



City of Springfield Affirmative Action Plan



Driven by Diversity

Adopted by Ordinance #2013-129

April 16, 2013

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Executive Summary

The mission of the City of Springfield is to provide leadership, commitment, and resources to offer exceptional community services and responsible stewardship, thereby enhancing quality of life, promoting individual and business development and ensuring continuous improvement throughout the city. This strategic Affirmative Action Plan is designed to take the City of Springfield from its current position in regard to underrepresented groups to one that closely parallels the workforce availability demographics of the diverse community in which it serves. The goal is to bring members of all protected groups – including women, people of color, and persons with disabilities – into all levels and segments of the City’s workforce in proportion to their representation in the relevant labor market, thereby achieving optimal utilization. Currently, statistical findings indicate that there are varying degrees of underutilization of females and people of color in each of the eight broad categories identified by the Equal Employment Opportunity Commission (EEOC) as EEO-4 codes, as listed below:

1. Officials and Administrators
2. Professionals
3. Technicians
4. Protective Service Workers
5. Paraprofessionals
6. Administrative Support
7. Skilled Craft Workers
8. Service Maintenance Workers

The City of Springfield values and recognizes that having a diverse workforce enhances teamwork, service and productivity, and conversely, that having an environment that values employee engagement improves efforts to have a diverse workforce. It is impossible to communicate the City’s Affirmative Action Plan and related policies without first addressing the issue of diversity. The terms *equal employment opportunity*, *affirmative action*, and *diversity* are not synonymous nor are they interchangeable. They work hand in hand and represent the building blocks for creating an inclusive work environment. The underlying principle of equal employment opportunity is equitable treatment while the underlying principle of affirmative action is anti-discrimination. Inclusivity and respect, in turn, are the central focus of diversity. Through all these combined efforts, the City aims to integrate the responsibility for the engagement and retention of a diverse workforce throughout all levels of the organization by instituting culture change through a variety of efforts – leadership development, continuing education, regular communications, and employee involvement to name a few.

Background

The employees of the City of Springfield, Illinois serve the citizens of the community on a daily basis. It is essential to have a workforce that fairly and fully represents the local population and taps the underutilized abilities of women, people of color, and persons with disabilities. While the City of Springfield is not required to submit an affirmative action plan to any federal regulatory agency, it values and recognizes the importance of diversity and providing an environment where everyone can contribute to the maximum of their ability and improve the quality and equity of public service for all segments of the community.

The principles of equal employment opportunity govern all aspects of the City of Springfield's human resource policies, program practices and operations. All phases of employment, including recruitment, hiring, evaluation, promotion, transfer, training, benefits and separation shall be conducted in compliance with equal employment opportunity laws and regulations.

Managers and supervisors at all levels share in the responsibility of ensuring equal employment opportunity. In addition, all employees play an important role in maintaining an environment of equal opportunity and must treat colleagues with respect and professionalism. Therefore, the City of Springfield endorses affirmative action in City employment and makes every effort to safeguard against discrimination.

City of Springfield Equal Employment Opportunity/Affirmative Action (EEO/AA) Policy Statement

This statement is to reaffirm the City of Springfield's policy on providing Equal Employment Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives, and regulations of federal, state, and local governing bodies or agencies thereof, specifically including Chapter 36, Section 02 of the Springfield, Illinois Code of Ordinances, and the applicable policies, rules and regulations thereof.

The City of Springfield will not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, sexual orientation, disability, veteran status, marital status, familial status, or religion.

The City of Springfield will take affirmative action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

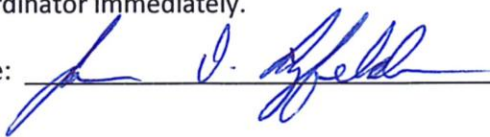
The City of Springfield prohibits the harassment of any employee or job applicant on the basis of their protected class status.

The City of Springfield will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

The City of Springfield will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving the Affirmative Action objectives as well as other established criteria. Any employee of the City, contractor or subcontractor to the City who do not comply with the Equal Employment Opportunity Policies and Procedures set forth in this Statement and Plan will be subject to disciplinary action. Any contractor or subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives, and regulations of the federal, state, and local governing bodies or agencies thereof, specifically including Chapter 36, Section 02 of the Springfield, Illinois Code of Ordinances, will be subject to appropriate legal sanctions.

The Mayor of Springfield, Illinois has appointed the Director of Human Resources as EEO Coordinator to manage the Equal Employment Opportunity/Affirmative Action programs. The responsibilities will include monitoring all equal employment opportunity activities and reporting the effectiveness of this Affirmative Action Plan, as required by any applicable governing body. If any employee or job applicant believes he/she has been discriminated against based of their protected class status, please contact the EEO Coordinator immediately.

Signature: _____



on _____

Date: 02-14-17

Dissemination of Affirmative Action Policy and Plan

A. Internal Dissemination:

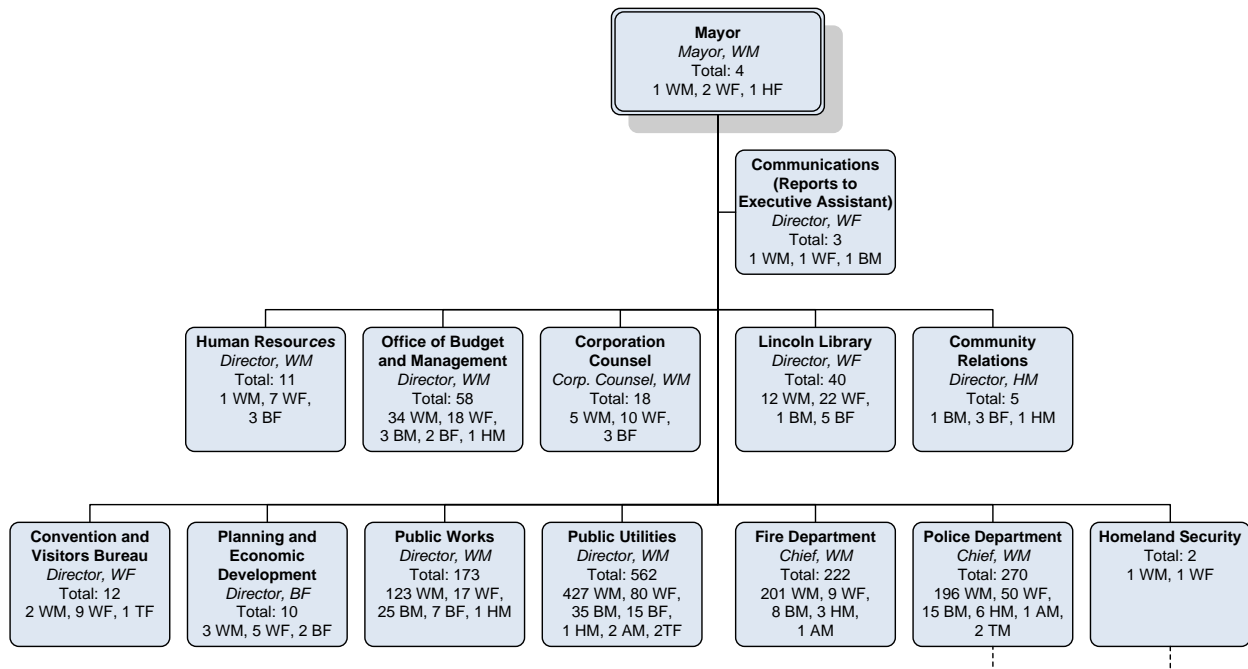
1. The policy statement will be permanently and conspicuously displayed in areas such as employee bulletin boards, break areas and other viable common areas as well as the City's website and intranet. The City, as an equal opportunity employer, will also communicate the policy statement in any relevant internal communications and publications.
2. All employees and contractors will be furnished a copy of the policy statement and be notified of the location and availability of the Affirmative Action Plan. This policy will be made available to all employees, including part-time, temporary or seasonal employees.
3. The EEO/AA policies will be adopted by the City Council to be included in the City Code of Ordinances.
4. The EEO/AA policies will be reviewed with all employees and management on an annual basis.
5. The City will conduct orientation and training sessions to thoroughly inform staff and management of the EEO/AA commitment.

B. External Dissemination:

1. The City will include non-discrimination clauses in all agreements where possible and review all contractual provisions to ensure that they are nondiscriminatory. Communication will be sought with any party to an agreement with the City to inform such party of the City's EEO/AA policies and require cooperation in all such agreements.
2. The City will notify all recruitment sources, including the protected class media, of the EEO/AA policy and encourage them to refer underrepresented individuals to assist in achieving the Affirmative Action Plan objectives.
3. The City will include the statement "Equal Opportunity and Affirmative Action Employer/Contractor" in all advertisements recruiting employees and contractors.
4. The City will notify all subcontractors, vendors, and suppliers verbally and in writing of its EEO/AA policy requiring supportive action on their part.
5. The City will include the EEO/AA statement in all bid specifications and contracts.

Organizational Display

The organizational display is a chart of the City of Springfield's Organizational Structure. This display represents the various departments within the City of Springfield and the demographic composition of each.



City Council

The City Council consists of eleven members: the Mayor and ten aldermen, each elected from one of the City's ten geographic wards. The City Council administers its legislative powers through passage of ordinances and resolutions.

Mayor's Office

The Mayor is the presiding officer of the City Council and the Chief Executive Officer of the City. The Mayor appoints and oversees directors of the various departments (with the consent of the City Council for all positions except the Director of the Office of Budget and Management) and originates nearly all appointments to various boards and commissions. All boards, commissions, bureaus, committees, councils or agencies of the City, except for legislative committees, are part of the executive branch. The following divisions report to the Office of the Mayor:

- **Communications**- Handles the City's communications functions, including the cable television government access channel and cable casting of all city council meetings. The division also videotapes special programming and training videos for the various City departments and is the

primary source for televised fire department training videos. The Director coordinates the dissemination of the City's public and oversees publications from all departments.

- **Office of Corporation Counsel-** Conducts all legal affairs of the city; furnishes legal advice to the mayor, directors, city clerk, city treasurer and alderman relating to their official duties; drafts and/or reviews for form and legality all ordinances upon request of the mayor, directors, city clerk or alderman; drafts written legal opinions upon the request of the mayor, directors, city clerk, city treasurer or alderman; appears on behalf of the city in all actions to which the city is a party before all courts and administrative bodies. In addition, the departments of Business Licensing and Risk Management are subordinate departments. Business Licensing ensures that businesses within the corporate limits of Springfield comply with the rules, regulations and resolutions of the City. Risk Management coordinates the self-funded program and administers the City's property and casualty risk exposures, including worker's compensation.
- **Homeland Security-Emergency Communications Division-** Provides communications equipment for the Fire and Police Departments. The division serves as liaison between the City and the Sangamon County Combined Dispatch System, and local and state law enforcement agencies to ensure compatibility of communications equipment and systems. It also assists other City departments in the selection, maintenance and training of radio and cellular telephone systems.

City Clerk

The City Clerk serves as the official record keeper of all documents for the City. Other responsibilities include processing ordinances and resolutions as well as preparing and posting notices of City Council and Committee of the Whole meetings. The City Clerk attends these meetings and maintains a record of all proceedings and a systematic method of filing all ordinances and resolutions that have been passed by City Council. Disposal of outdated material and/or records for all departments is coordinated with the Illinois Secretary of State's Archives Division. The office also processes Freedom of Information requests, accepts application for and issues licenses and permits, processes annexations, files and maintains reports and/or statements as required by law and maintains the corporate seal of the City.

City Treasurer

The City Treasurer is custodian of the public funds, is responsible for the receipt, deposit and recording of all revenues, and provides financial reports on the status of City revenues to the City Council. Other responsibilities include management of the City's investment program, administering the collection and processing of traffic violation fines as well as the hearing process for violators. The Treasurer serves by statute as treasurer of the Fire and Police Pension Boards.

Budget and Management

The Office of Budget and Management (OBM) is responsible for all financial transactions of the City and presents the City's annual appropriation ordinance and Comprehensive Annual Financial Report. The divisions within this department include:

- **Accounting Division-** Maintains financial records, prepares revenue projections, administers the collection of City-imposed taxes, prepares the annual external audit and financial reports and maintains the fixed asset inventory.
- **Budget Division-** Assesses anticipated revenue and expenditures and prepares and presents the annual appropriation request. This division also reviews proposed legislation for fiscal impact, monitors current and future trends, prepares position and policy papers, and provides a variety of research and analysis.
- **Central Service Division-** Administers the procurement of goods and services. The Purchasing Agent serves as chairman of the Specifications Committee, presides over the awarding bids, and offers technical advice on the preparation of detailed specifications for formal bid documents. The division compiles and monitors activities of large City-wide purchasing contracts and monitors purchasing trends.
- **Facility Maintenance Division-** Manages and maintains the Municipal Center Complex.
- **Fleet Management Division -** Oversees and manages the City garages, fleet vehicles and parts inventory.
- **Payroll Division-** Prepares payroll and maintains payroll records for City employees, including accrued leave records. The division also manages and maintains the Section 125 Cafeteria Plan.

Community Relations

The Office of Community Relations has as its mission to foster effective and considerate interactions among the city's growing and diverse population. It is responsible for investigation and conciliation of discrimination regarding public contracts, employment practices, financial credit, and housing and public accommodations pursuant to Chapter 93 of the City Code of Ordinances. The Office investigates complaints, conducts conciliation conferences, and in the event the complaint is not settled, prepares a written complaint for a hearing by the Community Relations Commission and posts a notice of hearing. They also serve as staff to the Community Relations Commission and administer an affirmative action program in the oversight of public contracts.

Fire Department

The Springfield Fire Department (SFD) is dedicated to protecting lives and property from fire and other emergencies by providing fire suppression and prevention, emergency medical services, rescue and disaster response, hazardous materials incident mitigation, and public education. The divisions within the SFD include:

- **Operations Division-** Consists of administrative staff, twelve engine companies and three ladder companies. There are twelve fire stations and additional support vehicles.
- **Fire Safety-** Directs its primary efforts toward fire prevention and code enforcement through plan review. Staff educates the public through various programs about fire safety. The Division Chief over this area also serves as the Fire Marshall for the City.
- **Training-** Keeps fire personnel trained in the most current techniques, including training of new firefighters and coordinating all continuing education programs. The division is responsible for medical training and assisting all members in keeping various certifications current.

