

# EEO Utilization Report

## Organization Information

Name: City Of Cottonwood

City: Cottonwood

State: AZ

Zip: 86326

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

A. The City strictly prohibits any form of discrimination or harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, status as a veteran, or status in any group protected by federal, state or local law. Discrimination and harassment in any form, including harassment causing interference with an employees ability to perform her or his job duties, is not tolerated.

B. All members of management and all employees are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise.

C. Sexual harassment includes, but is not limited to, sexual advances, requests for sexual favors, verbal or physical conduct of a sexual or other offensive nature, offensive comments, jokes, innuendoes, sexually oriented statements, unwarranted or unwanted touching, grabbing, groping, kissing, massaging, or other similar conduct.

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

The Human Resources Director reviewed the Utilization Analysis comparing the City of Cottonwood's data to Yavapai County data and noted the following:

The City of Cottonwood has an under-representation of White Males in Protective Services: Non-Sworn (-33%) and an under-representation of Hispanic Males in Service/Maintenance (-14%).

The City of Cottonwood will examine recruitment and retention policies and procedures to determine if there is a way to recruit more White males to Protective Service: Non-sworn roles and more Hispanic males into Service/Maintenance roles.

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

### **1. Target White Males Protective Services: Non-Sworn in Recruitment Campaigns**

- a. Bring a white male filling a current non-sworn protective service role to local job fairs with the HR department to help promote this type of position and opportunity within the departments represented when possible.
- b. Bring a variety of employees, including one from this under-utilized category to presentations with the school system when appropriate and possible to promote this type of career opportunity within this group.
- c. Use testimony from this under-represented group when possible in promoting these available positions within the City.

### **2. Target Hispanic Men for Service/Maintenance Recruitment Campaigns**

- a. Increase recruitment materials available in Spanish for campaigns targeting Service/Maintenance positions.
- b. Utilize testimony from a variety of employees, including a Hispanic Male filling a current Service/Maintenance role, when gathering testimony to promote positions of this category.
- c. Utilize photos and quotes from a variety of employees, including at least one Hispanic Male, on future recruitment flyers to appeal to similar applicants

## **Step 6: Internal Dissemination**

1. Distribute a copy of the EEOP Utilization Report to department heads through e-mail.
2. Post the EEOP Utilization Report on the Human Resources webpage.

## **Step 7: External Dissemination**

1. Post a copy of the EEOP Utilization Report on the Human Resources Department's webpage.
2. Include a flyer on the Human Resources external bulletin board noting the EEOP Utilization Report is available upon request from the Human Resources office.

**Utilization Analysis Chart**  
**Relevant Labor Market: Yavapai County, Arizona**

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 #/%	11/48%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	11/48%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,830/54 %	260/3%	0/0%	25/0%	0/0%	0/0%	40/0%	0/0%	3,495/39 %	235/3%	40/0%	25/0%	30/0%	20/0%	0/0%	10/0%
Utilization #/%	-6%	-3%	0%	-0%	0%	0%	4%	0%	9%	-3%	-0%	-0%	-0%	-0%	0%	-0%
<b>Professionals</b>																
Workforce #/%	13/52%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	9/36%	1/4%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%
CLS #/%	4,685/38 %	250/2%	45/0%	40/0%	115/1%	0/0%	10/0%	10/0%	6,290/52 %	355/3%	70/1%	115/1%	90/1%	0/0%	75/1%	60/0%
Utilization #/%	14%	-2%	-0%	-0%	-1%	0%	-0%	4%	-16%	1%	-1%	-1%	-1%	4%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,070/43 %	10/0%	0/0%	25/1%	0/0%	0/0%	15/1%	0/0%	1,305/53 %	40/2%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Protective Services: Sworn</b>																
Workforce #/%	47/84%	3/5%	1/2%	0/0%	0/0%	0/0%	0/0%	2/4%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,705/77 %	125/6%	35/2%	85/4%	0/0%	0/0%	19/1%	0/0%	195/9%	35/2%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	7%	-0%	0%	-4%	0%	0%	-1%	4%	-3%	-2%	0%	-0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	23/48%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/42%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	210/81%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	50/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-33%	6%	0%	0%	0%	0%	0%	0%	22%	4%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	15/31%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	1/2%	24/50%	6/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,915/30	750/3%	115/0%	75/0%	20/0%	0/0%	60/0%	0/0%	13,055/56	1,470/6%	55/0%	310/1%	200/1%	0/0%	80/0%	40/0%

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 #/%	1%	-1%	2%	-0%	-0%	0%	-0%	2%	-6%	6%	-0%	-1%	-1%	0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	22/69%	6/19%	1/3%	0/0%	0/0%	0/0%	0/0%	1/3%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,375/69%	1,905/21%	0/0%	175/2%	40/0%	0/0%	55/1%	65/1%	460/5%	130/1%	15/0%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	-0%	-2%	3%	-2%	-0%	0%	-1%	2%	1%	-1%	-0%	0%	-0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	22/58%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	15/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,295/37%	3,070/14%	190/1%	210/1%	20/0%	15/0%	155/1%	115/1%	7,675/34%	2,025/9%	35/0%	185/1%	105/0%	0/0%	150/1%	100/0%
Utilization #/%	21%	-14%	-1%	-1%	-0%	-0%	2%	-1%	5%	-9%	-0%	-1%	-0%	0%	-1%	-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>Protective Services: Non-sworn</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: Amanda Wilber

Human Resources Director

04-06-2023

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[date]