

# EEO Utilization Report

## Organization Information

Name: City of Owosso

City: Owosso

State: MI

Zip: 48867

Type: Special Jurisdiction Law Enforcement

## **Section 1: EEO Policy Statement**

### **Policy Statement:**

#### **Equal Employment Opportunity Policy**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the City of Owosso, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Human Resources Department.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.

#### **Non-Discrimination & Anti-Harassment Policy**

The City of Owosso is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the City expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. Harassment and discrimination, based upon protected characteristics, are not tolerated at the City of Owosso and will be treated seriously with discipline up to and including discharge.

## **Section 5: Narrative Interpretation of Data**

Per the Utilization Analysis Charts it shows we have underrepresented: white female technicians; non-sworn protective services of females with 2 or more races and service/maintenance white females. We have a difficult time recruiting and retaining firefighters in general (job classification of technician). At times we had 3 females in our fire department, but now we are down to 2. Our non-sworn protective services positions are secretarial in nature at our Public Safety Department. At times we have received a great deal of applicants for these positions. Our service/maintenance positions tend to be at our Department of Public Works, Wastewater Treatment Plant and Water Filtration Plant. We have a limited number of females that apply for these positions. Shiawassee county as a whole has a lack of daycare facilities available

## **Section 6: Objectives and Steps**

### **1. Interview at least 2 females for every opening.**

- a. When we have an open position, include 2 females in the pool to interview.
- b. Ensure that hiring managers are aware that we will be interviewing at least 2 female candidates for all positions.

## **Section 7: Dissemination Strategy: Internal**

We will post our EEO Utilization Report in our breakrooms for all employees to see. We will notify all employees via email to contact Human Resources if they would like to obtain a copy of our EEO Utilization Report.

## **Section 7: Dissemination Strategy: External**

We will post a copy of our EEO Utilization Report on our public website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Shiawassee County**  
**, Michigan**

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other
<b>Officials/Administrators</b>														
Workforce #/%	9/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,160/60%	60/3%	20/1%	0/0%	0/0%	0/0%	4/0%	690/35%	15/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	5%	-3%	-1%	0%	0%	0%	-0%	0%	-1%	0%	0%	0%	0%	0%
<b>Professionals</b>														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,155/35%	90/3%	0/0%	0/0%	15/0%	0/0%	10/0%	1,800/55%	85/3%	20/1%	4/0%	25/1%	0/0%	60/2%
Utilization #/%	-35%	-3%	0%	0%	-0%	0%	-0%	45%	-3%	-1%	-0%	-1%	0%	-2%
<b>Technicians</b>														
Workforce #/%	15/88%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,480/55%	90/3%	50/2%	0/0%	4/0%	0/0%	0/0%	990/37%	65/2%	0/0%	0/0%	0/0%	0/0%	4/0%
Utilization #/%	33%	3%	-2%	0%	-0%	0%	0%	-37%	3%	0%	0%	0%	0%	-0%
<b>Protective Services: Sworn</b>														
Workforce #/%	18/78%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	4/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	115/68%	0/0%	15/9%	0/0%	0/0%	0/0%	0/0%	40/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	4%	-9%	0%	0%	0%	0%	-6%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	9/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	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%	4/100%
Utilization #/%	60%	0%	0%	0%	0%	0%	0%	40%	0%	0%	0%	0%	0%	-100%
<b>Administrative Support</b>														
Workforce #/%	5/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,540/33%	4/0%	10/0%	0/0%	4/0%	0/0%	15/0%	2,855/61%	125/3%	10/0%	4/0%	0/0%	0/0%	85/2%
Utilization #/%	0%	-0%	-0%	0%	-0%	0%	-0%	5%	-3%	-0%	-0%	0%	0%	-2%
<b>Skilled Craft</b>														

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other
Workforce #/%	12/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,395/89%	0/0%	0/0%	0/0%	15/1%	0/0%	25/2%	130/8%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	4%	0%	0%	0%	-1%	0%	-2%	-1%	-1%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	19/95%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,225/51%	165/3%	25/0%	0/0%	4/0%	0/0%	55/1%	2,690/42%	55/1%	35/1%	20/0%	25/0%	0/0%	70/1%
Utilization #/%	44%	-3%	-0%	0%	-0%	0%	-1%	-37%	-1%	-1%	-0%	-0%	0%	-1%

### Significant Underutilization Chart

Job Categories	Male					Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other
Technicians								✓						
Protective Services: Non-sworn								✓						✓
Service/Maintenance														

### Law Enforcement Category Rank Chart

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other
<b>Chief</b>														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Captain</b>														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>														
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>														
Workforce #/%	4/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	11/85%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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

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

Jessica Crayton      Dir. of HR      6-25-24  
[signature]                      [title]                      [date]