Human Resources

The Office of Human Resources administers the City's human resource programs including, but not limited to, recruitment, hiring and compensation plans. The Office also administers the employee benefit program, participates in collective bargaining negotiations and supervises the training of city employees. It assists in the development of a health insurance plan and ensures that the plan is promulgated and disseminated on an annual basis. The Office of Human Resources also serves as staff to the Springfield Civil Service Commission, which oversees Police and Fire entry and promotional testing as well as various tested positions for City, Water, Light and Power.

Planning and Economic Development

The Office of Planning and Economic Development (OPED) is committed to improving the quality of life for all Springfield residents by addressing the strategic planning and long-term development needs of the City. It encourages the retention and expansion of existing businesses as well as the attraction of new ones, maintains and improves Springfield's neighborhoods, protects and preserves its historic places and structures, encourages and supports home ownership and housing redevelopment, assists community service providers in their work to help those in need.

Police Department

The Springfield Police Department (SPD) is organized to protect the constitutional rights of all citizens and to serve the public by preserving civil order, protecting the public and private property, reducing crime and aiding individuals who are in danger of harm or in need of assistance. The divisions within the SPD include:

- **Field Operations-** Is the largest division and is comprised of the Patrol Section, Neighborhood Patrol Officers, the Field Training Program, Boat Patrol, Traffic Services, the Canine Unit and School Safety Officers. In addition, the Hostage Negotiation Teams, the Emergency Response Team and the Crisis Intervention Team are housed within this division.
- **Criminal Investigations-** Is comprised of the Investigation Section, Special Investigation Section, Crime Analysis Section, Crime Scene Services, Narcotics Investigations and Task Force Sections.

- **Administrative Services**- Is comprised of the Records, Evidence and Property, Supply, Planning and Research, Payroll and Fiscal, Grants, Messenger, Personnel and Computer Sections.
- **Professional Standards**- Is divided into the Academy, Crime Prevention, Public Information and Internal Affairs.

Public Works

The Office of Public Works, through planning, permitting, construction, reconstruction and repair, is responsible for all public works improvements unless otherwise designated by ordinance. Public Works administers the subdivision and annexation ordinances and traffic regulations. The divisions within this department include:

- **City Engineering**- Oversees the planning, design, construction and maintenance of the City's infrastructure.
- **Traffic Engineering**- Promotes the safe and orderly flow of traffic, operates the municipal parking system and enforces parking rules and regulations.
- **Motor Vehicle Parking**- Reviews parking utilization and monitors revenues, maintains parking meters, manages parking enforcement staff and manages City-owned parking ramps.
- **Streets**- Maintains streets, alleys and sidewalks and operates a fleet of trucks and heavy equipment for use in construction and repair work.
- **Sewer**- Maintains the sewer system including sanitary, combined and storm sewers and all manholes, catch basins and inlets.
- **Oak Ridge Cemetery**- Is home of the Lincoln Tomb and national historic site and is the second most-visited cemetery in the United States.
- **Solid Waste**- Facilitates the collection and disposal of solid waste and encourages and monitors community recycling efforts.
- **Building and Zoning**- Administers and enforces building, mechanical, plumbing, electrical, elevator and zoning regulations, provides inspection services, issues building permits and conducts plan reviews of permit applications. The department also conducts investigation of zoning complaints and serves as staff to the Planning and Zoning Commission.

Public Utilities

The Office of Public Utilities, known as City Water, Light and Power (CWLP), provides water and electric to the greater Springfield area. The divisions within this department include:

- **Engineering/Operations-** Is comprised of two separate branches, the Electric Department and the Water Department.
 - The Electric Department includes electric production facilities, system operations and dispatch, transmission and distribution, and engineering design, construction and maintenance projects in order to supply electricity to residents and businesses of Springfield. The department's facilities include the Stevenson Drive plant complex, which consists of the Dallman and Dallman 4 coal-fired power stations, three diesel generators, a maintenance facility and a waste water treatment plant. At other locations, the department maintains an operations dispatch center and transmission and distribution (T&D) engineering office; an electric overhead, underground, substation and service office; three peaking turbines; and a number of substations.
 - The Water Department supplies domestic water to more than 45,000 Springfield residential and business customers, retail water service to over 6,100 customers in adjacent communities, and wholesale water service to several other adjacent communities. The department is responsible for planning, constructing and maintaining the City's integrated water supply, purification, and transmission and distribution system. This system includes Lake Springfield, the City's primary water source, a lakeside water filtration plant that provides continuous monitoring of water quality, five water storage tanks, and over 750 miles of water mains. The department also operates a 24-hour laboratory where chemists and plant operators consistently and continually monitor drinking water quality.
- **Administrative Services-** Performs the property service, security, personnel and risk management functions for the utility.
- **Finance-** Is responsible for all utility financial recordkeeping, reporting, planning and data processing. It includes the Commercial Office, the General Accounting Office, the Fiscal Services Office, the Information Services Division, the Purchasing Office, the Public Information Office and the Energy Services Office.
- **Regulatory Affairs-** Is responsible for the utility's relations with other government agencies and employee groups. It establishes and maintains internal policies, procedures and controls and administers community programs. The Environmental Health and Safety Office establishes and monitors standards to ensure safe working conditions for employees.

Convention and Visitors Bureau

The Springfield Convention and Visitors Bureau (SCVB) promotes the qualities and resources of the City to potential tourists and convention planners and convention attendees. The Administration Department provides the policy direction, fiscal management and administrative support necessary for the successful implementation of the Bureau-wide marketing plan. The Convention Department solicits convention and meeting business. The Tourism Department publishes promotional materials, supervises tourism ad campaigns, coordinates local visitor services, and solicits press coverage of the City by various components of the travel press.

Workforce Analysis

As of November 30, 2016, the employee workforce for the City of Springfield totaled 1,419 and is divided into 21 organizational units that are outlined in the following matrix by job title, EEO-4 job group (see descriptions in Job Grouping Analysis, page 44), race, and sex.

Department/Work Unit: CWLP Engineering														
Job Title	EEO-4 Job Group	Total Employees	Males						Females					
			Total	White	Black/African American	Hispanic	Asian	Two or More Races	Total	White	Black/African American	Hispanic	Asian	Two or More Races
10TH MAN FGDS; UTILITY OPERATO	G	1	1	1	0	0	0	0	0	0	0	0	0	0
9TH MAN - FGDS RELIEF POSITION	G	1	1	1	0	0	0	0	0	0	0	0	0	0
ACCOUNT TECHNICIAN II	F	1	0	0	0	0	0	0	1	1	0	0	0	0
ADMINISTRATIVE ASSISTANT	F	1	1	1	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE CLERK 1 - UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
APP ELEC 1ST YEAR	C	9	9	9	0	0	0	0	0	0	0	0	0	0
APP ELEC 2ND YEAR; (EL TITLE/C	C	1	1	0	1	0	0	0	0	0	0	0	0	0
APP FIRE 1ST YEAR	G	5	5	5	0	0	0	0	0	0	0	0	0	0
APP FIRE 2ND YEAR; BF CRAFT	G	2	2	2	0	0	0	0	0	0	0	0	0	0
APPRENTICE ELECTRICIAN 4TH YE	C	4	4	4	0	0	0	0	0	0	0	0	0	0
APPRENTICE ELECTRICIAN - YEAR	C	2	2	2	0	0	0	0	0	0	0	0	0	0
APPRENTICE FIREMAN YEAR 3; (BF	G	1	1	1	0	0	0	0	0	0	0	0	0	0
APPRENTICE MACHINIST 2ND YEAR	G	3	3	3	0	0	0	0	0	0	0	0	0	0
APPRENTICE MACHINIST 3RD YEAR	G	1	1	1	0	0	0	0	0	0	0	0	0	0
ASSISTANT CHEMIST	C	1	0	0	0	0	0	0	1	0	1	0	0	0
ASST UNIT OPERATOR	G	8	8	7	1	0	0	0	0	0	0	0	0	0
ASST W W OPERATOR 1	G	2	2	2	0	0	0	0	0	0	0	0	0	0
ASST W W OPERATOR 2	G	4	4	4	0	0	0	0	0	0	0	0	0	0
ASST WATER DIVISION LOCATOR	C	2	2	2	0	0	0	0	0	0	0	0	0	0

Department/Work Unit: CWLP Engineering														
Job Title	EEO-4 Job Group	Total Employees	Males						Females					
			Total	White	Black/African American	Hispanic	Asian	Two or More Races	Total	White	Black/African American	Hispanic	Asian	Two or More Races
AX OPR 31 & 32	G	5	5	5	0	0	0	0	0	0	0	0	0	0
AX OPR 33	G	4	4	4	0	0	0	0	0	0	0	0	0	0
BLDG GRD CREW LEADER	H	2	2	2	0	0	0	0	0	0	0	0	0	0
BLDG GRD UTILITY PERSON	H	1	1	1	0	0	0	0	0	0	0	0	0	0
BLDG MAINTENANCE MAN OVER 2	H	2	2	2	0	0	0	0	0	0	0	0	0	0
BLGD/GR KPR 1ST YEAR	H	4	4	3	1	0	0	0	0	0	0	0	0	0
BLGD/GR KPR 2	H	1	1	1	0	0	0	0	0	0	0	0	0	0
BUYER 2 - STORES CRAFT	E	2	0	0	0	0	0	0	2	2	0	0	0	0
CERT WELD	G	3	3	3	0	0	0	0	0	0	0	0	0	0
CHEMIST I	B	1	0	0	0	0	0	0	1	1	0	0	0	0
CHEMIST II	B	2	0	0	0	0	0	0	2	2	0	0	0	0
CHIEF UTILITY ENGINEER	A	1	1	1	0	0	0	0	0	0	0	0	0	0
COMMUNICATIONS OPERATOR	F	1	1	0	1	0	0	0	0	0	0	0	0	0
COMPLAINT MAN	G	3	3	3	0	0	0	0	0	0	0	0	0	0
COMPLAINT MAN (NIGHT)	G	2	2	2	0	0	0	0	0	0	0	0	0	0
COMPLAINT MAN FOREMAN	G	1	1	1	0	0	0	0	0	0	0	0	0	0
COMPUTER NETWORK SPECIALIST 2	C	1	1	1	0	0	0	0	0	0	0	0	0	0
COMPUTER NETWORK SPECIALIST 2;	C	1	0	0	0	0	0	0	1	1	0	0	0	0
COMPUTER NETWORK SPECIALIST 3	C	1	1	1	0	0	0	0	0	0	0	0	0	0
CONTROL ROOM OPERATOR	G	4	4	3	1	0	0	0	0	0	0	0	0	0
CREW FOREMN	G	6	6	6	0	0	0	0	0	0	0	0	0	0
DIMINERAL OP 1	G	1	1	1	0	0	0	0	0	0	0	0	0	0
ELEC SYS DISPATCHER	G	4	3	3	0	0	0	0	1	1	0	0	0	0
ELECTRIC DIVISION MANAGER	A	1	1	1	0	0	0	0	0	0	0	0	0	0

<i>Department/Work Unit: CWLP Engineering</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ENERGY CONSERVATION AUDITOR 2	C	1	1	1	0	0	0	0	0	0	0	0	0	0
ENERGY PLANNER	B	1	1	1	0	0	0	0	0	0	0	0	0	0
ENERGY SERVICES MANAGER	A	1	1	1	0	0	0	0	0	0	0	0	0	0
ENGINEER I	B	1	1	0	0	0	1	0	0	0	0	0	0	0
ENGINEER II	B	6	6	6	0	0	0	0	0	0	0	0	0	0
ENGINEER III	B	3	3	3	0	0	0	0	0	0	0	0	0	0
ENGINEER IV	B	2	2	2	0	0	0	0	0	0	0	0	0	0
ENGINEERING TECHNICIAN 3	C	2	1	1	0	0	0	0	1	1	0	0	0	0
ENGINEERING TECHNICIAN 3(CONTR	C	1	1	1	0	0	0	0	0	0	0	0	0	0
ENGINEERING TECHNICIAN 3(MAJOR	C	1	0	0	0	0	0	0	1	0	1	0	0	0
ENGINEERING TECHNICIAN 4	C	6	6	6	0	0	0	0	0	0	0	0	0	0
ENGINEERING TECHNICIAN 5	C	3	0	0	0	0	0	0	3	3	0	0	0	0
FGDS CONTROL ROOM OPERATOR I	G	4	4	4	0	0	0	0	0	0	0	0	0	0
FGDS CONTROL ROOM OPERATOR II	G	5	5	4	1	0	0	0	0	0	0	0	0	0
FINAL METER READER	F	1	1	1	0	0	0	0	0	0	0	0	0	0
FINANCE DIRECTOR	A	1	1	0	1	0	0	0	0	0	0	0	0	0
FIRE HYDRANT CREW LABORER	G	1	1	1	0	0	0	0	0	0	0	0	0	0
GEN SUPT GENERATION	A	1	1	1	0	0	0	0	0	0	0	0	0	0
GEN SUPT WATER DIST ENG	A	1	1	1	0	0	0	0	0	0	0	0	0	0
GEN SUPT WATER TREATMENT	A	1	1	1	0	0	0	0	0	0	0	0	0	0
GEO INFO SYS SUPERVISOR II	C	1	1	1	0	0	0	0	0	0	0	0	0	0
GEO INFO SYS TECH II	C	1	0	0	0	0	0	0	1	1	0	0	0	0
GROUNDMAN OVER 2	G	3	2	2	0	0	0	0	1	1	0	0	0	0
INSTR ELEC	G	4	4	4	0	0	0	0	0	0	0	0	0	0

