, making managers and supervisors aware of the program and requesting their cooperation and assistance. The name of the Affirmative Action Officer appears on internal and external communications on the City's Equal Employment Opportunity Policy and AAP.

The City Manager has assigned responsibilities under the AAP as follows:

- Developing policy statements, AAPs, and internal and external modes of communication
- Overseeing regular discussions with department managers, supervisors, and employees to ensure the City's policies are being followed
- Advising supervisors that the City is obligated to prevent discrimination and harassment of employees
- Identifying, in conjunction with management any problem areas in implementing the AAP, and developing solutions
- Identifying any barriers to employment for protected individuals and assisting managers in developing solutions to ensure that all individuals benefit from equal employment opportunities
- Designing and implementing an internal audit and reporting system that will measure the effectiveness of the City's Program, indicate the need for remedial action, determine the degree to which the City's objectives have been attained, determine whether all employees have had the opportunity to participate in City-sponsored educational, training, recreational, and social activities, and ensure each City location is in compliance with applicable laws and regulations
- Serving as liaison between the City and enforcement agencies, and between the City and organizations of and for minorities or women
- Encouraging active involvement by City representatives in the community service programs of local organizations of and for minorities and women
- Ensuring posters and notices are properly displayed or disseminated in ways that are accessible and understandable to applicants and employees
- Keeping management informed of the latest developments in affirmative action.

Beginning with the voters of the city of Peoria, the organizational chart below reflects the elected and appointed officials in City government. The Mayor and Council and City Clerk and City Treasurer are all elected by the voters of Peoria. The City Departments under the direction of the City Manager are both direct service and support departments. The Community Development, Emergency Communications, Fire, Police and Public Works are front facing departments that provide direct services to the Citizens of Peoria. The Equal Opportunity,

Finance, Human Resources, Information Systems and Legal Departments all provide support to the rest of the organization.



The City recognizes the cooperation of department supervisors and managers is required to reach the full potential of this AAP. Therefore, supervisors and managers are expected to:

- Assist the Affirmative Action Officer in the identification of any problem areas and help eliminate any barriers to equal employment opportunity
- Whenever possible, encourage city staff to become involved in local minority organizations, women's organizations, community action groups, and community service programs
- Work with the Affirmative Action Officer to periodically review hiring and promotion patterns and training programs to isolate impediments to the attainment of affirmative action placement goals and objectives. Results from these reviews are communicated through appropriate management meetings
- Review the qualifications of applicants and employees in a nondiscriminatory manner with regard to hire, promotion, transfer and termination
- Provide career counseling for employees as needed

- Adhere to the City's policy of equal employment opportunity for all employees and ensure the policy is understood, supported, and adhered to by the employees they supervise
- Take action to prevent the discrimination and harassment of employees based on protected characteristics or due to a perception that an individual might have been the beneficiary of the City's affirmative action efforts.
- All employees are encouraged to help advance the affirmative action practices adopted by the City of Peoria.

## **Organizational Profile**

### **41 C.F.R. 60-2.11**

As one of the diagnostic components of City's AAP and to conform to applicable regulations, the City has completed a profile of its workforce. The organizational profile is an overview of the staffing patterns and is used to determine whether there are areas in the workforce where individuals are underrepresented or concentrated by gender or race. To complete our organizational profile we have elected to follow the Workforce Analysis methodology

The following charts set forth our Workforce Analysis. The analysis identifies the departments at the City and for each department lists all job titles from lowest to highest paid . For each job title, we provide the following data: the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents by racial/ethnic group.

**Workforce Analysis**

**1010 CITY COUNCIL**

Job Code & Title	EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
ADMIN ASST TO MAYOR &	6	1	0	1	0	0	0	0	0	0	0
<b>Total for 1010</b>		1	0	1	0	0	0	0	0	0	0

**1120 CMO-CITY MANAGER**

Job Code & Title	EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
ADMIN ASST TO CITY MGR	6	1	0	1	0	0	0	0	0	0	0
MANAGEMENT ANALYST - CM	2	1	0	1	0	0	0	0	0	0	0
STRATEGIC COMMUNICATIONS	2	1	0	1	0	0	0	0	0	0	0
CHIEF INNOVATION OFFICER	1	0	0	0	0	0	0	0	0	0	0
ASSISTANT CITY MANAGER	1	1	0	1	0	0	0	0	0	0	0
CITY MANAGER	1	0	0	0	0	0	0	0	0	0	0
<b>Total for 1120</b>		4	0	4	0	0	0	0	0	0	0

**1125 CMO-ECONOMIC DEVT**

Job Code & Title	EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
SR ECON ENGAGEMENT SPEC	2	0	0	0	0	0	0	0	0	0	0
<b>Total for 1125</b>		0	0	0	0	0	0	0	0	0	0



## Workforce Analysis

### 1125 CMO-ECONOMIC DEVT

Job Code & Title	EEO Code	Total	W		B		A		H		I		P	
			Mal	Fem	0	1	0	0	0	0	0	0	0	0
1045 SENIOR DEVELOPMENT	2	Total 1	1	0	0	0	0	0	0	1	0	0	0	0
		Tot Min 1	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total for 1125</b>		Total 2	2	0	1	0	0	0	1	0	0	0	0	0
		Tot Min 2	0	0	0	0	0	0	0	0	0	0	0	0

### 1220 HUMAN RESOURCES

Job Code & Title	EEO Code	Total	W		B		A		H		I		P	
			Mal	Fem	0	1	0	0	0	0	0	0	0	
1075 HUMAN RESOURCES DIRECTOR	1	Total 1	0	0	0	0	0	0	0	0	0	0	0	0
		Tot Min 0	1	0	0	0	0	0	0	0	0	0	0	0
<b>Total for 1220</b>		Total 1	0	0	0	0	0	0	0	0	0	0	0	0
		Tot Min 0	1	0	0	0	0	0	0	0	0	0	0	0

### 1222 HR-PERSONNEL

Job Code & Title	EEO Code	Total	W		B		A		H		I		P	
			Mal	Fem	1	0	0	0	0	0	0	0	0	
1092 BENEFITS ADMINISTRATOR I	2	Total 1	1	0	0	0	0	0	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0
1012 HUMAN RESOURCES	2	Total 1	0	0	0	0	0	0	0	0	0	0	0	0
		Tot Min 1	1	0	1	0	0	0	0	0	0	0	0	0
1093 AFFIRMATIVE EMPLOYMENT	2	Total 1	0	0	0	0	0	0	0	0	0	0	0	0
		Tot Min 1	1	0	1	0	0	0	0	0	0	0	0	0
<b>Total for 1222</b>		Total 3	1	1	0	0	0	0	0	0	0	0	0	0
		Tot Min 2	2	0	2	0	0	0	0	0	0	0	0	0

### 1224 HR-RISK MGMT

Job Code & Title	EEO Code	Total	W		B		A		H		I		P	
			Mal	Fem	1 <th>0 <th>0</th> <th>0 <th>0</th> <th>0 <th>0</th> <th>0 <th>0</th> </th></th></th></th>	0 <th>0</th> <th>0 <th>0</th> <th>0 <th>0</th> <th>0 <th>0</th> </th></th></th>	0	0 <th>0</th> <th>0 <th>0</th> <th>0 <th>0</th> </th></th>	0	0 <th>0</th> <th>0 <th>0</th> </th>	0	0 <th>0</th>	0	
1046 SR.HUMAN RESOURCES	2	Total 1	1	0	0	0	0	0	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total for 1224</b>		Total 1	1	0	0	0	0	0	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0

## Workforce Analysis

1320

### FINANCE-ADMINISTRATION

Job Code & Title	EEO Code	Total									
		Mal	Fem	Total	W	B	A	H	I	P	2
1052		1	0	1	0	0	0	0	0	0	0
FINANCE MANAGER	2										
1078		1	0	1	0	0	0	0	0	0	0
FINANCE DIRECTOR	1										
<b>Total for 1320</b>		2	0	2	0	0	0	0	0	0	0

1321

### FINANCE-ACCOUNTING

Job Code & Title	EEO Code	Total									
		Mal	Fem	Total	W	B	A	H	I	P	2
5022		0	1	1	0	0	0	0	0	0	0
ACCOUNTS PAYABLE	6										
1016		0	2	2	0	0	0	0	0	0	0
ACCOUNTANT - FINANCE	2										
1028		0	1	1	0	0	0	0	0	0	0
ACCOUNTING COORDINATOR	2										
<b>Total for 1321</b>		0	4	4	0	0	0	0	0	0	0

1322

### FINANCE-PURCHASING

Job Code & Title	EEO Code	Total									
		Mal	Fem	Total	W	B	A	H	I	P	2
5028		0	2	2	0	0	0	0	0	0	0
PURCHASING COORDINATOR	6										
1056		1	0	1	0	0	0	0	0	0	0
PURCHASING MANAGER	2										
<b>Total for 1322</b>		1	2	3	0	0	0	0	0	0	0

## Workforce Analysis

1323

### FINANCE-ACCOUNTS RECEIVABLE

Job Code & Title	EEO Code	Total					
		W	B	A	H	I	P
5006		1	0	0	0	0	0
ACCOUNTS RECEIVABLE	6	3	2	0	0	0	0
1029		0	0	0	0	0	0
ACCOUNTS RECV SUPERVISOR	2	1	0	0	0	0	0
<b>Total for 1323</b>		4	2	0	0	0	0

1325

### FINANCE-PAYROLL

Job Code & Title	EEO Code	Total					
		W	B	A	H	I	P
1088		0	0	0	0	0	0
ACCOUNTANT PR PT	2	1	0	0	0	0	0
1026		0	0	0	0	0	0
PAYROLL SUPERVISOR	5	1	0	0	0	0	0
<b>Total for 1325</b>		2	0	0	0	0	0

1410

### LEGAL

Job Code & Title	EEO Code	Total					
		W	B	A	H	I	P
5026		0	0	0	0	0	0
LEGAL ADMINISTRATIVE SPEC	5	1	0	0	0	0	0
1013		0	0	0	0	0	0
LEGAL TECHNICIAN	3	1	0	0	0	0	0
1009		0	0	0	0	0	0
LEGAL ASSISTANT	2	1	1	0	0	0	0
1017		1	0	0	0	0	0
ATTORNEY I	2	0	0	1	0	0	0
1061		0	0	0	0	0	0
SENIOR ATTORNEY	2	1	0	0	0	0	0
<b>Total for 1410</b>		5	3	1	1	0	0

## Workforce Analysis

1511

CITY CLERK

Job Code & Title	EEO Code	Total									
		Mal	Fem	Total	W	B	A	H	I	P	2
1086		0	0	0	0	0	0	0	0	0	0
DEPUTY CLERK I	3	Fem	1	1	0	0	0	0	0	0	0
1087		0	0	0	0	0	0	0	0	0	0
DEPUTY CLERK II	3	Fem	1	1	0	1	0	0	0	0	0
1083		0	0	0	0	0	0	0	0	0	0
CHIEF DEPUTY CITY CLERK	1	Fem	1	1	0	0	0	0	0	0	0
<b>Total for 1511</b>		Mal	0	0	3	0	0	0	0	0	0
		Fem	3	2	1	1	0	0	0	0	0

## 1630 INFORMATION SYSTEMS

Job Code & Title	EEO Code	Total									
		Mal	Fem	Total	W	B	A	H	I	P	2
5034		1	0	1	0	0	0	0	1	0	0
PC SPECIALIST	3	Fem	1	1	0	0	0	0	0	0	0
5041		1	1	2	1	0	0	0	0	0	0
PROGRAMMER/ANALYST	2	Fem	1	1	0	1	0	0	0	0	0
1031		1	1	2	1	0	0	0	0	0	0
GEOGRAPHIC IS (GIS) MANAGER	2	Fem	0	0	0	0	0	0	0	0	0
1033		2	2	4	2	0	0	0	0	0	0
IS PROJECT LEADER	2	Fem	0	0	0	0	0	0	0	0	0
5047		1	1	2	1	0	0	0	0	0	0
TELECOMMUNICATIONS	3	Fem	0	0	0	0	0	0	0	0	0
5046		1	1	2	1	0	0	0	0	0	0
NETWORK ADMINISTRATOR	2	Fem	0	0	0	0	0	0	0	0	0
1043		1	1	2	1	0	0	0	0	0	0
DESKTOP SERVICES MANAGER	3	Fem	0	0	0	0	0	0	0	0	0
1041		0	0	0	0	0	0	0	0	0	0
APPLICATIONS SERVICES	2	Fem	1	1	0	0	0	0	0	0	0
<b>Total for 1630</b>		Mal	8	7	15	7	0	0	1	0	0
		Fem	3	2	5	2	1	0	0	0	0

