

EEO Utilization Report

Organization Information

Name: Carson City

City: Carson City

State: NV

Zip: 89701

Type: Other

Step 1: Introductory Information

Policy Statement:

1.0 PURPOSE:

Our goal at Carson City is to recruit, hire, and maintain a diverse workforce. Equal employment opportunity is good business as well as being the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits.

2.0 ORGANIZATIONS AFFECTED:

All City Departments/Elected Offices

3.0 POLICY:

As an equal opportunity employer, Carson City does not discriminate in its employment decisions on the basis of race, religion, color, sex, national origin, gender, gender identity or expression of a person, sexual orientation, age, political affiliation, pregnancy, military status, disability, genetic information, or on any other basis that would be in violation of any applicable Federal, State, or local law. Except for termination or rejection of an at-will or probationary employee for any non-discriminatory reason, all personnel actions taken by Carson City are based solely upon merit and fitness. Furthermore, Carson City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, safety, and/or health risk.

4.0 REFERENCES:

NRS 613.330

EEOP Utilization Report

Workplace Harassment and Discrimination

Workplace Harassment/Discrimination Complaint Form

END OF

Following File has been uploaded:Carson City EEOP Policy.pdf

Step 4b: Narrative of Interpretation

According to the U.S. Census Bureau Quick Facts (USCBQF) Carson City (CC) has a population of 54,745 people of which 20.2% of people are under 18 years of age and 20.1% of people are 65 years and over. Out of the 54,745 people living in CC, approximately 59.7% or 32,683 of the people do not fall under or over any type of age limitation; therefore, they could be eligible for employment. The deduction is that the availability of qualified employees is limited.

The USCBQF states that 89.1% or 48,778 of people living in CC are categorized under the race as white alone; in turn the sum of all other race categories is 5,967 people, not including any age limitations, education and experience. If the age limitations are factored into the other race categories, the number of people of all other races that may be eligible for employment is 3,562, without consideration of education and experience. The other race category is so small that it is difficult to determine if the CC Utilization Analysis Chart has underutilization in certain race categories due to the small amount of population and/or due to the small percentage of people in the other race categories.

The next factor that hampers any factual determination of underutilization is the number of employees who live outside of CC and commute to CC for employment. Due to housing limitations, 366 out of the 854 employees or 42% of employees live outside of CC. Because 42% of employees live outside of CC, to compare the USCBQF with the CC Utilization Analysis Chart would result in inaccurate data.

Due to the factors above, it would be problematic and negligent to elicit any consistent deductions regarding the Utilization Analysis Chart for CC in comparison to the CC USCBQF.

Step 5: Objectives and Steps

1. To address the hiring of white males in Protective Services as non-sworn employees.

a. Carson City has 22 positions filled in the Protective Services: Non-Sworn category. Out of the 22 positions 3 are male. Two of the male positions, in the Protective Services: Non-Sworn category fall under the ethnic category white, and one position falls under Two or More Races. The other 19 positions are filled by females. From 01/01/2017 through 12/31/18 Carson City had had 16 vacancies, 932 applicants, 674 male applicants and 404 white male applicants (43.3%). When hiring for the category Protective Services: Non-Sworn both experience and education play a vital role in the hiring process. Carson City will evaluate the hiring of white males in this category.

2. To encourage white males to apply for vacancies in the Administrative Support job category.

a. The Carson City Human Resources Department has reviewed the composition of the applicant pool for vacancies in the Administrative Support job category from 01/01/2017 through 12/31/2018 and found that there was a total of 74 vacancies during that time period. For these 74 vacancies, a total of 5,562 applications were received, 1,021 of which were male. Of the 1,021 male applicants, 714 were white males (12.8% of total applications). Due to the small percentage of male applicants that apply in the Administrative Support category, Carson City has identified and will address the under-utilization of this category in B.

