

EEO Utilization Report

Organization Information

Name: City Of Rapid City

City: Rapid City

State: SD

Zip: 57701

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The City of Rapid City is an Equal Opportunity Employer. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the City complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Step 4b: Narrative of Interpretation

The City of Rapid City is significantly underutilized in the following Job Categories: Professionals, Technicians, Protective Services: Non-sworn, and Service/Maintenance for White and Hispanic females. The chart also notes that white males are underrepresented in the Administrative Support category which is noteworthy to mention since it seems to support stereotypical gender roles. In keeping with the City's commitment to employing a diverse workforce, the City will continue to examine its recruitment and retention practices to see if there may be more ways to attract females all of races to apply for opportunities in the aforementioned Job Categories. One of the contributing factors may be that since tenures with the City tend to be long-term, vacancies may not arise often. Secondly, many of the City's positions are classified as union, therefore, vacancies are open to union members first, which can lead to less a diverse pool of applicants.

Native American recruitment remains a high priority for the City and Police Department. The Rapid City Police Department is currently engaged in a COPS Community Policing Development grant that created a pilot program for Native American recruitment, support, and mentorship while students are enrolled in criminal justice programs at the local college.

Step 5: Objectives and Steps

1. To ensure equal opportunities for White and Hispanic females the City of Rapid City will reexamine its hiring and applicant screening processes.

- a. a. The City will evaluate training opportunities for all staff involved in the hiring process which includes screening applicants, selecting candidates for interview, the interview process and final candidate selection.
- b. The City will require that interview panels are diverse in nature to include a minimum of one female.
- c. The City will continue to attend local college/university job fairs, including Black Hills State University and South Dakota School of Mines and Technology.
- d. The City will continue to attend local career fairs that target transitioning military service personnel, including the Black Hills Veterans Job Fair and the Black Hills Regional Job Fair.
- F . The City will continue targeting diverse groups of potential applicants through various department social media accounts such as Facebook, LinkedIn, Twitter and YouTube.

2. To ensure equal opportunities for White and Hispanic females the City of Rapid City will reexamine its internal promotion and transfers processes for consistency.

- a. a. The City will train all staff involved in promotion and transfer processes to follow applicable union contract requirements.
- b. The City will train all staff involved in promotion and transfer processes to follow a standard guideline for nonunion positions.
- c. The City will require promotional interview panels to be diverse in nature to include at least one female.
- d. The City will require standardized documentation for both promotional and transfer processes in order to review at a later date in an effort to remove barriers.
- e. The City will develop working guidelines that offer concrete strategies to correct for implicit bias.
- f. The City will continue to email all City staff with current job openings.
- g. The City will continue to post all vacant job opportunities through its online applicant tracking system which is web-based and free for employees and the public to access.

Step 6: Internal Dissemination

Posting the EEOP Utilization Report on the City of Rapid City's intranet page;

Placing a copy of the EEOP Utilization in the recipient's policies and procedures manual;

Posting information on bulletin boards in employee break areas about how to obtain a copy of the EEOP Utilization Report;

Distributing a copy of the EEOP Utilization Report to all supervisors and department heads;

Sending electronic (e-mail) to every employee stating that a copy of the EEOP Utilization Report is available on request in the Mayor's office in the City Administration Building.

Step 7: External Dissemination

Notifying applicants, vendors, and contractors in writing that the City of Rapid City has developed an EEOP Utilization Report and that it is available on request for review;

Posting a copy of the EEOP Utilization Report on the City of Rapid City's public website;