<i>Department/Work Unit: CWLP Engineering</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
INVENTORY COORDINATOR	C	2	0	0	0	0	0	0	2	2	0	0	0	0
INVEST/FIELD COLLECTOR 2	F	1	1	1	0	0	0	0	0	0	0	0	0	0
JANITOR	H	1	0	0	0	0	0	0	1	0	1	0	0	0
JOB FOREMAN	G	6	6	5	1	0	0	0	0	0	0	0	0	0
JOURNEYMAN	G	16	16	16	0	0	0	0	0	0	0	0	0	0
LABORER	H	1	1	1	0	0	0	0	0	0	0	0	0	0
LINEMAN	G	8	8	8	0	0	0	0	0	0	0	0	0	0
MACHINIST	G	6	6	6	0	0	0	0	0	0	0	0	0	0
MAINT MACH CW LD	G	2	2	2	0	0	0	0	0	0	0	0	0	0
MAINTENANCE PLANNER II	B	1	1	1	0	0	0	0	0	0	0	0	0	0
MAINTENANCE PLANNER; (PLANNER	B	2	2	2	0	0	0	0	0	0	0	0	0	0
MAINTENANCE SUPERVISOR	H	7	7	6	1	0	0	0	0	0	0	0	0	0
MAINTENANCE SUPERVISOR II	H	4	4	4	0	0	0	0	0	0	0	0	0	0
MANT CRW LDR	G	3	3	2	1	0	0	0	0	0	0	0	0	0
MAT HANL CREW LDR	G	3	3	3	0	0	0	0	0	0	0	0	0	0
MATERIAL HANDLER	G	4	4	4	0	0	0	0	0	0	0	0	0	0
OFFICE COORDINATOR	F	3	0	0	0	0	0	0	3	3	0	0	0	0
OFFICE SYSTEMS OPERATOR	F	1	0	0	0	0	0	0	1	1	0	0	0	0
OPERATING ENGINEERS	G	5	5	5	0	0	0	0	0	0	0	0	0	0
OPERATIONS COORDINATOR	A	2	2	1	1	0	0	0	0	0	0	0	0	0
OPERATIONS COORDINATOR; (MAJOR	A	1	0	0	0	0	0	0	1	1	0	0	0	0
OPERATOR TRAINEE III	G	3	3	3	0	0	0	0	0	0	0	0	0	0
PLT MNT ELEC	G	6	6	5	1	0	0	0	0	0	0	0	0	0
PROJECTS COORDINATOR	B	2	0	0	0	0	0	0	2	2	0	0	0	0

<i>Department/Work Unit: CWLP Engineering</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
PROJECTS MANAGER	B	5	3	3	0	0	0	0	2	2	0	0	0	0
PROJECTS MANAGER (MAJOR PROJEC	B	1	1	1	0	0	0	0	0	0	0	0	0	0
PROJECTS MANAGER II	B	3	3	3	0	0	0	0	0	0	0	0	0	0
PROJECTS MANAGER II CR CRAFT	B	1	1	1	0	0	0	0	0	0	0	0	0	0
PUBLIC INFORMATION OFFICER III	B	1	0	0	0	0	0	0	1	1	0	0	0	0
REGULATORY AFFAIRS DIRECTOR	A	1	0	0	0	0	0	0	1	1	0	0	0	0
REL TROUBLMN	G	1	1	1	0	0	0	0	0	0	0	0	0	0
RELIEF ELECTRIC SYSTEM DISPATC	G	3	3	2	0	1	0	0	0	0	0	0	0	0
RELIEF OPER ENG	G	3	3	3	0	0	0	0	0	0	0	0	0	0
RELIEF SYSTEM DISPATCHER	G	1	1	1	0	0	0	0	0	0	0	0	0	0
RELIEFCOMPLT MN/WT MTR RPR MN	H	1	1	0	1	0	0	0	0	0	0	0	0	0
RLF AUX OPER	G	1	1	1	0	0	0	0	0	0	0	0	0	0
SECRETARY 1	F	2	0	0	0	0	0	0	2	2	0	0	0	0
SERVICE CLERK OVER 1 YEAR	H	1	1	0	1	0	0	0	0	0	0	0	0	0
SERVICE FOREMAN (EL CRAFT)	G	6	6	6	0	0	0	0	0	0	0	0	0	0
SERVICE FOREMAN (IE CRAFT)	G	5	5	5	0	0	0	0	0	0	0	0	0	0
SERVICE FOREMAN (SERVICE CRAFT	G	21	20	20	0	0	0	0	1	1	0	0	0	0
STOREROOM ATTENDT	F	1	1	0	1	0	0	0	0	0	0	0	0	0
STOREROOM FORMN	F	2	2	1	1	0	0	0	0	0	0	0	0	0
STOREROOM KEEPER	F	1	1	1	0	0	0	0	0	0	0	0	0	0
STORES ATT LDR	F	1	1	1	0	0	0	0	0	0	0	0	0	0
STORES ATTENDANT 2ND YEAR	F	1	1	0	1	0	0	0	0	0	0	0	0	0
STORES ATTENDANT 5TH YEAR	F	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPERINTENDENT OF COMPLIANCE	A	1	1	1	0	0	0	0	0	0	0	0	0	0

<i>Department/Work Unit: CWLP Engineering</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
SUPERINTENDENT OF MAINTENANCE	A	2	2	2	0	0	0	0	0	0	0	0	0	0
SUPERINTENDENT OF SUBSTATION E	A	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPERINTENDENT, DISTRIBUTION A	A	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPERVISOR OF ENVIRONMENTAL PR	B	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPERVISOR OF PRODUCTION	B	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPT ELEC OPERATIONS	A	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPT PRODUCTION	A	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPT TRANS & DISTRIBUTION ENGN	A	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPV GENERATION	B	6	6	6	0	0	0	0	0	0	0	0	0	0
SUPV LAND & WATER RESOURCES	B	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPV MATERIAL HANDLING	G	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPV WATER DISTRIBUTION	B	2	2	2	0	0	0	0	0	0	0	0	0	0
SYSTEM OPERATOR	G	3	3	3	0	0	0	0	0	0	0	0	0	0
TECHNICAL SPECIALIST III	B	2	2	2	0	0	0	0	0	0	0	0	0	0
TECHNICAL SPECIALIST III (MAJO	B	1	1	1	0	0	0	0	0	0	0	0	0	0
TECHNICAL SPECIALIST IV	C	1	1	1	0	0	0	0	0	0	0	0	0	0
TOOL ROOM MAINTENANCE MAN	G	1	1	1	0	0	0	0	0	0	0	0	0	0
TRANSMISSION/DISTRIBUTION DIR	A	1	1	1	0	0	0	0	0	0	0	0	0	0
TROUBLE CLERK	F	1	1	1	0	0	0	0	0	0	0	0	0	0
TROUBLEMAN	G	5	5	5	0	0	0	0	0	0	0	0	0	0
UNIT 4 APPRENTICE YEAR 2	G	2	1	1	0	0	0	0	1	1	0	0	0	0
UNIT 4 CONTROL ROOM OPERATOR	G	8	7	7	0	0	0	0	1	0	1	0	0	0
UNIT 4 FLOOR OPERATOR	G	15	15	14	1	0	0	0	0	0	0	0	0	0
UNIT OPER DN	G	4	4	4	0	0	0	0	0	0	0	0	0	0

Department/Work Unit: CWLP Engineering														
Job Title	EEO-4 Job Group	Total Employees	Males						Females					
			Total	White	Black/African American	Hispanic	Asian	Two or More Races	Total	White	Black/African American	Hispanic	Asian	Two or More Races
UT MT RD FOREMAN	H	1	1	1	0	0	0	0	0	0	0	0	0	0
UT MT RD OV 2	H	4	4	3	1	0	0	0	0	0	0	0	0	0
UTILITY ENGINEER PROJECTS MGR	B	1	1	1	0	0	0	0	0	0	0	0	0	0
UTILITY TRUCK DRIVER I	H	3	2	2	0	0	0	0	1	1	0	0	0	0
W SERV M M OVER 2	H	8	8	8	0	0	0	0	0	0	0	0	0	0
W WKS MNT MN	G	3	3	3	0	0	0	0	0	0	0	0	0	0
W WKS OPER	G	4	4	3	0	0	1	0	0	0	0	0	0	0
WASTE WATER TREATMENT PLANT OP	G	1	1	1	0	0	0	0	0	0	0	0	0	0
WATCHMAN	H	4	4	2	2	0	0	0	0	0	0	0	0	0
WATER DIVISION LOCATOR FOREMAN	C	1	1	1	0	0	0	0	0	0	0	0	0	0
WATER DIVISION MANAGER	A	1	1	1	0	0	0	0	0	0	0	0	0	0
WATER METER READER; ZERO TO TW	H	4	3	2	1	0	0	0	1	0	0	0	0	1
WATER OFFICE MANAGER	B	1	0	0	0	0	0	0	1	1	0	0	0	0
WATER QUALITY SUPERVISOR	B	1	0	0	0	0	0	0	1	1	0	0	0	0
WATER SERVICE MAINTENANCE MAN	H	1	1	1	0	0	0	0	0	0	0	0	0	0
WATER WORKS FOREMAN	G	1	1	1	0	0	0	0	0	0	0	0	0	0
YARD MAINT OVER 1 YEAR	H	2	2	1	1	0	0	0	0	0	0	0	0	0
YARD MAINT OVER 2 YEARS	H	1	1	1	0	0	0	0	0	0	0	0	0	0
YARD MAINTENANCE FOREMAN	H	1	1	1	0	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		417	377	351	23	1	2	0	40	35	4	0	0	1
% OF TOTAL			90%	84%	6%	0%	0%	-	10%	8%	1%	-	-	0%

Department/Work Unit: CWLP Administrative Services

Job Title	EEO-4 Job Group	Total Employees	Males						Females					
			Total	White	Black/African American	Hispanic	Asian	Two or More Races	Total	White	Black/African American	Hispanic	Asian	Two or More Races
ACCOUNT TECHNICIAN1	F	1	0	0	0	0	0	0	1	1	0	0	0	0
APPLICATIONS DEVELOPMENT MANAG	A	1	1	1	0	0	0	0	0	0	0	0	0	0
CARPENTER	G	2	2	2	0	0	0	0	0	0	0	0	0	0
CARPENTER FOREMAN	G	1	1	1	0	0	0	0	0	0	0	0	0	0
CHIEF OF SECURITY	A	1	1	1	0	0	0	0	0	0	0	0	0	0
COMPUTER NETWORK SPECIALIST 1	C	2	2	2	0	0	0	0	0	0	0	0	0	0
COMPUTER NETWORK SPECIALIST 2	C	1	1	0	1	0	0	0	0	0	0	0	0	0
COMPUTER NETWORK SPECIALIST 3	C	2	2	2	0	0	0	0	0	0	0	0	0	0
COMPUTER NETWORK SPECIALIST 4	C	1	1	1	0	0	0	0	0	0	0	0	0	0
COMPUTER NETWORKS MANAGER	A	1	1	1	0	0	0	0	0	0	0	0	0	0
COMPUTER OPERATOR 2	F	1	0	0	0	0	0	0	1	1	0	0	0	0
COMPUTER OPERATOR 3	F	1	0	0	0	0	0	0	1	1	0	0	0	0
DATABASE ADMINISTRATOR II	B	1	0	0	0	0	0	0	1	1	0	0	0	0
ENTERPRISE RESOURCE PLANNING M	A	1	1	1	0	0	0	0	0	0	0	0	0	0
FLEET TECHNICAL ASSISTANT	H	2	2	2	0	0	0	0	0	0	0	0	0	0
FOREMAN	G	1	0	0	0	0	0	0	1	0	1	0	0	0
INFORMATION SYSTEMS DIRECTOR	A	1	1	1	0	0	0	0	0	0	0	0	0	0
JANITOR	H	1	1	0	1	0	0	0	0	0	0	0	0	0
LABORER	H	2	2	2	0	0	0	0	0	0	0	0	0	0
LABORER OVER 1	H	1	1	1	0	0	0	0	0	0	0	0	0	0
LAKE AREA MAINT FOREMAN	H	2	2	2	0	0	0	0	0	0	0	0	0	0
MAINT EQP OPER	G	6	6	3	3	0	0	0	0	0	0	0	0	0
MASTER MACHINIST	G	1	1	1	0	0	0	0	0	0	0	0	0	0
OFFICE COORDINATOR	F	1	0	0	0	0	0	0	1	1	0	0	0	0

<i>Department/Work Unit: CWLP Administrative Services</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
OPERATING ENGINEERS	G	2	2	2	0	0	0	0	0	0	0	0	0	0
OPERATIONS COORDINATOR	A	1	0	0	0	0	0	0	1	1	0	0	0	0
PAINTER	G	2	2	1	1	0	0	0	0	0	0	0	0	0
PAINTER FOREMAN	G	1	1	1	0	0	0	0	0	0	0	0	0	0
PLUMBER	G	1	1	1	0	0	0	0	0	0	0	0	0	0
PLUMBER FOREMAN	G	1	1	1	0	0	0	0	0	0	0	0	0	0
PROGRAMMER ANALYST 1	C	2	2	2	0	0	0	0	0	0	0	0	0	0
PROGRAMMER ANALYST 2	C	1	0	0	0	0	0	0	1	1	0	0	0	0
PROGRAMMER ANALYST 3	C	2	1	1	0	0	0	0	1	1	0	0	0	0
PROGRAMMER ANALYST 4	C	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPT LAKE SERV	A	2	2	2	0	0	0	0	0	0	0	0	0	0
SUPT PROPERTY SERVICES	A	1	1	1	0	0	0	0	0	0	0	0	0	0
SYSTEMS ANALYST	B	1	1	1	0	0	0	0	0	0	0	0	0	0
TECHNICAL SUPPORT MANAGER	A	1	1	1	0	0	0	0	0	0	0	0	0	0
TECHNICAL SUPPORT SPECIALIST	C	4	3	2	1	0	0	0	1	1	0	0	0	0
TECHNICAL SUPPORT SPECIALIST II	C	1	1	1	0	0	0	0	0	0	0	0	0	0
TEMPORARY SKILLED CRAFTWORKER	G	1	1	1	0	0	0	0	0	0	0	0	0	0
UT SEC GUARD	D	2	2	2	0	0	0	0	0	0	0	0	0	0
UT SEC OFF	D	9	9	7	2	0	0	0	0	0	0	0	0	0
UTIL SEC SERGEA	D	5	5	5	0	0	0	0	0	0	0	0	0	0
WEB DESIGNER	C	1	0	0	0	0	0	0	1	1	0	0	0	0
DEPARTMENT TOTAL		77	66	57	9	0	0	0	11	10	1	0	0	0
% OF TOTAL			86%	74%	12%	-	-	-	14%	13%	1%	-	-	-

