

CITY OF PUNTA GORDA Equal Employment Opportunity Plan



Monday, October 3, 2011

Policy Statement:

It is the policy of the City of Punta Gorda to recognize and fulfill its commitment to the community in the area of Equal Employment Opportunity through an affirmative action plan that will increase both the quantity of minorities employed and the level of responsibility of jobs held by minorities employed and females within the City government. The City will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, or national origin. Those charged with the daily administration of this policy will be responsible for guarding against under-utilization of minorities and females within the organization and will work toward the eventual goal of full representation of minorities and females at all levels in the organization.

Summary:

The accompanying data shows that Charlotte County, of which the City of Punta Gorda is the County Seat, has a population that is slightly more than 90% white. Among the challenges that the City faces in meeting its EEO goals is the fact that our turnover is very low, especially in non-entry level positions, and the minority population from which we draw candidates is quite small. It is difficult to hire minority or female employees when we receive few if any qualified minority or female candidates. This is historically true in the area of Public Safety, Firefighters and Police Officers. Due to budgetary constraints and continued low turnover in personnel, money that was set aside for scholarships to send minority or female candidates to the Police and Fire Academies.

Purpose and Objectives of Equal Employment Opportunity Policy:

The City Manager is responsible for the implementation and overall realization of the following policy statement throughout the organization.

It is the common attitude of the City of Punta Gorda to fully support and monitor the affirmative action program outlined as follows:

1. The fundamental objective of the City of Punta Gorda is to abide by the spirit of the law in providing equal employment to all persons without regard to race, color, religion, national origin, sex or age.
2. Recognizing that all persons have not historically been afforded equal opportunities in either education or employment, it is the intent of the City of Punta to assume an affirmative action role.
3. As an affirmative action employer, the City of Punta Gorda assumes a civic responsibility of providing training to provide minority persons in particular, with basic skills to meet minimum standards of employment. Such basic training will be provided on an on-the-job basis.
4. The City of Punta Gorda will further evaluate existing jobs to ensure that minimum standards for employment are fair and equitable to all applicants for employment.
5. The ultimate objective of the City of Punta Gorda organization is to have minority employees and females represented in all types of positions within the City. To provide such persons with opportunities for advancement, on-the-job work experience and additional educational training will be provided.



[Signature]

City Manager

[Title]

10/3/2011

[Date]

Narrative Underutilization Analysis

According to Table 1 Charlotte County as a whole has a total workforce of 52,385. Out of this total, the City of Punta Gorda has 309 employees, or six tenths of a percent (.6%) of those employed in the County. Consequently, with such a disparity in statistical populations within the data sets, we can only draw generalized conclusions or observations from the utilization analyses depicted in Tables 3 and 5 and the numerical data contained in the other tables. The following are some statistics that point out that the City of Punta Gorda is not totally out of step with the CLS numbers of the County, but there is definitely room for improvement.

1. In terms of aggregate numbers, the City of Punta Gorda has a minority workforce of about 8%, compared to 10% for Charlotte County as a whole. The utilization of ethnic minorities is 2% lower than the CLS.
2. The workforce of the City of Punta Gorda is 65% white male. The workforce in Charlotte County is 47% white male. There is an over-utilization of white males relative to females (all ethnic backgrounds) of 18% when compared to the CLS.
3. The City of Punta Gorda has no ethnic minorities in positions that fall within the Officials/Administrators and Professionals job categories with 64% filled by white males. Only 37% of these are filled by white females. The same job categories in Charlotte County as a whole are 45% white male, and 55% white female or minorities.
4. 27% of the sworn protective services within Charlotte County are made up of ethnic minorities or females. The City of Punta Gorda's sworn protective services are made up of an ethnic minority and female population that total 21% of the sworn workforce.

Overall the statistics contained in the tables indicate that the City of Punta Gorda in terms of total employment numbers continues to be in reasonably good condition relative to the aggregate number of ethnic minorities currently employed. Given the small number of people employed by the City relative to Charlotte County's overall employment, if the City were to employ four more employees who fall into one of the

ethnic groupings, it would then be at parity with the County, once again, in terms of aggregate numbers.

Once again, specific areas of concern that we will address in the upcoming year and beyond are vacancies in public safety, especially the Fire Department, where there is only one female firefighter, and no firefighters that are from an ethnic minority group; and, as positions become open, mid-and upper-level management positions. During this past year the Fire Department had only vacancy, and the City received no qualified minority or female applicants for this position. It is important to note the workforce of the City of Punta Gorda is very stable, with over 10% of the total group having been employed for more than ten (10) years. This is especially true of positions that are in the middle or upper management classifications that we wish to address.

Objectives and Steps

Objective 1: Ensure, through outreach and actual practice that females and minorities are actively recruited and that there is an effective employment outreach program to the County's minority population.

