

EEO Utilization Report

Organization Information

Name: CITY OF BRISTOL VIRGINIA

City: BRISTOL

State: VA

Zip: 24201-4327

Type: County/Municipal Government

Section 1: EEO Policy Statement

Policy Statement:

See attachment

Following File has been uploaded:Equal Employment Policy.docx

Section 5: Narrative Interpretation of Data

Based on the comparison of data, the City of Bristol has underutilization in the following categories:

-1% White Male in the Protective services- Non-Sworn Officers category

-16% White Male in the Administrative support category

-27% White Females in the Professional category

-12% White Females in the Skilled Craft category

-24% White Females in the Service/Maintenance category

-3% Two or more races Females in the Administrative category

The categories that have the most underutilization are White females in the Service/Maintenance, Skilled Craft, and Professional categories and White males in the Administrative Support category.

The number of qualified female applicants we received for our last Skilled Craft position was very limited. Only about 4.2% of the qualified candidates were females. The last posting for a Service/Maintenance position only had 1 female applicant out of 87 total candidates. The race of the candidates is not available.

The underutilization in the professional category has underlying factors that contribute to the underutilization. Our promotion process for the Fire Department and Police Department is based on seniority and test scores. Our female fire fighters and officers have lower seniority than many of the male employees in these roles. Both departments will not allow an employee to advance until they reach the seniority level required and test for the position. We also have very low turnover in both departments at the professional level. We also have very few females that apply for entry level positions in both departments.

Underutilization for white males in the administrative category is also due to the number of qualified male candidates we received. 12% of the total applicants for our last open position were male applicants. The race of the candidates is not available.

Census data for the City shows that the estimated percentage of the population that is White, not Hispanic, is around 87.8%.

Section 6: Objectives and Steps

1. Recruit more women in skilled craft and professional job categories

- a. Update job descriptions and job postings to add more information to appeal to female applicants. Include more benefit information, promote the time off and work/life balance because based on research these are the items women look for in job advertisements. Add more feminine gender coded words like support, share, responsible, together, connect, etc." to the job descriptions in these positions.
- b. Use social media to appeal to more women in these categories by showing our diverse workforce. When posting jobs on LinkedIn and Facebook, add pictures of women fulfilling these typically male roles. Post job advertisements on Women in the Workforce Facebook group and LinkedIn groups.
- c. Create a task force with our female skilled craft workers and professionals to look for ways to bring more women into the workplace. Create community outreach to local trade schools to recruit women in these roles. Work with the colleges and trade schools to bring our female employees in these roles onsite to talk to students about their career goals.

2. Recruit more males in administrative support categories

- a. Work with our current administrative support employees to look for ways to bring more men into these roles by creating a focus group to support us when we go out to recruitment fairs. Bringing the men that currently fill our administrative roles to the job fairs will show diversity in our organization.
- b. Update job descriptions and job postings to add more appeal to male applicants based on research on what each gender looks for in a job advertisement. Add gender biased words in the job descriptions to appeal to men, for example; strong, lead, analysis, driven. Promote competitive salary information because research states that men look for a competitive salary over other items in a job posting.
- c. Use social media to appeal to more men in these categories by showing our diverse workforce. When posting administrative positions for the City on LinkedIn and Facebook, post pictures of men filling these roles which are typically seen as female roles.

Section 7: Dissemination Strategy: Internal

We will disseminate the report internally by posting information on the bulletin boards in employee break areas about how to obtain a copy of the report.

Section 7: Dissemination Strategy: External

We will disseminate the report externally by posting a copy of the report on our website

Utilization Analysis Chart
Relevant Labor Market: Bristol city
, Virginia

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 #/%	22/56%	0/0%	3/8%	0/0%	0/0%	0/0%	0/0%	14/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	695/62%	0/0%	30/3%	0/0%	0/0%	0/0%	0/0%	380/34%	0/0%	0/0%	0/0%	0/0%	0/0%	15/1%
Utilization #/%	-6%	0%	5%	0%	0%	0%	0%	2%	0%	0%	0%	0%	0%	-1%
Professionals														
Workforce #/%	23/72%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/25%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	535/40%	0/0%	50/4%	0/0%	0/0%	0/0%	0/0%	705/52%	4/0%	30/2%	10/1%	10/1%	0/0%	0/0%
Utilization #/%	32%	0%	-4%	0%	0%	0%	0%	-27%	-0%	1%	-1%	-1%	0%	0%
Technicians														
Workforce #/%	15/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	495/52%	0/0%	45/5%	0/0%	0/0%	0/0%	10/1%	345/36%	0/0%	60/6%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	20%	0%	-5%	0%	0%	0%	-1%	-8%	0%	-6%	0%	0%	0%	0%
Protective Services: Sworn														
Workforce #/%	39/85%	1/2%	2/4%	0/0%	0/0%	0/0%	0/0%	4/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	265/85%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	45/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-1%	2%	4%	0%	0%	0%	0%	-6%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	35/85%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	5/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	30/100%	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%
Utilization #/%	-15%	0%	2%	0%	0%	0%	0%	12%	0%	0%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	20/17%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	97/80%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	860/33%	4/0%	0/0%	0/0%	0/0%	0/0%	45/2%	1,540/58%	10/0%	90/3%	0/0%	4/0%	0/0%	85/3%
Utilization #/%	-16%	-0%	2%	0%	0%	0%	-2%	22%	-0%	-2%	0%	-0%	0%	-3%
Skilled Craft														

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
Workforce #/%	23/96%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	770/86%	0/0%	15/2%	0/0%	0/0%	0/0%	0/0%	110/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	10%	0%	-2%	4%	0%	0%	0%	-12%	0%	0%	0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	22/71%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	7/23%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,355/45%	10/0%	110/4%	0/0%	0/0%	0/0%	0/0%	1,395/47%	10/0%	55/2%	0/0%	0/0%	0/0%	45/2%
Utilization #/%	25%	-0%	-0%	0%	0%	0%	0%	-24%	-0%	1%	0%	0%	0%	-2%

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
Professionals								✓						
Protective Services: Non-sworn	✓													
Administrative Support	✓													✓
Skilled Craft								✓						
Service/Maintenance								✓						

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.

Certified As Final By: Cameron Phillips

Chief Financial Officer

11-06-2023

[signature]

[title]

[date]