## Workforce Analysis

1710

CITY TREASURER

Job Code & Title	EEO Code	Total	W		B		A		H		I		P		2
			Mal	Fem	0	1	0	0	0	0	0	0	0	0	
5050		Total	2		0	0	0	0	0	0	0	0	0	0	0
		Tot Min	2		0	1	0	0	1	0	0	0	0	0	0
FISCAL TECHNICIAN II - TREASUR 6		Total	1		0	0	0	0	0	0	0	0	0	0	0
1057		Tot Min	0		1	1	0	0	0	0	0	0	0	0	0
ACCOUNTANT - TREASURER 2		Total	1		0	0	0	0	0	0	0	0	0	0	0
1084		Tot Min	1		0	0	0	0	0	0	0	0	0	0	0
ASSISTANT CITY TREASURER 1		Total	1		0	0	0	0	0	0	0	0	0	0	0
1085		Tot Min	1		0	0	0	0	0	0	0	0	0	0	0
DEPUTY CITY TREASURER 3		Total	5		0	0	0	0	0	0	0	0	0	0	0
		Tot Min	3		0	1	0	0	0	0	0	0	0	0	0
<b>Total for 1710</b>		Total	5		0	0	0	0	0	0	0	0	0	0	0
		Tot Min	3		0	2	0	0	1	0	0	0	0	0	0

1811

PUBLIC SAFETY-ECC

Job Code & Title	EEO Code	Total	W		B		A		H		I		P		2
			Mal	Fem	0	3	0	0	0	0	0	0	0	0	
5052		Total	3		0	0	0	0	0	0	0	0	0	0	0
		Tot Min	0		3	0	0	0	0	0	0	0	0	0	0
INTERMITTENT ECC DISPATCHER 3		Total	23		8	7	1	0	0	0	0	0	0	0	0
5032		Tot Min	5		15	11	4	0	0	0	0	0	0	0	0
EMERG COMM 5		Total	6		2	2	0	0	0	0	0	0	0	0	0
1019		Tot Min	0		4	4	0	0	0	0	0	0	0	0	0
ECC SUPERVISOR 1		Total	1		0	0	0	0	0	0	0	0	0	0	0
1090		Tot Min	0		1	1	0	0	0	0	0	0	0	0	0
ECC OPERATIONS SUPERVISOR 3		Total	1		1	1	0	0	0	0	0	0	0	0	0
1050		Tot Min	0		0	0	0	0	0	0	0	0	0	0	0
ECC MANAGER 1		Total	34		11	10	1	0	0	0	0	0	0	0	0
<b>Total for 1811</b>		Tot Min	5		23	19	4	0	0	0	0	0	0	0	0

1901

COMMUNITY DEVELOPMENT

Job Code & Title	EEO Code	Total	W		B		A		H		I		P		2
			Mal	Fem	1 <th>0 <th>0 <th>0 <th>0 <th>0 <th>0 <th>0 <th>0 <th>0 </th></th></th></th></th></th></th></th></th>	0 <th>0 <th>0 <th>0 <th>0 <th>0 <th>0 <th>0 <th>0 </th></th></th></th></th></th></th></th>	0 <th>0 <th>0 <th>0 <th>0 <th>0 <th>0 <th>0 </th></th></th></th></th></th></th>	0 <th>0 <th>0 <th>0 <th>0 <th>0 <th>0 </th></th></th></th></th></th>	0 <th>0 <th>0 <th>0 <th>0 <th>0 </th></th></th></th></th>	0 <th>0 <th>0 <th>0 <th>0 </th></th></th></th>	0 <th>0 <th>0 <th>0 </th></th></th>	0 <th>0 <th>0 </th></th>	0 <th>0 </th>	0	
9504		Total	1		0	0	1	0	0	0	0	0	0	0	0
INTERN	6	Tot Min	1		0	0	0	0	0	0	0	0	0	0	0

## Workforce Analysis

Total for 1901	Total	1	Mal	1	0	1	0	0	0	0	0	0
	Tot Min	1	Fem	0	0	0	0	0	0	0	0	0

### 1910 COMMUNITY DEVT - PLANNING

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
5049 SENIOR URBAN PLANNER	2	4	1	0	0	0	0	0	0
	Tot Min	0	3	0	0	0	0	0	0
1074 COMMUNITY DEVELOPMENT	1	1	1	0	0	0	0	0	0
	Tot Min	0	0	0	0	0	0	0	0
<b>Total for 1910</b>		<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Tot Min	0	3	0	0	0	0	0	0

### 1911 COMMUNITY DEVT - NEIGHBORHOODS

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
1007 ASSOCIATE GRANTS	2	1	1	0	0	0	0	0	0
	Tot Min	0	0	0	0	0	0	0	0
5037 COMMUNITY SERVICES	3	1	0	0	0	1	0	0	0
	Tot Min	1	0	0	0	0	0	0	0
5044 URBAN PLANNER	2	1	0	0	0	0	0	0	0
	Tot Min	1	0	0	0	0	0	0	1
1020 GRANTS COORDINATOR	2	1	1	0	0	0	0	0	0
	Tot Min	0	0	0	0	0	0	0	0
1054 GRANTS MANAGER	2	1	1	0	0	0	0	0	0
	Tot Min	0	0	0	0	0	0	0	0
<b>Total for 1911</b>		<b>5</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Tot Min	2	3	0	0	0	0	0	1

### 1915 INSPECTIONS-BUILDINGS

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
5030 PROJECT COORDINATOR	6	1	0	1	0	0	0	0	0
	Tot Min	1	0	0	0	0	0	0	0
5040 PLUMBING INSPECTOR	3	1	1	0	0	0	0	0	0
	Tot Min	0	0	0	0	0	0	0	0

## Workforce Analysis

1915

### INSPECTIONS-BUILDINGS

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
5036		Total 3	2	0	0	1	0	0	0
BUILDING INSPECTOR	2	Tot Min 1	0	0	0	0	0	0	0
5053		Total 1	1	0	0	0	0	0	0
BUILDING INSPECTOR	2	Tot Min 0	0	0	0	0	0	0	0
1060		Total 1	1	0	0	0	0	0	0
ASST DIR COMMUNITY	1	Tot Min 0	0	0	0	0	0	0	0
<b>Total for 1915</b>		Total 7	5	1	0	1	0	0	0
		Tot Min 2	0	0	0	0	0	0	0

### INSPECTIONS-CODE ENFORCEMENT

1916

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
5018		Total 3	0	1	1	0	0	0	0
DEVELOPMENT TECHNICIAN	3	Tot Min 3	0	0	1	0	0	0	0
5027		Total 2	0	0	0	0	0	0	0
LEGAL ADMINISTRATIVE TECH	3	Tot Min 1	1	0	1	0	0	0	0
5005		Total 4	0	2	0	1	0	0	0
CODE ENFORCEMENT AIDE	5	Tot Min 3	1	0	0	0	0	0	0
5030		Total 1	0	0	0	0	0	0	0
PROJECT COORDINATOR	6	Tot Min 1	0	0	1	0	0	0	0
5054		Total 1	1	0	0	0	0	0	0
BUSINESS LICENSE INSP	3	Tot Min 0	0	0	0	0	0	0	0
1008		Total 1	0	0	0	0	0	0	0
NEIGHBORHOOD ENHANCEMENT 2		Tot Min 0	1	0	0	0	0	0	0
5031		Total 5	2	1	0	0	0	0	0
CODE ENFORCEMENT	5	Tot Min 1	2	0	0	0	0	0	0
1030		Total 1	0	0	0	1	0	0	0
CODE ENFORCEMENT	2	Tot Min 1	0	0	0	0	0	0	0
<b>Total for 1916</b>		Total 18	3	4	1	2	0	0	0
		Tot Min 10	5	0	3	0	0	0	0

# Workforce Analysis

2120

POLICE

Job Code & Title	EEO Code	Total		W	B	A	H	I	P	2
		Mal	Fem							
9509		Total	7	4	1	2	0	1	0	0
		Tot Min	4	3	2	1	0	0	0	0
POLICE CADET	6	Total	4	0	0	0	0	0	0	0
5009		Tot Min	1	4	3	1	0	0	0	0
POLICE RECORDS TECH II	3	Total	1	0	0	0	0	0	0	0
5011		Tot Min	0	1	1	0	0	0	0	0
POLICE VIDEO TECHNICIAN	3	Total	0	1	0	0	0	0	0	0
5020		Tot Min	1	0	0	0	0	0	0	0
FISCAL TECHNICIAN II - POLICE	6	Total	1	1	0	0	1	0	0	0
5000		Tot Min	1	0	0	0	0	0	0	0
POLICE RECORDS TECH I	6	Total	0	1	1	0	0	0	0	0
5010		Tot Min	2	0	0	0	0	0	0	0
POLICE INFORMATION	3	Total	1	2	1	1	0	0	0	0
5014		Tot Min	4	0	0	0	0	0	0	0
ADMIN SPECIALIST III - POLICE	6	Total	0	4	4	0	0	0	0	0
5025		Tot Min	1	0	0	0	0	0	0	0
LEAD POLICE RECORDS	3	Total	0	1	1	0	0	0	0	0
5013		Tot Min	1	0	0	0	0	0	0	0
UNIFORM CRIME REPORT SPEC	5	Total	1	1	0	1	0	0	0	0
5012		Tot Min	2	1	1	0	0	0	0	0
PROPERTY & EVIDENCE	3	Total	0	1	1	0	0	0	0	0
1021		Tot Min	1	1	1	0	0	0	0	0
MANAGEMENT ANALYST - POLICE2		Total	0	0	0	0	0	0	0	0
1015		Tot Min	1	0	0	0	0	0	0	0
SR ADMINISTRATIVE ASSISTANT	2	Total	1	1	0	1	0	0	0	0
1091		Tot Min	1	1	1	0	0	0	0	0
POLICE TECH ADMINISTRATOR	2	Total	0	0	0	0	0	0	0	0
4002		Tot Min	154	136	111	17	3	5	0	0
POLICE OFFICER	4	Total	30	18	13	3	0	2	0	0
4000		Tot Min	32	30	26	4	0	0	0	0
POLICE SERGEANT	4	Total	5	2	1	0	0	1	0	0
4001		Tot Min	12	11	8	2	1	0	0	0
POLICE LIEUTENANT	4	Total	3	1	1	0	0	0	0	0



## Workforce Analysis

2120

POLICE

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
1065		Total 3	3	0	0	0	0	0	0
POLICE CAPTAIN	1	Tot Min 0	0	0	0	0	0	0	0
1071		Total 1	1	0	0	0	0	0	0
ASST POLICE CHIEF	1	Tot Min 0	0	0	0	0	0	0	0
1080		Total 1	1	0	0	0	0	0	0
POLICE CHIEF	1	Tot Min 0	0	0	0	0	0	0	0
<b>Total for 2120</b>		Total 230	154	25	4	5	1	0	0
		Tot Min 47	29	8	1	3	0	0	0

2210 FIRE-CHIEF OFFICE

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
5002		Total 1	0	0	0	0	0	0	0
ADMIN SPECIALIST II - FIRE	6	Tot Min 1	0	1	0	0	0	0	0
5021		Total 1	0	0	0	0	0	0	0
FISCAL TECHNICIAN II - FIRE	6	Tot Min 0	1	0	0	0	0	0	0
5015		Total 1	0	0	0	0	0	0	0
ADMIN SPECIALIST III - FIRE	6	Tot Min 0	1	0	0	0	0	0	0
3018		Total 1	1	0	0	0	0	0	0
FIRE BATTALION CHIEF-SPECL	4	Tot Min 0	0	0	0	0	0	0	0
1070		Total 1	1	0	0	0	0	0	0
ASST FIRE CHIEF	1	Tot Min 0	0	0	0	0	0	0	0
1079		Total 1	1	0	0	0	0	0	0
FIRE CHIEF	1	Tot Min 0	0	0	0	0	0	0	0
<b>Total for 2210</b>		Total 6	3	0	0	0	0	0	0
		Tot Min 1	2	1	0	0	0	0	0

