



**CITY OF DIXON
EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)**

APPROVED:


Jim Lindley, City Manager


Updated Date

PURPOSE

The purpose of the City's Equal Employment Opportunity Plan (EEOP) is to ensure that all people are provided equal opportunity in all employment decisions. The City of Dixon (the City) takes its equal employment opportunity obligations seriously. In adopting this EEOP, the City's intention is to comply with all applicable state and federal laws and regulations pertaining to equal employment opportunities; including but not limited to the California and United States Constitutions; California's Proposition 209, 41 C.F.R. § 60-1.40(a)(1) and any applicable rules proscribed by the United States Office of Federal Contract Compliance (OFCCP).

POLICY

The City is committed to ensuring that all qualified individuals have a full and fair opportunity to compete in all phases of the hiring process and promotion, and to enjoy the benefits of employment with the City. All employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal or state statutes, the City's ordinances, resolutions, rules or regulations.

APPLICABILITY

The provisions of the City's EEOP are applicable to full-time, part-time and extra help hiring and employment. The policies and principals of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on City premises who are employed by temporary agencies, and any other persons or firms doing business for or within the City.

POLICY NO.

13-011

CITY OF DIXON

The scope of the EEOP includes, but is not limited to the following: all recruitment, hiring, placement, promotion, and transfer decisions will be on the basis of qualifications of the individual for the position being filled regardless of race, color, religion, ancestry, national origin, age (over 40 years), gender, sexual orientation, marital status, medical condition, physical disability or mental disability.

The City pledges to provide training opportunities equally to all employees based on the needs of the individual and department, with regard for budgetary constraints. The City's tuition reimbursement program will be administered equitably.

Benefits are provided equally to all employees, based upon employment status, job classification, qualifications, and time in service.

Disciplinary actions and separations will be based upon performance criteria that are applied equally to all employees in the same job group.

The City will notify all vendors and referral agencies of the City's EEOP. A letter will be sent annually that includes the following commitment:

"The City of Dixon is committed to the principle of equal employment opportunity and values diversity among all our team members. The City does not discriminate in employment decisions on the basis of race, color, religion, sex, sexual orientation, national origin, veteran status, disability, age, marital status, medical condition, sexual orientation, or any other legally protected status. We welcome and encourage you to assign your qualified minority, female, veterans, and disabled clients to meet our staffing needs."

All contracts with City sub-contractors will include language as required by the Office of Federal Contract Compliance Programs (OFCCP) that requires sub-contractors to maintain equal employment opportunity policies, and, as necessary, affirmative action policies.

Those who feel the EEOP has been violated are encouraged to discuss it with their supervisor, manager or the Human Resources Director. All complaints will be taken seriously and investigated promptly. The process is the same as that for any other complaint of discrimination.

The City will update and reaffirm this EEOP as deemed necessary.

MERIT CONSIDERATION

Nothing within the City's EEOP shall be construed to set quotas for the hiring of members of protected classes that would conflict with the requirements of applicable laws, including Proposition 209. However, the City will make a good faith effort to engage in inclusive public outreach and recruitment programs that, as a component of general recruitment, may include, but not be limited to, focused outreach and

recruitment of minority groups and women if any group is underrepresented in entry-level positions. Additionally, the City will evaluate applicable hiring criteria to ensure such criteria are reasonably job related and do not arbitrarily exclude members of any underutilized group. The City's EEOP shall not be used to discriminate against any applicant or employee.

Nothing within the City's EEOP shall be construed as to state or imply that the City desires to depart from its established policy of only hiring or promoting those individuals who possess the minimum qualifications for any specific position; or the practice of employing or promoting that individual who possesses the best qualifications and experience without regard to political beliefs or affiliation, race, religion, color, sex, sexual orientation, disability, age, national origin, veteran status or any other non-merit factors, except where such factors are a valid occupational consideration.