Department/Work Unit: CWLP Finance

Job Title	EEO-4 Job Group	Total Employees	Males						Females					
			Total	White	Black/African American	Hispanic	Asian	Two or More Races	Total	White	Black/African American	Hispanic	Asian	Two or More Races
ACCOUNT CLERK 1	F	1	1	1	0	0	0	0	0	0	0	0	0	0
ACCOUNT CLERK 2	F	3	1	1	0	0	0	0	2	1	1	0	0	0
ACCOUNT TECH II-UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
ACCOUNT TECH I-UNION	F	4	0	0	0	0	0	0	4	4	0	0	0	0
ACCOUNTANT II	B	1	0	0	0	0	0	0	1	0	1	0	0	0
ACCOUNTANT III	B	1	0	0	0	0	0	0	1	1	0	0	0	0
ACCOUNTS PAYABLE SUPERVISOR	B	1	0	0	0	0	0	0	1	0	1	0	0	0
ADMIN SECRETARY	F	1	0	0	0	0	0	0	1	1	0	0	0	0
ASSISTANT FINANCE DIRECTOR	A	1	1	1	0	0	0	0	0	0	0	0	0	0
BUDGET ANALYST 2	B	1	1	1	0	0	0	0	0	0	0	0	0	0
BUYER 2	E	1	0	0	0	0	0	0	1	0	1	0	0	0
CASHIER 1	F	4	3	2	1	0	0	0	1	1	0	0	0	0
CASHIER 2	F	1	0	0	0	0	0	0	1	1	0	0	0	0
CHIEF ACCOUNTANT	A	1	0	0	0	0	0	0	1	1	0	0	0	0
COMMERCIAL OFFICE ASST MANAGER	B	1	1	1	0	0	0	0	0	0	0	0	0	0
COMMERCIAL OFFICE MANAGER	A	1	0	0	0	0	0	0	1	0	1	0	0	0
COMMERCIAL OFFICE SUPERVISOR	E	1	0	0	0	0	0	0	1	1	0	0	0	0
CONSUMER REPRESENTATIVE 3	F	1	0	0	0	0	0	0	1	0	1	0	0	0
INVENTORY COORDINATOR	C	1	1	1	0	0	0	0	0	0	0	0	0	0
MESSENGER CLERK I	F	1	1	0	1	0	0	0	0	0	0	0	0	0
MESSENGER CLERK II	F	1	1	1	0	0	0	0	0	0	0	0	0	0
METHODS & PROCEDURES ANALYST	B	1	0	0	0	0	0	0	1	1	0	0	0	0
OFFICE COORDINATOR	F	1	0	0	0	0	0	0	1	0	1	0	0	0
PURCHASING COORDINATOR	B	1	1	1	0	0	0	0	0	0	0	0	0	0

<i>Department/Work Unit: CWLP Finance</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
RECEPTIONIST UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
SENIOR COMMERCIAL OFFICE SUPER	E	1	0	0	0	0	0	0	1	1	0	0	0	0
SERVICE REPRESENTATIVE 1	F	6	0	0	0	0	0	0	6	5	0	0	0	1
SERVICE REPRESENTATIVE 2	F	3	0	0	0	0	0	0	3	2	1	0	0	0
SERVICE REPRESENTATIVE 3	F	8	0	0	0	0	0	0	8	6	2	0	0	0
SOFTWARE SPECIALIST	C	1	0	0	0	0	0	0	1	1	0	0	0	0
STAFF ACCOUNTANT	B	3	2	2	0	0	0	0	1	1	0	0	0	0
SUPERVISOR FISCAL SERVICES	B	1	1	1	0	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		56	15	13	2	0	0	0	41	30	10	0	0	1
% OF TOTAL			27%	23%	4%	-	-	-	73%	54%	18%	-	-	2%

<i>Department/Work Unit: CWLP Regulatory Affairs</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ENGINEER I	B	1	1	1	0	0	0	0	0	0	0	0	0	0
ENGINEER II	B	1	1	1	0	0	0	0	0	0	0	0	0	0
ENGINEER III	B	2	1	1	0	0	0	0	1	1	0	0	0	0
ENGINEER IV	B	1	1	0	1	0	0	0	0	0	0	0	0	0

<i>Department/Work Unit: CWLP Regulatory Affairs</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ENVIRONMENTAL SPECIALIST	B	1	1	1	0	0	0	0	0	0	0	0	0	0
INTERNAL AUDITOR	B	1	1	1	0	0	0	0	0	0	0	0	0	0
PROJECTS COORDINATOR	B	1	0	0	0	0	0	0	1	1	0	0	0	0
PROJECTS MANAGER II	B	1	0	0	0	0	0	0	1	1	0	0	0	0
RISK MANAGER	B	1	0	0	0	0	0	0	1	1	0	0	0	0
SAFETY INDUSTRIAL HYGIENE MGR	B	1	0	0	0	0	0	0	1	1	0	0	0	0
SUPERVISOR SAFETY PROGRAMS	B	1	1	1	0	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		12	7	6	1	0	0	0	5	5	0	0	0	0
% OF TOTAL			58%	50%	8%	-	-	-	42%	42%	-	-	-	-

<i>Department/Work Unit: Mayor's Office</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ADMINISTRATIVE ASSISTANT	F	1	0	0	0	0	0	0	1	1	0	0	0	0
AUDIO VIS TECH III	C	2	2	1	1	0	0	0	0	0	0	0	0	0
DIRECTOR OF COMMUNICATIONS	A	1	0	0	0	0	0	0	1	1	0	0	0	0
EXECUTIVE ASSISTANT	A	1	0	0	0	0	0	0	1	1	0	0	0	0

<i>Department/Work Unit: Mayor's Office</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
MAYOR	A	1	1	1	0	0	0	0	0	0	0	0	0	0
OFFICE COORDINATOR	F	1	0	0	0	0	0	0	1	0	0	1	0	0
DEPARTMENT TOTAL		7	3	2	1	0	0	0	4	3	0	1	0	0
% OF TOTAL			43%	29%	14%	-	-	-	57%	43%	-	14%	-	-

<i>Department/Work Unit: Corporation Counsel</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ADMIN SECRETARY	F	1	0	0	0	0	0	0	1	0	1	0	0	0
ASSISTANT CORPORATION COUNSEL	B	5	2	2	0	0	0	0	3	2	1	0	0	0
CORPORATION COUNSEL	A	1	1	1	0	0	0	0	0	0	0	0	0	0
DIVISION MANAGER	A	1	1	1	0	0	0	0	0	0	0	0	0	0
LICENSE INSPECTOR	F	1	0	0	0	0	0	0	1	1	0	0	0	0
LOSS CONTROL MANAGER	C	1	0	0	0	0	0	0	1	1	0	0	0	0
OFFICE COORDINATOR	F	1	0	0	0	0	0	0	1	1	0	0	0	0
OPERATIONS COORDINATOR	A	1	0	0	0	0	0	0	1	1	0	0	0	0
PARALEGAL I	E	2	0	0	0	0	0	0	2	2	0	0	0	0

<i>Department/Work Unit: Corporation Counsel</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
SECRETARY 1	F	1	0	0	0	0	0	0	1	0	1	0	0	0
SENIOR ASSISTANT CORPORATION C	B	3	1	1	0	0	0	0	2	2	0	0	0	0
DEPARTMENT TOTAL		18	5	5	0	0	0	0	13	10	3	0	0	0
% OF TOTAL			28%	28%	-	-	-	-	72%	56%	17%	-	-	-

<i>Department/Work Unit: Community Relations</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ADMIN CLERK 2 UNION	F	1	0	0	0	0	0	0	1	0	1	0	0	0
COMMUNITY PROGRAMS COORDINATOR	E	1	0	0	0	0	0	0	1	0	1	0	0	0
COMMUNITY PROGRAMS SPECIALIST	B	1	0	0	0	0	0	0	1	0	1	0	0	0
COMMUNITY RELATIONS INVESTIGAT	E	1	1	0	1	0	0	0	0	0	0	0	0	0
DIRECTOR OF COMMUNITY RELATION	A	1	1	0	0	1	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		5	2	0	1	1	0	0	3	0	3	0	0	0
% OF TOTAL			40%	-	20%	20%	-	-	60%	-	60%	-	-	-

<i>Department/Work Unit: City Council</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
COUNCIL COORDINATOR	A	1	1	1	0	0	0	0	0	0	0	0	0	0
COUNCIL MEMBER	A	10	9	8	1	0	0	0	1	0	1	0	0	0
EXEC SECRETARY	F	1	0	0	0	0	0	0	1	1	0	0	0	0
DEPARTMENT TOTAL		12	10	9	1	0	0	0	2	1	1	0	0	0
% OF TOTAL			83%	75%	8%	-	-	-	17%	8%	8%	-	-	-

<i>Department/Work Unit: City Clerk</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ADMIN CLERK 2 UNION	F	2	0	0	0	0	0	0	2	1	1	0	0	0
CITY CLERK	A	1	1	1	0	0	0	0	0	0	0	0	0	0
DEPUTY CLERK	A	1	1	1	0	0	0	0	0	0	0	0	0	0
DIVISION MANAGER	A	1	1	1	0	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		5	3	3	0	0	0	0	2	1	1	0	0	0
% OF TOTAL			60%	60%	-	-	-	-	40%	20%	20%	-	-	-

<i>Department/Work Unit: City Treasurer</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ACCOUNT TECH II-UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
ACCOUNT TECH I-UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
ACCOUNTANT 1	B	1	0	0	0	0	0	0	1	1	0	0	0	0
ACCOUNTANT II	B	1	1	1	0	0	0	0	0	0	0	0	0	0
ACCOUNTS RECEIVABLE SPECIALIST	F	1	1	1	0	0	0	0	0	0	0	0	0	0
ADMIN CLERK 1 UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
CASHIER 1	F	1	0	0	0	0	0	0	1	0	1	0	0	0
DEPUTY TREASURER	A	1	0	0	0	0	0	0	1	1	0	0	0	0
EXEC SECRETARY	F	1	0	0	0	0	0	0	1	1	0	0	0	0
OPERATIONS COORDINATOR	A	1	0	0	0	0	0	0	1	1	0	0	0	0
SENIOR STAFF ACCOUNTANT	B	1	0	0	0	0	0	0	1	1	0	0	0	0
TREASURER	A	1	0	0	0	0	0	0	1	1	0	0	0	0
DEPARTMENT TOTAL		12	2	2	0	0	0	0	10	9	1	0	0	0
% OF TOTAL			17%	17%	-	-	-	-	83%	75%	8%	-	-	-

<i>Department/Work Unit: Human Resources</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ADMIN SECRETARY	F	1	0	0	0	0	0	0	1	1	0	0	0	0
BENEFITS MANAGER	A	1	0	0	0	0	0	0	1	1	0	0	0	0
BENEFITS SPECIALIST	F	1	0	0	0	0	0	0	1	1	0	0	0	0
DIRECTOR OF HUMAN RESOURCES	A	1	1	1	0	0	0	0	0	0	0	0	0	0
HR SPECIALIST	B	2	0	0	0	0	0	0	2	2	0	0	0	0
HUMAN RESOURCES GENERALIST	B	1	0	0	0	0	0	0	1	0	1	0	0	0
HUMAN RESOURCES MANAGER	A	1	0	0	0	0	0	0	1	1	0	0	0	0
LABOR RELATIONS MANAGER	A	1	0	0	0	0	0	0	1	1	0	0	0	0
SECRETARY 2	F	1	0	0	0	0	0	0	1	0	1	0	0	0
TRAINING & DEVELOPMENT SPECIAL	B	1	0	0	0	0	0	0	1	0	1	0	0	0
DEPARTMENT TOTAL		11	1	1	0	0	0	0	10	7	3	0	0	0
% OF TOTAL			9%	9%	-	-	-	-	91%	64%	27%	-	-	-

<i>Department/Work Unit: Office of Budget & Mgmt</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ACCOUNT TECH II-UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
ACCOUNT TECH I-UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0

