

EEO Utilization Report

Organization Information

Name: Town Of Lake Park

City: Lake Park

State: FL

Zip: 33403

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

EQUAL EMPLOYMENT OPPORTUNITY POLICY:

The Town of Lake Park adheres to a policy of nondiscrimination in employment and strives affirmatively to provide equal opportunity for all as required by state and federal laws. The Town attempts to identify and overcome real or potential artificial barriers to employment, training, or promotional opportunities for its employees and applicants.

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation and training.

The Town strives to ensure a highly qualified staff in terms of educational background and experience which reflects the overall diversity in terms of factors such as race, ethnicity and gender of the pool of qualified candidates.

In recruiting applicants for Town positions, the Town encourages men and women to enter non-traditional occupational areas where their gender is under-represented.

Step 4b: Narrative of Interpretation

Please see attachment.

Following File has been uploaded:Narrative of Interpretation.pdf

Step 5: Objectives and Steps

1. The Town HR Department will review the composition of the applicant pool for vacancies in the Professionals Job Category to determine whether White males and White females are under-represented.

a. Based upon the outcome of this review, the Town will enhance its outreach efforts in order to target more White male and White female applicants to apply for this Job Category. It will do so by including in its recruitment outreach efforts organizations such as Executive Women of the Palm Beaches; the Womens Chamber of Commerce of Palm Beach County; and, the Palm Beach North Chamber of Commerce.

Step 6: Internal Dissemination

Internal Dissemination

1. The Town will distribute a hard copy of the EEOP Utilization Report to employees in a Professional position.
2. The Town will send an email and hard-copy memorandum to all Town employees advising them that a copy of the EEOP Utilization Report is available upon request.

Step 7: External Dissemination

External Dissemination

1. The Town will post a copy of the EEOP Utilization Report on its official website
2. The Town will provide a copy of the EEOP Utilization Report to its Lake Park Public Library for public access.
3. The Town will include in all job announcements for Town positions that applicants may obtain a copy of the Towns EEOP Utilization Report upon request
4. The Town will notify all contractors and vendors that do business with the Town that a copy of its EEOP Utilization Report is available upon request.

Utilization Analysis Chart
Relevant Labor Market: Palm Beach County, Florida

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	4/40%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	3/30%	1/10%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	37,100/48%	4,705/6%	3,420/4%	60/0%	930/1%	0/0%	320/0%	160/0%	21,805/28%	3,810/5%	3,430/4%	55/0%	570/1%	0/0%	60/0%	250/0%
Utilization #/%	-8%	-6%	6%	-0%	-1%	0%	-0%	-0%	2%	5%	6%	-0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	33,200/33%	5,015/5%	3,435/3%	4/0%	2,010/2%	115/0%	275/0%	250/0%	37,745/38%	6,610/7%	8,120/8%	150/0%	1,935/2%	15/0%	420/0%	335/0%
Utilization #/%																
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,990/25%	885/5%	845/5%	0/0%	615/4%	55/0%	18/0%	35/0%	5,460/34%	1,335/8%	2,450/15%	0/0%	225/1%	40/0%	65/0%	90/1%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	6,410/50%	910/7%	2,350/18%	10/0%	100/1%	0/0%	4/0%	155/1%	11,110/9%	295/2%	1,490/12%	10/0%	15/0%	0/0%	60/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	640/44%	20/1%	120/8%	0/0%	0/0%	0/0%	4/0%	0/0%	520/36%	60/4%	80/6%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	4/17%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	1/4%	10/43%	1/4%	6/26%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	41,675/25%	9,745/6%	8,810/5%	120/0%	1,965/1%	35/0%	515/0%	475/0%	68,520/40%	17,790/11%	16,040/9%	140/0%	2,040/1%	50/0%	705/0%	735/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%								%	%	%					
Utilization #/%	-7%	-6%	-5%	-0%	3%	-0%	-0%	4%	3%	-6%	17%	-0%	-1%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	25,700/49%	16,425/31%	5,850/11%	110/0%	440/1%	35/0%	315/1%	250/0%	1,880/4%	870/2%	245/0%	0/0%	90/0%	0/0%	0/0%	105/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	12/38%	2/6%	14/44%	0/0%	0/0%	0/0%	0/0%	0/0%	2/6%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	34,560/22%	28,865/18%	18,720/12%	70/0%	1,695/1%	10/0%	425/0%	510/0%	29,650/19%	18,060/12%	20,375/13%	135/0%	1,930/1%	0/0%	545/0%	595/0%
Utilization #/%	15%	-12%	32%	-0%	-1%	-0%	-0%	-0%	-13%	-8%	-10%	-0%	-1%	0%	-0%	-0%

Narrative of Interpretation

The Human Resources Department (HR) reviewed the Utilization Analysis comparing the Town of Lake Park (Town) workforce to the relevant labor market, and noted the following:

1. The following areas indicate by negative numbers underutilization where our workforce has comparatively fewer qualified people, cross-classified by race, national origin, than similar qualified people available in our labor market:

Officials/Administrators

White males were under-represented (-8%); Hispanic or Latino males were under-represented (-6%); Asian males were under-represented (-1%)
Asian females were under-represented (-1%)

Professionals

White males were under-represented (-33%); Hispanic or Latino males were under-represented (-5%); Black or African American males were under-represented (-3%); Asian males were under-represented (-2%)
White females were under-represented (-38%); Hispanic or Latino females were under-represented (-7%); Black or African American females were under-represented (-8%); Asian females were under-represented (-2%)

Administrative Support

White males were under-represented (-7%); Hispanic or Latino males were under-represented (-6%); Black or African American males were under-represented (-5%); Hispanic or Latino females were under-represented (-6%); Asian females were under-represented (-1%)

Service Maintenance

Hispanic males were under-represented (-12%); Asian males were under-represented (-1%); White females were under-represented (-13%); Hispanic or Latino females were under-represented (-8%); Black or African American females were under-represented (-10%); Asian females were under-represented (-1%)

The Town has no employees in the following Job Categories: Technicians, Protective Services Sworn, Protective Services Non-sworn, and Skilled Craft.

With the exception of the Professionals Job Category, in reviewing the Utilization Analysis Char the Town has determined that based upon the number of Town employees (65) and the number of employees in each Job Category, the above under-utilization rates are less significant than it would be for a larger employer.

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

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

Certified As Final By: Bambi McKibbon-Turner

Human Resources Director

06-29-2020

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[date]