

EEOP Utilization Report



Tue Apr 05 22:18:52 EDT 2016

Step 1: Introductory Information

Grant Title:	Victims of Crime Act (VOCA) Victim Assistance Grant Program	Grant Number:	2014-VA-GX-0018
Grantee Name:	City of Phoenix Fire Department, Crisis Response Program	Award Amount:	\$818,004.00
Grantee Type:	Local Government Agency		
Address:	150 S. 12th St. Phoenix, Arizona 85034		
Contact Person:	Lisa Jones, Division Chief	Telephone #:	602-261-8849
Contact Address:	2425 W. Lower Buckeye Rd Phoenix, Arizona 85009		
State Granting Agency:	Arizona Department of Public Safety	Grant Number:	2014-VA-GX-0018
Contact Name:	Sheri Doll		
Contact Address:	Arizona		
Telephone #:	602-223-2491		

Policy Statement:

The Fire Department does not tolerate discrimination in any of its programs, services or activities, and will not exclude participation in, deny the benefits of, or subject to discrimination anyone on the grounds or race, color, national origin, sex, age, disability, religion, income or family status. The Fire Department values diversity and both welcomes and actively seeks input from all interested parties, regardless of cultural identity, background of income level.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the City of Phoenix Human Resources (HR) Division made the following observations:

1. There are several areas with notable underutilization when compared to the Labor Market information for Maricopa County. The Phoenix Fire Department HR Division attributes this to the economic downturn that impacted the City of Phoenix, in general, beginning in 2008.
2. Due to City budgetary reasons, the Phoenix Fire Department has been required to cut positions on an annual basis.
3. The Fire Department has conducted minimal hiring, most often to replace regular turnover, and has not been able to expand recruiting efforts to attract new talent.
4. Loss of positions, cut budgets, and decreased hiring activity has resulted in an adverse impact on hiring diverse candidates in the areas of Professionals, Technicians, Protective Service Sworn, and Service Maintenance.

Step 5 & 6: Objectives and Steps

1. Increase and broaden recruitment and selection processes

- a. A. Fire Department HR Division will work with City HR Talent Acquisition Services to examine current outreach efforts. The goal will be to collaborate on identifying local and national organizations in underutilized groups where more outreach can be conducted.
- b. b. Fire HR Division will review current website content to ensure recruitment information is up-to-date, promotes images of a diverse Fire Department workforce, and is accessible for all users.
- c. c. Fire Department HR Division will review best hiring practices that align with City standards on hiring processes. Candidate selections will be reviewed with department hiring supervisors prior to interview processes to ensure skilled and diverse candidates are considered for interviews.

Step 7a: Internal Dissemination

The Phoenix Fire Department HR Divisions plans to distribute the EEOP utilization Report to the Fire Chief and Executive staff members for their review and and request their input on efforts to improve areas of underutilization moving forward. The Fire Department will continue its commitment to embrace and celebrate diversity. The City of Phoenix states diversity as a core City value, and the Fire Department currently has a Statement of Commitment to diversity efforts in the Executive Management offices.

Step 7b: External Dissemination

The City of Phoenix Fire Department supports transparency in its commitment to the City and citizens of Phoenix. The EEOP underutilization report will be available in the Human Resource Division for anyone who may want to review it or request a copy.