Department/Work Unit: Office of Budget & Mgmt

Job Title	EEO-4 Job Group	Total Employees	Males						Females					
			Total	White	Black/African American	Hispanic	Asian	Two or More Races	Total	White	Black/African American	Hispanic	Asian	Two or More Races
ADMIN SECRETARY	F	1	0	0	0	0	0	0	1	1	0	0	0	0
ASSISTANT FLEET MANAGER	A	2	1	1	0	0	0	0	1	1	0	0	0	0
ASSISTANT PURCHASING AGENT	B	1	0	0	0	0	0	0	1	1	0	0	0	0
BUDGET ANALYST 2	B	1	1	1	0	0	0	0	0	0	0	0	0	0
BUDGET ANALYST 3	B	1	0	0	0	0	0	0	1	1	0	0	0	0
BUYER 2	E	1	0	0	0	0	0	0	1	0	1	0	0	0
CHIEF ACCOUNTANT	A	1	0	0	0	0	0	0	1	1	0	0	0	0
DIRECTOR OFF BUD & MGMT	A	1	1	1	0	0	0	0	0	0	0	0	0	0
DIVISION MANAGER	A	1	1	1	0	0	0	0	0	0	0	0	0	0
FACILITY MAINTENANCE WORKER I	H	5	3	2	1	0	0	0	2	2	0	0	0	0
FACILITY MAINTENANCE WORKER II	H	4	3	1	1	1	0	0	1	1	0	0	0	0
FISCAL OFFICER	B	1	0	0	0	0	0	0	1	0	1	0	0	0
FLEET BODY SPECIALIST	G	4	4	4	0	0	0	0	0	0	0	0	0	0
FLEET BODY SPECIALIST LEAD	G	1	1	1	0	0	0	0	0	0	0	0	0	0
FLEET MANAGER	A	2	2	2	0	0	0	0	0	0	0	0	0	0
FLEET OPERATIONS ASSISTANT	H	1	1	1	0	0	0	0	0	0	0	0	0	0
FLEET SERVICE WRITER	G	1	1	1	0	0	0	0	0	0	0	0	0	0
FLEET TECHNICIAN I	G	15	15	15	0	0	0	0	0	0	0	0	0	0
FLEET TECHNICIAN IV	G	2	2	2	0	0	0	0	0	0	0	0	0	0
OFFICE COORDINATOR	F	2	0	0	0	0	0	0	2	2	0	0	0	0
PAYROLL ACCOUNTANT	F	1	0	0	0	0	0	0	1	1	0	0	0	0
PAYROLL ACCOUNTANT II	F	1	0	0	0	0	0	0	1	1	0	0	0	0
PAYROLL MANAGER	A	1	0	0	0	0	0	0	1	1	0	0	0	0
PURCHASING AGENT	A	1	1	0	1	0	0	0	0	0	0	0	0	0

<i>Department/Work Unit: Office of Budget & Mgmt</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
SENIOR STAFF ACCOUNTANT	B	1	0	0	0	0	0	0	1	1	0	0	0	0
SUPERVISOR FISCAL SERVICES	B	1	0	0	0	0	0	0	1	1	0	0	0	0
SUPV BUILDING & GROUNDS	G	1	1	1	0	0	0	0	0	0	0	0	0	0
TRANSACTION MANAGER	A	1	0	0	0	0	0	0	1	1	0	0	0	0
DEPARTMENT TOTAL		58	38	34	3	1	0	0	20	18	2	0	0	0
% OF TOTAL			66%	59%	5%	2%	-	-	34%	31%	3%	-	-	-

<i>Department/Work Unit: Fire Department Civilians</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ADMIN CLERK 1 UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
ADMIN CLERK 2 UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
FISCAL OFFICER	B	1	1	0	0	0	1	0	0	0	0	0	0	0
OFFICE COORDINATOR	F	1	0	0	0	0	0	0	1	1	0	0	0	0
SOFTWARE SPECIALIST	C	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPV BUILDING & GROUNDS	G	1	1	1	0	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		6	3	2	0	0	1	0	3	3	0	0	0	0
% OF TOTAL			50%	33%	-	-	17%	-	50%	50%	-	-	-	-

<i>Department/Work Unit: Fire Department Sworn</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
BATTALION CHIEF +15 YEARS	B	5	5	5	0	0	0	0	0	0	0	0	0	0
BATTALION CHIEF +20 YEARS	B	1	1	1	0	0	0	0	0	0	0	0	0	0
BATTALION CHIEF +25 YEARS	B	4	4	4	0	0	0	0	0	0	0	0	0	0
DEPUTY CHIEF / BATTALION CHIEF	A	1	1	1	0	0	0	0	0	0	0	0	0	0
DEPUTY CHIEF / CAPTAIN	A	1	1	1	0	0	0	0	0	0	0	0	0	0
DEPUTY DIV CHIEF/CAPTAIN	A	2	2	2	0	0	0	0	0	0	0	0	0	0
DIVISION CHIEF/CAPTAIN	A	1	1	1	0	0	0	0	0	0	0	0	0	0
DRIVER ENGINEER +10 YEARS	D	34	33	32	1	0	0	0	1	1	0	0	0	0
DRIVER ENGINEER +15 YEARS	D	13	13	13	0	0	0	0	0	0	0	0	0	0
DRIVER ENGINEER +20 YEARS	D	2	2	2	0	0	0	0	0	0	0	0	0	0
FIRE CAPTAIN +10 YEARS	B	14	14	14	0	0	0	0	0	0	0	0	0	0
FIRE CAPTAIN +15 YEARS	B	41	39	38	1	0	0	0	2	2	0	0	0	0
FIRE CAPTAIN +20 YEARS	B	3	3	3	0	0	0	0	0	0	0	0	0	0
FIRE CAPTAIN +25 YEARS	B	3	3	3	0	0	0	0	0	0	0	0	0	0
FIRE CHIEF	A	1	1	1	0	0	0	0	0	0	0	0	0	0
FIRE SUPPORT EQUIPMENT TECHNIC	G	1	1	1	0	0	0	0	0	0	0	0	0	0
FIREFIGHTER	D	34	32	29	3	0	0	0	2	2	0	0	0	0
FIREFIGHTER +10 YEARS	D	2	2	2	0	0	0	0	0	0	0	0	0	0
FIREFIGHTER +5 YEARS	D	23	22	19	1	2	0	0	1	1	0	0	0	0
FIREFIGHTER 2ND YEAR	D	9	9	7	1	1	0	0	0	0	0	0	0	0
FIREFIGHTER 3RD YEAR	D	9	9	9	0	0	0	0	0	0	0	0	0	0

<i>Department/Work Unit: Fire Department Sworn</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
PROB FIREFIGHTER 1ST YEAR	D	11	11	10	1	0	0	0	0	0	0	0	0	0
SENIOR ARSON INVESTIGATOR +20	B	1	1	1	0	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		216	210	199	8	3	0	0	6	6	0	0	0	0
% OF TOTAL			97%	92%	4%	1%	-	-	3%	3%	-	-	-	-

<i>Department/Work Unit: Public Works- Building & Zoning</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ADMIN CLERK 1 UNION	F	2	0	0	0	0	0	0	2	1	1	0	0	0
ADMIN SECRETARY	F	1	0	0	0	0	0	0	1	1	0	0	0	0
ASSISTANT ZONING ADMINISTRATOR	C	1	1	1	0	0	0	0	0	0	0	0	0	0
BUILDING INSPECTOR	C	2	2	2	0	0	0	0	0	0	0	0	0	0
BUILDING PERMIT ASST	F	4	0	0	0	0	0	0	4	1	3	0	0	0
DIVISION MANAGER	A	1	1	1	0	0	0	0	0	0	0	0	0	0
ENGINEER II	B	1	1	1	0	0	0	0	0	0	0	0	0	0
HOUSING INSPECTOR	C	3	2	1	1	0	0	0	1	1	0	0	0	0
MECHANICAL INSPECTOR	C	2	2	2	0	0	0	0	0	0	0	0	0	0
OFFICE COORDINATOR	F	1	0	0	0	0	0	0	1	1	0	0	0	0

<i>Department/Work Unit: Public Works- Building & Zoning</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
PERMIT INSPECTION ADMIN	C	1	1	1	0	0	0	0	0	0	0	0	0	0
PLANNING COORDINATOR	B	1	1	1	0	0	0	0	0	0	0	0	0	0
PLUMBING INSPECTOR	C	2	1	1	0	0	0	0	1	1	0	0	0	0
SR HOUSING INSPECTOR	C	1	1	1	0	0	0	0	0	0	0	0	0	0
TEMPORARY PARAPROFESSIONAL	E	1	0	0	0	0	0	0	1	0	1	0	0	0
ZONING ADMINISTRATOR	A	1	1	1	0	0	0	0	0	0	0	0	0	0
ZONING INSPECTOR	C	1	0	0	0	0	0	0	1	0	1	0	0	0
DEPARTMENT TOTAL		26	14	13	1	0	0	0	12	6	6	0	0	0
% OF TOTAL			54%	50%	4%	-	-	-	46%	23%	23%	-	-	-

<i>Department/Work Unit: Public Works</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ACCOUNTANT II	B	1	0	0	0	0	0	0	1	1	0	0	0	0
ADMIN CLERK 1 UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
ADMIN SECRETARY	F	2	0	0	0	0	0	0	2	2	0	0	0	0
ARBORIST	C	1	1	1	0	0	0	0	0	0	0	0	0	0
CEMENT FINISHER	G	1	1	1	0	0	0	0	0	0	0	0	0	0

<i>Department/Work Unit: Public Works</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
CEMENT FINISHER FOREMAN	G	1	1	1	0	0	0	0	0	0	0	0	0	0
CEMETERY ASSISTANT	H	1	0	0	0	0	0	0	1	1	0	0	0	0
CEMETERY SPECIALIST	H	1	1	1	0	0	0	0	0	0	0	0	0	0
CHIEF CITY ENGINEER	A	1	1	1	0	0	0	0	0	0	0	0	0	0
DIRECTOR OF PUBLIC WORKS	A	1	1	1	0	0	0	0	0	0	0	0	0	0
DISPATCHER	F	4	3	2	1	0	0	0	1	1	0	0	0	0
ENGINEER III	B	1	1	1	0	0	0	0	0	0	0	0	0	0
ENGINEER IV	B	2	2	2	0	0	0	0	0	0	0	0	0	0
ENGINEERING TECHNICIAN 1	C	4	3	2	1	0	0	0	1	1	0	0	0	0
ENGINEERING TECHNICIAN 2	C	3	3	1	2	0	0	0	0	0	0	0	0	0
ENGINEERING TECHNICIAN 3	C	3	3	3	0	0	0	0	0	0	0	0	0	0
ENGINEERING TECHNICIAN 4	C	4	4	4	0	0	0	0	0	0	0	0	0	0
EQUIPMENT OPERATOR 1	G	1	1	1	0	0	0	0	0	0	0	0	0	0
EQUIPMENT OPERATOR 2	G	2	2	1	1	0	0	0	0	0	0	0	0	0
EXECUTIVE DIRECTOR	A	1	1	1	0	0	0	0	0	0	0	0	0	0
GEO INFO SYS TECH I	C	1	0	0	0	0	0	0	1	1	0	0	0	0
INVENTORY COORDINATOR	C	1	0	0	0	0	0	0	1	1	0	0	0	0
LEAD FOREMAN	H	5	5	4	1	0	0	0	0	0	0	0	0	0
MASTER OPERATING ENGINEER	G	12	12	11	1	0	0	0	0	0	0	0	0	0
MNT WORKER	H	1	1	1	0	0	0	0	0	0	0	0	0	0
OAK RIDGE FOREMAN	H	1	1	1	0	0	0	0	0	0	0	0	0	0
OPERATING ENGINEER	G	2	2	2	0	0	0	0	0	0	0	0	0	0
OPERATIONS COORDINATOR	A	4	4	4	0	0	0	0	0	0	0	0	0	0
PAINTER	G	2	2	2	0	0	0	0	0	0	0	0	0	0

<i>Department/Work Unit: Public Works</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
PARKING ENFORCEMENT ATTENDANT	H	3	2	1	1	0	0	0	1	0	1	0	0	0
PARKING METER REPAIRMAN	G	1	1	1	0	0	0	0	0	0	0	0	0	0
PARKING TECHNICIAN	F	1	1	1	0	0	0	0	0	0	0	0	0	0
PROB OPERATING ENGINEER	G	2	2	1	1	0	0	0	0	0	0	0	0	0
PUBLIC WORKS FOREMAN	H	15	15	13	2	0	0	0	0	0	0	0	0	0
PUBLIC WORKS SUPERVISOR	B	7	7	5	2	0	0	0	0	0	0	0	0	0
RECORDS MANAGER	B	1	0	0	0	0	0	0	1	1	0	0	0	0
SAFETY TECHNICIAN II	C	1	1	1	0	0	0	0	0	0	0	0	0	0
SENIOR DISPATCHER	F	1	1	1	0	0	0	0	0	0	0	0	0	0
SENIOR OPERATING ENGINEER	G	2	2	2	0	0	0	0	0	0	0	0	0	0
SENIOR TDL	H	23	22	17	5	0	0	0	1	1	0	0	0	0
SOFTWARE SPECIALIST	C	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPERVISOR FISCAL SERVICES	B	1	1	1	0	0	0	0	0	0	0	0	0	0
SURVEYOR 3	C	1	1	1	0	0	0	0	0	0	0	0	0	0
TDL	H	3	3	1	2	0	0	0	0	0	0	0	0	0
TDL HIRE-IN	H	3	3	3	0	0	0	0	0	0	0	0	0	0
TDL HIRE-IN 2ND YEAR	H	12	12	8	3	1	0	0	0	0	0	0	0	0
TEMPORARY SERVICE MAINTAINENCE	H	1	1	1	0	0	0	0	0	0	0	0	0	0
TEMPORARY SERVICE MAINTENANCE	H	2	2	1	1	0	0	0	0	0	0	0	0	0
TEMPORARY SKILLED CRAFTWORKER	G	1	1	1	0	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		147	135	110	24	1	0	0	12	11	1	0	0	0
% OF TOTAL			92%	75%	16%	1%	-	-	8%	7%	1%	-	-	-

<i>Department/Work Unit: Economic Development</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
BUSINESS PROJECT MANAGER	B	1	0	0	0	0	0	0	1	1	0	0	0	0
COMMUNITY PROGRAMS SPECIALIST	B	1	0	0	0	0	0	0	1	1	0	0	0	0
DIRECTOR OFFICE OF PLANNING AN	A	1	0	0	0	0	0	0	1	0	1	0	0	0
DIVISION MANAGER	A	1	0	0	0	0	0	0	1	1	0	0	0	0
MARKETING SPECIALIST	B	1	0	0	0	0	0	0	1	1	0	0	0	0
OPERATIONS COORDINATOR	A	1	1	1	0	0	0	0	0	0	0	0	0	0
PROJECTS MANAGER II	B	1	0	0	0	0	0	0	1	1	0	0	0	0
RECEPTIONIST UNION	F	1	0	0	0	0	0	0	1	0	1	0	0	0
REHAB CONSTRUCTION SPECIALIST	B	1	1	1	0	0	0	0	0	0	0	0	0	0
SUPERVISOR FISCAL SERVICES	B	1	1	1	0	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		10	3	3	0	0	0	0	7	5	2	0	0	0
% OF TOTAL			30%	30%	-	-	-	-	70%	50%	20%	-	-	-

