

City of Federal Way
Equal Employment Opportunities Plan
2016

I. Introduction

Grant Title: Various Federal Grants

Grant Number: Varies

Address: 33325 8th Avenue S
Federal Way, WA 98003

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Date and effective

Duration of EEOP: January 1, 2016 to December 31, 2017

The City employs approximately 315 regular full and part-time employees and approximately 217 seasonal/temporary employees in the following 10 departments and Municipal Court:

City Clerk

Community Development Services

Finance

Human Resources

Information Technology

Law

Mayor's Office

- Economic Development
- Emergency Management
- Performing Arts & Event Center

Parks

Police

Public Works

Policy Statement:

It is the policy of the City of Federal Way to treat all applicants and employees equally and without regard to race, religion, creed, color, national origin, sex, sexual orientation, age, the presence of a physical, mental or sensory disability, marital or veteran status, or any other basis that is required by local, state or federal law. It is also the desire of the City to reflect the diverse community that we serve. As an organization we are committed to seeking diverse applicant pools for our vacant positions and to creating a culture that promotes mutual respect, acceptance, cooperation and productivity among diverse people. Toward this end, racial, ethnic, religious or sexual slurs or comments demeaning national origin or individuals with disabilities by any employee to or about any employee, applicant or the public will not be tolerated.

Violations of this policy may be cause for disciplinary action in accordance with City policy and applicable laws.

The City’s commitment to this policy is reflected in its recruitment literature, position announcements, and application forms. The City firmly believes that the most effective government service delivery is achieved by governmental units whose employees are representative of the community served, encouraging the public to identify with and maintain confidence in “their” employees, as envisioned in the City’s diversity theme, “A City for All of Us.” To achieve true representation at all levels of the City, job-related, non-discriminatory selection processes are used for all job classifications. Throughout the hiring processes, results are monitored to identify any components that have adverse impact, and such findings lead to affirmative efforts to increase protected class applicant numbers and their success in gaining employment.

The City will review employment demographics biannually to assess the utilization level of protected groups and ensure fair consideration in all aspects of employment, including recruitment, selection, compensation, training, promotion, benefits and layoffs.

As Mayor of the City of Federal Way and appointing authority, I confirm that such policy exists and direct that this plan be implemented accordingly.

Jim Ferrell
Mayor

II. Current City Workforce

The chart below lists the current total number and percentage of City of Federal Way employees by gender, ethnicity (using standard federal reporting terminology), and EEO job category. Total percentages may be slightly more or less than 100% due to rounding.

Job Category	MALE					FEMALE				
	W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/ Admin. 34	19	1	2	0	0	10	0	0	0	2
	56%	3%	6%	0%	0%	29%	0%	0%	0%	6%
Professionals 50	25	0	2	6	0	13	0	1	3	0
	50%	0%	4%	12%	0%	26%	0%	2%	6%	0%
Technicians 14	6	0	1	3	0	2	0	1	1	0
	43%	0%	7%	21%	0%	14%	0%	7%	7%	0%
Protective Services – Officials 21	19	0	0	1	0	1	0	0	0	0
	90%	0%	0%	5%	0%	5%	0%	0%	0%	0%
Protective Services – Other Sworn 103	71	4	5	15	0	6	0	0	2	0
	69%	4%	5%	15%	0%	6%	0%	0%	2%	0%
Protective Services – NonSworn 26	1	0	1	0	0	20	1	1	2	0
	4%	0%	4%	0%	0%	77%	4%	4%	8%	0%
Admin. Support 44	1	0	0	0	0	31	1	2	9	0
	2%	0%	0%	0%	0%	70%	2%	5%	20%	0%
Para- Professional 211	67	6	3	12	1	93	9	10	7	3
	32%	3%	1%	6%	.5%	44%	4%	5%	3%	1%
Service/ Maintenance 29	27	2	0	0	0	0	0	0	0	0
	93%	8%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL 532	236	13	14	37	0	176	11	15	24	5
	44%	2%	3%	7%	0%	33%	2%	3%	5%	1%

Abbreviations used in charts:

W = White

B = Black

H = Hispanic

A/PI = Asian/Pacific Islander

AI/NA = Alaskan Indian/Native American

III. Community Workforce

The chart below shows the total labor force population and percentages by EEO category in the King County statistical area. The source was the U.S. Census Bureau EEO Tabulation 2006-2010. Percentage totals may be slightly greater or less than 100% due to rounding.