2221 FIRE-OPERATIONS SUPPRESSION

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
3001		Total 62	51	7	1	1	0	0	0
FIREFIGHTER	4	Tot Min 9	2	0	0	0	0	0	0

## Workforce Analysis

2221

### FIRE-OPERATIONS SUPPRESSION

Job Code & Title	EEO Code	Total	W		B		A		H		I		P		2	
			Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem
3006		51	47	3	0	0	1	0	0	0	0	0	0	0	0	0
FIRE ENGINEER	4		0	0	0	0	0	0	0	0	0	0	0	0	0	0
3010		50	37	12	1	0	0	0	0	0	0	0	0	0	0	0
FIRE CAPTAIN	4		1	0	0	0	0	0	0	0	0	0	0	0	0	0
3015		6	5	1	0	0	0	0	0	0	0	0	0	0	0	0
FIRE BATTALION CHIEF	4		0	0	0	0	0	0	0	0	0	0	0	0	0	0
1064		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRE DIVISION EXECUTIVE	1		0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total for 2221</b>		168	141	23	2	2	2	0	0	0	0	0	0	0	0	0
			3	0	0	0	0	0	0	0	0	0	0	0	0	0

2222

### FIRE-OPERATIONS HAZMAT

Job Code & Title	EEO Code	Total	W		B		A		H		I		P		2	
			Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem
3014		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
HAZARDOUS MATERIALS INSP. III	4		0	0	0	0	0	0	0	0	0	0	0	0	0	0
3005		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
HAZARDOUS MATERIALS COORD.4			0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total for 2222</b>		2	2	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

2231

### FIRE-TACTICAL ADMIN

Job Code & Title	EEO Code	Total	W		B		A		H		I		P		2	
			Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem
3007		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRE INSPECTOR II	4		0	0	0	0	0	0	0	0	0	0	0	0	0	0
3013		2	2	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRE INVESTIGATOR III	4		0	0	0	0	0	0	0	0	0	0	0	0	0	0
1064		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
FIRE DIVISION EXECUTIVE	1		0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total for 2231</b>		4	4	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

## Workforce Analysis

2232

### FIRE-TACTICAL PREVENTION

Job Code & Title	EEO Code	Total	W		B		A		H		I		P	
			Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem
3016		Total 1	1	0	0	0	0	0	0	0	0	0	0	0
FIRE TRAINING SUPERVISOR	4	Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0
1064		Total 1	1	0	0	0	0	0	0	0	0	0	0	0
FIRE DIVISION EXECUTIVE	1	Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total for 2232</b>		Total 2	2	0	0	0	0	0	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0

2233

### FIRE-TACTICAL GARAGE

Job Code & Title	EEO Code	Total	W		B		A		H		I		P	
			Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem
2012		Total 1	1	0	0	0	0	0	0	0	0	0	0	0
FIRE MECHANIC	7	Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0
2014		Total 1	1	0	0	0	0	0	0	0	0	0	0	0
FIRE MECHANIC CREW CHIEF	7	Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total for 2233</b>		Total 2	2	0	0	0	0	0	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0

2240

### FIRE-EMERGENCY MGMT

Job Code & Title	EEO Code	Total	W		B		A		H		I		P	
			Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem
5042		Total 1	1	0	0	0	0	0	0	0	0	0	0	0
EMERGENCY MANAGEMENT	3	Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total for 2240</b>		Total 1	1	0	0	0	0	0	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0

3000

### PUBLIC WORKS GENERAL

Job Code & Title	EEO Code	Total	W		B		A		H		I		P	
			Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal	Fem
9511		Total 1	1	0	0	0	0	0	0	0	1	0	0	0
TEMP LABORER	7	Tot Min 1	1	0	0	0	0	0	0	0	0	0	0	0
5033		Total 1	1	0	1	0	0	0	0	0	0	0	0	0
ENGINEERING TECH II	3	Tot Min 1	1	0	0	0	0	0	0	0	0	0	0	0

## Workforce Analysis

Total for 3000

Total 2  
Tot Min 2

	Mal	0	1	0	0	0	1	0	0	1	0	0
	Fem	0	0	0	0	0	0	0	0	0	0	0

### 3010 PW-DIRECTOR

Job Code & Title EEO Code

Job Code & Title	EEO Code	Total	W		B	A	H	I	P	2
			Mal	Fem						
5035		0	0	0	0	0	0	0	0	0
PW FISCAL OPERATIONS SPEC	3	1	1	0	0	0	0	0	0	0
5038		0	0	0	0	0	0	0	0	0
GIS ASSET MGMT COORDINATOR 2		1	1	0	0	0	0	0	0	0
1039		0	0	0	0	0	0	0	0	0
STRATEGIC PLANNING	1	1	0	1	0	0	0	0	0	0
1081		1	1	0	0	0	0	0	0	0
PUBLIC WORKS DIRECTOR	1	0	0	0	0	0	0	0	0	0
<b>Total for 3010</b>		1	1	0	0	0	0	0	0	0
		3	2	1	0	0	0	0	0	0

### 3020 PW-STREETS

Job Code & Title EEO Code

Job Code & Title	EEO Code	Total	W		B	A	H	I	P	2
			Mal	Fem						
5017		0	0	0	0	0	0	0	0	0
ADMIN SPECIALIST III - PW	6	1	1	0	0	0	0	0	0	0
9512		4	1	3	0	0	0	0	0	0
IMRF LABORER	7	0	0	0	0	0	0	0	0	0
9511		4	0	4	0	0	0	0	0	0
TEMP LABORER	7	0	0	0	0	0	0	0	0	0
2003		2	1	1	0	0	0	0	0	0
MAINT WORKER II TEAM	7	0	0	0	0	0	0	0	0	0
2002		2	1	1	0	0	1	0	0	0
MAINT WORKER II LAB	7	0	0	0	0	0	0	0	0	0
2005		6	5	1	0	0	0	0	0	0
OPERATOR - TEAMSTER	7	0	0	0	0	0	0	0	0	0
2006		1	1	0	0	0	0	0	0	0
FOREMAN - LABORER	7	0	0	0	0	0	0	0	0	0
1036		1	1	0	0	0	0	0	0	0
PUBLIC WORKS PRGRM	1	0	0	0	0	0	0	0	0	0

## Workforce Analysis

3020

PW-STREETS

Job Code & Title	EEO Code	Total					
		W	B	A	H	I	P
9518		2	0	0	0	0	0
IMRF TEAMSTER	7	0	0	0	0	0	0
9517		9	7	1	0	0	0
TEMP TEAMSTER	7	0	0	0	0	0	0
1063		1	1	0	0	0	0
DEPUTY DIRECTOR SUP OF	1	0	0	0	0	0	0
<b>Total for 3020</b>		32	20	10	0	2	0
		1	1	0	0	0	0

3022

PW-SEWERS

Job Code & Title	EEO Code	Total					
		W	B	A	H	I	P
9511		2	1	1	0	0	0
TEMP LABORER	7	0	0	0	0	0	0
2003		4	2	1	1	0	0
MAINT WORKER II TEAM	7	1	0	1	0	0	0
2002		5	3	2	0	0	0
MAINT WORKER II LAB	7	0	0	0	0	0	0
2005		3	2	0	0	1	0
OPERATOR - TEAMSTER	7	0	0	0	0	0	0
2004		1	1	0	0	0	0
OPERATOR - LABORER	7	0	0	0	0	0	0
2007		2	1	1	0	0	0
FOREMAN - TEAMSTER	7	0	0	0	0	0	0
1036		1	1	0	0	0	0
PUBLIC WORKS PRGRM	1	0	0	0	0	0	0
<b>Total for 3022</b>		18	11	5	1	1	0
		1	0	1	0	0	0

## Workforce Analysis

3023

PW-FORESTRY

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
2002		Total 2	1	1	0	0	0	0	0
MAINT WORKER II LAB	7	Tot Min 1	0	0	0	0	0	0	0
1036		Total 1	0	1	0	0	0	0	0
PUBLIC WORKS PRGRM	1	Tot Min 1	0	0	0	0	0	0	0
<b>Total for 3023</b>		Total 3	1	2	0	0	0	0	0
		Tot Min 2	0	0	0	0	0	0	0

3024

PW-FLEET

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
5008		Total 1	0	0	0	0	0	0	0
PARTS TECHNICIAN	6	Tot Min 0	1	0	0	0	0	0	0
5023		Total 0	0	0	0	0	0	0	0
FLEET SERV FISCAL ASSITANT	6	Tot Min 0	1	0	0	0	0	0	0
2010		Total 1	1	0	0	0	0	0	0
BODY REPAIR TECH/MECHANIC	7	Tot Min 0	0	0	0	0	0	0	0
2011		Total 4	4	0	0	0	0	0	0
EQUIPMENT MECHANIC	7	Tot Min 0	0	0	0	0	0	0	0
2013		Total 2	2	0	0	0	0	0	0
EQUIPMENT MECHANIC CREW	7	Tot Min 0	0	0	0	0	0	0	0
1053		Total 1	1	0	0	0	0	0	0
FLEET SERVICES MANAGER	2	Tot Min 0	0	0	0	0	0	0	0
<b>Total for 3024</b>		Total 10	8	0	0	0	0	0	0
		Tot Min 0	2	0	0	0	0	0	0

3030

PW-TRANSPORTATION

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
5017		Total 1	0	0	0	0	0	0	0
ADMIN SPECIALIST III - PW	6	Tot Min 0	1	0	0	0	0	0	0
2002		Total 1	0	1	0	0	0	0	0
MAINT WORKER II LAB	7	Tot Min 1	0	0	0	0	0	0	0

## Workforce Analysis

3030

### PW-TRANSPORTATION

Job Code & Title	EEO Code	Total					
		W	B	A	H	I	P
5033		2	0	0	0	0	0
ENGINEERING TECH II	3	0	0	0	0	0	0
5048		1	0	0	0	0	0
CIVIL ENGINEER II	2	2	0	0	0	0	0
1067		1	0	0	0	0	0
CITY ENGINEER	1	0	0	0	0	0	0
<b>Total for 3030</b>		5	4	1	0	0	0
		3	0	0	0	0	0

3031

### PW-FACILITIES

Job Code & Title	EEO Code	Total					
		W	B	A	H	I	P
2003		1	0	1	0	0	0
MAINT WORKER II TEAM	7	0	0	0	0	0	0
2009		1	1	0	0	0	0
PAINTER	7	0	0	0	0	0	0
2017		1	0	0	0	0	0
CARPENTER	7	0	0	0	0	0	0
2018		1	1	0	0	0	0
CARPENTER LEAD	7	0	0	0	0	0	0
2020		1	1	0	0	0	0
MECHANICAL SYSTEMS MAINT	7	0	0	0	0	0	0
1051		1	1	0	0	0	0
FACILITIES MANAGER	2	0	0	0	0	0	0
<b>Total for 3031</b>		6	5	1	0	0	0
		0	0	0	0	0	0

3040

### PW-TRAFFIC OPERATIONS

Job Code & Title	EEO Code	Total					
		W	B	A	H	I	P
5017		0	0	0	0	0	0
ADMIN SPECIALIST III - PW	6	1	0	1	0	0	0

## Workforce Analysis

3040

### PW-TRAFFIC OPERATIONS

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
5051		Total 1	1	0	0	0	0	0	0
TRAFFIC TECHNICIAN	3	Tot Min 0	0	0	0	0	0	0	0
1040		Total 1	1	0	0	0	0	0	0
TRAFFIC OPERATIONS	1	Tot Min 0	0	0	0	0	0	0	0
1069		Total 1	1	0	0	0	0	0	0
TRAFFIC ENGINEER	1	Tot Min 0	0	0	0	0	0	0	0
<b>Total for 3040</b>		Total 4	3	0	0	0	0	0	0
		Tot Min 1	0	1	0	0	0	0	0

3041

### PW-SIGNS & MARKINGS

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
2003		Total 2	2	0	0	0	0	0	0
MAINT WORKER II TEAM	7	Tot Min 0	0	0	0	0	0	0	0
2002		Total 2	2	0	0	0	0	0	0
MAINT WORKER II LAB	7	Tot Min 0	0	0	0	0	0	0	0
2008		Total 2	2	0	0	0	0	0	0
TRAFFIC PAINTER	7	Tot Min 0	0	0	0	0	0	0	0
2006		Total 1	1	0	0	0	0	0	0
FOREMAN - LABORER	7	Tot Min 0	0	0	0	0	0	0	0
<b>Total for 3041</b>		Total 7	7	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0