<i>Department/Work Unit: Police Department Civilian</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ACCOUNT TECH II-UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
ACCOUNT TECH I-UNION	F	2	0	0	0	0	0	0	2	2	0	0	0	0

<i>Department/Work Unit: Police Department Civilian</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ADMIN CLERK 1 UNION	F	6	0	0	0	0	0	0	6	6	0	0	0	0
CLERK TYPIST 3	F	3	0	0	0	0	0	0	3	3	0	0	0	0
CRIME STUDIES ANALYST	C	2	0	0	0	0	0	0	2	2	0	0	0	0
DATA INPUT OPERATOR I	F	2	0	0	0	0	0	0	2	2	0	0	0	0
FACILITY MAINTENANCE WORKER II	H	1	1	1	0	0	0	0	0	0	0	0	0	0
INVENTORY COORDINATOR	C	1	0	0	0	0	0	0	1	1	0	0	0	0
MESSENGER CLERK I	F	1	1	0	1	0	0	0	0	0	0	0	0	0
METHODS & PROCEDURES ANALYST	B	1	0	0	0	0	0	0	1	1	0	0	0	0
OFFICE COORDINATOR	F	1	0	0	0	0	0	0	1	1	0	0	0	0
PERSONNEL OFFICER II	B	1	0	0	0	0	0	0	1	1	0	0	0	0
RECORDS MANAGER	B	1	0	0	0	0	0	0	1	1	0	0	0	0
SECRETARY 2	F	2	0	0	0	0	0	0	2	2	0	0	0	0
SOFTWARE SPECIALIST	C	1	1	1	0	0	0	0	0	0	0	0	0	0
STOREROOM FORMN	F	1	1	0	1	0	0	0	0	0	0	0	0	0
TELECOMMUNICATIONS MANAGER	A	1	1	1	0	0	0	0	0	0	0	0	0	0
TRAFFIC WARDEN	D	2	0	0	0	0	0	0	2	2	0	0	0	0
DEPARTMENT TOTAL		30	5	3	2	0	0	0	25	25	0	0	0	0
% OF TOTAL			17%	10%	7%	-	-	-	83%	83%	-	-	-	-

<i>Department/Work Unit: Police Department Sworn</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
15 YEAR PROBATIONARY SERGEANT	D	1	1	1	0	0	0	0	0	0	0	0	0	0
CHIEF OF POLICE	A	1	1	1	0	0	0	0	0	0	0	0	0	0
COMMANDER	B	3	3	3	0	0	0	0	0	0	0	0	0	0
DEPUTY CHIEF	A	3	3	3	0	0	0	0	0	0	0	0	0	0
LIEUTENANT	B	10	9	9	0	0	0	0	1	1	0	0	0	0
PATROL OFFICER	D	19	17	14	2	1	0	0	2	2	0	0	0	0
PATROL OFFICER +10 YEARS	D	37	33	27	3	1	1	1	4	4	0	0	0	0
PATROL OFFICER +15 YEARS	D	32	27	26	1	0	0	0	5	5	0	0	0	0
PATROL OFFICER +20 YEARS	D	24	24	22	2	0	0	0	0	0	0	0	0	0
PATROL OFFICER +25 YEARS	D	2	2	2	0	0	0	0	0	0	0	0	0	0
PATROL OFFICER +5 YEARS	D	17	14	13	0	1	0	0	3	3	0	0	0	0
PROB PATROL OFFICER 1ST YEAR	D	13	12	10	0	1	0	1	1	1	0	0	0	0
PROB PATROL OFFICER 2ND YEAR	D	15	14	10	3	1	0	0	1	1	0	0	0	0
PROB PATROL OFFICER 3RD YEAR	D	4	4	2	1	1	0	0	0	0	0	0	0	0
PROBATIONARY SERGEANT +20 YEARS	D	1	1	1	0	0	0	0	0	0	0	0	0	0
PTRL OFF/DETECTIVE +10 YEARS	D	5	4	3	1	0	0	0	1	1	0	0	0	0
PTRL OFF/DETECTIVE +15 YEARS	D	13	9	9	0	0	0	0	4	4	0	0	0	0
PTRL OFF/DETECTIVE +20 YEARS	D	10	8	8	0	0	0	0	2	2	0	0	0	0
PTRL OFF/DETECTIVE +25 YEARS	D	1	1	1	0	0	0	0	0	0	0	0	0	0
PTRL OFF/DETECTIVE +5 YEARS	D	4	3	3	0	0	0	0	1	1	0	0	0	0
SERGEANT +10 YEARS	C	2	2	2	0	0	0	0	0	0	0	0	0	0
SERGEANT +15 YEARS	C	7	6	6	0	0	0	0	1	1	0	0	0	0
SERGEANT +20 YEARS	C	15	15	15	0	0	0	0	0	0	0	0	0	0

<i>Department/Work Unit: Police Department Sworn</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
SERGEANT +25 YEARS	C	1	1	1	0	0	0	0	0	0	0	0	0	0
SERGEANT +5 YEARS	C	2	2	2	0	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		242	216	194	13	6	1	2	26	26	0	0	0	0
% OF TOTAL			89%	80%	5%	2%	0%	1%	11%	11%	-	-	-	-

<i>Department/Work Unit: Convention and Visitors Bureau</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
ACCOUNT EXECUTIVE	B	4	1	1	0	0	0	0	3	3	0	0	0	0
ACCOUNT TECH II-UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
ADMIN CLERK 1 UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
CLIENT SERVICE SPECIALIST	B	1	0	0	0	0	0	0	1	1	0	0	0	0
CLIENT SERVICES MANAGER	A	1	1	1	0	0	0	0	0	0	0	0	0	0
DATA COORDINATOR	F	1	0	0	0	0	0	0	1	1	0	0	0	0
EXECUTIVE DIRECTOR SCVB	A	1	0	0	0	0	0	0	1	1	0	0	0	0

<i>Department/Work Unit: Convention and Visitors Bureau</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
FINANCE AND ADMINISTRATION MAN	B	1	0	0	0	0	0	0	1	1	0	0	0	0
MARKETING MANAGER	A	1	0	0	0	0	0	0	1	0	0	0	0	1
DEPARTMENT TOTAL		12	2	2	0	0	0	0	10	9	0	0	0	1
% OF TOTAL			17%	17%	-	-	-	-	83%	75%	-	-	-	8%

<i>Department/Work Unit: Lincoln Library</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
CLERK TYPIST 3	F	1	0	0	0	0	0	0	1	0	1	0	0	0
COMMUNICATIONS MANAGER	B	1	0	0	0	0	0	0	1	1	0	0	0	0
COMPUTER NETWORK SPECIALIST 2	C	1	1	1	0	0	0	0	0	0	0	0	0	0
DIVISION MANAGER	A	1	0	0	0	0	0	0	1	1	0	0	0	0
FISCAL OFFICER	B	1	1	1	0	0	0	0	0	0	0	0	0	0
LIBRARIAN 1	B	10	1	1	0	0	0	0	9	9	0	0	0	0
LIBRARIAN 3	B	4	1	1	0	0	0	0	3	3	0	0	0	0
LIBRARY ASSISTANT 1	F	1	0	0	0	0	0	0	1	1	0	0	0	0
LIBRARY ASSISTANT 2	E	6	3	3	0	0	0	0	3	0	3	0	0	0
LIBRARY ASSISTANT 3	E	1	1	1	0	0	0	0	0	0	0	0	0	0

<i>Department/Work Unit: Lincoln Library</i>														
<i>Job Title</i>	<i>EEO-4 Job Group</i>	<i>Total Employees</i>	<i>Males</i>						<i>Females</i>					
			<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>	<i>Total</i>	<i>White</i>	<i>Black/African American</i>	<i>Hispanic</i>	<i>Asian</i>	<i>Two or More Races</i>
LIBRARY ASSISTANT 4	E	6	2	1	1	0	0	0	4	3	1	0	0	0
LIBRARY DIRECTOR	A	1	0	0	0	0	0	0	1	1	0	0	0	0
LIBRARY PAGE	F	1	0	0	0	0	0	0	1	1	0	0	0	0
OFFICE COORDINATOR	F	1	0	0	0	0	0	0	1	1	0	0	0	0
SECURITY OFFICER 1 UNION	D	2	2	2	0	0	0	0	0	0	0	0	0	0
SECRETARY 1 UNION	F	1	0	0	0	0	0	0	1	1	0	0	0	0
TEMPORARY ADMINISTRATIVE SUPP	F	1	1	1	0	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		40	13	12	1	0	0	0	27	22	5	0	0	0
% OF TOTAL			33%	30%	3%	-	-	-	68%	55%	13%	-	-	-

Job Grouping Analysis: Listing of Job Titles

Each active job title within the City of Springfield is classified by an EEO-4 job category that is established by the EEOC for use in grouping and reporting similar job classifications, the results of which are presented in the following listing.

Job Category A – Officials/Administrators

APPLICATIONS DEVELOPMENT MANAG	EXECUTIVE DIRECTOR SCVB
ASSISTANT FINANCE DIRECTOR	FINANCE DIRECTOR
ASSISTANT FLEET MANAGER	FIRE CHIEF
BENEFITS MANAGER	FLEET MANAGER
CHIEF ACCOUNTANT	GEN SUPT GENERATION
CHIEF CITY ENGINEER	GEN SUPT WATER DIST ENG
CHIEF OF POLICE	GEN SUPT WATER TREATMENT
CHIEF OF SECURITY	HUMAN RESOURCES MANAGER
CHIEF UTILITY ENGINEER	INFORMATION SYSTEMS DIRECTOR
CITY CLERK	LABOR RELATIONS MANAGER
CLIENT SERVICES MANAGER	LIBRARY DIRECTOR
COMMERCIAL OFFICE MANAGER	MARKETING MANAGER
COMPUTER NETWORKS MANAGER	MAYOR
CORPORATION COUNSEL	OPERATIONS COORDINATOR
COUNCIL COORDINATOR	OPERATIONS COORDINATOR; (MAJOR
COUNCIL MEMBER	PAYROLL MANAGER
DEPUTY CHIEF	PURCHASING AGENT
DEPUTY CHIEF / BATTALION CHIEF	REGULATORY AFFAIRS DIRECTOR
DEPUTY CHIEF / CAPTAIN	SUPERINTENDENT OF COMPLIANCE
DEPUTY CLERK	SUPERINTENDENT OF MAINTENANCE
DEPUTY DIV CHIEF/CAPTAIN	SUPERINTENDENT OF SUBSTATION E
DEPUTY TREASURER	SUPERINTENDENT, DISTRIBUTION A
DIRECTOR OF COMMUNICATIONS	SUPT ELEC OPERATIONS
DIRECTOR OF COMMUNITY RELATION	SUPT LAKE SERV
DIRECTOR OF HUMAN RESOURCES	SUPT PRODUCTION
DIRECTOR OF PUBLIC WORKS	SUPT PROPERTY SERVICES
DIRECTOR OFF BUD & MGMT	SUPT TRANS & DISTRIBUTION ENGN
DIRECTOR OFFICE OF PLANNING AN	TECHNICAL SUPPORT MANAGER
DIVISION CHIEF/CAPTAIN	TELECOMMUNICATIONS MANAGER
DIVISION MANAGER	TRANSACTION MANAGER
ELECTRIC DIVISION MANAGER	TRANSMISSION/DISTRIBUTION DIR
ENERGY SERVICES MANAGER	TREASURER
ENTERPRISE RESOURCE PLANNING M	WATER DIVISION MANAGER
EXECUTIVE ASSISTANT	ZONING ADMINISTRATOR
EXECUTIVE DIRECTOR	

Job Category B – Professionals

ACCOUNT EXECUTIVE	LIEUTENANT
ACCOUNTANT 1	MAINTENANCE PLANNER II
ACCOUNTANT II	MAINTENANCE PLANNER; (PLANNER
ACCOUNTANT III	MARKETING SPECIALIST
ACCOUNTS PAYABLE SUPERVISOR	METHODS & PROCEDURES ANALYST
ASSISTANT CORPORATION COUNSEL	PERSONNEL OFFICER II
ASSISTANT PURCHASING AGENT	PLANNING COORDINATOR
BATTALION CHIEF +15 YEARS	PROJECTS COORDINATOR
BATTALION CHIEF +20 YEARS	PROJECTS MANAGER
BATTALION CHIEF +25 YEARS	PROJECTS MANAGER (MAJOR PROJEC
BUDGET ANALYST 2	PROJECTS MANAGER II
BUDGET ANALYST 3	PROJECTS MANAGER II CR CRAFT
BUSINESS PROJECT MANAGER	PUBLIC INFORMATION OFFICER III
CHEMIST I	PUBLIC WORKS SUPERVISOR
CHEMIST II	PURCHASING COORDINATOR
CLIENT SERVICE SPECIALIST	RECORDS MANAGER
COMMANDER	REHAB CONSTRUCTION SPECIALIST
COMMERCIAL OFFICE ASST MANAGER	RISK MANAGER
COMMUNICATIONS MANAGER	SAFETY INDUSTRIAL HYGIENE MGR
COMMUNITY PROGRAMS SPECIALIST	SENIOR ARSON INVESTIGATOR +20
DATABASE ADMINISTRATOR II	SENIOR ASSISTANT CORPORATION C
ENERGY PLANNER	SENIOR STAFF ACCOUNTANT
ENGINEER I	STAFF ACCOUNTANT
ENGINEER II	SUPERVISOR FISCAL SERVICES
ENGINEER III	SUPERVISOR OF ENVIRONMENTAL PR
ENGINEER IV	SUPERVISOR OF PRODUCTION
ENVIRONMENTAL SPECIALIST	SUPERVISOR SAFETY PROGRAMS
FINANCE AND ADMINISTRATION MAN	SUPV GENERATION
FIRE CAPTAIN +10 YEARS	SUPV LAND & WATER RESOURCES
FIRE CAPTAIN +15 YEARS	SUPV WATER DISTRIBUTION
FIRE CAPTAIN +20 YEARS	SYSTEMS ANALYST
FIRE CAPTAIN +25 YEARS	TECHNICAL SPECIALIST III
FISCAL OFFICER	TECHNICAL SPECIALIST III (MAJO
HR SPECIALIST	TRAINING & DEVELOPMENT SPECIAL
HUMAN RESOURCES GENERALIST	UTILITY ENGINEER PROJECTS MGR
INTERNAL AUDITOR	WATER OFFICE MANAGER
LIBRARIAN 1	WATER QUALITY SUPERVISOR
LIBRARIAN 3	

