



CITY OF AURORA

EQUAL EMPLOYMENT
OPPORTUNITY PLAN (EEOP)

August 10, 2009

UTILIZATION ANALYSIS

JOB CATEGORIES		MALE							FEMALE						
		RACE							RACE						
		W	H	B	A	NH or OPI	AI or AN	Two or more races	W	H	B	A	NH or OPI	AI or AN	Two or more races
Officials/Administrators	Workforce #	68	3	3	0	0	0	0	26	0	4	0	0	1	0
	Workforce%	65.00%	3.00%	3.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	4.00%	0.00%	0.00%	1.00%	0.00%
	CLS #	19,155	2,465	1,600	435	20	70	140	14,360	2,290	1,335	425	0	60	165
	CLS %	45.00%	6.00%	4.00%	1.00%	0.00%	0.00%	0.00%	34.00%	5.00%	3.00%	1.00%	0.00%	0.00%	0.00%
	Utilization%	20.00%	-3.00%	-1.00%	-1.00%	0.00%	0.00%	0.00%	-9.00%	-5.00%	1.00%	-1.00%	0.00%	1.00%	0.00%
Professionals	Workforce #	199	15	7	6	2	4	4	171	6	8	6	0	1	3
	Workforce %	46.00%	3.00%	2.00%	1.00%	0.00%	1.00%	1.00%	40.00%	1.00%	2.00%	1.00%	0.00%	0.00%	1.00%
	CLS #	26,580	2,440	1,465	1,390	30	125	250	26,385	3,115	2,090	910	0	145	320
	CLS %	41.00%	4.00%	2.00%	2.00%	0.00%	0.00%	0.00%	40.00%	5.00%	3.00%	1.00%	0.00%	0.00%	0.00%
	Utilization%	5.00%	0.00%	-1.00%	-1.00%	0.00%	1.00%	1.00%	-1.00%	-3.00%	-1.00%	0.00%	0.00%	0.00%	0.00%
Technicians	Workforce #	150	10	12	3	0	3	2	56	3	1	1	0	0	1
	Workforce %	62.00%	4.00%	5.00%	1.00%	0.00%	1.00%	1.00%	23.00%	1.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	CLS #	1,800	320	150	70	0	40	30	1,930	405	510	105	0	40	35
	CLS %	33.00%	6.00%	3.00%	1.00%	0.00%	1.00%	1.00%	36.00%	7.00%	9.00%	2.00%	0.00%	1.00%	1.00%
	Utilization%	29.00%	-2.00%	2.00%	0.00%	0.00%	1.00%	0.00%	-12.00%	-6.00%	-9.00%	-2.00%	0.00%	-1.00%	0.00%
Protective Services (Sworn Officials)	Workforce #	925	56	31	13	4	9	11	67	4	5	1	0	2	1
	Workforce %	82.00%	5.00%	3.00%	1.00%	0.00%	1.00%	1.00%	6.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	CLS #	2160	730	560	0	0	40	55	510	205	235	10	0	0	0
	CLS %	48.00%	16.00%	12.00%	0.00%	0.00%	1.00%	1.00%	11.00%	5.00%	5.00%	0.00%	0.00%	0.00%	0.00%
	Utilization%	34.00%	-11.00%	-10.00%	1.00%	0.00%	0.00%	0.00%	-5.00%	-4.00%	-5.00%	0.00%	0.00%	0.00%	0.00%
Protective Services (Non-Sworn)	Workforce #	33	8	5	1	0	1	0	19	2	5	0	0	0	0
	Workforce %	45.00%	11.00%	7.00%	1.00%	0.00%	1.00%	0.00%	26.00%	3.00%	7.00%	0.00%	0.00%	0.00%	0.00%
	CLF#	100	24	0	0	0	0	0	65	14	0	0	0	0	4
	CLF%	48.00%	12.00%	0.00%	0.00%	0.00%	0.00%	0.00%	31.00%	7.00%	0.00%	0.00%	0.00%	0.00%	2.00%
	Utilization%	-4.00%	-1.00%	7.00%	1.00%	0.00%	1.00%	0.00%	-6.00%	-4.00%	7.00%	0.00%	0.00%	0.00%	-2.00%
Administrative Support	Workforce #	39	9	7	0	0	0	3	288	52	31	7	1	2	11
	Workforce %	9.00%	2.00%	2.00%	0.00%	0.00%	0.00%	1.00%	64.00%	12.00%	7.00%	2.00%	0.00%	0.00%	2.00%
	CLS #	19,435	5,175	3,230	570	4	140	275	27,830	10,995	5,780	885	70	435	465
	CLS %	26.00%	7.00%	4.00%	1.00%	0.00%	0.00%	0.00%	37.00%	15.00%	8.00%	1.00%	0.00%	1.00%	1.00%