3042

### PW-SIGNALS & STREET LIGHTS

Job Code & Title	EEO Code	Total	W	B	A	H	I	P	2
2015		Total 7	5	2	0	0	0	0	0
SIGNAL ELECTRICIAN	7	Tot Min 2	0	0	0	0	0	0	0
2016		Total 1	1	0	0	0	0	0	0
SIGNAL ELECTRICIAN - LEAD	7	Tot Min 0	0	0	0	0	0	0	0
<b>Total for 3042</b>		Total 8	6	2	0	0	0	0	0
		Tot Min 2	0	0	0	0	0	0	0



## Workforce Analysis

3043

### PW-METER COLLECTION & ENFORCE

Job Code & Title	EEO Code	Total						
		W	B	A	H	I	P	2
5007		2	1	1	0	0	0	0
PARKING ENFORCEMENT	8	0	0	0	0	0	0	0
1025		1	0	1	0	0	0	0
PARKING ENFORCEMENT	8	0	0	0	0	0	0	0
<b>Total for 3043</b>		3	1	2	0	0	0	0
		0	0	0	0	0	0	0

3050

### PW-ENVIRONMENT ADMIN

Job Code & Title	EEO Code	Total						
		W	B	A	H	I	P	2
5004		0	0	0	0	0	0	0
ADMIN SPECIALIST II - PW	6	1	0	1	0	0	0	0
1068		0	0	0	0	0	0	0
STORM WATER ENGINEER	1	1	0	0	0	0	0	0
<b>Total for 3050</b>		0	0	0	0	0	0	0
		2	1	1	0	0	0	0

3051

### PW-RECYCLING

Job Code & Title	EEO Code	Total						
		W	B	A	H	I	P	2
2019		1	1	0	0	0	0	0
CART TECHNICIAN	7	0	0	0	0	0	0	0
<b>Total for 3051</b>		1	1	0	0	0	0	0
		0	0	0	0	0	0	0

3053

### PEORIA CORPS

Job Code & Title	EEO Code	Total						
		W	B	A	H	I	P	2
1005		1	0	1	0	0	0	0
CREW SUPERVISOR	3	0	0	0	0	0	0	0
1004		0	0	0	0	0	0	0
CASE WORKER	2	1	1	0	0	0	0	0

# Workforce Analysis

3053

PEORIA CORPS

Job Code & Title	EEO Code	Total						
		W	B	A	H	I	P	2
1035		0	0	0	0	0	0	0
PROGRAM DIRECTOR	1	1	0	1	0	0	0	0
<b>Total for 3053</b>		1	0	1	0	0	0	0
		2	1	1	0	0	0	0

## 4000 DIVERSITY AND INCLUSION

Job Code & Title	EEO Code	Total						
		W	B	A	H	I	P	2
1049		1	0	1	0	0	0	0
CHIEF DIVERSITY & INCL	1	0	0	0	0	0	0	0
<b>Total for 4000</b>		1	0	1	0	0	0	0
		0	0	0	0	0	0	0

## 4010 PEORIA CORPS

Job Code & Title	EEO Code	Total						
		W	B	A	H	I	P	2
9501		7	1	6	0	0	0	0
CORPS MEMBER	6	2	0	2	0	0	0	0
<b>Total for 4010</b>		7	1	6	0	0	0	0
		2	0	2	0	0	0	0

## **Job Group Analysis**

### **41 C.F.R. 60-2.12**

As the second diagnostic component of our AAP we have conducted a job group analysis. The job group analysis is the first step in comparing the representation of minorities and women in the workforce covered by this AAP with the estimate of the available qualified minorities and women who could be employed by the City in positions covered by this AAP.

In designing our job groups we considered similarities of duties and opportunities.

Although not a determinative factor in designing job groups, we also attempted to create job groups large enough to conduct appropriate analysis.

The following charts identify the job groups created for this AAP, the job titles that comprise each job group, and the percentage of minority incumbents and the percentage of female incumbents in each job group.

**Job Group Analysis**

**1A Officials and Administrators**

**EEO Code: 1**

Job Code & Title	#	%	Min	Fem						
1082 - CITY MANAGER	#		0	0						
1 Employee	%	0.00	0.00	0.00						
1080 - POLICE CHIEF	#		0	0						
1 Employee	%	0.00	0.00	0.00						
1079 - FIRE CHIEF	#		0	0						
1 Employee	%	0.00	0.00	0.00						
1071 - ASST POLICE CHIEF	#		0	0						
1 Employee	%	0.00	0.00	0.00						
1070 - ASST FIRE CHIEF	#		0	0						
1 Employee	%	0.00	0.00	0.00						
1081 - PUBLIC WORKS DIRECTOR	#		0	0						
1 Employee	%	0.00	0.00	0.00						
1064 - FIRE DIVISION EXECUTIVE	#		0	0						
3 Employees	%	0.00	0.00	0.00						
1065 - POLICE CAPTAIN	#		0	0						
3 Employees	%	0.00	0.00	0.00						
1076 - ASSISTANT CITY MANAGER	#		1	1						
1 Employee	%	100.00	100.00	100.00						
1078 - FINANCE DIRECTOR	#		0	0						
1 Employee	%	0.00	0.00	0.00						
1075 - HUMAN RESOURCES DIRECTOR	#		0	1						
1 Employee	%	0.00	0.00	100.00						
1074 - COMMUNITY DEVELOPMENT DIRECTOR	#		0	0						
1 Employee	%	0.00	0.00	0.00						
1067 - CITY ENGINEER	#		0	0						
1 Employee	%	0.00	0.00	0.00						
1069 - TRAFFIC ENGINEER	#		0	0						
1 Employee	%	0.00	0.00	0.00						

# Job Group Analysis

1A

Officials and Administrators

EEO Code: 1

Job Code & Title	#	%	Min	Fem							
1068 - STORM WATER ENGINEER	1	100.00	0	1							
1073 - CHIEF INNOVATION OFFICER	1	100.00	0	0							
1060 - ASST DIR COMMUNITY DEVELOPMENT	1	100.00	0	0							
1063 - DEPUTY DIRECTOR SUP OF OPR TNS	1	100.00	0	0							
1049 - CHIEF DIVERSITY & INCL OFFICER	1	100.00	1	0							
1039 - STRATEGIC PLANNING SUPERVISOR	1	100.00	1	1							
1040 - TRAFFIC OPERATIONS SUPERVISOR	1	100.00	0	0							
1036 - PUBLIC WORKS PRGRM SUPERVISOR	3	33.33	1	0							
1083 - CHIEF DEPUTY CITY CLERK	1	100.00	0	1							
1035 - PROGRAM DIRECTOR	1	100.00	1	1							
1084 - ASSISTANT CITY TREASURER	1	100.00	0	1							
<b>31 Employees</b>	<b>31</b>	<b>100.00</b>	<b>5</b>	<b>7</b>	<b>16.13</b>	<b>22.58</b>					

# Job Group Analysis

1B

Officials and Administrators-Overtime

EEO Code: 1

Job Code & Title	#	%	Min	Fem									
1050 - ECC MANAGER	0			0									
1 Employee	0.00		0.00	0.00									
1019 - ECC SUPERVISOR	0			4									
6 Employees	0.00		0.00	66.67									
<b>7 Employees</b>	<b>0</b>		<b>0</b>	<b>4</b>									
<b>Totals</b>	<b>0.00</b>		<b>0.00</b>	<b>57.14</b>									

# Job Group Analysis

## 2 Professionals

EEO Code: 2

Job Code & Title	#	%	Min	Fem																
1061 - SENIOR ATTORNEY	1 Employee		0	1																
			0.00	100.00																
1052 - FINANCE MANAGER	1 Employee		0	0																
			0.00	0.00																
1041 - APPLICATIONS SERVICES MANAGER	1 Employee		0	1																
			0.00	100.00																
1053 - FLEET SERVICES MANAGER	1 Employee		0	0																
			0.00	0.00																
1046 - SR.HUMAN RESOURCES SPECIALIST	1 Employee		0	0																
			0.00	0.00																
1028 - ACCOUNTING COORDINATOR	1 Employee		0	1																
			0.00	100.00																
1045 - SENIOR DEVELOPMENT SPECIALIST	1 Employee		1	0																
			100.00	0.00																
1033 - IS PROJECT LEADER	2 Employees		0	0																
			0.00	0.00																
1051 - FACILITIES MANAGER	1 Employee		0	0																
			0.00	0.00																
1056 - PURCHASING MANAGER	1 Employee		0	0																
			0.00	0.00																
1054 - GRANTS MANAGER	1 Employee		0	1																
			0.00	100.00																
1093 - AFFIRMATIVE EMPLOYMENT SPEC.	1 Employee		1	1																
			100.00	100.00																
1089 - SR ECON ENGAGEMENT SPEC	1 Employee		1	0																
			100.00	0.00																
1047 - STRATEGIC COMMUNICATIONS MGR	1 Employee		0	1																
			0.00	100.00																
1030 - CODE ENFORCEMENT SUPERVISOR	1 Employee		1	0																
			100.00	0.00																

# Job Group Analysis

## 2 Professionals

EEO Code: 2

Job Code & Title	#		%		Min	Fem								
	#	%	#	%										
1023 - MANAGEMENT ANALYST - CM	1	100.00	1	100.00										
1 Employee														
1031 - GEOGRAPHIC IS (GIS) MANAGER	0	0.00	0	0.00										
1 Employee														
1017 - ATTORNEY I	1	50.00	1	50.00										
2 Employees														
1091 - POLICE TECH ADMINISTRATOR	0	0.00	0	0.00										
1 Employee														
1029 - ACCOUNTS RECV SUPERVISOR	0	0.00	0	0.00										
1 Employee														
1012 - HUMAN RESOURCES COORDINATOR	1	100.00	1	100.00										
1 Employee														
1015 - SR ADMINISTRATIVE ASSISTANT	1	100.00	1	100.00										
1 Employee														
1016 - ACCOUNTANT - FINANCE	2	100.00	2	100.00										
2 Employees														
1088 - ACCOUNTANT PR PT	0	0.00	0	0.00										
1 Employee														
1057 - ACCOUNTANT - TREASURER	0	0.00	0	0.00										
1 Employee														
1020 - GRANTS COORDINATOR	0	0.00	0	0.00										
1 Employee														
1021 - MANAGEMENT ANALYST - POLICE	0	0.00	0	0.00										
1 Employee														
1092 - BENEFITS ADMINISTRATOR I	0	0.00	0	0.00										
1 Employee														
1007 - ASSOCIATE GRANTS COORDINATOR	0	0.00	0	0.00										
1 Employee														
1008 - NEIGHBORHOOD ENHANCEMENT COOR	0	0.00	0	0.00										
1 Employee														



# Job Group Analysis

2

Professionals

EEO Code: 2

Job Code & Title	#	%	Min	Fem														
1009 - LEGAL ASSISTANT	1	100.00	1	1														
1 Employee			100.00	100.00														
1004 - CASE WORKER	1		0	1														
1 Employee			0.00	100.00														
<b>35 Employees</b>																		
<b>Totals</b>																		
			11	19														
			31.43	54.29														

# Job Group Analysis

2U

Professionals-Union

EEO Code: 2

Job Code & Title	#	%	Min	Fem	Min	Fem	Min	Fem	Min	Fem	Min	Fem
5049 - SENIOR URBAN PLANNER	4	75.00	0	3								
4 Employees			0.00	75.00								
5048 - CIVIL ENGINEER II	3	66.67	0	2								
3 Employees			0.00	66.67								
5046 - NETWORK ADMINISTRATOR	1	0.00	0	0								
1 Employee			0.00	0.00								
5041 - PROGRAMMER/ANALYST	2	50.00	1	1								
2 Employees			50.00	50.00								
5053 - BUILDING INSPECTOR COORDINATOR	1	0.00	0	0								
1 Employee			0.00	0.00								
5038 - GIS ASSET MGMT COORDINATOR	1	100.00	0	1								
1 Employee			0.00	100.00								
5044 - URBAN PLANNER	1	100.00	1	1								
1 Employee			100.00	100.00								
5036 - BUILDING INSPECTOR	3	33.33	1	0								
3 Employees			33.33	0.00								
<b>16 Employees</b>	<b>16</b>	<b>100.00</b>	<b>3</b>	<b>8</b>								
<b>Totals</b>			<b>18.75</b>	<b>50.00</b>								