Key Activities Toward Success

- Advertise openings in the local newspaper and other publications, which target minority candidates.
- Announce and promote vacancies at regional training academies in Charlotte, Lee and Sarasota Counties.
- Identify and place vacancy notices with local churches and organizations that have been identified as contacts for minorities.
- Participate in local Career Days and Job Fairs.
- Monitor the City's success in advertising and recruiting females and minorities through statistical analysis of employment application data.

Objective 2: Ensure that all qualified female and minority applicants will be interviewed when filling vacant positions, and to take affirmative action in such instances to hire such applicants.

Key Activities Toward Success

- Actively recruit females and minority applicants to fill these positions so that the City has an opportunity to interview them for the position.
- Provide training to supervisors and managers regarding the City Affirmative Action Program, and emphasizing to them throughout the advertising, recruitment, interview, and selection process that the City has placed an emphasis on hiring females and minorities.
- Establish a statistical methodology for gathering relevant data as to whether qualified females and minority applicants are being given appropriate opportunities to interview, and their success rate in being selected.

Objective 3: Ensure that all qualified female and minority applicants will be interviewed when filling vacant positions, and to take affirmative action in such instances to hire such applicants.

Key Activities Toward Success

- Actively recruit females and minority applicants to fill these positions so that the City has an opportunity to interview them for the position.
- Provide training to supervisors and managers regarding the City Affirmative Action Program, and emphasizing to them throughout the advertising, recruitment, interview, and selection process that the City has placed an emphasis on hiring females and minorities.
- Establish a statistical methodology for gathering relevant data as to whether qualified females and minority applicants are being given appropriate opportunities to interview, and their success rate in being selected.

Objective 4: Ensure that our outreach and advertising in filling these positions targets females and minorities, and that all such candidates who are qualified will be given an interview when filling vacant positions, and to take affirmative action in such instances to hire such applicants.

Key Activities Toward Success

- Provide training to supervisors and managers regarding the City Affirmative Action Program, and emphasizing to them throughout the advertising, recruitment, interview, and selection process that the City has placed an emphasis on hiring females and minorities.
- Establish a statistical methodology for gathering relevant data as to whether qualified females and minority applicants are being given appropriate opportunities to interview, and their success rate in being selected.

Internal Dissemination

The City of Punta Gorda will work with the appropriate agencies and groups within the community so as to cooperate in the further development of community acceptance and adoption of nondiscrimination practices in employment.

1. The City of Punta Gorda will take the following steps to assure effective dissemination and understanding of our EEO Policy:
2. Include it in the Personnel Rules and Regulations.
3. Conduct meetings with management, and supervisory personnel to explain intent of policy and individual responsibility for effective implementation, making clear the City Manager's attitude.
4. Schedule meetings with all other employees to discuss policy and explain individual employee responsibilities.
5. Discuss the policy thoroughly in both employee orientation and management training programs.
6. Post the policy on City bulletin boards
7. Communicate to employees the existence of our affirmative action program and make available such elements of this programs as will enable such employees to know of and avail themselves of its' benefits.

External Dissemination

1. Inform all recruiting sources verbally and in writing of City policy, stipulating that these sources actively recruit and refer minorities and women for all positions.

2. Incorporate the Equal Opportunity clause in all purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended and its' implementing regulations.
3. Notify minority and women's organizations, community agencies, community leaders, secondary schools and colleges, of company policy.
4. Communicate to prospective employees the existence of the City's affirmative action program and make available such elements of this program as will enable such prospective employees to know of and avail themselves of its' benefits.
5. Send written notification of the City's policy to all subcontractors, vendors and suppliers requesting appropriate action on their part.

In order to continually attract and recruit the most highly qualified applicants to the City of Punta Gorda, the recruitment plan will be reviewed periodically and comprehensively on an annual basis. The goal of the City is to create a more culturally and ethnically diverse work force reflective to the community.

The challenge of striving to attain the highest caliber of individuals available within the City will affect all employees. It will require that diversity is valued, understood and utilized effectively. In order to create a more representative mix of people, the City has made a strong commitment to recruiting candidates from diverse backgrounds.

FUNCTION TYPE 16

REMARKS (List National Crime Information Center (NCIC) number assigned to any Criminal Justice Agencies whose data are included in this report)

LIST AGENCIES INCLUDED ON THIS FORM

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS FORM		TITLE		
PHILIP WICKSTROM		HUMAN RESOURCE MANAGER		
ADDRESS (Number and Street, City, State, Zip Code)		TELEPHONE NUMBER	Ext	FAX NUMBER
326 WEST MARION AVENUE,PUNTA GORDA,FLORIDA,33950		941-575-3371		941-575-3300
DATE	EMAIL	TYPED NAME/TITLE OF AUTHORIZED OFFICIAL		SIGNATURE
2011-09-20	PWICKSTROM@PGORDA.US	PHILIP WICKSTROM HUMAN RESOURCES MANAGER		<input checked="" type="checkbox"/>

D. EMPLOYMENT DATA AS OF JUNE 30 (Cont.)

FUNCTION TYPE 16

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULL-TIME EMPLOYEES (Temporary employees are not included)