UTILIZATION ANALYSIS

	Utilization%	-17.00%	-5.00%	-3.00%	-1.00%	0.00%	0.00%	0.00%	27.00%	-3.00%	-1.00%	0.00%	0.00%	0.00%	2.00%
Skilled Craft	Workforce #	173	29	14	0	1	0	4	3	2	0	0	0	0	2
	Workforce %	76.00%	13.00%	6.00%	0.00%	0.00%	0.00%	2.00%	1.00%	1.00%	0.00%	0.00%	0.00%	0.00%	1.00%
	CLS #	11295	11430	1450	255	30	220	200	1020	515	330	80	0	15	30
	CLS %	42.00%	43.00%	5.00%	1.00%	0.00%	1.00%	1.00%	4.00%	2.00%	1.00%	0.00%	0.00%	0.00%	0.00%
	Utilization%	34.00%	-30.00%	1.00%	-1.00%	0.00%	-1.00%	1.00%	-2.00%	-1.00%	-1.00%	0.00%	0.00%	0.00%	1.00%
Service Maintenance	Workforce #	141	22	11	1	0	0	3	8	3	1	0	0	0	3
	Workforce %	73.00%	11.00%	6.00%	1.00%	0.00%	0.00%	2.00%	4.00%	2.00%	1.00%	0.00%	0.00%	0.00%	0.02%
	CLS #	17,020	22,100	5,410	1,275	50	470	455	12,405	12,225	3,180	1,135	15	275	435
	CLS %	22.00%	29.00%	7.00%	2.00%	0.00%	1.00%	1.00%	16.00%	16.00%	4.00%	1.00%	0.00%	0.00%	1.00%
	Utilization%	51.00%	-18.00%	-1.00%	-1.00%	0.00%	-1.00%	1.00%	-14.00%	-14.00%	-4.00%	-1.00%	0.00%	0.00%	1.00%

NARRATIVE UTILIZATION ANALYSIS

Officials/Administrators – White/Females

Narrative

There are 26 White/Females in the City's Officials/ Administrators category. This represents 25% of City employees in this category. The relevant labor market is 34%. This reflects an underutilization of 9%.

Objective

Increase representation of White/Females in the Officials/Administrators category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract White/Female applicants in this category for positions in the City.

Steps

- The City of Aurora will continue to proactively recruit White/Female applicants for positions in the Officials/Administrators category in order to reflect the available workforce.
- The City will advertise in local media to attract White/Females to positions in the Officials/Administrators category.
- The City will attend career fairs to attract White/Females to positions in the Officials/ Administrators category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect White/Females in this category.

NARRATIVE UTILIZATION ANALYSIS

Officials/Administrators – Hispanic/Females

Narrative

There are no Hispanic/Females in the City's Officials/ Administrators category. This represents 0.00% of City employees in this category. The community workforce availability is 5%. This reflects an underutilization of 5%.

Objective

Increase representation of Hispanic/Females in the Officials/Administrators category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract Hispanic/Female applicants in this category for positions in the City.