# Job Group Analysis

3

Technicians

EEO Code: 3

Job Code & Title	#	%	Min	Fem																
1043 - DESKTOP SERVICES MANAGER	1 Employee																			
	#	%	0	0																
1090 - ECC OPERATIONS SUPERVISOR	1 Employee																			
	#	%	0	1																
1085 - DEPUTY CITY TREASURER	1 Employee																			
	#	%	1	1																
1087 - DEPUTY CLERK II	1 Employee																			
	#	%	1	1																
1086 - DEPUTY CLERK I	1 Employee																			
	#	%	0	1																
1013 - LEGAL TECHNICIAN	1 Employee																			
	#	%	0	1																
1005 - CREW SUPERVISOR	1 Employee																			
	#	%	1	0																
<b>7 Employees</b>																				
<b>Totals</b>	<b>#</b>	<b>%</b>	<b>3</b>	<b>5</b>																
			<b>42.86</b>	<b>71.43</b>																

# Job Group Analysis

3U

Technicians-Union

EEO Code: 3

Job Code & Title		#	%	Min	Fem					
5047 - TELECOMMUNICATIONS ADMINSTRTR		#		0	0					
1 Employee		%		0.00	0.00					
5051 - TRAFFIC TECHNICIAN		#		0	0					
1 Employee		%		0.00	0.00					
5042 - EMERGENCY MANAGEMENT COOR.		#		0	0					
1 Employee		%		0.00	0.00					
5033 - ENGINEERING TECH II		#		1	0					
3 Employees		%		33.33	0.00					
5034 - PC SPECIALIST		#		1	1					
2 Employees		%		50.00	50.00					
5037 - COMMUNITY SERVICES INSPECTOR		#		1	0					
1 Employee		%		100.00	0.00					
5012 - PROPERTY & EVIDENCE TECHNICIAN		#		0	1					
2 Employees		%		0.00	50.00					
5040 - PLUMBING INSPECTOR		#		0	0					
1 Employee		%		0.00	0.00					
5035 - PW FISCAL OPERATIONS SPEC		#		0	1					
1 Employee		%		0.00	100.00					
5025 - LEAD POLICE RECORDS TECHNICIAN		#		0	1					
1 Employee		%		0.00	100.00					
5054 - BUSINESS LICENSE INSP		#		0	0					
1 Employee		%		0.00	0.00					
5052 - INTERMITTENT ECC DISPATCHER		#		0	3					
3 Employees		%		0.00	100.00					
5010 - POLICE INFORMATION TECHNICIAN		#		1	2					
2 Employees		%		50.00	100.00					
5027 - LEGAL ADMINISTRATIVE TECH		#		1	2					
2 Employees		%		50.00	100.00					
5018 - DEVELOPMENT TECHNICIAN		#		3	1					
3 Employees		%		100.00	33.33					

# Job Group Analysis

3U

Technicians-Union

EEO Code: 3

Job Code & Title	#	%	Min	Fem								
5011 - POLICE VIDEO TECHNICIAN	1	100.00	0	1								
5009 - POLICE RECORDS TECH II	4	100.00	1	4								
<b>30 Employees</b>	<b>9</b>	<b>56.67</b>	<b>30.00</b>	<b>17</b>								
<b>Totals</b>												

# Job Group Analysis

4AU

Protective Service Workers-Fire-Union

EEO Code: 4

Job Code & Title	#	Min	Fem							
3018 - FIRE BATTALION CHIEF-SPECL OPR	#	0	0							
1 Employee	%	0.00	0.00							
3015 - FIRE BATTALION CHIEF	#	1	0							
6 Employees	%	16.67	0.00							
3005 - HAZARDOUS MATERIALS COORD.	#	0	0							
1 Employee	%	0.00	0.00							
3013 - FIRE INVESTIGATOR III	#	0	0							
2 Employees	%	0.00	0.00							
3014 - HAZARDOUS MATERIALS INSP. III	#	0	0							
1 Employee	%	0.00	0.00							
3016 - FIRE TRAINING SUPERVISOR	#	0	0							
1 Employee	%	0.00	0.00							
3010 - FIRE CAPTAIN	#	13	1							
51 Employees	%	25.49	1.96							
3007 - FIRE INSPECTOR II	#	0	0							
1 Employee	%	0.00	0.00							
3006 - FIRE ENGINEER	#	4	0							
51 Employees	%	7.84	0.00							
3001 - FIREFIGHTER	#	9	2							
62 Employees	%	14.52	3.23							
<b>177 Employees</b>	#	<b>27</b>	<b>3</b>							
<b>Totals</b>	%	<b>15.25</b>	<b>1.69</b>							

# Job Group Analysis

4BU

Protective Service Workers-Police-Union

EEO Code: 4

Job Code & Title	#	%	Min	Fem									
4001 - POLICE LIEUTENANT	1		3	1									
12 Employees		8.33	25.00										
4000 - POLICE SERGEANT	2		5	2									
32 Employees		6.25	15.63										
4002 - POLICE OFFICER	18		30	18									
154 Employees		11.69	19.48										
<b>198 Employees</b>													
<b>Totals</b>	<b>38</b>		<b>38</b>	<b>21</b>									
		<b>10.61</b>	<b>19.19</b>										

# Job Group Analysis

5

Paraprofessionals

EEO Code: 5

Job Code & Title	#	%	Min	Fem														
1026 - PAYROLL SUPERVISOR	1	100.00	0.00	100.00														
1 Employee																		
<b>Totals</b>	<b>1</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>														



# Job Group Analysis

5U

Paraprofessionals-Union

EEO Code: 5

Job Code & Title	#	%	Min	Fem						
5031 - CODE ENFORCEMENT INSPECTOR	5	40.00	20.00	2						
5013 - UNIFORM CRIME REPORT SPEC	1	100.00	1	1						
5032 - EMERG COMM TELECOMMUNICATOR	23	65.22	21.74	15						
5005 - CODE ENFORCEMENT AIDE	4	25.00	75.00	3	1					
5026 - LEGAL ADMINISTRATIVE SPEC	1	100.00	0	1						
<b>34 Employees</b>	<b>Totals</b>		<b>10</b>	<b>20</b>						
			<b>29.41</b>	<b>58.82</b>						

# Job Group Analysis

6

## Administrative Support

EEO Code: 6

Job Code & Title	#	%	Min	Fem										
1002 - ADMIN ASST TO MAYOR & COUNCIL	1	100.00	0	1										
1001 - ADMIN ASST TO CITY MGR	1	100.00	1	1										
9509 - POLICE CADET	7	42.86	4	3										
<b>9 Employees</b>	<b>9</b>	<b>55.56</b>	<b>5</b>	<b>5</b>										

# Job Group Analysis

6A

Corp Member

EEO Code: 6

Job Code & Title	#	%	Min	Fem														
9501 - CORPS MEMBER			8	2														
9 Employees			88.89	22.22														
<b>9 Employees</b>	<b>#</b>	<b>%</b>	<b>8</b>	<b>2</b>														
<b>Totals</b>			<b>88.89</b>	<b>22.22</b>														

# Job Group Analysis

6U

Administrative Support-Union

EEO Code: 6

Job Code & Title	#	%	Min	Fem																
5015 - ADMIN SPECIALIST III - FIRE	1 Employee		0	1																
			0.00	100.00																
5023 - FLEET SERV FISCAL ASSITANT	1 Employee		0	1																
			0.00	100.00																
5021 - FISCAL TECHNICIAN II - FIRE	1 Employee		0	1																
			0.00	100.00																
5002 - ADMIN SPECIALIST II - FIRE	1 Employee		1	1																
			100.00	100.00																
5004 - ADMIN SPECIALIST II - PW	1 Employee		1	1																
			100.00	100.00																
5050 - FISCAL TECHNICIAN II - TREASUR	2 Employees		2	2																
			100.00	100.00																
5014 - ADMIN SPECIALIST III - POLICE	4 Employees		0	4																
			0.00	100.00																
5017 - ADMIN SPECIALIST III - PW	3 Employees		1	3																
			33.33	100.00																
5028 - PURCHASING COORDINATOR	2 Employees		0	2																
			0.00	100.00																
5000 - POLICE RECORDS TECH I	1 Employee		0	1																
			0.00	100.00																
5022 - ACCOUNTS PAYABLE TECHNICIAN	1 Employee		0	1																
			0.00	100.00																
5030 - PROJECT COORDINATOR	2 Employees		2	1																
			100.00	50.00																
5006 - ACCOUNTS RECEIVABLE TECHNICIAN	4 Employees		2	3																
			50.00	75.00																
5020 - FISCAL TECHNICIAN II - POLICE	1 Employee		1	1																
			100.00	100.00																
5008 - PARTS TECHNICIAN	1 Employee		0	1																
			0.00	100.00																

# Job Group Analysis

6U

Administrative Support-Union

EEO Code: 6

Job Code & Title	Min	Fem	Min	Fem	Min	Fem	Min	Fem	Min	Fem
26 Employees	#	24	%	38.46						
Totals										

# Job Group Analysis

7U

Skilled Craft Workers-Union

EEO Code: 7

Job Code & Title		#	%	Min	Fem															
9517 - TEMP TEAMSTER		#		2	0															
9 Employees		%		22.22	0.00															
9518 - IMRF TEAMSTER		#		0	0															
2 Employees		%		0.00	0.00															
2020 - MECHANICAL SYSTEMS MAINT WRKR		#		0	0															
1 Employee		%		0.00	0.00															
2016 - SIGNAL ELECTRICIAN - LEAD		#		0	0															
1 Employee		%		0.00	0.00															
2015 - SIGNAL ELECTRICIAN		#		2	0															
7 Employees		%		28.57	0.00															
2018 - CARPENTER LEAD		#		0	0															
1 Employee		%		0.00	0.00															
2013 - EQUIPMENT MECHANIC CREW CHIEF		#		0	0															
2 Employees		%		0.00	0.00															
2014 - FIRE MECHANIC CREW CHIEF		#		0	0															
1 Employee		%		0.00	0.00															
2006 - FOREMAN - LABORER		#		0	0															
2 Employees		%		0.00	0.00															
2007 - FOREMAN - TEAMSTER		#		1	0															
2 Employees		%		50.00	0.00															
2017 - CARPENTER		#		0	0															
1 Employee		%		0.00	0.00															
2004 - OPERATOR - LABORER		#		0	0															
1 Employee		%		0.00	0.00															
2005 - OPERATOR - TEAMSTER		#		2	0															
9 Employees		%		22.22	0.00															
2008 - TRAFFIC PAINTER		#		0	0															
2 Employees		%		0.00	0.00															
2009 - PAINTER		#		0	0															
1 Employee		%		0.00	0.00															

# Job Group Analysis

7U

Skilled Craft Workers-Union

EEO Code: 7

Job Code & Title	#	%	Min	Fem							
2011 - EQUIPMENT MECHANIC											
4 Employees	0	0.00	0.00	0							
2010 - BODY REPAIR TECH/MECHANIC											
1 Employee	0	0.00	0.00	0							
2012 - FIRE MECHANIC											
1 Employee	0	0.00	0.00	0							
2002 - MAINT WORKER II LAB											
12 Employees	5	41.67	41.67	0							
2003 - MAINT WORKER II TEAM											
10 Employees	5	50.00	50.00	1							
9511 - TEMP LABORER											
7 Employees	6	85.71	85.71	0							
9512 - IMRF LABORER											
4 Employees	3	75.00	75.00	0							
2019 - CART TECHNICIAN											
1 Employee	0	0.00	0.00	0							
<b>82 Employees</b>											
<b>Totals</b>	<b>#</b>	<b>%</b>									
	26	31.71		1							
				1.22							

# Job Group Analysis

8

Service-Maintenance

EEO Code: 8

Job Code & Title	#	%	Min	Fem														
1025 - PARKING ENFORCEMENT SPVSR	1	100.00	1	0														
1 Employee																		
<b>Totals</b>	<b>1</b>	<b>100.00</b>	<b>1</b>	<b>0</b>														



# Job Group Analysis

8U

Service-Maintenance-Union

EEO Code: 8

Job Code & Title	#	%	Min	Fem														
5007 - PARKING ENFORCEMENT OFFICER	1	0																
2 Employees	50.00	0.00																
<b>2 Employees</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>														
	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>														
<b>Totals</b>																		

# Job Group Analysis

6I

## Administrative-Student Workers

EEO Code: 6

Job Code & Title	#	%	Min	Fem														
9504 - INTERN	1		1	0														
1 Employee		100.00	100.00	0.00														
<b>Totals</b>	<b>1</b>	<b>100.00</b>	<b>1</b>	<b>0</b>														
			100.00	0.00														

## Availability Analysis

### 41 C.F.R. 60-2.14

The availability analysis is a part of the Incumbency vs. Estimated Availability Analysis - the final diagnostic component of this AAP. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of the City's workforce may be compared to determine whether barriers to equal employment opportunity may exist within particular job groups.