Job Category	MALE					FEMALE				
	W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/ Managers	82100 46.53%	3350 1.90%	3490 1.98%	11840 6.71%	935 0.53%	56590 32.07%	3380 1.92%	2930 1.66%	9525 5.40%	1080 0.61%
Professional	108545 39.01%	4870 1.75%	4620 1.66%	27915 10.03%	1000 0.36%	97500 35.04%	4485 1.61%	4535 1.63%	21700 7.80%	1425 0.51%
Technicians	11020 38.30%	765 2.66%	660 2.29%	2670 9.28%	215 0.75%	9040 31.42%	675 2.35%	385 1.34%	3095 10.76%	110 0.38%
Protective Service – Officials	620 53.68%	65 5.63%	90 7.75%	125 10.82%	30 2.60%	210 18.18%	0 0.00%	0 0.00%	15 1.30%	0 0.00%
Protective Service – Other Sworn*	2720 59.16%	335 7.29%	310 6.74%	270 5.87%	19 0.41%	805 17.51%	34 0.74%	15 0.33%	15 0.33%	20 0/43%
Protective Service – Non-Sworn	355 28.11%	70 5.54%	0 0.00%	48 3.80%	10 0.79%	475 37.61%	35 2.77%	10 0.79%	195 15.44%	55 4.35%
Administrative Support	26945 18.42%	3215 2.20%	2500 1.71%	7285 4.98%	395 0.27%	75340 51.49%	7105 4.86%	5895 4.03%	14080 9.62%	1495 1.02%
Laborers and Helpers	17115 43.92%	2610 6.70%	9025 23.16%	3455 8.87%	685 1.76%	3975 10.20%	590 1.51%	550 1.41%	525 1.35%	100 0.26%

* Civilian labor force 16 years and over. Job categories not represented by City of Federal Way staff workforce not included in table.

IV. Utilization Analysis

Category	EEO Category	Federal Way	King County Workforce	Difference
Females	Officials/Admin	35%	42%	-7
	Professionals	34%	47%	-13
	Technicians	29%	46%	-17
	PS Officials	5%	19%	-14
	PS Other Sworn	8%	19%	-11
	PS NonSworn	92%	62%	+30
	Office/Clerical	98%	72%	+26
	Service/Maint	0%	15%	-15

Blacks	Officials/Admin	3%	4%	-1
	Professionals	0%	3%	-3
	Technicians	0%	5%	-5
	PS Officials	0%	7%	-7
	PS Other Sworn	4%	8%	-4
	PS NonSworn	4%	8%	-4
	Office/Clerical	2%	7%	-5
	Service/Maint	7%	8%	+1
Hispanic	Officials/Admin	6%	4%	+2
	Professionals	6%	3%	+3
	Technicians	14%	4%	+10
	PS Officials	0%	8%	-8
	PS Other Sworn	5%	7%	-2
	PS NonSworn	8%	1%	+7
	Office/Clerical	5%	6%	-1
	Service/Maint	0%	25%	-25
Asian/Pacific Islander	Officials/Admin	0%	12%	-12
	Professionals	18%	18%	-
	Technicians	29%	20%	+9
	PS Officials	5%	12%	-7
	PS Other Sworn	17%	6%	+11
	PS NonSworn	8%	19%	-11
	Office/Clerical	20%	15%	+5
	Service/Maint	0%	10%	-10
American Indian/Alaskan Native	Officials/Admin	6%	1%	+5
	Professional	0%	1%	-1
	Technician	0%	1%	-1
	PS Officials	0%	3%	-3
	PS OtherSworn	0%	1%	-1
	PS Non Sworn	0%	5%	-5
	Office Clerical	0%	1%	-1
	Service/Maint	0%	2%	-2

In analyzing Federal Way's work force, statistics were developed using employee data from January 2016. This data will be updated regularly to enable the City to comply with federal reporting requirements.