Steps

- The City of Aurora will continue to proactively recruit Hispanic/Female applicants for positions in the Officials/Administrators category in order to reflect the available workforce.
- The City will advertise in local media that serves the Hispanic community, to attract Hispanic/Females to positions in the Officials/Administrators category.
- The City will attend career fairs to attract Hispanic/Females to positions in the Officials/ Administrators category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- Continue to offer cultural awareness training to employees and supervisors as a strategy to enhance the recruitment and hire of Hispanic/Females in this category.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect Hispanic/Females in this category.

NARRATIVE UTILIZATION ANALYSIS

Technicians – White/Females

Narrative

There are 56 White/Females in the City's Technicians category. This represents 23% of City employees in this category. The relevant labor market is 36%. This reflects an underutilization of 12%.

Objective

Increase representation of White/Females in the Technicians category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract White/Female applicants in this category for positions in the City.

Steps

- The City of Aurora will continue to proactively recruit White/Female applicants for positions in the Technicians category in order to reflect the available workforce.
- The City will advertise in local media to attract White/Females to positions in the Technicians category.
- The City will attend career fairs to attract White/Females to positions in the Technicians category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect White/Females in this category.
- The City provides Career Development Plans for several positions in the Technicians category. Career Development Plans are developed to allow for systematic career growth as an employee gains experience and increases their contributions to the organization.

NARRATIVE UTILIZATION ANALYSIS

Technicians – Hispanic/Females

Narrative

There are 3 Hispanic/Females in the City's Technicians category. This represents 1% of City employees in this category. The community workforce availability is 7%. This reflects an underutilization of 6%.

Objective

Increase representation of Hispanic/Females in the Technicians category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract Hispanic/Female applicants in this category for positions in the City.

Steps

- The City of Aurora will continue to proactively recruit Hispanic/Female applicants for positions in the Technicians category in order to reflect the available workforce.
- The City will advertise in local media that serves the Hispanic community, to attract Hispanic/Females to positions in the Technicians category.
- The City will attend career fairs to attract Hispanic/Females to positions in the Technicians category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- Continue to offer cultural awareness training to employees and supervisors as a strategy to enhance the recruitment and hire of Hispanic/Females in this category.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect Hispanic/Females in this category.
- The City provides Career Development Plans for several positions in the Technicians category. Career Development Plans are developed to allow for systematic career growth as an employee gains experience and increases their contributions to the organization.

NARRATIVE UTILIZATION ANALYSIS

Technicians – Black/Females

Narrative

There is 1 Black/Female in the City's Technicians category. This represents 0% of City employees in this category. The relevant labor market is 9%. This reflects an underutilization of 9%.

Objective

Increase representation of Black/Females in the Technicians category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract Black/Female applicants in this category for positions in the City.

Steps

- The City of Aurora will continue to proactively recruit Black/Female applicants for positions in the Technicians category in order to reflect the available workforce.
- The City will advertise in local media that serves the Black community, to attract Black/Females to positions in the Technicians category.
- The City will attend career fairs to attract Black/Females to positions in the Technicians category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- Continue to offer cultural awareness training to employees and supervisors as a strategy to enhance the recruitment and hire of Black/Females in this category.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect Black/Females in this category.
- The City provides Career Development Plans for several positions in the Technicians category. Career Development Plans are developed to allow for systematic career growth as an employee gains experience and increases their contributions to the organization.

NARRATIVE UTILIZATION ANALYSIS

Protective Services: Sworn – Hispanic/Males

Narrative

There are 56 Hispanic/Males (Police & Fire Department) in the City's Protective Services-Sworn category. This represents 5% of City employees in this category. The relevant labor market is 16%. This reflects an underutilization of 11%.

Objective

Increase representation of Hispanic/Males in the Protective Services-Sworn category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract Hispanic/Male applicants in this category for positions in the City.