Utilization Analysis Chart
Relevant Labor Market: Maricopa 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
Officials/Administrators																
Workforce #/%	46/71%	5/8%	5/8%	0/0%	2/3%	0/0%	0/0%	0/0%	6/9%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	115,545/48%	16,880/7%	4,225/2%	905/0%	4,340/2%	185/0%	960/0%	550/0%	73,205/30%	14,950/6%	4,105/2%	990/0%	3,055/1%	155/0%	795/0%	335/0%
Utilization #/%	23%	1%	6%	-0%	1%	-0%	-0%	-0%	-21%	-6%	-0%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	279/68%	70/17%	24/6%	3/1%	3/1%	0/0%	3/1%	3/1%	17/4%	5/1%	2/0%	1/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	115,995/36%	13,970/4%	6,550/2%	1,260/0%	12,920/4%	145/0%	1,220/0%	605/0%	128,930/40%	19,060/6%	7,475/2%	1,920/1%	8,075/3%	360/0%	1,650/1%	815/0%
Utilization #/%	32%	13%	4%	0%	-3%	-0%	0%	1%	-36%	-5%	-2%	-0%	-2%	-0%	-1%	-0%
Technicians																
Workforce #/%	266/69%	63/16%	16/4%	3/1%	2/1%	1/0%	5/1%	2/1%	20/5%	2/1%	4/1%	0/0%	0/0%	0/0%	2/1%	0/0%
CLS #/%	17,545/37%	3,420/7%	720/2%	355/1%	1,670/4%	30/0%	255/1%	90/0%	16,670/35%	3,435/7%	1,165/2%	475/1%	1,360/3%	35/0%	215/0%	95/0%
Utilization #/%	32%	9%	3%	0%	-3%	0%	1%	0%	-30%	-7%	-1%	-1%	-3%	-0%	0%	-0%
Protective Services: Sworn																
Workforce #/%	549/67%	140/17%	56/7%	5/1%	9/1%	2/0%	13/2%	6/1%	34/4%	6/1%	2/0%	0/0%	2/0%	0/0%	0/0%	0/0%
CLS #/%	19,495/57%	4,685/14%	1,850/5%	440/1%	350/1%	145/0%	290/1%	65/0%	4,470/13%	1,645/5%	530/2%	305/1%	45/0%	15/0%	29/0%	45/0%
Utilization #/%	10%	3%	1%	-1%	0%	-0%	1%	1%	-9%	-4%	-1%	-1%	0%	-0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	4/80%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,065/43%	180/7%	45/2%	55/2%	0/0%	0/0%	20/1%	0/0%	820/33%	235/10%	10/0%	20/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	37%	-7%	18%	-2%	0%	0%	-1%	0%	-33%	-10%	-0%	-1%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	30/17%	9/5%	1/1%	0/0%	0/0%	0/0%	1/1%	1/1%	76/43%	43/24%	6/3%	2/1%	3/2%	0/0%	2/1%	2/1%

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
CLS #/%	143,520/28%	36,400/7%	8,865/2%	1,710/0%	4,760/1%	355/0%	1,745/0%	810/0%	207,140/41%	69,345/14%	13,805/3%	5,260/1%	7,990/2%	600/0%	3,335/1%	1,280/0%
Utilization #/%	-11%	-2%	-1%	-0%	-1%	-0%	0%	0%	2%	11%	1%	0%	0%	-0%	0%	1%
Skilled Craft																
Workforce #/%	8/53%	4/27%	0/0%	0/0%	0/0%	1/7%	0/0%	1/7%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	79,770/49%	64,725/40%	3,870/2%	2,650/2%	1,845/1%	450/0%	895/1%	435/0%	4,390/3%	2,870/2%	300/0%	135/0%	765/0%	70/0%	60/0%	0/0%
Utilization #/%	4%	-13%	-2%	-2%	-1%	6%	-1%	6%	4%	-2%	-0%	-0%	-0%	-0%	-0%	0%
Service/Maintenance																
Workforce #/%	1/33%	1/33%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	108,540/26%	117,670/28%	10,850/3%	4,520/1%	6,140/1%	505/0%	1,860/0%	650/0%	87,055/20%	66,680/16%	7,170/2%	3,830/1%	7,100/2%	430/0%	1,520/0%	790/0%
Utilization #/%	8%	6%	-3%	-1%	-1%	-0%	33%	-0%	-20%	-16%	-2%	-1%	-2%	-0%	-0%	-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
Officials/Administrators									✓	✓						
Professionals					✓				✓	✓	✓		✓			
Technicians					✓				✓	✓			✓			
Protective Services: Sworn									✓	✓	✓	✓				
Administrative Support	✓															

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 EEOP Utilization Report.

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

Certified As Final By: Tobin Daily

Human Resources Officer

04-05-2016

[signature]

[title]

[date]

City of Phoenix - Fire Department
Amended EEOP

Step 4b: Narrative Underutilization Analysis – Revised

In reviewing the Utilization Analysis Chart, the City of Phoenix Human Resources (HR) Division made the following observations:

1. There are several areas with notable underutilization when compared to the Labor Market information for Maricopa County. The Phoenix Fire Department HR Division attributes this to the economic downturn that impacted the City of Phoenix, in general, beginning in 2008.
2. Due to City budgetary reasons, the Phoenix Fire Department has been required to cut positions on an annual basis.
3. The Fire Department has conducted minimal hiring, most often to replace regular turnover, and has not been able to expand recruiting efforts to attract new talent.
4. Loss of positions, cut budgets and decreased hiring activity has resulted in an adverse impact on hiring diverse candidates in the areas of Professionals, Technicians, Protective Service Sworn, and Service Maintenance.