b. The Human Resources Department will continue outreach efforts that target a diverse population of job seekers to include men in the Administrative Support job category. Carson City is an Equal Opportunity Employer and includes this statement on all job announcements and recruitment materials. Carson City job openings are posted with the NeoGov applicant tracking system, which automatically posts to the following websites: GovernmentJobs.com, Indeed.com, ZipRecruiter.com, Glassdoor.com, and SimplyHired.com. At the discretion of the Human Resources Department, jobs may also be posted to any of the following outlets: University of Nevada, Reno; University of Nevada, Las Vegas; Western Nevada College; Truckee Meadows Community College; Carson High School; Nevada Department of Veterans Services; and EmployNV.gov. The Human Resources Department will continue to attend job fairs with local educational institutions.

3. To encourage Hispanic or Latino males to apply for vacancies in the Skilled Craft job category.

a. The Carson City Human Resources Department has reviewed the composition of the applicant pool for vacancies in the Skilled Craft job category from 01/01/2017 through 12/31/2018 and found that there was a total of 9 vacancies during that time period. For these 9 vacancies, a total of 210 applications were received, 175 of which were male. Of the 175 male applicants, 29 were Hispanic or Latino males (13.8% of total applications). Due to the small percentage of male applicants that apply in the Skilled Craft job category, Carson City has identified and will address the under-utilization of this category in B.

b. The Human Resources Department will continue outreach efforts that target a diverse population of job seekers to include men in the Skilled Craft job category. Carson City is an Equal Opportunity Employer and includes this statement on all job announcements and recruitment materials. Carson City job openings are posted with the NeoGov applicant tracking system, which automatically posts to the following websites: GovernmentJobs.com, Indeed.com, ZipRecruiter.com, Glassdoor.com, and SimplyHired.com. At the discretion of the Human Resources Department, jobs may also be posted to any of the following outlets: University of Nevada, Reno; University of Nevada, Las Vegas; Western Nevada College; Truckee Meadows Community College; Carson High School; Nevada Department of Veterans Services; and EmployNV.gov. The Human Resources Department will continue to attend job fairs with local educational institutions.

4. To encourage white females to apply for vacancies in the Technicians job category.

a. The Carson City Human Resources Department has reviewed the composition of the applicant pool for vacancies in the Technicians job category from 01/01/2017 through 12/31/2018 and found that there was a total of 26 vacancies during that time period. For these 26 vacancies, a total of 526 applications were received, 89 of which were female. Of the 89 female applicants, 57 were white females (10% of total applications). Due to the small percentage of female applicants that apply in the Technician job category, Carson City has identified and will address the under-utilization of this category in B.

b. The Human Resources Department will continue outreach efforts that target a diverse population of job seekers to include women in the Technician job category. Carson City is an Equal Opportunity Employer and includes this statement on all job announcements and recruitment materials. Carson City job openings are posted with the NeoGov applicant tracking system, which automatically posts to the following websites: GovernmentJobs.com, Indeed.com, ZipRecruiter.com, Glassdoor.com, and SimplyHired.com. At the discretion of the Human Resources Department, jobs may also be posted to any of the following outlets: University of Nevada, Reno; University of Nevada, Las Vegas; Western Nevada College; Truckee Meadows Community College; Carson High School; Nevada Department of Veterans Services; and EmployNV.gov. The Human Resources Department will continue to attend job fairs with local educational institutions.