The above chart shows the percent of each EEO category found in Federal Way’s work force compared to the King County statistical areas’ actual labor force. All the discrepancies of greater than 1% are highlighted.

As the chart indicates, there are significant discrepancies (10% and greater underutilization) in the following categories:

	<u>2016</u>
Hispanic – Service/Maintenance	-25%
Female – Technicians	-17%
Female – Service/Maintenance	-15%
Female – PS Officials	-14%
Female – Professionals	-13%
Asian/PI – Officials/Admin.	-12%
Female – PS Other Sworn	-11%
Asian/PI – PS Non Sworn	-11%
Asian/PI – Service/Maintenance	-10%

Areas with discrepancies of between 3 and 10% are the following:

	<u>2016</u>
Hispanic – PS Officials	-8%
Female – Officials/Admin.	-7%
Black – PS Officials	-7%
Asian/PI – PS Officials	-7%
Black – Technicians	-5%
Black – Office/Clerical	-5%
Am Indian/Alaskan Native – PS Non Sworn	-5%
Black – PS Other Sworn	-4%
Black – PS Non Sworn	-4%
Black – Professionals	-3%
Am. Indian/Alaskan Native – PS Officials	-3%

There are 10 additional categories with 2% or less discrepancy.

Federal Way also employs a higher percentage of workers as compared to the labor force (greater than 2% discrepancy) in the following areas:

	<u>2016</u>
Female – Protective Service Non-Sworn	30%
Female – Office/Clerical	26%
Asian/PI – PS Other Sworn	11%
Hispanic – Technicians	10%
Asian/PI – Technicians	9%
Hispanic – PS Non Sworn	7%
Asian/PI – Office/Clerical	5%
Am. Indian/Alaskan Native – Officials/Admin.	5%
Hispanic – Professionals	3%
Hispanic – Officials/Admin.	2%

V. Objectives

The City of Federal Way is an Equal Employment Opportunity Employer and is committed to employing a diverse workforce, reflective of the community it services and the greater metropolitan areas from which it recruits.

It is the responsibility of the Human Resources Department to implement and manage the EEO Plan. A continuing compliance review will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the Equal Employment Opportunity policies and that these decisions are based upon valid relevant factors with respect to ability, performance, potential and bona fide occupational qualifications.

The City will review and update our EEO information and goals every two years to ensure the City maintains an effective and meaningful equal employment opportunity program.

VI. Steps to Achieve Objectives

1. Continue to send job opening announcements to the local Workforce Services, post job openings on the City of Federal Way website, and advertise openings on various websites to maximize outreach to all potential applicants.
2. Periodically review the City of Federal Way recruitment and hiring methods, practices and policies, ensuring that minorities and females have an equal opportunity for employment with the City of Federal Way.
3. Continually evaluate the employee selection process including the application forms, interviewing procedures, and the final selection process to strengthen job relatedness and validity.
4. Continue to utilize female and minority employees in recruitment and selection activities.
5. Continue to provide harassment prevention and diversity training to employees to ensure appropriate work behaviors and understanding of cultural differences.

VII. Dissemination Plan

External

1. All applications for employment will contain an Equal Employment Opportunity (EEO) policy statement.
2. The City of Federal Way website will contain the message “Equal Opportunity Employer” and employment advertisements will contain the statement, “EEO”.
3. The Human Resources Department will post the EEO Plan on the City of Federal Way website to ensure easy access by the community.
4. Job announcements will be distributed to the recruiting sources, encouraging them to refer qualified applicants, and to assist in the implementation of the city of Federal Way Equal Employment Opportunity Plan.

Internal

1. “Equal Employment Opportunity is the Law” posters will be posted on appropriate employee bulletin boards.
2. Supervisors and employees involved in recruiting will be trained in the EEO policies and procedures and applicable laws.
3. A memo will be posted on employee bulletin boards regarding how to obtain a copy of the EEO Plan at any time.
4. Elected officials, department heads and supervisory personnel will be given a copy of the EEO Plan to ensure they are familiar with the EEO Plan objectives.