Job Category C – Technicians

APP ELEC 1ST YEAR	GEO INFO SYS TECH II
APP ELEC 2ND YEAR; (EL TITLE/C	HOUSING INSPECTOR
APPRENTICE ELECTRICIAN 4TH YE	INVENTORY COORDINATOR
APPRENTICE ELECTRICIAN - YEAR	LOSS CONTROL MANAGER
ARBORIST	MECHANICAL INSPECTOR
ASSISTANT CHEMIST	PERMIT INSPECTION ADMIN
ASSISTANT ZONING ADMINISTRATOR	PLUMBING INSPECTOR
ASST WATER DIVISION LOCATOR	PROGRAMMER ANALYST 1
AUDIO VIS TECH III	PROGRAMMER ANALYST 2
BUILDING INSPECTOR	PROGRAMMER ANALYST 3
COMPUTER NETWORK SPECIALIST 1	PROGRAMMER ANALYST 4
COMPUTER NETWORK SPECIALIST 2	SAFETY TECHNICIAN II
COMPUTER NETWORK SPECIALIST 2;	SERGEANT +10 YEARS
COMPUTER NETWORK SPECIALIST 3	SERGEANT +15 YEARS
COMPUTER NETWORK SPECIALIST 4	SERGEANT +20 YEARS
CRIME STUDIES ANALYST	SERGEANT +25 YEARS
ENERGY CONSERVATION AUDITOR 2	SERGEANT +5 YEARS
ENGINEERING TECHNICIAN 1	SOFTWARE SPECIALIST
ENGINEERING TECHNICIAN 2	SR HOUSING INSPECTOR
ENGINEERING TECHNICIAN 3	SURVEYOR 3
ENGINEERING TECHNICIAN 3(CONTR	TECHNICAL SPECIALIST IV
ENGINEERING TECHNICIAN 3(MAJOR	TECHNICAL SUPPORT SPECIALIST
ENGINEERING TECHNICIAN 4	TECHNICAL SUPPORT SPECIALIST II
ENGINEERING TECHNICIAN 5	WATER DIVISION LOCATOR FOREMAN
GEO INFO SYS SUPERVISOR II	WEB DESIGNER
GEO INFO SYS TECH I	ZONING INSPECTOR

Job Category D – Protective Services

15 YEAR PROBATIONARY SERGEANT	PATROL OFFICER +5 YEARS
20 YEAR PROBATIONARY SERGEANT	PROB FIREFIGHTER 1ST YEAR
DRIVER ENGINEER +10 YEARS	PROB PATROL OFFICER 1ST YEAR
DRIVER ENGINEER +15 YEARS	PROB PATROL OFFICER 2ND YEAR
DRIVER ENGINEER +20 YEARS	PROB PATROL OFFICER 3RD YEAR
FIREFIGHTER	PTRL OFF/DETECTIVE +10 YEARS
FIREFIGHTER +10 YEARS	PTRL OFF/DETECTIVE +15 YEARS
FIREFIGHTER +5 YEARS	PTRL OFF/DETECTIVE +20 YEARS
FIREFIGHTER 2ND YEAR	PTRL OFF/DETECTIVE +25 YEARS
FIREFIGHTER 3RD YEAR	PTRL OFF/DETECTIVE +5 YEARS
PATROL OFFICER	SCURITY OFFICER 1 UNION
PATROL OFFICER +10 YEARS	TRAFFIC WARDEN
PATROL OFFICER +15 YEARS	UT SEC GUARD
PATROL OFFICER +20 YEARS	UT SEC OFF
PATROL OFFICER +25 YEARS	UTIL SEC SERGEA

Job Category E – Para-Professional

BUYER 2	LIBRARY ASSISTANT 3
BUYER 2 - STORES CRAFT	LIBRARY ASSISTANT 4
COMMERCIAL OFFICE SUPERVISOR	PARALEGAL I
COMMUNITY PROGRAMS COORDINATOR	SENIOR COMMERCIAL OFFICE SUPER
COMMUNITY RELATIONS INVESTIGAT	TEMPORARY PARAPROFESSIONAL
LIBRARY ASSISTANT 2	

Job Category F – Administrative Support

ACCOUNT CLERK 1	LIBRARY ASSISTANT 1
ACCOUNT CLERK 2	LIBRARY PAGE
ACCOUNT TECH II-UNION	LICENSE INSPECTOR
ACCOUNT TECH I-UNION	MESSENGER CLERK I
ACCOUNT TECHNICIAN II	MESSENGER CLERK II
ACCOUNT TECHNICIAN1	OFFICE COORDINATOR
ACCOUNTS RECEIVABLE SPECIALIST	OFFICE SYSTEMS OPERATOR
ADMIN CLERK 1 UNION	PARKING TECHNICIAN
ADMIN CLERK 2 UNION	PAYROLL ACCOUNTANT
ADMIN SECRETARY	PAYROLL ACCOUNTANT II
ADMINISTRATIVE ASSISTANT	RECEPTIONIST UNION
ADMINISTRATIVE CLERK 1 - UNION	SECRETARY 1
BENEFITS SPECIALIST	SECRETARY 1 UNION
BUILDING PERMIT ASST	SECRETARY 2
CASHIER 1	SENIOR DISPATCHER
CASHIER 2	SERVICE REPRESENTATIVE 1
CLERK TYPIST 3	SERVICE REPRESENTATIVE 2
COMMUNICATIONS OPERATOR	SERVICE REPRESENTATIVE 3
COMPUTER OPERATOR 2	STOREROOM ATTENDT
COMPUTER OPERATOR 3	STOREROOM FORMN
CONSUMER REPRESENTATIVE 3	STOREROOM KEEPER
DATA COORDINATOR	STORES ATT LDR
DATA INPUT OPERATOR I	STORES ATTENDANT 2ND YEAR
DISPATCHER	STORES ATTENDANT 5TH YEAR
EXEC SECRETARY	TEMPORARY ADMINISTRATIVE SUPP
FINAL METER READER	TROUBLE CLERK
INVEST/FIELD COLLECTOR 2	

Job Category G – Skilled Craft

10TH MAN FGDS; UTILITY OPERATO
9TH MAN - FGDS RELIEF POSITION
APP FIRE 1ST YEAR
APP FIRE 2ND YEAR; BF CRAFT
APPRENTICE FIREMAN YEAR 3; (BF
APPRENTICE MACHINIST 2ND YEAR
APPRENTICE MACHINIST 3RD YEAR
ASST UNIT OPERATOR
ASST W W OPERATOR 1
ASST W W OPERATOR 2
AX OPR 31 & 32
AX OPR 33
CARPENTER
CARPENTER FOREMAN
CEMENT FINISHER
CEMENT FINISHER FOREMAN
CERT WELD
COMPLAINT MAN
COMPLAINT MAN (NIGHT)
COMPLAINT MAN FOREMAN
CONTROL ROOM OPERATOR
CREW FOREMN
DIMINERAL OP 1
ELEC SYS DISPATCHER
EQUIPMENT OPERATOR 1
EQUIPMENT OPERATOR 2
FGDS CONTROL ROOM OPERATOR I
FGDS CONTROL ROOM OPERATOR II
FIRE HYDRANT CREW LABORER
FIRE SUPPORT EQUIPMENT TECHNIC
FLEET BODY SPECIALIST
FLEET BODY SPECIALIST LEAD
FLEET SERVICE WRITER
FLEET TECHNICIAN I
FLEET TECHNICIAN IV
FOREMAN
GROUNDMAN OVER 2
INSTR ELEC
JOB FOREMAN
JOURNEYMAN
LINEMAN

MACHINIST
MAINT EQP OPER
MAINT MACH CW LD
MANT CRW LDR
MASTER MACHINIST
MASTER OPERATING ENGINEER
MAT HANL CREW LDR
MATERIAL HANDLER
OPERATING ENGINEER
OPERATING ENGINEERS
OPERATOR TRAINEE III
PAINTER
PAINTER FOREMAN
PARKING METER REPAIRMAN
PLT MNT ELEC
PLUMBER
PLUMBER FOREMAN
PROB OPERATING ENGINEER
REL TROUBLMN
RELIEF ELECTRIC SYSTEM DISPATC
RELIEF OPER ENG
RELIEF SYSTEM DISPATCHER
RLF AUX OPER
SENIOR OPERATING ENGINEER
SERVICE FOREMAN (EL CRAFT)
SERVICE FOREMAN (IE CRAFT)
SERVICE FOREMAN (SERVICE CRAFT
SUPV BUILDING & GROUNDS
SUPV MATERIAL HANDLING
SYSTEM OPERATOR
TEMPORARY SKILLED CRAFTWORKER
TOOL ROOM MAINTENANCE MAN
TROUBLEMAN
UNIT 4 APPRENTICE YEAR 2
UNIT 4 CONTROL ROOM OPERATOR
UNIT 4 FLOOR OPERATOR
UNIT OPER DN
W WKS MNT MN
W WKS OPER
WASTE WATER TREATMENT PLANT OP
WATER WORKS FOREMAN

Job Category H – Service Maintenance

BLDG GRD CREW LEADER
BLDG GRD UTILITY PERSON
BLDG MAINTENANCE MAN OVER 2
BLGD/GR KPR 1ST YEAR
BLGD/GR KPR 2
CEMETERY ASSISTANT
CEMETERY SPECIALIST
FACILITY MAINTENANCE WORKER I
FACILITY MAINTENANCE WORKER II
FLEET OPERATIONS ASSISTANT
FLEET TECHNICAL ASSISTANT
JANITOR
LABORER
LABORER OVER 1
LAKE AREA MAINT FOREMAN
LEAD FOREMAN
MAINTENANCE SUPERVISOR
MAINTENANCE SUPERVISOR II
MNT WORKER
OAK RIDGE FOREMAN

PARKING ENFORCEMENT ATTENDANT
PUBLIC WORKS FOREMAN
RELIEFCOMPLT MN/WT MTR RPR MN
SENIOR TDL
SERVICE CLERK OVER 1 YEAR
TDL
TDL HIRE-IN
TDL HIRE-IN 2ND YEAR
TEMPORARY SERVICE MAINTAINENCE
TEMPORARY SERVICE MAINTENANCE
UT MT RD FOREMAN
UT MT RD OV 2
UTILITY TRUCK DRIVER I
W SERV M M OVER 2
WATCHMAN
WATER METER READER; ZERO TO TW
WATER SERVICE MAINTENANCE MAN
YARD MAINT OVER 1 YEAR
YARD MAINT OVER 2 YEARS
YARD MAINTENANCE FOREMAN

Utilization Analysis: Placement of Incumbents in Job Groups

Figures in the following chart reflect the total number and associated percentages of the City's workforce by race and sex within each EEO-4 job category as of November 30, 2016.

Job Group	Total # Incumbents	Total Incumbency %	# Females	Female Incumbency %	# Minorities	Minority Incumbency %
A	100	7.05%	25	25.00%	9	9.00%
B	228	16.07%	68	29.82%	13	5.70%
C	131	9.23%	26	19.85%	11	8.40%
D	355	25.02%	30	8.45%	34	9.58%
E	24	1.69%	17	70.83%	10	41.67%
F	136	9.58%	108	79.41%	29	21.32%
G	301	21.21%	6	1.99%	18	5.98%
H	144	10.15%	9	6.25%	32	22.22%

Utilization Analysis: Comparing Incumbency to Availability

Availability is an estimate of the proportion of each sex and race/ethnic group available and qualified for employment within a given job group in the relevant labor market (RLM) within the duration of the Affirmative Action Plan. Availability indicates the approximate level at which each race/ethnic and sex group could reasonably be expected to be represented in a job group if employment decisions are made without regard to sex, race or ethnic origin. With valid availability data, the City is able to compare the percentages of those who could reasonably be expected to be employed with its current employee population, identify areas of deficiency, and establish goals to correct underutilization. An analysis of availability and utilization statistics for women and people of color in the City of Springfield's workforce is conducted to address areas of concern and to identify steps needed to address identified areas of underutilization. Even though no workforce availability statistics exist for individuals with disabilities, the City will nonetheless engage in meaningful efforts to attract, retain, and accommodate any such individuals.

The following charts represent data from the RLM, the Sangamon County Metropolitan Statistical Area (MSA), and the City of Springfield employee workforce by gender and race within each EEO-4 job category as of November 30, 2016. The Sangamon County MSA was used because it better reflects the demographics of Springfield and the immediately surrounding areas; whereas, the Springfield MSA includes Menard County, which does not exhibit the same level of diversity as Sangamon County.

The Availability vs. Utilization Matrix compares the RLM availability rates to the City's workforce data in order to identify areas of underutilization, which are shown in red. Underutilization will be determined by *The One Person Rule* whereby underutilization exists if the difference between availability and actual employment equals one person or more.

