

# EEO Utilization Report

## Organization Information

Name: City Of Tulsa

City: Tulsa

State: OK

Zip: 74103

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

102. Non-discrimination Policy Revised: June 17, 2010

The equal employment opportunity policy for the City of Tulsa provides that there shall be no discrimination against any individual because of race, color, sex, age, religion, political beliefs, national origin, ancestry, age, disability or sexual orientation in any manner involving employment including recruitment, advertising, appointment, promotion, layoff, compensation, benefits, training or selection for training, or any other terms, conditions or privileges of employment.

## **Step 4b: Narrative of Interpretation**

The comparison of the City of Tulsa's workforce to the community labor statistics is based on information generated by reports from the Office of Civil Rights for the population of Tulsa County. The majority of this plan will focus on addressing these larger areas of utilization.

1. White Females were significantly under-utilized in the areas of Officials, Professional, Technicians and Service/Maintenance.
2. Females (White, Hispanic, Black, Asian, and Two or More) were significantly under-utilized in the area of Service/Maintenance.

The City of Tulsa attributes this under-utilization to a lack of female applicants for these positions despite targeted outreach through job fairs, school-based programs and trade events. This lack of applicant pool is not unique to the City of Tulsa but is felt by all employers in the area.

3. White, Black, American Indian and Two or More Females were significantly under-utilized in the area of Sworn Protective Services.

Although the City of Tulsa does extensive outreach and recruitment for female Police and Fire candidates, those candidates account for less than 20% of the applicant pool. This smaller candidate pool thereby affects the number of females hired.

4. There was significant under-utilization for Males in the following categories: Black Non-Sworn Protective Services, White Administrative Support and White and Hispanic Skilled Craft.

The City of Tulsa is committed to representing the community where they serve and their citizens reside and to make its workforce profile more closely reflect the available labor force in the community. In an effort to reach out to all members of the Tulsa community, we are attending public meetings and town halls in all council districts. This will give us access to a diverse group of citizens and job seekers.

## **Step 5: Objectives and Steps**

### **1. 1. To encourage White Females to apply for vacancies in the Officials, Professionals, Technicians**

- a. Evaluate our promotional and recruitment practices to ensure that minorities and females receive equal opportunity to secure employment and promotional opportunities.
- b. Review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females and/or minorities equal employment and promotional opportunity with the City of Tulsa.
- c. Update lists of organizations having effective contact with minority groups and females and maintain continuous working relationships with the organizations.
- d. Continue to advertise job opportunities using local minority newspapers and radio stations. Utilize various social media platforms to reach specific groups.
- e. Update lists of organizations having effective contact with minority groups and females and maintain continuous working relationships with the organizations.
- f. Provide EEO training to supervisors and managing directors on EEO policies, implicit bias, and the value of diversity in the workplace.

### **2. To encourage Females to apply for positions in Service/Maintenance.**

- a. Evaluate our promotional and recruitment practices to ensure that females receive equal opportunity to secure employment.
- b. Review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females equal employment opportunity with the City of Tulsa.
- c. Update lists of organizations having effective contact with minority groups and females and maintain continuous working relationships with the organizations.
- d. Continue to advertise job opportunities using local minority newspapers, targeted Social media platforms, Community Centers, and radio stations.
- e. Provide EEO training to supervisors and managing directors on EEO policies, implicit bias, and the value of diversity in the workplace.
- f. Increase recruiting efforts with vocational training/educational facilities to include internships, Learning with a Wrench Program, trade groups and trade events for traditionally non-Female positions such as the Service Maintenance area.

