

EEO Utilization Report

Organization Information

Name: City Of Lock Haven

City: Lock Haven

State: PA

Zip: 17745

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The City of Lock Haven shall not discriminate in hiring, job assignments, promotion, discipline, termination, compensation, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex, national origin, age, disability, military status, or any other characteristics protected by law. The City of Lock Haven shall make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

If there are any questions or concerns about any type of discrimination in the workplace, they can be brought to the attention of the City Manager. Concerns and reports can be made without fear of reprisal. Anyone found engaging in any type of unlawful discrimination can be subject to disciplinary action, up to and including termination of employment.

Step 4b: Narrative of Interpretation

The City of Lock Haven's Human Resource Specialist reviewed the Utilization Analysis Chart and have noted the following:

1. White Males were under represented in Officials (-1%) and Administrative Support (-18%)
2. Hispanic or Latino Males were under represented in Officials (-1%), Professionals (-1%), and Protective Services (-4%)
3. Black or African American Males were under represented in Technicians (-1%) and Service Maintenance (-1%)
4. Asian Males were under represented in Professionals (-1%)
5. Other Males were under represented in Administrative Support (-1%)
6. White Females were under represented in Professionals (-24%), Technicians (-61%), Protective Services (sworn) (-14%), Protective Services (unsworn) (-100%), Skilled Craft (-5%), and Service Maintenance (-39%)
7. Black or African American Females were under represented in Technicians (-1%)
8. Hispanic or Latino Females were under represented in Professionals (-1%)
9. Asian Females were under represented in Professionals (-1%)
9. Females with 2 or more races were under represented in Technicians (-1%)

In keeping with the City's commitment to have a workforce that reflects the community it serves, the City will examine its recruitment and retention practices. Future practices will be adjusted to further consider those under represented populations.

Step 5: Objectives and Steps

1. To encourage white females to apply for vacancies in the Technician, Protective Services (non sworn), and Service Maintenance job categories

- a. The City Manager will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether white female applicants were under represented.
- b. The City of Lock Haven will enhance outreach efforts that target white female applicants in the Technician, Protective Services (non sworn), and Service Maintenance job categories through advertising the availability of the openings and encouraging white females to apply.

2. To encourage Hispanic/Latino and Asian males and females to apply for positions in the Professional job category

- a. The City Manager will review the composition of the applicant pool for vacancies in this job category in the last fiscal year to determine whether Hispanic/Latino and Asian males and females were under represented.
- b. The City of Lock Haven will enhance outreach efforts that target Hispanic/Latino and Asian male and female applicants and encourage them to apply for available positions in the Professional job category

Step 6: Internal Dissemination

1. Discuss the EEOP Utilization Report with the City's Leadership Team, made up various heads-of-departments
2. Distribute memorandum to all employees to make them aware an EEOP Utilization Report was completed for 2019 and the report is available upon request
3. Include a bound copy of the EEOP Utilization Report in the office of the Human Resource Specialist

Step 7: External Dissemination

1. The EEOP Utilization Report will be posted on the City of Lock Haven's public website so that any user may access and download the document.
2. The City of Lock Haven will send 2 copies of the EEOP Utilization Report to the local public library for display in their reading rooms.



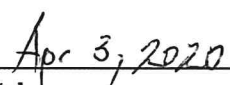
Utilization Analysis Chart
Relevant Labor Market: Clinton County, Pennsylvania

| 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 #/% | 6/55% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 5/45% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| | CLS #/% | 555/56% | 10/1% | 4/0% | 0/0% | 4/0% | 0/0% | 0/0% | 415/42% | 0/0% | 0/0% | 0/0% | 0/0% | 4/0% | 0/0% | 0/0% |
| | Utilization #/% | -1% | -1% | -0% | 0% | -0% | 0% | 0% | 4% | 0% | 0% | 0% | -0% | 0% | 0% | 0% |
| Professionals | | | | | | | | | | | | | | | | |
| | Workforce #/% | 4/67% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/33% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| | CLS #/% | 755/36% | 30/1% | 0/0% | 4/0% | 20/1% | 0/0% | 4/0% | 1,195/57% | 30/1% | 4/0% | 0/0% | 45/2% | 0/0% | 0/0% | 0/0% |
| | Utilization #/% | 30% | -1% | 0% | -0% | -1% | 0% | -0% | -24% | -1% | -0% | 0% | -2% | 0% | 0% | 0% |
| Technicians | | | | | | | | | | | | | | | | |
| | Workforce #/% | 5/83% | 1/17% | 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 #/% | 170/36% | 0/0% | 4/1% | 0/0% | 0/0% | 0/0% | 0/0% | 285/61% | 0/0% | 4/1% | 0/0% | 0/0% | 0/0% | 4/1% | 0/0% |
| | Utilization #/% | 47% | 17% | -1% | 0% | 0% | 0% | 0% | -61% | 0% | -1% | 0% | 0% | 0% | -1% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| | Workforce #/% | 14/100% | 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% |
| | CLS #/% | 210/82% | 10/4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 35/14% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| | Utilization #/% | 18% | -4% | 0% | 0% | 0% | 0% | 0% | -14% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| | Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| | Civilian Labor Force #/% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 30/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| | Utilization #/% | | | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | | | |
| | Workforce #/% | 2/15% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 11/85% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| | CLS #/% | 1,195/33% | 0/0% | 4/0% | 4/0% | 10/0% | 0/0% | 0/0% | 2,350/65% | 4/0% | 0/0% | 0/0% | 10/0% | 0/0% | 4/0% | 0/0% |
| | Utilization #/% | -18% | 0% | -0% | -0% | -0% | 0% | 0% | 19% | -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 |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 18/100% | 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 #/% | 1,400/94% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 75/5% | 4/0% | 0/0% | 0/0% | 4/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 6% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | -5% | -0% | 0% | 0% | -0% | 0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 14/93% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 17% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 2,665/52% | 14/0% | 50/1% | 0/0% | 4/0% | 0/0% | 0/0% | 0/0% | 2,325/45% | 25/0% | 0/0% | 10/0% | 25/0% | 0/0% | 0/0% | 4/0% |
| Utilization #/% | 41% | -0% | -1% | 0% | -0% | 0% | 0% | 0% | -39% | -0% | 0% | -0% | -0% | 0% | 0% | -0% |

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.

 [signature]  [title]  [date]