Pursuant to applicable regulations, the availability analysis for each job group examines two potential areas of availability: individuals with the requisite skills outside the establishment (external availability) and those within the establishment who are promotable, transferable, and/or trainable (internal availability). In determining availability, we have selected our reasonable recruitment area and our pool of promotable, transferable, and trainable employees in such a way as not to exclude qualified minorities and women. Moreover, when determining external availability we have used as our source of data the most current and discrete statistical information available. For this availability analysis, we have used the EEO Tabulation 2006-2010 American Community Survey data. Finally, where a job group is composed of different job titles that carry different availability rates, we calculated a composite availability figure. We arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighting the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates.

A brief written rationale for the selection of the recruitment areas and internal pools by job group follows:

#### **1A - Officials and Administrators**

Factor 1: *United States*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 1A - Officials and Administrators. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

#### **1B - Officials and Administrators-Overtime**

Factor 1: *United States*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 1B - Officials and Administrators-Overtime. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

#### **2 - Professionals**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 2 - Professionals. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

#### **2U - Professionals-Union**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 2U - Professionals-Union. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

### **3 - Technicians**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 3 - Technicians. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations 5U*- This pool of feeder positions for job group 3 - Technicians was chosen based on reasonable paths of progression within the City and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **3U - Technicians-Union**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 3U - Technicians-Union. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

### **4AU - Protective Service Workers-Fire-Union**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 4AU - Protective Service Workers-Fire-Union. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

### **4BU - Protective Service Workers-Police-Union**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 4BU - Protective Service Workers-Police-Union. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

### **5 - Paraprofessionals**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 5 - Paraprofessionals. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

### **5U - Paraprofessionals-Union**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 5U - Paraprofessionals-Union. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

### **6 - Administrative Support**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 6 - Administrative Support. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

#### **6A - Corp Member**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 6A - Corp Member. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

#### **6U - Administrative Support-Union**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 6U - Administrative Support-Union. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

#### **7U - Skilled Craft Workers-Union**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 7U - Skilled Craft Workers-Union. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

#### **8 - Service-Maintenance**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 8 - Service-Maintenance. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

#### **8U - Service-Maintenance-Union**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 8U - Service-Maintenance-Union. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

#### **6I - Administrative-Student Workers**

Factor 1: *Peoria, IL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group 6I - Administrative-Student Workers. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

**Availability Factor Computation Form**

**1A - Officials and Administrators**

Factor	Weight %	Raw Statistics	Weighted Factor	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	20.29	20.29	20.29	28.90	United States
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations
<b>Availability</b>		20.29	20.29	20.29	28.90	

# Availability Factor Computation Form

## 1B - Officials and Administrators-Overtime

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	34.04	United States
		Weighted Factor	34.04	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
<b>Availability</b>		21.27	34.04	

# Availability Factor Computation Form

## 2 - Professionals

Factor	Weight %	Min	Fem							Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	45.20							Peoria, IL Metropolitan Statistical Area
		Weighted Factor	9.04	45.20						
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00						Feeder Job Computations
		Weighted Factor	0.00	0.00						
<b>Availability</b>		<b>9.04</b>	<b>45.20</b>							



# Availability Factor Computation Form

## 2U - Professionals-Union

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	38.82	Peoria, IL Metropolitan Statistical Area
		Weighted Factor	38.82	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
<b>Availability</b>		<b>17.07</b>	<b>38.82</b>	

# Availability Factor Computation Form

## 3 - Technicians

Factor	Weight %	Min	Fem							Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	50.00	Raw Statistics	8.40	50.88						Peoria, IL Metropolitan Statistical Area
		Weighted Factor	4.20	25.44						
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	50.00	Raw Statistics	20.83	66.67						Feeder Job Computations
		Weighted Factor	10.42	33.34						
<b>Availability</b>		<b>14.62</b>	<b>58.78</b>							

# Availability Factor Computation Form

## 3U - Technicians-Union

Factor	Weight %	Min	Fem	Source of Statistics							
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	17.24	55.12							Peoria, IL Metropolitan Statistical Area
		Weighted Factor	17.24	55.12							
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00							Feeder Job Computations
		Weighted Factor	0.00	0.00							
<b>Availability</b>		<b>17.24</b>	<b>55.12</b>								

# Availability Factor Computation Form

## 4AU - Protective Service Workers-Fire-Union

Factor	Weight %	Min	Fem	Source of Statistics							
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	5.43								Peoria, IL Metropolitan Statistical Area
		Weighted Factor	5.43	1.15							
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00							Feeder Job Computations
		Weighted Factor	0.00	0.00							
<b>Availability</b>		<b>5.43</b>	<b>1.15</b>								

# Availability Factor Computation Form

## 4BU - Protective Service Workers-Police-Union

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	8.60	Peoria, IL Metropolitan Statistical Area
		Weighted Factor	8.60	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
<b>Availability</b>		<b>8.60</b>	<b>8.60</b>	

# Availability Factor Computation Form

## 5 - Paraprofessionals

Factor	Weight %	Min	Fem	Source of Statistics						
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	63.73							Peoria, IL Metropolitan Statistical Area
		Weighted Factor	63.73							
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00							Feeder Job Computations
		Weighted Factor	0.00							
<b>Availability</b>		<b>10.74</b>	<b>63.73</b>							

# Availability Factor Computation Form

## 5U - Paraprofessionals-Union

Factor	Weight %	Min	Fem	Source of Statistics							
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	12.93								Peoria, IL Metropolitan Statistical Area
		Weighted Factor	12.93								
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00								Feeder Job Computations
		Weighted Factor	0.00								
<b>Availability</b>		<b>2.83</b>	<b>12.93</b>								

# Availability Factor Computation Form

## 6 - Administrative Support

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	27.76	Peoria, IL Metropolitan Statistical Area
		Weighted Factor	27.76	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
<b>Availability</b>		<b>8.70</b>	<b>27.76</b>	



# Availability Factor Computation Form

## 6A - Corp Member

Factor	Weight %	Min	Fem							Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	4.99							Peoria, IL Metropolitan Statistical Area
		Weighted Factor	9.91	4.99						
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00						Feeder Job Computations
		Weighted Factor	0.00	0.00						
<b>Availability</b>		<b>9.91</b>	<b>4.99</b>							



# Availability Factor Computation Form

## 7U - Skilled Craft Workers-Union

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	9.27	Peoria, IL Metropolitan Statistical Area
		Weighted Factor	9.27	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
<b>Availability</b>		<b>9.27</b>	<b>9.68</b>	

# Availability Factor Computation Form

## 8 - Service-Maintenance

Factor	Weight %	Min	Fem	Source of Statistics							
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	0.00	5.41							Peoria, IL Metropolitan Statistical Area
		Weighted Factor	0.00	5.41							
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00							Feeder Job Computations
		Weighted Factor	0.00	0.00							
<b>Availability</b>		<b>0.00</b>	<b>5.41</b>								

# Availability Factor Computation Form

## 8U - Service-Maintenance-Union

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	5.41	Peoria, IL Metropolitan Statistical Area
		Weighted Factor	5.41	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
<b>Availability</b>		<b>0.00</b>	<b>5.41</b>	

# Availability Factor Computation Form

## 6I - Administrative-Student Workers

Factor	Weight %	Min	Fem	Source of Statistics								
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	21.13	84.07								Peoria, IL Metropolitan Statistical Area
		Weighted Factor	21.13	84.07								
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00								Feeder Job Computations
		Weighted Factor	0.00	0.00								
<b>Availability</b>		<b>21.13</b>	<b>84.07</b>									

## **Comparison of Incumbency vs. Estimated Availability**

### **41 C.F.R. 60-2.15**

The City has compared the representation of minorities and women in each job group with their representation among those identified in the availability analysis as available for employment in the job group. Where actual representation was less than the calculated availability, the City determined whether the difference was greater than what could reasonably be expected. The comparison of availability with actual representation follows:

# The City of Peoria, Illinois

January 1, 2020 Annual Affirmative Action Plan

Peoria, Illinois

## Incumbency vs. Estimated Availability

1A		Officials and Administrators	
Total Emp <b>31</b>	Employment %	Min 16.13	Fem 22.58
	Availability %	20.29	28.90
	Statistical Value	0.576	0.776
	Shortfall		
1B		Officials and Administrators-Overtime	
Total Emp <b>7</b>	Employment %	Min 0.00	Fem 57.14
	Availability %	21.27	34.04
	Statistical Value	0.358E	
	Shortfall		
2		Professionals	
Total Emp <b>35</b>	Employment %	Min 31.43	Fem 54.29
	Availability %	9.04	45.20
	Statistical Value		
	Shortfall		
2U		Professionals-Union	
Total Emp <b>16</b>	Employment %	Min 18.75	Fem 50.00
	Availability %	17.07	38.82
	Statistical Value		
	Shortfall		
3		Technicians	
Total Emp <b>7</b>	Employment %	Min 42.86	Fem 71.43
	Availability %	14.62	58.78
	Statistical Value		
	Shortfall		
3U		Technicians-Union	
Total Emp <b>30</b>	Employment %	Min 30.00	Fem 56.67
	Availability %	17.24	55.12
	Statistical Value		
	Shortfall		

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 1.96 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.



## Incumbency vs. Estimated Availability

4AU		Protective Service Workers-Fire-Union	
Total Emp <b>177</b>	Employment %	Min	Fem
	Availability %	15.25	1.69
	Statistical Value	5.43	1.15
	Shortfall		
4BU		Protective Service Workers-Police-Union	
Total Emp <b>198</b>	Employment %	Min	Fem
	Availability %	19.19	10.61
	Statistical Value	8.60	8.60
	Shortfall		
5		Paraprofessionals	
Total Emp <b>1</b>	Employment %	Min	Fem
	Availability %	0.00	100.00
	Statistical Value	10.74	63.73
	Shortfall	1.000E	
5U		Paraprofessionals-Union	
Total Emp <b>34</b>	Employment %	Min	Fem
	Availability %	29.41	58.82
	Statistical Value	2.83	12.93
	Shortfall		
6		Administrative Support	
Total Emp <b>9</b>	Employment %	Min	Fem
	Availability %	55.56	55.56
	Statistical Value	8.70	27.76
	Shortfall		
6A		Corp Member	
Total Emp <b>9</b>	Employment %	Min	Fem
	Availability %	88.89	22.22
	Statistical Value	9.91	4.99
	Shortfall		

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 1.96 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

## Incumbency vs. Estimated Availability

6U		Administrative Support-Union	
Total Emp <b>26</b>	Employment %	Min	Fem
	Availability %	38.46	92.31
	Statistical Value	17.68	80.78
	Shortfall		

7U		Skilled Craft Workers-Union	
Total Emp <b>82</b>	Employment %	Min	Fem
	Availability %	31.71	1.22
	Statistical Value	9.27	9.68
	Shortfall		2.591

8		Service-Maintenance	
Total Emp <b>1</b>	Employment %	Min	Fem
	Availability %	100.00	0.00
	Statistical Value	0.00	5.41
	Shortfall		1.000E

8U		Service-Maintenance-Union	
Total Emp <b>2</b>	Employment %	Min	Fem
	Availability %	50.00	0.00
	Statistical Value	0.00	5.41
	Shortfall		1.000E

6I		Administrative-Student Workers	
Total Emp <b>1</b>	Employment %	Min	Fem
	Availability %	100.00	0.00
	Statistical Value	21.13	84.07
	Shortfall		0.159E

**Total Employment: 666**

S - Significant Difference Rule

A placement goal is set when employment is less than availability by a statistically significant amount.