Utilization Analysis Chart
Relevant Labor Market: Rapid City city, South Dakota

| 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 #/% | 18/82% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 4/18% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 2,530/51% | 90/2% | 50/1% | 60/1% | 10/0% | 0/0% | 0/0% | 0/0% | 1,990/40% | 30/1% | 30/1% | 70/1% | 0/0% | 0/0% | 70/1% | 0/0% |
| Utilization #/% | 30% | -2% | -1% | -1% | -0% | 0% | 0% | 0% | -22% | -1% | -1% | -1% | 0% | 0% | -1% | 0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 66/68% | 2/2% | 1/1% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 25/26% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 1/1% | 0/0% |
| CLS #/% | 3,485/38% | 75/1% | 30/0% | 130/1% | 30/0% | 0/0% | 50/1% | 0/0% | 4,800/53% | 70/1% | 15/0% | 250/3% | 20/0% | 0/0% | 160/2% | 0/0% |
| Utilization #/% | 30% | 1% | 1% | -1% | 1% | 0% | -1% | 0% | -27% | 0% | -0% | -3% | -0% | 0% | -1% | 0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 47/73% | 0/0% | 1/2% | 1/2% | 0/0% | 0/0% | 2/3% | 0/0% | 13/20% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 450/32% | 0/0% | 0/0% | 15/1% | 0/0% | 0/0% | 0/0% | 0/0% | 875/62% | 4/0% | 0/0% | 65/5% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 41% | 0% | 2% | 0% | 0% | 0% | 3% | 0% | -42% | -0% | 0% | -5% | 0% | 0% | 0% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 194/89% | 5/2% | 2/1% | 3/1% | 1/0% | 0/0% | 3/1% | 0/0% | 9/4% | 0/0% | 0/0% | 1/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 555/77% | 15/2% | 10/1% | 25/3% | 0/0% | 0/0% | 0/0% | 0/0% | 105/15% | 10/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 12% | 0% | -0% | -2% | 0% | 0% | 1% | 0% | -10% | -1% | 0% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 21/38% | 1/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 32/58% | 0/0% | 0/0% | 0/0% | 1/2% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 25/31% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 55/69% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 7% | 2% | 0% | 0% | 0% | 0% | 0% | 0% | -11% | 0% | 0% | 0% | 2% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 15/16% | 1/1% | 0/0% | 0/0% | 0/0% | 1/1% | 0/0% | 0/0% | 73/76% | 3/3% | 0/0% | 2/2% | 0/0% | 1/1% | 0/0% | 0/0% |
| CLS #/% | 4,275/31% | 74/1% | 35/0% | 165/1% | 15/0% | 0/0% | 59/0% | 0/0% | 8,335/60% | 260/2% | 75/1% | 455/3% | 80/1% | 0/0% | 104/1% | 25/0% |
| Utilization #/% | -15% | 1% | -0% | -1% | -0% | 1% | -0% | 0% | 16% | 1% | -1% | -1% | -1% | 1% | -1% | -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 #/% | 129/90% | 2/1% | 0/0% | 0/0% | 0/0% | 7/5% | 1/1% | 0/0% | 4/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 3,685/87% | 130/3% | 25/1% | 165/4% | 4/0% | 0/0% | 60/1% | 25/1% | 160/4% | 0/0% | 0/0% | 0/0% | 4/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 4% | -2% | -1% | -4% | -0% | 5% | -1% | -1% | -1% | 0% | 0% | 0% | -0% | 0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 392/50% | 17/2% | 2/0% | 34/4% | 6/1% | 1/0% | 8/1% | 0/0% | 271/35% | 9/1% | 1/0% | 32/4% | 4/1% | 2/0% | 5/1% | 0/0% |
| CLS #/% | 4,825/43% | 225/2% | 60/1% | 350/3% | 205/2% | 0/0% | 275/2% | 15/0% | 4,105/37% | 165/1% | 20/0% | 530/5% | 175/2% | 0/0% | 150/1% | 50/0% |
| Utilization #/% | 7% | 0% | -0% | 1% | -1% | 0% | -1% | -0% | -2% | -0% | -0% | -1% | -1% | 0% | -1% | -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 |
| Professionals | | | | | | | | | ✓ | | | | | | | |
| Technicians | | | | | | | | | ✓ | | | | | | | |
| Protective Services: 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: Dave Kinser

Research Development Specialist

09-11-2018

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