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K) A	MALE					FEMALE						
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE		
			WHITE	BLACK				WHITE	BLACK				B	C
Skilled Craft Workers	49. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0
	50. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0
	51. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0
	52. 25.0-32.9	5	5	0	0	0	0	0	0	0	0	0	0	0
	53. 33.0-42.9	13	11	2	0	0	0	0	0	0	0	0	0	0
	54. 43.0-54.9	17	16	1	0	0	0	0	0	0	0	0	0	0
	55. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0
	56. 70.0 Plus	0	0	0	0	0	0	0	0	0	0	0	0	0
	57. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0
Service-Maintenance	58. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	
	59. 20.0-24.9	1	0	1	0	0	0	0	0	0	0	0	0	
	60. 25.0-32.9	23	19	4	0	0	0	0	0	0	0	0	0	
	61. 33.0-42.9	20	17	3	0	0	0	0	0	0	0	0	0	
	62. 43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	
	63. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	
	64. 70.0 Plus	0	0	0	0	0	0	0	0	0	0	0	0	
	65. TOTAL FULL TIME (Lines 1-64)	256	171	13	4	2	0	62	1	3	0	0		

2. OTHER THAN FULLTIME EMPLOYEES (Including temporary employees)

66. OFFICIALS/ADMIN	5	4	0	0	0	0	1	0	0	0	0
67. PROFESSIONALS	1	1	0	0	0	0	0	0	0	0	0
68. TECHNICIANS	2	2	0	0	0	0	0	0	0	0	0
69. PROTECTIVE SERVICE	5	5	0	0	0	0	0	0	0	0	0
70. PARA-PROFESSIONAL	1	1	0	0	0	0	0	0	0	0	0
71. ADMIN. SUPPORT	2	2	0	0	0	0	0	0	0	0	0
72. SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0
73. SERVICE/MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0
74. TOTAL OTHER THAN FULL TIME (Lines 66-73)	16	15	0	0	0	0	1	0	0	0	0

3. NEW HIRES DURING FISCAL YEAR Permanent full time only JULY 1 - JUNE 30

75. OFFICIALS/ADMIN	0	0	0	0	0	0	0	0	0	0	0
76. PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0
77. TECHNICIANS	3	2	0	0	0	0	0	0	1	0	0
78. PROTECTIVE SERVICE	1	0	0	1	0	0	0	0	0	0	0
79. PARA-PROFESSIONAL	1	0	0	0	0	0	1	0	0	0	0
80. ADMIN. SUPPORT	1	1	0	0	0	0	0	0	0	0	0
81. SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0
82. SERVICE/MAINTENANCE	1	1	0	0	0	0	0	0	0	0	0
83. TOTAL NEW HIRES (Lines 75-82)	7	4	0	1	0	0	1	0	1	0	0

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
STATE AND LOCAL GOVERNMENT INFORMATION (EEO4)**

**APPROVED
BY
OMB
30460008**

EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS
(Read attached instructions prior to completing this form)

EXPIRES
12/31/2005

DO NOT ALTER INFORMATION PRINTED IN THIS BOX

CONTROL NUMBER : 12303090
Survey Year : 11

MAIL COMPLETED
FORM TO:

EEO-4 Reporting Center
PO Box 8127
Reston VA 20195

A. TYPE OF GOVERNMENT (Check one box only)

- | | | | | |
|---|------------------------------------|---|--------------------------------------|--|
| <input type="checkbox"/> 1. State | <input type="checkbox"/> 2. County | <input checked="" type="checkbox"/> 3. City | <input type="checkbox"/> 4. Township | <input type="checkbox"/> 5. Special District |
| <input type="checkbox"/> 6. Other (Specify) | | | | |

B. IDENTIFICATION

I. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)

PUNTA GORDA CITY

2. Address Number and Street	CITY/TOWN	COUNTY	STATE/ZIP	EEOC USE ONLY
326 WEST MARION AVENUE	PUNTA GORDA	CHARLOTTE	FL-33950	A B

C. FUNCTION

(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s) attach a list showing name and address of agencies whose data are not included.)

- | | | |
|-------------------------------------|--|--|
| <input checked="" type="checkbox"/> | SUMMARY FUNCTION | |
| <input type="checkbox"/> | 1. Financial Administration. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and

GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.) | <input type="checkbox"/> 8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.

<input type="checkbox"/> 9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control. |
| <input type="checkbox"/> | 2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges. | <input type="checkbox"/> 10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation. |
| <input type="checkbox"/> | 3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.) | <input type="checkbox"/> 11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities |
| <input type="checkbox"/> | 4. POLICE PROTECTION. Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities. | <input type="checkbox"/> 12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals. |
| <input type="checkbox"/> | 5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.) | <input type="checkbox"/> 13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants. |
| <input type="checkbox"/> | 6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and
PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc. | <input type="checkbox"/> 14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY |
| <input type="checkbox"/> | 7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care. | <input type="checkbox"/> 15. OTHER (Specify on Page Four) |