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 1.96 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

## **Placement Goals**

### **41 C.F.R. 60-2.16**

As required by applicable regulations, The City of Peoria, Illinois has established placement goals where the actual representation of women or minorities in a job group is less than would be reasonably expected based on calculated availability.

In establishing placement goals, we applied the following principles:

- When the percentage of minorities or women employed in a particular job group is less than what would reasonably be expected, given their availability percentage in that job group, the City established a percentage annual placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
- Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
- In all employment decisions, the City makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or other characteristic protected by law.
- Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- Placement goals are not used to supersede merit selection principles, nor do these placement goals require the City to hire a person who lacks qualifications to perform the job successfully or hire a less qualified person in preference to a more qualified one.

As is described in more detail in the Action Oriented Program section of this AAP, where a placement goal is set, the City will develop action oriented steps to increase the recruitment and training of minorities or women, or both.

**Placement Goals**

Job Group & Name	Min	Fem							
7U - Skilled Craft Workers-Union		9.68							

## **Identification of Problem Areas by Organizational Unit and Job Group**

### **41 C.F.R. 60-2.17(b)**

We have conducted analyses of our total employment process, including evaluating the workforce by organizational unit and job group, personnel activity, compensation systems, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist.

An analysis of each of these processes follows.

#### **Composition of the Workforce by Organizational Unit**

Of the 46 departments in this AAP, 31 or 67.39% include minorities, and 28 or 60.87% include females. Our analysis by organizational unit reveals that minorities and women are not significantly underrepresented or concentrated in any particular organizational unit. This analysis suggests that there is no policy or practice excluding minorities or women from any departments, nor is there any racial or sexual discrimination in the selection process.

#### **Composition of the Workforce by Job Group**

Pursuant to OFCCP regulations, we have conducted an availability analysis by job group, taking into account both external and internal availability, and have compared incumbency to estimated availability to determine placement goals. The descriptions of Factor 1 and Factor 2 by job group are summarized in the Availability Analysis. Our findings are as follows:

- Our analysis of incumbency vs. estimated availability indicates that in some cases, incumbency is less than estimated availability, however, our more detailed analysis concludes that there is no significant problem concerning minority utilization.
- Our analysis indicates that, for women, incumbency is less than availability by a statistically significant amount in job group 7U.
- The City has established affirmative action placement goals and programs to address any areas of underutilization, and will continue to make a good faith effort to reach the placement goals established by implementing action oriented programs, which are detailed elsewhere in this AAP.

#### **Analysis of Progress Towards Prior Year Goals**

In establishing placement goals, the following principles apply:

- When the percentage of minorities or women employed in a particular job group is less than what would reasonably be expected given their availability percentage in that job group, the City has established an annual percentage placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
- Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
- In all employment decisions, the City makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's sex, gender identity, sexual orientation, race,

color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law.

- Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- Placement goals are not used to supersede merit selection principles, nor do these placement goals require the City to hire a person who lacks qualifications to perform the job successfully or hire a less qualified person in preference to a more qualified one.

A review of progress and goal attainment for the period from January 01, 2019 to December 31, 2019 reveals that there are no prior year goals for minorities and women.

### Personnel Activity

The City has analyzed additional personnel activities to determine whether and where impediments to equal employment opportunity exist and whether there are significant selection disparities by race/ethnicity or gender. These activities include applicant flow, hires, promotions, terminations, and other personnel actions.

#### Applicant Flow

During the plan year, January 01, 2019 to December 31, 2019, the City listed all non-executive positions lasting three days or more not expected to be filled from within the appropriate state employment service delivery system. The City accepted applications for open positions, and all persons interested in obtaining employment with the City were advised to apply according to the City's current policy. Applications and complete records have been kept to ensure goals of equal employment opportunity are being applied to this reflecting process.

The following report summarizes applicant flow by job group:

**Applicant Summary**  
For Period: 1/1/2019 to 12/31/2019

**EEO Code 1 Officials & Administrators**

	Total	Unk	Race	Unk	Gend	Min	Fem
1A	1	0	0	0	0	0	0
Officials and Administrators	1	0	0	0	0	0	0

**EEO Code 2 Professionals**

	Total	Unk	Race	Unk	Gend	Min	Fem
2	9	0	0	0	4	4	4
Professionals	94	45	0	16	61		
2U	3	0	0	0	0	0	0
Professionals-Union	3	0	0	0	0	0	0

**EEO Code 3 Technicians**

	Total	Unk	Race	Unk	Gend	Min	Fem
3	2	0	0	0	0	2	2
Technicians	148	0	0	28	105		
3U	11	0	0	6	7		
Technicians-Union	90	0	0	24	39		

**EEO Code 4 Protective Service Workers**

	Total	Unk	Race	Unk	Gend	Min	Fem
4BU	14	0	0	4	0	0	0
Protective Service Workers-Police-Union	15	0	0	5	0	0	0

# Applicant Summary

For Period: 1/1/2019 to 12/31/2019

## EEO Code 5 Paraprofessionals

	Total	Unk	Race	Unk	Gend	Min	Fem
5	13	0	0	0	2	8	
Paraprofessionals	715	45	0	0	188	474	
5U	10	0	0	0	6	4	
Paraprofessionals-Union	335	0	0	0	144	205	

## EEO Code 6 Administrative Support

	Total	Unk	Race	Unk	Gend	Min	Fem
6	6	0	0	0	2	4	
Administrative Support	26	0	0	0	9	10	
6A	17	0	0	0	15	3	
Corp Member	18	0	0	0	16	3	
6U	3	0	0	0	1	2	
Administrative Support-Union	138	0	0	0	27	105	
6I	30	0	0	0	23	10	
Administrative-Student Workers	30	0	0	0	23	10	

## EEO Code 7 Skilled Workers

	Total	Unk	Race	Unk	Gend	Min	Fem
7U	33	0	0	0	13	0	
Skilled Craft Workers-Union	40	0	0	0	16	0	



# Applicant Summary

For Period: 1/1/2019 to 12/31/2019

	Total	Unk Race	Unk Gend	Min	Fem													
<b>S</b>	152	0	0	76	44													
<b>%</b>		0.00	0.00	50.00	28.95													
<b>P</b>	1,653	90	0	496	1,012													
<b>%</b>		5.44	0.00	30.01	61.22													

## Hires

The Human Resources Department develops all procedures and all hiring at the City is conducted on the basis of nondiscriminatory criteria. Specifically, the following criteria and procedures have resulted in hiring decisions that are free of discrimination:

- Job descriptions have been reviewed and revised to make sure duties are accurately described, that the experience and education requirements are job related, and that all incumbents meet minimum job requirements. Job titles have and will continue to be written without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law.
- Application forms have been reviewed to ensure all requested information is job related, and the forms comply with all applicable laws. In addition, all forms state the City is an Equal Opportunity/Affirmative Action Employer.
- The City of Peoria, Illinois representatives who are involved in the selection process have been briefed on the City's obligations.
- Where applicable, tests have been reviewed and are administered and conducted in a non-discriminatory manner.
- All employees are encouraged to refer qualified applicants to the City for employment. In addition, the City has formal recruitment procedures to apprise minority and women's groups, educational institutions, and other referral sources of openings.
- Placing an applicant in a specific job in a department is the responsibility of management. Hiring decisions are based on the applicant's knowledge, skills, abilities, and any other job related criteria.

A review of external hires for the prior plan year indicates that selection decisions were made in a non-discriminatory manner. There were 152 new employees hired during the period from January 01, 2019 to December 31, 2019 including 76 minorities at 50% and 44 women at 29%.

The following report summarizes hiring activity by job group:

**New Hire Summary**  
 For Period: 1/1/2019 to 12/31/2019

	Total	Min	Fem						
1A - Officials and Administrators	1	0	0						
2 - Professionals	9	4	4						
2U - Professionals-Union	3	0	0						
3 - Technicians	2	0	2						
3U - Technicians-Union	11	6	7						
4BU - Protective Service Workers-Police-Union	14	4	0						
5 - Paraprofessionals	13	2	8						
5U - Paraprofessionals-Union	10	6	4						
6 - Administrative Support	6	2	4						
6A - Corp Member	17	15	3						
6U - Administrative Support-Union	3	1	2						
6I - Administrative-Student Workers	30	23	10						
7U - Skilled Craft Workers-Union	33	13	0						
<b>Totals</b>	<b>152</b>	<b>76</b>	<b>44</b>	<b>#</b>					
		<b>50.00</b>	<b>28.95</b>	<b>%</b>					

## Promotion Practices

A review of promotion data indicates these selection decisions are being made in a non-discriminatory manner. To ensure that such decisions are being made in a non-discriminatory manner, the following equal employment opportunity practices are in place:

- The City provides every reasonable opportunity for employees to advance. In this regard, training and other developmental opportunities are offered.
- Employees are encouraged to contact their supervisor and/or the Human Resources Department, at any time, should they desire information relative to another position within the City.
- Management initiated promotions are based on performance and other job related criteria without discrimination on account of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law
- Most promotional opportunities are posted, providing all interested employees with an opportunity to apply and call their special skills to the attention of the manager.
- The City's career development program enables all employees to designate career paths and positions for which they wish to be considered.

A summary of promotion actions for the year is included on the following page:

**Promotion Summary by Old Job**  
 For Period: 1/1/2019 to 12/31/2019

	Total	Min	Fem						
1A - Officials and Administrators	2	0	0						
1B - Officials and Administrators-Overtime	1	0	1						
2 - Professionals	1	1	1						
3 - Technicians	1	0	0						
4AU - Protective Service Workers-Fire-Union	9	1	0						
4BU - Protective Service Workers-Police-Union	3	2	0						
5U - Paraprofessionals-Union	1	0	1						
<b>Totals</b>	<b>18</b>	<b>4</b>	<b>3</b>						
	<b>#</b>								
	<b>%</b>	<b>22.22</b>	<b>16.67</b>						

## Compensation Systems

As part of its affirmative action obligations, the City has reviewed its compensation systems to determine whether those systems are being administered without regard to an individual's sex, race, ethnicity, or other characteristic protected by law. Our analysis did not identify any significant problem areas. If the City discovers significant compensation system differences between individuals who are similarly situated, it will determine whether they are the result of legitimate, nondiscriminatory factors.

## Terminations

The City has evaluated its termination practices to determine whether there are disparities on the basis of sex, race or ethnicity. When terminations or reductions in force are necessary, the City makes its decisions without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law.

A report summarizing terminations by job group follows:

**Termination Summary**  
 For Period: 1/1/2019 to 12/31/2019

	Total	Min	Fem						
1A - Officials and Administrators	3	1	1						
2 - Professionals	6	4	3						
2U - Professionals-Union	4	0	2						
3 - Technicians	4	0	4						
3U - Technicians-Union	4	1	2						
4AU - Protective Service Workers-Fire-Union	7	0	1						
4BU - Protective Service Workers-Police-Union	19	6	0						
5 - Paraprofessionals	7	2	3						
5U - Paraprofessionals-Union	9	4	3						
6 - Administrative Support	2	1	1						
6A - Corp Member	8	7	1						
6U - Administrative Support-Union	3	0	2						
6I - Administrative-Student Workers	33	23	12						
7U - Skilled Craft Workers-Union	15	6	1						
<b>Totals</b>	<b>124</b>	<b>55</b>	<b>36</b>						
	<b>#</b>	<b>44.35</b>	<b>29.03</b>						
	<b>%</b>								

## Outreach Recruitment and Other Good Faith Efforts

The City of Peoria, Illinois has reviewed its employment practices to determine whether its personnel programs are designed to effectively recruit and advance in employment protected individuals. While the City believes there are no deficiencies in its current employment practices with respect to applicants and employees who are protected individuals, it engages in outreach, positive recruitment, and internal and external dissemination programs to augment its existing affirmative efforts. The City engages in or has made plans to implement the following activities:

- Written notification of City's affirmative action policy is sent to all subcontractors, including subcontracting vendors and suppliers, and requests appropriate action on their part. The City of Peoria, Illinois makes the Equal Employment Opportunity Clause part of all covered contracts and purchase orders, and requires all qualified contractors and subcontractors to develop and maintain a written AAP.
- The City of Peoria, Illinois advertisements or solicitations for prospective employees indicate that The City of Peoria, Illinois is an equal opportunity employer.
- The City will inform recruiting sources of The City of Peoria, Illinois's policy of affirmative action for protected individuals. Recruiting sources will be requested to actively recruit and refer qualified protected individuals for all positions.
- The City of Peoria, Illinois will identify local organizations and/or community agencies known to specialize placing and/or developing training programs for protected individuals and send them notices of vacant positions. When appropriate, the City will invite community service and other outreach partners to tour the office and discuss the City, job recruitment needs, selection process, and other details related to recruitment and placement. In the event a partner is unable to schedule an on-site meeting, the City will suggest a telephone meeting so they can better identify qualified individuals for our positions.
- When the City recruits at colleges and universities, it will incorporate efforts to reach students who are covered by this AAP.
- The City includes a copy of its Equal Employment Opportunity and Affirmative Action Policy Statement in its Policy Manual. When applicable, The City of Peoria, Illinois publicizes the policy in City publications. The policy is discussed in both new employee orientation and management training programs.
- The City of Peoria, Illinois's policy on equal employment opportunity and affirmative action is posted on City bulletin boards. The posting includes a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under Executive Order 11246, as amended. The City also posts a copy of the policy in electronic format in a conspicuous location on the City intranet, along with other employment forms, and otherwise ensures all off-site personnel have a copy of or the ability to view the policy
- The City's employment application and electronic application processes include information about the The City of Peoria, Illinois's commitment to equal employment



opportunity and affirmative action.