Steps

- The City will continue with aggressive, proactive recruiting program throughout the United States directed at attracting Hispanic/Males to positions in the Protective Services-Sworn category in order to reflect the available workforce.
- The City will attend career fairs to attract Hispanic/Males to positions in the Protective Services-Sworn category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- Continue to offer cultural awareness training to employees and supervisors as a strategy to enhance the recruitment and hire of Hispanic/Males in this category.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect Hispanic/Males in this category.
- The City's Police Department will continue with formal career enhancement classes that were started in 1996. These classes deal with the testing process and how to succeed in the process. Minority candidates have been contacted and encouraged on a voluntary basis to participate in these classes. A formal mentoring program was initiated in June of 1998. Specific goals are set for interested individuals as well as developing plans to obtain these career goals.

NARRATIVE UTILIZATION ANALYSIS

Protective Services: Sworn – Black/Males

Narrative

There are 31 Black/Males (Police & Fire Department) in the City's Protective Services-Sworn category. This represents 3% of City employees in this category. The relevant labor market is 12%. This reflects an underutilization of 10%.

Objective

Increase representation of Black/Males in the Protective Services-Sworn category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract Black/Male applicants in this category for positions in the City.

Steps

- The City will continue with aggressive, proactive recruiting program throughout the United States directed at attracting Black/Males to positions in the Protective Services-Sworn category in order to reflect the available workforce.
- The City will attend career fairs to attract Black/Males to positions in the Protective Services-Sworn category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- Continue to offer cultural awareness training to employees and supervisors as a strategy to enhance the recruitment and hire of Black/Males in this category.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect Black/Males in this category.
- The City's Police Department will continue with formal career enhancement classes that were started in 1996. These classes deal with the testing process and how to succeed in the process. Minority candidates have been contacted and encouraged on a voluntary basis to participate in these classes. A formal mentoring program was initiated in June of 1998. Specific goals are set for interested individuals as well as developing plans to obtain these career goals.

NARRATIVE UTILIZATION ANALYSIS

Protective Services: Sworn – White/Females

Narrative

There are 67 White/Females (Police & Fire Department) in the City's Protective Services-Sworn category. This represents 6% of City employees in this category. The relevant labor market is 11%. This reflects an underutilization of 5%.

Objective

Increase representation of White/Females in the Protective Services-Sworn category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract White/Female applicants in this category for positions in the City.

Steps

- The City will continue with aggressive, proactive recruiting program throughout the United States directed at attracting White/Females to positions in the Protective Services-Sworn category in order to reflect the available workforce.
- The City will attend career fairs to attract White/Females to positions in the Protective Services-Sworn category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- Continue to offer cultural awareness training to employees and supervisors as a strategy to enhance the recruitment and hire of White/Females in this category.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect White/Females in this category.
- The City's Police Department will continue with formal career enhancement classes that were started in 1996. These classes deal with the testing process and how to succeed in the process.

NARRATIVE UTILIZATION ANALYSIS

Protective Services: Sworn – Black/Females

Narrative

There are 5 Black/Females (Police & Fire Department) in the City's Protective Services-Sworn category. This represents 0% of City employees in this category. The relevant labor market is 5%. This reflects an underutilization of 5%.

Objective

Increase representation of Black/Females in the Protective Services-Sworn category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract Black/Female applicants in this category for positions in the City.

Steps

- The City will continue with aggressive, proactive recruiting program throughout the United States directed at attracting Black/Females to positions in the Protective Services-Sworn category in order to reflect the available workforce.
- The City will attend career fairs to attract Black/Females to positions in the Protective Services-Sworn category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- Continue to offer cultural awareness training to employees and supervisors as a strategy to enhance the recruitment and hire of Black/Females in this category.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect Black/Females in this category.
- The City's Police Department will continue with formal career enhancement classes that were started in 1996. These classes deal with the testing process and how to succeed in the process. Minority candidates have been contacted and encouraged on a voluntary basis to participate in these classes. A formal mentoring program was initiated in June of 1998. Specific goals are set for interested individuals as well as developing plans to obtain these career goals.