5. To encourage white females to apply for vacancies in Protective Services both in the Sworn-Officials and Sworn-Patrol Officers job categories.

a. The Carson City Human Resources Department has reviewed the composition of the applicant pool for vacancies in the Protective Services: Sworn-Officials and Protective Services: Sworn-Patrol Officers job categories from 01/01/2017 through 12/31/2018 and found that there were 4 vacancies during that time period. For these 4 vacancies, a total of 441 applications were received, 61 of which were female. Of the 61 female applicants, 28 were white females (6.3% of total applications). Due to the small percentage of female applicants that apply in these job categories, Carson City has identified and will address the under-utilization in b below.

b. The Human Resources Department will continue outreach efforts that target a diverse population of job seekers to include women in the Protective Services: Sworn-Officials and Protective Services: Sworn-Patrol Officers job categories. Carson City is an Equal Opportunity Employer and includes this statement on all job announcements and recruitment materials. Carson City job openings are posted with the NeoGov applicant tracking system, which automatically posts to the following websites: GovernmentJobs.com, Indeed.com, ZipRecruiter.com, Glassdoor.com, and SimplyHired.com. At the discretion of the Human Resources Department, jobs may also be posted to any of the following outlets: University of Nevada, Reno; University of Nevada, Las Vegas; Western Nevada College; Truckee Meadows Community College; Carson High School; Nevada Department of Veterans Services; and EmployNV.gov. The Human Resources Department will continue to attend job fairs with local educational institutions.

Step 6: Internal Dissemination

Internal Dissemination

1. The Carson City Human Resources Department will post the EEOP Short Form on the City's website and provide employees notice of this posting through the Carson City intranet.
2. Copies of the plan will be distributed to all department directors and elected officials. Department Directors will be

asked to notify their employees that the EEOP is available for viewing and printing from the City's website.

3. All new employees will be provided with a copy of the City's Workplace Harassment and EEO policy during new employee orientation. All new employees will also be provided with a copy of the EEOP and informed that it is also available on the City's website.

4. All employment advertisements will contain the phrase: An Equal Opportunity Employer or EOE.

Step 7: External Dissemination

1. All vendors and contractors will be notified in writing that Carson City has developed an EEOP Short Form and that it is available on request for review or that it can be accessed by visiting the City's website.

2. Carson City will post a copy of the EEOP Short form on the City's website.

3. Carson City has provided copies of the EEOP Short Form to the local public library for public access by library patrons.

**Utilization Analysis Chart
Relevant Labor Market: Carson City, Nevada**

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 #/%	13/43%	1/3%	0/0%	0/0%	1/3%	0/0%	1/3%	0/0%	11/37%	2/7%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
CLS #/%	1,665/48%	165/5%	0/0%	20/1%	70/2%	0/0%	0/0%	15/0%	1,320/38%	195/6%	0/0%	10/0%	20/1%	0/0%	19/1%	0/0%
Utilization #/%	-4%	-1%	0%	-1%	1%	0%	3%	-0%	-1%	1%	0%	-0%	-1%	0%	3%	0%
Professionals																
Workforce #/%	67/35%	5/3%	0/0%	0/0%	0/0%	0/0%	3/2%	0/0%	95/50%	13/7%	1/1%	1/1%	1/1%	0/0%	3/2%	0/0%
CLS #/%	2,640/42%	215/3%	15/0%	15/0%	70/1%	0/0%	25/0%	0/0%	2,880/46%	165/3%	65/1%	60/1%	30/0%	20/0%	30/0%	0/0%
Utilization #/%	-7%	-1%	-0%	-0%	-1%	0%	1%	0%	4%	4%	-1%	-0%	0%	-0%	1%	0%
Technicians																
Workforce #/%	26/59%	3/7%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	10/23%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	285/30%	19/2%	0/0%	15/2%	20/2%	0/0%	35/4%	15/2%	390/41%	15/2%	0/0%	40/4%	10/1%	0/0%	95/10%	15/2%
Utilization #/%	29%	5%	0%	-2%	-2%	5%	-4%	-2%	-18%	5%	0%	-4%	-1%	0%	-10%	-2%
Protective Services: Sworn-Officials																
Workforce #/%	20/100%	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%	0/0%	0/0%
CLS #/%	845/63%	115/9%	35/3%	4/0%	20/2%	0/0%	10/1%	0/0%	300/23%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	37%	-9%	-3%	-0%	-2%	0%	-1%	0%	-23%	0%	0%	-0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	56/74%	12/16%	1/1%	1/1%	0/0%	0/0%	1/1%	0/0%	4/5%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,095/36%	725/24%	0/0%	8/0%	35/1%	0/0%	29/1%	20/1%	805/26%	315/10%	0/0%	12/0%	30/1%	0/0%	0/0%	0/0%
Utilization #/%	38%	-8%	1%	1%	-1%	0%	0%	-1%	-21%	-9%	0%	-0%	-1%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	50/70%	9/13%	1/1%	2/3%	1/1%	0/0%	0/0%	0/0%	8/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10/100%	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%	0/0%	0/0%