IMPLEMENTATION AND DISSEMINATION OF POLICY

- The Director of Human Resources shall be responsible for day-to-day implementation of the City EEOP; reviewing and reporting on the diversity of applicants and employees; directing regular and proactive and marketing efforts to promote and ensure diversity in the City; implementing, as necessary, action plans to correct areas of underrepresentation as required to comply with federal rules; providing regular training to employees on the EEOP including the City's harassment and discrimination policy; complying with EEOC requirements for filing of the EEO-4 report; and informing and educating employees, applicants and the public about the City's EEOP.
- Every employee at every level of the City shall be responsible and held accountable for supporting a work environment that embraces diversity, is supportive of equal employment opportunities, and is free from any form of discrimination or harassment. Employees are responsible for reading and understanding City policies and procedures that prohibit discrimination and harassment, and for attending related city-sponsored training.
- Management and supervisory personnel shall share responsibility for ensuring full and equal treatment in all departmental employment decisions in accordance with the requirements of the EEOP.
- Department Heads shall be responsible for making a good faith effort to achieve and maintain a diverse workforce; ensuring equal employment opportunity within their respective departments; and ensuring that managers, supervisors, and other employees in their respective departments understand and comply with the City's EEOP.
- The City's EEOP shall be published on the City's website, and the statement that the City of Dixon is an Equal Opportunity Employer shall be listed on every Human Resources Department page of the City's internet site, www.ci.dixon.ca.us/.

- The EEOP shall be distributed as follows:
 - a) A copy shall be provided to each Department Head
 - b) The complete document shall be posted on the City internet site
 - c) Employees, members of the public and other interested parties may obtain a paper or electronic copy by contacting the City of Dixon Human Resources Department directly
 - d) An e-mail message shall be sent to City employees on an annual basis with a reminder that the full EEOP is available for review on the City website.

INTERNAL DISSEMINATION:

- Distribute this EEOP to all current employees via email and to all new employees at time of hire.
- An e-mail message shall be sent to City employees on an annual basis with a reminder that the full EEOP is available for review on the City website.

EXTERNAL DISSEMINATION:

- As practical, notifying applicants, vendors and contractors that the City of Dixon has developed an EEOP and that it is available for review.
- Posting a copy of the EEOP on <http://www.ci.dixon.ca.us/>.

CITY PRACTICES IN SUPPORT OF EQUAL EMPLOYMENT OPPORTUNITY

The City conducts outreach and targeted recruitment efforts in order to create a pool of individuals with varied backgrounds who can contribute to and effectively serve a diverse community.

The personnel rules and practices implemented by the City to carry out its commitment to equal employment include:

- a) Displaying posters regarding equal employment opportunity in areas highly visible to employees;
- b) Reviewing job classifications on a regular and ongoing basis to ensure that there are no arbitrary barriers to equal employment and sufficient opportunity for entry-level employment;
- c) Reviewing recruitment rules and procedures on a regular and ongoing basis to identify and eliminate barriers to equal employment;
- d) Maintaining an online system where potential applicants can receive an e-mail alert and apply online when the City begins accepting applications for the position they've identified;
- e) Analyzing applicant flow data to assist in determining effective targeted recruitment strategies to attract a candidate pool that is reflective of the diversity of the City of Dixon population;
- f) Ensuring that selection examinations are valid, job-related and non-discriminatory;

- g) Developing training and career advancement programs for employees;
- h) Administering a system for resolving employment opportunity complaints from employees, applicants, and third parties

ANALYSIS OF CITY WORKFORCE AND APPLICANT POOL

- The Human Resources Department shall survey the composition of the City's workforce and applicants for employment to evaluate the City's success in implementing this plan and to determine whether any monitored group, as defined in statute, is underrepresented.
- The Survey of the City workforce shall be measured against the available workforce within the geographic boundaries of Solano County. The data source for the composition of the available workforce shall be the most current U.S. Census statistics.
- A utilization analysis that compares the City's workforce with that of the available community workforce in order to determine if, and in what job categories, monitored categories are underrepresented in the City workforce.
- A narrative summary will be created to accompany the statistical analysis describing areas of underutilization and good faith steps to be taken to work towards equal utilization. It will also include the process for internal and external dissemination of policy.
- The statistical analysis to determine underutilization and progress towards equal utilization will be prepared every other year following the adoption of the current policy.

CITY OF DIXON JOB CLASSIFICATION BY EEO-4 CATEGORY METHODOLOGY

The process for categorizing jobs for the City of Dixon is based on the EEO-4 state and local government description of job category guidelines and by following categories used by similar public sector businesses with comparable job descriptions. The City of Dixon job data is current as of 09/17/2012.

Underutilization is determined by using the whole person rule difference, which is defined as occurring when the difference between availability and the actual number utilized is greater than or equal to one whole person rounded to the nearest whole person.

UNDERUTILIZATION NARRATIVE—AS OF SEPTEMBER 17, 2012

- Under the Officials/Administration category, the highest underutilization is of: White Females.
- Under the Professionals category, there is a significant underutilization of: White Females and Asian/Pacific Islander Females.
- Under the Technicians category, the highest underutilization is of: White Females.