**3. To encourage White Females, Hispanic Females, Black Females, American Indian Females and Two or More Females to apply for Sworn Protective Services positions.**

- a. Provide EEO training to supervisors and managing directors on EEO policies, implicit bias, and the value of diversity in the workplace.
- b. Provide study guides and material to enable candidates to familiarize themselves with the testing requirements for sworn positions and promote success within the hiring process.
- c. Continue to perform outreach to the community by attending targeted job fairs, cultural festivals, posting of testing opportunities on the City of Tulsas website as well as a variety of social media platforms and Community Centers. The Tulsa PD will host Women in Policing Days at the Tulsa Police Academy for women interested in law enforcement. The Tulsa FD will continue to host the Womens Fire Camp, taught by the women of TFD.
- d. Seek feedback from successful female candidates to determine if any part of the recruitment, promotional or training process needs modification to encourage more candidates to apply for these positions or seek promotional opportunities.
- e. Evaluate our recruitment practices to ensure that minorities and females receive equal opportunity to secure employment and promotional opportunities. Continue with committees designed to review hiring and recruitment data to identify best practices for recruitment of minority and female applicants.
- f. Review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females and/or minorities equal employment and promotional opportunity with the City of Tulsa.
- g. Update lists of organizations having effective contact with minority groups and females and maintain continuous working relationships with the organizations.
- h. Continue to advertise job opportunities using local minority newspapers and radio stations.

**4. To encourage White Males to apply for Administrative Support and Skilled Craft positions, Hispanic Males to apply for Skilled Craft positions, and Black Males to apply for Non-Sworn Protective Services positions.**

- a. Continue to advertise job opportunities using local minority newspapers and radio stations. Continue to advertise using local minority newspapers. Attend targeted job fairs such as the Goodwill and OESC Workforce job fairs, Tulsa Expungement Event and post job opportunities in locations with large minority populations such as Community Centers
- b. Evaluate our promotional and recruitment practices to ensure that all candidates receive equal opportunity to secure employment and promote.
- c. Review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny all candidates equal employment opportunity with the City of Tulsa.
- d. Provide EEO training to supervisors and managing directors on EEO policies, implicit bias, and the value of diversity in the workplace.

## **Step 6: Internal Dissemination**

Post the EEO Policy on bulletin boards throughout the City of Tulsa.

Provide availability to the City's EEO Policy through all employee collective bargaining units and provide EEO training when requested.

Review the City of Tulsa's EEO objectives with supervisory staff.

Human Resources will provide the results of the City of Tulsa's EEOP Utilization Report to any employee upon request. To request the report, an employee can contact the City of Tulsa Human Resources department by phone at 918-596-7427 and request the report by e-mail or by visiting their office at 175 East 2nd Street Tulsa, OK 74103.

An electronic version of the EEOP Utilization report will be posted on the City of Tulsa intranet, the City of Tulsa internet, the Police Department internet, and the Fire Department internet.

## **Step 7: External Dissemination**

Continue to include the statement The City of Tulsa is an Equal Opportunity Employer on all job applications and postings.

Provide results of the City of Tulsa's EEOP Utilization Report to any individual within the Community upon request. Citizens may request an electronic copy of the report be e-mailed to them by calling the City of Tulsa Human Resources Department at 918-596-7427 or by visiting City Hall at 175 East 2nd Street Tulsa, OK 74103 to obtain a hard copy. A citizen may also mail a request for the Tulsa EEOP Utilization by mail to the above address. The City of Tulsa EEOP Utilization Report will be posted on the City of Tulsa websites including the Police and Fire Department websites, which are available to all citizens.

Vendors and contractors will be informed of the City of Tulsa EEOP Utilization Report through the bid information they receive before beginning the procurement process.