- All other required affirmative action notices and policy statements are posted on City bulletin boards and are updated annually.
- Executives, management officials, supervisors, and other employees of the City are encouraged to assist in the effort to disseminate The City of Peoria, Illinois's policy of affirmative action to appropriate individuals outside of the City. Meetings with executive management and supervisory personnel will be conducted at least annually to explain the City's policy of affirmative action, to make clear the City Manager's support for the policy, and to impart to these personnel their responsibility in making the AAP a success.
- The City of Peoria, Illinois will seek to include individuals covered by this AAP when employees are pictured in consumer and personnel recruitment advertising.
- The City will communicate to employees its obligation to take affirmative action to employ protected individuals and will encourage employee referral of covered applicants.
- An invitation to participate in The City of Peoria, Illinois's policy of affirmative action is disseminated to all applicants, as well as to all employees once the City has extended a job offer, but before beginning employment duties.
- All personnel and employment records made or kept by the City are retained for the required period as mandated by OFCCP regulations.
- The City files a biannual EEO-4 and Veteran employment reports with the appropriate agencies.

## **Development and Implementation of Action Oriented Programs**

### **41 C.F.R. 60-2.17**

The City has developed and executed action oriented programs designed to correct any problem areas that may exist. These programs, which are listed below, demonstrate our good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

The City has analyzed and will continue to analyze all positions and prepare written descriptions to accurately reflect position functions. Due to the use of a position description format, they are and will continue to be consistent for the same position from one organizational unit to another.

Job descriptions have been and will continue to be reviewed to determine the knowledge, skills, abilities, and other requirements necessary for the adequate performance of every job. Specifications will continue to be consistent for the same job title in all organizational units and will not contain any requirements that would result in discrimination on the basis of sex, gender, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law.

Job descriptions are available to incumbents and all members of management involved in the recruiting, screening, selection, and promotion process. Job descriptions are also made available to employees, applicants, and recruiting sources as appropriate.

The City has carefully evaluated the total selection process and found it to be free from discrimination.

- We have instructed all supervisory personnel to ensure elimination of discrimination in all personnel actions in which they are involved.
- Any tests administered by the City are job related and given to all applicants for applicable positions.
- Application forms do not contain questions with potential discriminatory effects.
- The City does not and will not use any selection techniques that can be improperly used to discriminate against minority groups or women.

The City has evaluated its techniques for improving recruitment and increasing the flow of qualified minority or female applicants through the following:

- Minority and women, as well as non-minority and male, employees will be actively encouraged to refer applicants to our organization.
- The City provides an orientation program to inform new employees of their equal employment responsibilities, promotional opportunities, City rules, ways to alleviate any problems that might arise, and any other issues related to affirmative action compliance.
- Local organizations will be contacted for referrals of potential minority and female employees.
- The City utilizes the Internet to identify targeted recruitment sites for qualified minority and female applicants.
- Furthermore, we plan to take the following additional steps to ensure adequate

representation of all minorities and women:

- We will continue to contact universities and two- and four-year local colleges, vocational technical schools, high schools, local business schools, and state and community organizations which attract qualified minority and female students. We will advise these institutions of our desire to fill job openings in these classifications with minority and female employees. When possible, we will continue to participate in job fair and career day activities and we will consider relevant work experience programs.
- During the period from January 01, 2019 to December 31, 2019, special recruitment activities were conducted at the following schools and universities: Historically Black Colleges & Universities, Community Colleges, Private Universities, and Trade Programs
- During the period from January 01, 2019 to December 31, 2019, targeted recruitment activities were conducted at the following sources: NAACP, Local Business, Local Recreation/ Community Centers

The City has implemented the following programs and procedures to guarantee minority and female employees are given equal opportunities for promotion:

- On-the-job training is provided to all qualified employees to assist them in developing the necessary knowledge and skills for promotion to higher level jobs.
- Neither minority nor female employees are required to possess higher qualifications than those of the lowest qualified incumbent in the job for which they apply.
- We will continue to make opportunities for advancement into more stimulating positions widely known through our career development process and by encouraging minorities and women to take advantage of these opportunities.
- Special internal training programs are provided as necessary to ensure the achievement of our placement goals. The following programs are offered to eligible employees without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law:  
Diversity & Inclusion Training/ Affirmative Action, Hiring and Human Resources related training, Leadership training
- We will continue to participate in targeted external training programs such as the following:  
Various external training provided upon request contingent upon budget and required credentials.

## Internal Audit and Reporting System

### 41 C.F.R. 60-2.17

It is the responsibility of the City's Affirmative Action Officer to monitor employment and personnel practices to ensure compliance with applicable regulations and adherence to the City's Affirmative Action Policy, and to measure the effectiveness of The City of Peoria, Illinois's AAP.

The City's audit and reporting system is designed and implemented to:

- Measure the effectiveness of the AAP
- Identify any need for remedial action
- Determine the degree to which the City's objectives are being attained
- Determine whether protected individuals have had the full opportunity to equal employment and to participate in all City sponsored educational, training, recreational, and social activities
- Measure the City's compliance with the AAP's specific obligations
- Document the actions taken to monitor the City's compliance with the AAP's specific obligations.

In order to measure the effectiveness of the AAP, City may take the following actions:

- Audits its voluntary self-identification process to monitor the number of individuals who choose to self-identify and evaluates whether changes could be made to City's self-identification process to encourage greater voluntary self-identification: Most recent being in 2019
- Monitors records of applicant flow, referrals, placements, rejected offers, training, transfers, promotions, terminations, and any layoffs or recalls to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained
- Reports on the organization's progress towards equal employment opportunity, and any identified problem areas, to top management and those involved in the selection process, so that immediate and appropriate steps can be taken to resolve any issues
- Examines available utilization and benchmark data regarding protected individuals and develops action-oriented programs to address any areas of underutilization
- Reviews available data computations and analyses regarding applicants and hires
- Reviews the effectiveness of its recruitment and outreach activities
- Audits its communications with vendors and subcontractors to ensure that such communications reflect the City's commitment to equal employment opportunity and affirmative action
- Audits its communications with applicants and employees to ensure that such communications reflect the City's commitment to equal employment opportunity and affirmative action
- Audits its job listings to ensure that the postings reflect the City's commitment to equal

employment opportunity and affirmative action, and that such postings are timely listed with the appropriate state employment delivery system

- Audits its personnel policies to ensure that such policies reflect the City's commitment to equal employment opportunity and affirmative action
- Audits its personnel processes to ensure that individuals have equal opportunity in employment without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law
- Audits any mental and physical qualifications to ensure that they are job-related and consistent with business necessity

Where the affirmative action program is found to be deficient, City shall endeavor to undertake necessary action to bring the program into compliance.

## Conclusion

The AAP year, January 1, 2020 through December 31, 2020, shows a continued commitment to equal employment opportunity and affirmative action, and has strong plans to ensure both corporate and employee success.

Through its Affirmative Action Officer, Farris Muhammad, PhD, the City will continue to communicate its policies, both within the organization and to the community in which it works. The City Manager affords the Affirmative Action Officer full authority to take action to implement the plan and to pursue solutions to problems that might impede the progress of this plan.

At the close of The City of Peoria, Illinois's most recent plan year, an analysis of the composition of the workforce was undertaken. The workforce was analyzed by job group and by department to determine the employment of minorities and women, and to identify if placement goals are indicated when compared to the appropriate available workforce. This analysis revealed one area in which the difference between incumbency vs. estimated availability was statistically significant, showing that for the overwhelming majority of the workforce, employment levels of women and minorities are representative of our recruiting population. Nonetheless, the City expects to continue its successful outreach efforts and to ensure all applicants and employees are treated fairly, based on job related criteria and without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law.

The City is mindful of the fact that continued achievements in the area of equal employment opportunity and affirmative action are important. As a result, we have included additional action oriented plans and programs for recruiting, communication, and reporting, to ensure that our compliance with affirmative action continues in good stead.

Finally, it should be noted the City's thorough analysis of its workforce reveals that The City of Peoria, Illinois is in full compliance with sex discrimination guidelines and that there is no evidence of discrimination in any form against female employees. As outlined in this AAP, The City of Peoria, Illinois is ready and willing to make affirmative action both a commitment and a continued reality.

## **List of Exhibits**

Exhibit A - Policy of Affirmative Action Letter

Exhibit B - Annual Notification to Vendors

## **Exhibit A - Policy of Affirmative Action Letter**

### **Policy of Affirmative Action Letter for Recruitment & Referral Sources and Union Partners**

Dear Outreach and Placement Professional:

This letter is to inform you that The City of Peoria, Illinois is committed to the principles of equal employment opportunity. As a government contractor bound by Executive Order 11246; the Vietnam Era Veterans Readjustment Assistance Act of 1974; and Section 503 of the Rehabilitation Act of 1973, all as amended, The City of Peoria, Illinois maintains an affirmative action plan through which it makes good faith efforts to recruit, hire and advance in employment qualified individuals without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law.

The City of Peoria, Illinois states as its Policy of Affirmative Action the following:

- It will be the policy of The City of Peoria, Illinois to recruit, hire, train, and promote persons in all job titles without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law.
- All employment decisions shall be consistent with the principle of equal employment opportunity, and only job related qualifications will be required.
- All terms and conditions of employment will be administered without regard to an individual's sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law.

We would appreciate your assistance in The City of Peoria, Illinois's efforts to meet our equal employment and affirmative action goals. Members of our Human Resources Department will contact you when positions are available. We request that you refer to us all qualified candidates, including women, individuals of color, protected veterans, and individuals with disabilities.

Sincerely,

Farris Muhammad, PhD

Affirmative Action Officer



## Exhibit B - Annual Notification to Vendors

To Whom It May Concern:

This letter is to inform you The City of Peoria, Illinois is committed to the principles of equal employment opportunity. Moreover, as a government contractor subject to by Executive Order 11246, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and Section 503 of the Rehabilitation Act of 1973, as amended, The City of Peoria, Illinois takes its affirmative action obligations very seriously. The City of Peoria, Illinois states as its Policy of Affirmative Action the following:

- It will be the policy of The City of Peoria, Illinois not to discriminate on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law. This policy applies to all recruitment, hiring, training, and promotion decisions for all job titles.
- All employment decisions shall be consistent with the principle of equal employment opportunity, and only job related qualifications will be required.
- All personnel actions, such as compensation, benefits, transfers, tuition assistance, social and recreational programs, etc. will be administered without discrimination on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law.

As a vendor or subcontractor, you are notified you may be subject to the regulations implementing Executive Order 11246, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and Section 503 of the Rehabilitation Act of 1973, as amended, including: 41 CFR Section 60-300.5(a); 41 CFR Section 60-741.5(a); 41 CFR Section 60-1.4(a) and (c); 41 CFR Section 60-1.7(a); 41 CFR Part 60-2, 48 CFR Section 52.222-54(e); and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action program and posting requirements.

As applicable, you shall abide by these requirements which require that covered entities not discriminate and take affirmative action on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, and protected veteran status.

To assure compliance with the City's AAP, Farris Muhammad, PhD, Affirmative Action Officer, has been designated to administer and monitor the Program and make reports to Senior Management.