Despite the numbers, the Phoenix Fire Department HR Division is committed to following the City's Human Resource Department's mission: We strive to hire, compensate, support, and develop a diverse workforce that is dedicated to delivering high-quality services to the community.

Additionally, the Phoenix Fire Department's Statement of Commitment reinforces our values, ethics, and workforce. Excerpts include:

The Phoenix Fire Department fully endorses and supports the concept of equal business and employment opportunities for all individuals regardless of race, color, age, sex, religion, national origin, disability or sexual orientation.

It is our firm belief that the principles of equal employment opportunity parallel and complement the principles of sound, effective personnel management. We fully intend to support equal employment opportunity and comply with all ADA requirements through recruitment practices, the assessment of employee potential, and the evaluation of employee needs.

The Fire Department staff fully endorses and supports economic opportunity for Minority & Women-Owned Business Enterprises (M/WBE) and will maintain the commitment to utilize the City of Phoenix Minority & Women-Owned Business Enterprise Directory.

City of Phoenix - Fire Department
Amended EEO

Step 5 & 6: Objectives and Steps – Revised

1. Increase and broaden recruitment and selection processes
 - a. Fire HR Division will work with City HR Talent Acquisition Services to examine current outreach efforts. The goal will be to collaborate on identifying local and national organizations in underutilized groups where more outreach can be conducted.
 - b. Fire HR Division will review current website content to ensure recruitment information is up-to-date, promotes images of a diverse Fire Department workforce, and is accessible for all users.
 - c. Fire HR Division will review best hiring practices that align with City standards on hiring processes. Candidate selections will be reviewed with department hiring supervisors prior to interview processes to ensure skilled and diverse candidates are considered for interviews.

2. Ensure accessibility to job-related required licenses and certifications to all candidates.
 - a. Some Fire Department positions require licenses and certifications by other agencies (e.g. EMT certification, CPAT certification). Fire HR Division will work with City HR to ensure hardship issues are being appropriately accommodated by other agencies to assist applicants' ability to register for credit-based courses and/or pay for pre-employment testing, if needed.

3. Continued engagement of mentorship organizations for active, year-round recruiting to address underutilized groups.
 - a. Fire Management and Labor (Local 493) will actively ensure current mentorship groups are working with local entities to provide workshops and information sessions related to working in the Fire Service.
 - b. Current mentorships groups - Bomberos, J.W. Robinson Society, Emerald Society, and Rosie's Ladder – will continue to work on recruitment diversity efforts for the Fire Department.
 - c. Fire Management and Labor (Local 493) will continue to pursue new outlets to market and promote the fire service to women. This includes working with local community colleges, universities, collegiate sports programs and veteran's groups supporting careers for women discharged from military service.

City of Phoenix - Fire Department
Amended EEOP

Step 7a: Internal Dissemination – Revised

The Phoenix Fire Department HR Division plans to distribute the EEOP Utilization Report to the Fire Chief and Executive staff members to review the information and provide input moving forward. The report will be available to all Fire Department employees via the department's intranet homepage, FireWire. The report will be added a landing page that includes other department specific information such as the annual strategic plan, gender/diversity report, and Fire Department annual summaries. Copies will be made for any walk-in customer and be kept at the Fire HR Division customer service desk.

Step 7b: External Dissemination – Revised

The City of Phoenix Fire Department supports and promotes a diverse and equal workforce as part of its service commitment to the citizens of Phoenix. Information on how to obtain a copy of the EEOP Utilization Report will be posted on the department's public website. The Fire Department will notify contractors and vendors that the EEOP Utilization Report is available and a copy can be provided upon request. The EEOP Utilization Report will also be available in the Human Resource Division for any employee or citizen who may want to review it or request a copy. Hard copies will be made for any walk-in customer and be kept at the Fire HR Division customer service desk.