**Utilization Analysis Chart**  
**Relevant Labor Market: Tulsa County, Oklahoma**

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 #/%	143/49%	5/2%	13/4%	18/6%	1/0%	0/0%	14/5%	0/0%	71/24%	1/0%	12/4%	8/3%	2/1%	0/0%	2/1%	0/0%
CLS #/%	21,335/51%	910/2%	955/2%	800/2%	325/1%	35/0%	1,080/3%	70/0%	13,385/32%	595/1%	1,035/2%	780/2%	165/0%	0/0%	529/1%	15/0%
Utilization #/%	-1%	-0%	2%	4%	-0%	-0%	2%	-0%	-7%	-1%	2%	1%	0%	0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	150/44%	4/1%	18/5%	14/4%	6/2%	0/0%	12/4%	0/0%	86/25%	4/1%	18/5%	12/4%	7/2%	1/0%	7/2%	0/0%
CLS #/%	22,430/36%	830/1%	1,425/2%	785/1%	1,025/2%	0/0%	815/1%	95/0%	26,925/44%	1,190/2%	2,385/4%	1,680/3%	465/1%	35/0%	1,320/2%	125/0%
Utilization #/%	8%	-0%	3%	3%	0%	0%	2%	-0%	-18%	-1%	1%	1%	1%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	132/52%	3/1%	17/7%	19/7%	1/0%	0/0%	18/7%	0/0%	43/17%	2/1%	8/3%	6/2%	0/0%	1/0%	5/2%	0/0%
CLS #/%	4,100/37%	245/2%	275/2%	320/3%	95/1%	0/0%	340/3%	45/0%	4,075/36%	110/1%	680/6%	355/3%	95/1%	4/0%	320/3%	110/1%
Utilization #/%	15%	-1%	4%	5%	-0%	0%	4%	-0%	-20%	-0%	-3%	-1%	-1%	0%	-1%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	905/63%	44/3%	102/7%	149/10%	19/1%	0/0%	96/7%	0/0%	89/6%	2/0%	9/1%	14/1%	0/0%	0/0%	3/0%	0/0%
CLS #/%	2,925/60%	65/1%	400/8%	260/5%	0/0%	15/0%	200/4%	15/0%	660/14%	35/1%	105/2%	140/3%	4/0%	0/0%	50/1%	0/0%
Utilization #/%	3%	2%	-1%	5%	1%	-0%	3%	-0%	-7%	-1%	-2%	-2%	-0%	0%	-1%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	50/27%	5/3%	6/3%	9/5%	1/1%	1/1%	6/3%	0/0%	68/37%	3/2%	16/9%	10/5%	1/1%	0/0%	7/4%	0/0%
Civilian Labor Force #/%	175/41%	4/1%	70/16%	0/0%	0/0%	0/0%	0/0%	10/2%	90/21%	15/4%	35/8%	4/1%	0/0%	0/0%	15/4%	10/2%
Utilization #/%	-14%	2%	-13%	5%	1%	1%	3%	-2%	16%	-2%	1%	5%	1%	0%	0%	-2%
<b>Administrative Support</b>																
Workforce #/%	25/10%	3/1%	4/2%	2/1%	0/0%	0/0%	2/1%	0/0%	102/42%	12/5%	61/25%	16/7%	3/1%	0/0%	11/5%	0/0%
CLS #/%	27,445/28%	1,295/1%	2,645/3%	1,610/2%	780/1%	0/0%	1,550/2%	115/0%	47,335/48%	2,805/3%	5,465/6%	3,575/4%	1,000/1%	60/0%	2,870/3%	295/0%

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 #/%	-17%	-0%	-1%	-1%	-1%	0%	-1%	-0%	-6%	2%	20%	3%	0%	-0%	2%	-0%
<b>Skilled Craft</b>																
Workforce #/%	204/54%	29/8%	60/16%	38/10%	10/3%	2/1%	26/7%	0/0%	11/3%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	26,615/66%	5,440/14%	1,250/3%	2,265/6%	290/1%	0/0%	1,650/4%	170/0%	1,570/4%	305/1%	155/0%	115/0%	235/1%	0/0%	90/0%	10/0%
Utilization #/%	-13%	-6%	13%	4%	2%	1%	3%	-0%	-1%	-1%	-0%	-0%	-1%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	139/48%	40/14%	59/20%	18/6%	2/1%	1/0%	15/5%	0/0%	11/4%	0/0%	2/1%	4/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	30,815/35%	8,615/10%	5,385/6%	3,030/3%	1,360/2%	0/0%	2,835/3%	155/0%	21,410/24%	4,585/5%	4,575/5%	2,180/2%	1,290/1%	30/0%	1,970/2%	175/0%
Utilization #/%	13%	4%	14%	3%	-1%	0%	2%	-0%	-20%	-5%	-4%	-1%	-1%	-0%	-2%	-0%

### Significant Underutilization Chart

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

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: Ken Factor

Manager of Compensation & Policy Administration03-22-2019

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