- Under the Administrative Support category, there is underutilization in: White Males, Black Males, Hispanic Males and Asian/Pacific Islander Males. The highest underutilization is of White Males.
- Under the Service/Maintenance and Protective Service Workers categories, there is underutilization in: almost all classes except American Indian/Alaskan Native and Hispanic Males.
- Under the Skilled Craft Workers categories, the highest underutilization is of: White Females.

Overall, there is some amount of underutilization for many gender and ethnicity categories. The categories needing immediate improvement are: White and Asian or Pacific Islander Females under Professionals; and Black Males, White Females, and Black Females under Protective Service Workers.

GOOD FAITH STEPS TO IMPROVE UNDERUTILIZATION

The City of Dixon will increase its marketing and recruitment efforts and internal selection efforts to promote equal employment opportunities for those job categories that are underutilized in comparison to Solano County by the following steps:

- a. Evaluate current marketing, recruitment, and internal selection efforts to ensure equal opportunity for employment exists.
- b. Conduct a search for online and printed sources where economically feasible marketing and recruitment efforts can be targeted to underutilized groups.
- c. Analyze all steps in the recruitment process to determine areas where inequities may exist.
- d. Research local events or group meetings where underutilized groups attend and increase outreach/marketing at these events. Explore the option of sending representatives from the Human Resources Department to these events for recruitment and marketing efforts.
- e. Increase recruitment efforts at local colleges, universities, vocational schools, and job fairs targeted towards underutilized groups.
- f. Require training in equal employment opportunity procedures for all employees involved in hiring and promotion of job candidates.
- g. Utilize existing employment information databases to create a report every other year that summarizes progress towards reducing underutilization in identified categories.
- h. Focus on promoting importance of Equal Employment Opportunity both internally and externally on all printed and online materials.

APPENDIX B: CITY OF DIXON JOB CLASSIFICATION BY EEO-4 JOB CATEGORY

*Will need to be updated as job data changes. Data current as of 9/9/13.

Officials and Administrators

City Manager
Community Development Director
Director of Public Works and Community Services
Deputy City Clerk and Deputy Clerk
Deputy Finance Director
Finance and Technology Director
Fire Chief
Fire Division Chief
Human Resources Director/ City Clerk
Police Chief
Public Works Administrator

Professionals

Accountant, Senior Accountant, and Accounting Manager
Assistant Civil Engineer / Assistant Engineer, Associate Civil Engineer/ Associate Engineer, and Junior Engineer
Assistant Planner
Associate Planner
Assistant Pool Manager
Building Plans Examiner I and II
Chief Building Official
City Engineer / Director of Utilities
Economic Development/Grants Manager
Engineering Aide I and II
Engineering Technician I and II
Engineering Technician III
Fire Captain
Human Resources Technician
Information and Technology Manager
Management Analyst I and II
Police Captain
Police Lieutenant
Public Safety Administrative Manager
Public Works Superintendent
Recreation Manager
Senior Civil Engineer
Senior Management Analyst
Transit Coordinator

Technicians

Audio Video Technician
Community Services Theater Technician
Computer Support Technician
Economic and Community Development Technician
Police Sergeant
Senior Building Inspector
Senior Planner

Protective Service Workers

Community Service Officer I
Fire Engineer
Firefighter
Firefighter / Paramedic
Police Cadet
Police Lateral
Police Officer
Police Specialist
Police Trainee
Reserve Police Officer

Paraprofessionals

None

Administrative Support (Including Clerical and Sales)

Account Clerk I
Accounting Technician
Administrative Assistant
Administrative Clerk I and II
Records Clerk
Student Worker
Senior Administrative Clerk

Skilled Craft Workers

Equipment Mechanic I and II
Equipment Mechanic III
Senior Wastewater Maintenance Worker
Senior Wastewater Systems Operator
Wastewater Maintenance Worker I and II
Wastewater Systems Operator I, II, and In-Training

Service-Maintenance

Building Monitor
Laborer
Lifeguard / Instructor
Maintenance Worker I and II
Parks and Building Maintenance Supervisor
Pool Manager / Aquatics Specialist
Recreation Coordinator
Recreation Leader
Recreation Specialist
Recreation Specialist II - After-School Program
Senior Maintenance Worker
Senior Transit Driver
Sports Coordinator
Street Maintenance Supervisor
Swim Instructor / Guard
Transit Dispatcher
Transit Driver I and II
Transit Driver/Dispatcher

APPENDIX C: DEFINITION OF TERMS:

Action Oriented Programs—Programs designed to address instances where women, minorities, veterans or persons with disabilities are being employed at a rate less than their availability in the relevant labor pool.