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 #/%	-30%	13%	1%	3%	1%	0%	0%	0%	11%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	16/12%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	89/64%	28/20%	1/1%	1/1%	0/0%	0/0%	2/1%	0/0%
CLS #/%	2,490/29%	310/4%	15/0%	25/0%	4/0%	0/0%	45/1%	20/0%	4,765/55%	745/9%	0/0%	100/1%	80/1%	40/0%	55/1%	35/0%
Utilization #/%	-17%	-3%	-0%	-0%	-0%	0%	0%	-0%	9%	12%	1%	-0%	-1%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	56/88%	4/6%	0/0%	0/0%	1/2%	0/0%	2/3%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,720/69%	445/18%	35/1%	50/2%	35/1%	25/1%	44/2%	0/0%	125/5%	10/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	19%	-12%	-1%	-2%	0%	-1%	1%	0%	-3%	-0%	0%	-0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	102/46%	22/10%	1/0%	1/0%	0/0%	0/0%	2/1%	0/0%	62/28%	19/9%	0/0%	1/0%	0/0%	1/0%	10/5%	0/0%
CLS #/%	3,025/39%	1,085/14%	95/1%	40/1%	80/1%	0/0%	55/1%	0/0%	2,135/28%	890/11%	45/1%	135/2%	130/2%	4/0%	30/0%	10/0%
Utilization #/%	7%	-4%	-1%	-0%	-1%	0%	0%	0%	1%	-3%	-1%	-1%	-2%	0%	4%	-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
Technicians									✓						✓	
Protective Services: Sworn-Patrol Officers									✓	✓						
Protective Services: Non-sworn	✓															
Administrative Support	✓															
Skilled Craft		✓														

Law Enforcement Category Rank 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
Deputy																
Workforce #/%	56/74%	12/16%	1/1%	1/0%	0/0%	0/0%	1/1%	0/0%	4/5%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	11/79%	3/21%	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%	0/0%
Lietenant																
Workforce #/%	1/100%	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%	0/0%	0/0%
Sheriff																
Workforce #/%	1/100%	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%	0/0%	0/0%
Undersheriff																
Workforce #/%	1/100%	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%	0/0%	0/0%
Assistant Sheriff																
Workforce #/%	1/100%	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%	0/0%	0/0%
Captain																
Workforce #/%	2/100%	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%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	73/76%	15/16%	1/1%	1/0%	0/0%	0/0%	1/1%	0/0%	4/4%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Carson City Consolidated Municipality	
Address: 201 N. Carson Street, Carson NV 89701	
Is agency a: <input checked="" type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUNS Number: 073787152	Vendor Number (only if direct recipient)
Name and Title of Contact Person: Mirjana Gavric, Grants Administrator	
Telephone Number: 775 283-7069	E-Mail Address: MGavric@carson.org

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe | <input type="checkbox"/> Medical Institution. |
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title Signature Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Nancy Paulson _____ [responsible official], certify that Carson City Consolidated Municipality [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
Carson City Human Resources Department

[organization],
201 N. Carson Street, Suite 4, Carson City, NV 89701
[address].

Nancy Paulson, City Manager _____
Print or Type Name and Title Signature Date 2/2/19

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title Signature Date