NARRATIVE UTILIZATION ANALYSIS

Protective Services: Non-Sworn – White/Females

Narrative

There are 19 White/Females in the City's Protective Services/Non-Sworn category. This represents 26% of City employees in this category. The relevant labor market is 31%. This reflects an underutilization of 6%.

Objective

Increase representation of White/Females in the Protective Services/Non-Sworn category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract White/Female applicants in this category for positions in the City.

Steps

- The City of Aurora will continue to proactively recruit White/Female applicants for positions in the Protective Services/Non-Sworn category in order to reflect the available workforce.
- The City will advertise in local media to attract White/Females to positions in the Protective Services/Non-Sworn category.
- The City will attend career fairs to attract White/Females to positions in the Protective Services/Non-Sworn category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- Continue to offer training to employees and supervisors as a strategy to enhance the recruitment and hire of White/Females in this category.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect White/Females in this category.
- The City provides Career Development Plans for several positions in the Protective Services/Non-Sworn category. Career Development Plans are developed to allow for systematic career growth as an employee gains experience and increases their contributions to the organization.

NARRATIVE UTILIZATION ANALYSIS

Administrative Support – White/Males

Narrative

There are 39 White/Males in the City's Administrative Support category. This represents 9% of City employees in this category. The relevant labor market is 26%. This reflects an underutilization of 17%.

Objective

Increase representation of White/Males in the Administrative Support category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract White/Male applicants in this category for positions in the City.

Steps

- The City of Aurora will continue to proactively recruit White/Male applicants for positions in the Administrative Support category in order to reflect the available workforce.
- The City will advertise in the local media to attract White/Males to positions in the Administrative Support category.
- The City will attend career fairs to attract White/Males to positions in the Administrative Support category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect White/Males in this category.
- The City provides Career Development Plans for several positions in the Administrative Support category. Career Development Plans are developed to allow for systematic career growth as an employee gains experience and increases their contributions to the organization.

NARRATIVE UTILIZATION ANALYSIS

Administrative Support – Hispanic/Males

Narrative

There are 9 Hispanic/Males in the City's Administrative Support category. This represents 2% of City employees in this category. The community workforce availability is 7%. This reflects an underutilization of 5%.

Objective

Increase representation of Hispanic/Males in the Administrative Support category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract Hispanic/Male applicants in this category for positions in the City.

Steps

- The City of Aurora will continue to proactively recruit Hispanic/Male applicants for positions in the Administrative Support category in order to reflect the available workforce.
- The City will advertise in local media that serves the Hispanic community, to attract Hispanic/Males to positions in the Administrative Support category.
- The City will attend career fairs to attract Hispanic/Males to positions in the Administrative Support category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- Continue to offer cultural awareness training to employees and supervisors as a strategy to enhance the recruitment and hire of Hispanic/Males in this category.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect Hispanic/Males in this category.
- The City provides Career Development Plans for several positions in the Administrative Support category. Career Development Plans are developed to allow for systematic career growth as an employee gains experience and increases their contributions to the organization.

NARRATIVE UTILIZATION ANALYSIS

Skilled Craft – Hispanic/Males

Narrative

There are 29 Hispanic/Males in the City's Skilled Craft category. This represents 13% of City employees in this category. The relevant labor market is 43%. This reflects an underutilization of 30%.

Objective

Increase representation of Hispanic/Males in the Skilled Craft category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract Hispanic/Male applicants in this category for positions in the City.

Steps

- The City of Aurora will continue to proactively recruit Hispanic/Male applicants for positions in the Skilled Craft category in order to reflect the available workforce.
- The City will advertise in local media that serves the Hispanic community, to attract Hispanic/Males to positions in the Skilled Craft category.
- The City will attend career fairs to attract Hispanic/Males to positions in the Skilled Craft category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- Continue to offer cultural awareness training to employees and supervisors as a strategy to enhance the recruitment and hire of Hispanic/Males in this category.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect Hispanic/Males in this category.
- The City provides Career Development Plans for several positions in the Skilled Craft category. Career Development Plans are developed to allow for systematic career growth as an employee gains experience and increases their contributions to the organization.