Accommodation—Changes in the way a job duty is performed or in the workplace equipment that enable an individual with a disability to perform the required work.

Adverse Impact—The selection of protected class members at a rate lower than that of other groups.

Affirmative Action—Results-oriented actions a federal contractor is required to take to ensure equal employment opportunity. It refers to concrete steps taken in recruitment, hiring, and personnel decisions to eliminate discrimination. The purpose of affirmative action is to achieve equal employment opportunity. Applicant Flow—The number of applicants for employment for a given job over a stated period of time, analyzed by sex and applicant status. Civil Rights Act of 1964—The nation's first comprehensive law making it illegal to discriminate on the basis of race, color, religion, sex and national origin. Title VII of that law, which is enforced by the Equal Employment Opportunity Commission (EEOC), is specifically aimed at discrimination in employment.

Compliance—The degree to which federal contractors or subcontractors carry out the goals and commitments in their affirmative action plans or nondiscrimination clauses in their contracts.

Corrective Action—Correction of deficiencies identified during a compliance review of an affirmative action plan by a regulatory agency.

Debarment—A sanction that disqualifies a Company or Agency from bidding on future government contracts or subcontracts and that may terminate current contracts or subcontracts. A contractor can be debarred for failure to comply with nondiscrimination in employment legislation.

Disparate Impact—The result of a test or other employment practice which screens out or otherwise limits the employment opportunities of women or minorities at a greater rate than members of other groups.

Equal Employment Opportunity—A system of employment practices under which no individuals are excluded from consideration, or participation, or benefits because of their race, color, religion, sex, sexual orientation, national origin, age, disability or veteran status.

Executive Orders 11246, 11375, and 12086—These federal orders require federal contractors with contracts of \$10,000 or more to agree to grant equal employment opportunity on the basis of race, color, religion, sex, sexual orientation, and national

origin. Additionally, the orders require those who employ 50 or more employees and who hold contracts of \$50,000 or more to develop written affirmative action plans.

Goals or Placement Goals—Referred to in the goals section of the Affirmative Action plan, a goal is a target for placing members of an underutilized group in those jobs where statistical analysis indicates under-representation. A federal contractor is required to make numerical projections of good-faith efforts to hire or promote members of protected classes in an effort to mirror the diversity of the surrounding recruitment area. Placement goals may not be rigid and inflexible quotas which must be met and thus, create possible discrimination.. They are to be considered a guideline for employment.

Good Faith Efforts—Those actions that a contractor voluntarily develops and documents to achieve compliance with the contractor's equal opportunity and affirmative action obligations. These efforts are measured by the contractor's degree to adherence to goals. Good-faith efforts may excuse a contractor from failing to meet a goal or save the employer from sanctions. The basis components of good faith efforts are (1) outreach and recruitment measures to broaden candidate pools from which selection decision are made to include more minorities and women and (2) systematic efforts to ensure that selections are made without regard to race, sex, sexual orientation or other prohibited factors.

Individual with a Disability—Any person who (1) has a physical or mental impairment that substantially limits one or more of his or her major life activities (2) has a record of such impairment, or (3) is regarded as having such impairment. California law eliminated the word "substantially."

Job Group—One or more positions having similar requirements, content, wage rates, and opportunities for advancement.

Minorities—All persons classified as black (African-American), Hispanic, Asian or Pacific Islander, or Native American (American Indian or Alaskan Native).

National Origin—The term refers not only to a person's place of birth, but to an ancestor's place of birth as well.

Office of Federal Contract Compliance Programs (OFCCP)—An office with the U.S. Department of Labor that has the responsibility of administering Executive Order 11246 and its implementing regulations.

Protected Class—A group of people protected from employment discrimination. under government regulations; specifically identified as women, blacks, Hispanics, Asians or Pacific Islanders, American Indians or Alaskan Native, people over age 40, disabled individuals, and disabled veterans, Vietnam era veterans, and other eligible veterans, as defined under the Vietnam Era Veterans' Readjustment Assistance Act, as amended.

Reasonable Recruitment Area—The geographical area from which the contractor reasonably could seek workers to fill the open positions in question.

Whole Person Rule---Underutilization occurs when the difference between availability and the actual number utilized is greater than or equal to one whole person rounded to the nearest whole person.