NARRATIVE UTILIZATION ANALYSIS

Service Maintenance – Hispanic/Males

Narrative

There are 22 Hispanic/Males in the City's Service Maintenance category. This represents 11% of City employees in this category. The relevant labor market is 29%. This reflects an underutilization of 18%.

Objective

Increase representation of Hispanic/Males in the Service Maintenance category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract Hispanic/Male applicants in this category for positions in the City.

Steps

- The City of Aurora will continue to proactively recruit Hispanic/Male applicants for positions in the Service Maintenance category in order to reflect the available workforce.
- The City will advertise in local media that serves the Hispanic community, to attract Hispanic/Males to positions in the Service Maintenance category.
- The City will attend career fairs to attract Hispanic/Males to positions in the Service Maintenance category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- Continue to offer cultural awareness training to employees and supervisors as a strategy to enhance the recruitment and hire of Hispanic/Males in this category.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect Hispanic/Males in this category.
- The City provides Career Development Plans for several positions in the Service Maintenance category. Career Development Plans are developed to allow for systematic career growth as an employee gains experience and increases their contributions to the organization.

NARRATIVE UTILIZATION ANALYSIS

Service Maintenance – White/Females

Narrative

There are 8 White/Females in the City's Service Maintenance category. This represents 4% of City employees in this category. The relevant labor market is 16%. This reflects an underutilization of 12%.

Objective

Increase representation of White/Females in the Service Maintenance category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract White/Female applicants in this category for positions in the City.

Steps

- The City of Aurora will continue to proactively recruit White/Female applicants for positions in the Service Maintenance category in order to reflect the available workforce.
- The City will advertise in the local media to attract White/Females to positions in the Service Maintenance category.
- The City will attend career fairs to attract White/Females to positions in the Service Maintenance category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect White/Females in this category.
- The City provides Career Development Plans for several positions in the Service Maintenance category. Career Development Plans are developed to allow for systematic career growth as an employee gains experience and increases their contributions to the organization.

NARRATIVE UTILIZATION ANALYSIS

Service Maintenance – Hispanic/Females

Narrative

There are 3 Hispanic/Females in the City's Service Maintenance category. This represents 2% of City employees in this category. The relevant labor market is 16%. This reflects an underutilization of 14%.

Objective

Increase representation of Hispanic/Females in the Service Maintenance category to more appropriately reflect the available workforce by taking affirmative recruitment actions to attract Hispanic/Female applicants in this category for positions in the City.

Steps

- The City of Aurora will continue to proactively recruit Hispanic/Female applicants for positions in the Service Maintenance category in order to reflect the available workforce.
- The City will advertise in local media that serves the Hispanic community, to attract Hispanic/Females to positions in the Service Maintenance category.
- The City will attend career fairs to attract Hispanic/Females to positions in the Service Maintenance category.
- Provide training to hiring supervisors and managers on effective recruitment, selection and retention strategies.
- Continue to offer cultural awareness training to employees and supervisors as a strategy to enhance the recruitment and hire of Hispanic/Females in this category.
- The City, through its Human Resources Department, will continue to ensure through training and monitoring, that the applicant screening, certification, testing and selection process does not adversely affect Hispanic/Females in this category.
- The City provides Career Development Plans for several positions in the Service Maintenance category. Career Development Plans are developed to allow for systematic career growth as an employee gains experience and increases her contributions to the organization.

Dissemination of EEOP

Internal

A copy of the EEOP shall be placed on the City's intranet page for access by City of Aurora employees.

External

The City's Employee Relations Officer is the liaison with the public and is a source of public availability of the EEOP. Additionally, a copy of the EEOP shall be placed on the City's internet page for access by the public and applicants.