Sangamon County Experienced Labor Force by Race, Sex and Occupational Groups

Job Categories	Total	Male					Female				
		All Races	Non-Hispanic Origin			Hispanic	All Races	Non-Hispanic Origin			Hispanic
			White	Black	Other Races			White	Black	Other Races	
Officials and Administrators	12,795	7,185	6,595	285	170	135	5,610	5,145	200	120	145
	100%	56.2%	51.5%	2.2%	1.3%	1.1%	43.8%	40.2%	1.6%	0.9%	1.1%
Professionals	16,088	7,829	7,070	365	329	65	8,259	7,310	660	179	110
	100%	48.7%	43.9%	2.3%	2.0%	0.4%	51.3%	45.4%	4.1%	1.1%	0.7%
Technicians	3,763	1,523	1,375	95	49	4	2,240	1,965	165	95	15
	100%	40.5%	36.5%	2.5%	1.3%	0.1%	59.5%	52.2%	4.4%	2.5%	0.4%
Protective Service Workers	2,239	1,710	1,570	120	0	20	529	425	60	44	0
	100%	76.4%	70.1%	5.4%	0.0%	0.9%	23.6%	19.0%	2.7%	2.0%	0.0%
Paraprofessionals	15,722	6,288	4,445	1,310	253	280	9,434	7,420	1,490	394	130
	100%	40.0%	28.3%	8.3%	1.6%	1.8%	60.0%	47.2%	9.5%	2.5%	0.8%
Administrative Support	20,609	5,130	4,215	635	195	85	15,479	13,550	1,535	244	150
	100%	24.9%	20.5%	3.1%	0.9%	0.4%	75.1%	65.7%	7.4%	1.2%	0.7%
Skilled Craft Workers	7,024	6,655	5,950	515	25	165	369	274	55	0	40
	100%	94.7%	84.7%	7.3%	0.4%	2.3%	5.3%	3.9%	0.8%	0.0%	0.6%
Service Maintenance	6,527	5,987	5,240	570	104	73	540	420	100	20	0
	100%	91.7%	80.3%	8.7%	1.6%	1.1%	8.3%	6.4%	1.5%	0.3%	0.0%

Source: Illinois Department of Employment Security –Sangamon County Workforce Availability Statistics (EEO Tabulation, 2006-2010 American Community Survey, US Census Bureau)

City of Springfield Experienced Labor Force by Race, Sex and Occupational Groups

Job Categories	Total	Male					Female				
		All Races	Non-Hispanic Origin			Hispanic	All Races	Non-Hispanic Origin			Hispanic
			White	Black	Other Races			White	Black	Other Races	
Officials and Administrators	100	75	70	4	0	1	25	21	3	1	0
	100%	75.0%	70.0%	4.0%	0.0%	1.0%	25.0%	21.0%	3.0%	1.0%	0.0%
Professionals	228	160	154	4	2	0	68	61	7	0	0
	100%	70.2%	67.5%	1.8%	0.9%	0.0%	29.8%	26.8%	3.1%	0.0%	0.0%
Technicians	131	105	97	8	0	0	26	23	3	0	0
	100%	80.2%	74.0%	6.1%	0.0%	0.0%	19.8%	17.6%	2.3%	0.0%	0.0%
Protective Service Workers	355	325	291	22	3	9	30	30	0	0	0
	100%	91.5%	82.0%	6.2%	0.8%	2.5%	8.5%	8.5%	0.0%	0.0%	0.0%
Paraprofessionals	24	7	5	2	0	0	17	9	8	0	0
	100%	29.2%	20.8%	8.3%	0.0%	0.0%	70.8%	37.5%	33.3%	0.0%	0.0%
Administrative Support	136	28	19	9	0	0	108	88	18	1	1
	100%	20.6%	14.0%	6.6%	0.0%	0.0%	79.4%	64.7%	13.2%	0.7%	0.7%
Skilled Craft Workers	301	295	279	14	1	1	6	4	2	0	0
	100%	98.0%	92.7%	4.7%	0.3%	0.3%	2.0%	1.3%	0.7%	0.0%	0.0%
Service Maintenance	144	135	106	27	0	2	9	6	2	1	0
	100%	93.8%	73.6%	18.8%	0.0%	1.4%	6.3%	4.2%	1.4%	0.7%	0.0%

Availability vs. Utilization Matrix

			Male														
			All Races	COS All Races	(+)/(-)	Non-Hispanic Origin									Hispanic	COS Hispanic	(+)/(-)
Job Categories	Total	COS Total				White	White	(+)/(-)	Black	Black	(+)/(-)	Other Races	Other Races	(+)/(-)			
Officials and Administrators	12,795	100	7,185	75		6,595	70		285	4		170	0		135	1	
	100%	100%	56.2%	75.0%	18.8%	51.5%	70.0%	18.5%	2.2%	4.0%	1.8%	1.3%	0.0%	-1.3%	1.1%	1.0%	-0.1%
Professionals	16,088	228	7,829	160		7,070	154		365	4		329	2		65	0	
	100%	100%	48.7%	70.2%	21.5%	43.9%	67.5%	23.6%	2.3%	1.8%	-0.5%	2.0%	0.9%	-1.1%	0.4%	0.0%	-0.4%
Technicians	3,763	131	1,523	105		1,375	97		95	8		49	0		4	0	
	100%	100%	40.5%	80.2%	39.7%	36.5%	74.0%	37.5%	2.5%	6.1%	3.6%	1.3%	0.0%	-1.3%	0.1%	0.0%	-0.1%
Protective Service Workers	2,239	355	1,710	325		1,570	291		120	22		0	3		20	9	
	100%	100%	76.4%	91.5%	15.1%	70.1%	82.0%	11.9%	5.4%	6.2%	0.8%	0.0%	0.8%	0.8%	0.9%	2.5%	1.6%
Paraprofessionals	15,722	24	6,288	7		4,445	5		1,310	2		253	0		280	0	
	100%	100%	40.0%	29.2%	-10.8%	28.3%	20.8%	-7.5%	8.3%	8.3%	0.0%	1.6%	0.0%	-1.6%	1.8%	0.0%	-1.8%
Administrative Support	20,609	136	5,130	28		4,215	19		635	9		195	0		85	0	
	100%	100%	24.9%	20.6%	-4.3%	20.5%	14.0%	-6.5%	3.1%	6.6%	3.5%	0.9%	0.0%	-0.9%	0.4%	0.0%	-0.4%
Skilled Craft Workers	7,024	301	6,655	295		5,950	279		515	14		25	1		165	1	
	100%	100%	94.7%	98.0%	3.3%	84.7%	92.7%	8.0%	7.3%	4.7%	-2.6%	0.4%	0.3%	-0.1%	2.3%	0.3%	-2.0%
Service Maintenance	6,527	144	5,987	135		5,240	106		570	27		104	0		73	2	
	100%	100%	91.7%	93.8%	2.1%	80.3%	73.6%	-6.7%	8.7%	18.8%	10.1%	1.6%	0.0%	-1.6%	1.1%	1.4%	0.3%

			Female														
			All Races	COS All Races	(+)/(-)	Non-Hispanic Origin									Hispanic	COS Hispanic	(+)/(-)
Job Categories	Total	COS Total				White	White	(+)/(-)	Black	Black	(+)/(-)	Other Races	Other Races	(+)/(-)			
Officials and Administrators	12,795	100	5,610	25		5,145	21		200	3		120	1		145	0	
	100%	100%	43.8%	25.0%	-18.8%	40.2%	21.0%	-19.2%	1.6%	3.0%	1.4%	0.9%	1.0%	0.1%	1.1%	0.0%	-1.1%
Professionals	16,088	228	8,259	68		7,310	61		660	7		179	0		110	0	
	100%	100%	51.3%	29.8%	-21.5%	45.4%	26.8%	-18.6%	4.1%	3.1%	-1.0%	1.1%	0.0%	-1.1%	0.7%	0.0%	-0.7%
Technicians	3,763	131	2,240	26		1,965	23		165	3		95	0		15	0	
	100%	100%	59.5%	19.8%	-39.7%	52.2%	17.6%	-34.6%	4.4%	2.3%	-2.1%	2.5%	0.0%	-2.5%	0.4%	0.0%	-0.4%
Protective Service Workers	2,239	355	529	30		425	30		60	0		44	0		0	0	
	100%	100%	23.6%	8.5%	-15.1%	19.0%	8.5%	-10.5%	2.7%	0.0%	-2.7%	2.0%	0.0%	-2.0%	0.0%	0.0%	0.0%
Paraprofessionals	15,722	24	9,434	17		7,420	9		1,490	8		394	0		130	0	
	100%	100%	60.0%	70.8%	10.8%	47.2%	37.5%	-9.7%	9.5%	33.3%	23.8%	2.5%	0.0%	-2.5%	0.8%	0.0%	-0.8%
Administrative Support	20,609	136	15,479	108		13,550	88		1,535	18		244	1		150	1	
	100%	100%	75.1%	79.4%	4.3%	65.7%	64.7%	-1.0%	7.4%	13.2%	5.8%	1.2%	0.7%	-0.5%	0.7%	0.7%	0.0%
Skilled Craft Workers	7,024	301	369	6		274	4		55	2		0	0		40	0	
	100%	100%	5.3%	2.0%	-3.3%	3.9%	1.3%	-2.6%	0.8%	0.7%	-0.1%	0.0%	0.0%	0.0%	0.6%	0.0%	-0.6%
Service Maintenance	6,527	144	540	9		420	6		100	2		20	1		0	0	
	100%	100%	8.3%	6.3%	-2.0%	6.4%	4.2%	-2.2%	1.5%	1.4%	-0.1%	0.3%	0.7%	0.4%	0.0%	0.0%	0.0%

Designation of Responsibility for Implementation

Responsibilities include, but are not limited to, the following:

- A. The **City Council** will:
 - 1. Formally adopt the Affirmative Action Plan and annual updates.
 - 2. Administratively and financially support the goals of the Affirmative Action Plan so that employment, training and promotional objectives are met.
- B. The **Mayor** will:
 - 1. Be responsible for the overall administration of the Affirmative Action Plan.
 - 2. Establish, administer and provide policy direction for the Affirmative Action Plan so that equal employment opportunity exists in all major job categories.
 - 3. Periodically disseminate appropriate directives to department heads to ensure compliance with the Affirmative Action Plan.
- C. The **Director of Human Resources** in conjunction with each departmental Affirmative Action Coordinator will:
 - 1. Prepare, disseminate, implement and review the City of Springfield Affirmative Action Plan.
 - 2. Develop policy statements and action-oriented programs aimed at achieving equal opportunity employment.
 - 3. Coordinate and provide training and technical assistance to departmental Affirmative Action Coordinators in collecting and analyzing employment data, identifying problem areas, and establishing goals and timetables where applicable.
 - 4. Establish a recruitment program targeted toward minorities, females and persons with disabilities. Develop regular communication channels with minorities, females, and persons with disabilities to ensure that employment opportunity information is widely disseminated.
 - 5. Analyze all aspects of the recruitment and selection process to ensure that artificial barriers to hiring minority, female and disabled applicants, or promoting minority, female and employees with disabilities are eliminated.
 - 6. Develop and coordinate with department heads a program for inter-department transfers as a means of upward mobility for all City employees.
 - 7. Analyze job descriptions and remove artificial barriers that may exist in them.
 - 8. Analyze disciplinary action practices to ensure that disparate treatment and impact against minority, female and employees with disabilities is eliminated.
 - 9. Monitor and evaluate City-Wide program results and make an annual report to the Mayor and the City Council, which reflects the City's progress and accommodates changes in federal affirmative action and equal employment opportunity regulations.
 - 10. Accept complaints of discrimination per current City policies in Chapter 36 and Chapter 93 of the City Code of Ordinances.

D. Department Directors/Division Heads will:

1. Be responsible for implementation of all aspects of the City of Springfield Affirmative Action Plan as it applies to the department or area of supervision.
2. Appoint a departmental Affirmative Action Coordinator.
3. Develop, implement, evaluate and revise the departmental Affirmative Action Plan in cooperation with the Director of Human Resources.
4. Ensure the supervisors and staff fully understand and comply with the Affirmative Action Plan.
5. Conduct regular meetings with supervisors and employees to ensure policies are carried out.

E. Departmental Affirmative Action Coordinators will:

1. Serve as the department resource person on equal employment and affirmative action programs.
2. Provide counsel and recommendations to department management concerning affirmative action matters.
3. Coordinate equal employment opportunity and affirmative action training for department personnel. Ensure that appropriate training reaches the frontline supervisory staff.
4. Ensure adequate and effective internal equal employment opportunity and affirmative action communications.
5. Under the guidance of the Department Director/Division Head, identify problem areas and establish departmental goals and objectives as appropriate.

F. Supervisors will:

1. Ensure that subordinate employees are given fair and equitable treatment, regardless of gender, race, color, religious belief, national origin, political affiliation, marital status, age, sexual orientation, disability, veteran status, marital status or familial status.
2. Discipline employees who engage in activities exhibiting racial, ethnic, disability, age or sexual bias, including but not limited to, verbal, written or pictorial expressions of said bias.
3. Take preventative measures against and handle sexual harassment problems in accordance with City policy.

G. The Civil Service Commission will:

1. Oversee employment actions regarding the selection and promotion of personnel covered by tested positions, as well as the discipline of all City employees subject to Jurisdiction A (Merit) of the City human resource system. The actions of the Commission are not governed by the City of Springfield Code of Ordinances and are not subject to the control by the elected officials.
2. Adhere to the City of Springfield's Affirmative Action Plan within the limits of the law and statutes regulating its authority.

Identification of Problem Areas and Establishment of Placement Goals

Based on *The One Person Rule* when comparing the workforce availability statistics of the RLM to the City of Springfield's workforce, placement goals are determined by the percentage of underutilization as related to the total number of incumbents within a specific EEO-4 job category.

Job Categories	Male				Female			
	Non-Hispanic Origin			Hispanic	Non-Hispanic Origin			Hispanic
	White	Black	Other Races		White	Black	Other Races	
Officials and Administrators	0	0	1	0	19	0	0	1
Professionals	0	1	3	0	42	2	3	2
Technicians	0	0	2	0	45	3	3	0
Protective Service Workers	0	0	0	0	37	10	7	0
Paraprofessionals	2	0	0	0	2	0	0	0
Administrative Support	9	0	1	0	1	0	0	0
Skilled Craft Workers	0	8	0	6	8	0	0	2
Service Maintenance	10	0	2	0	3	0	0	0

Action-Oriented Programs

The City of Springfield has instituted action programs to address identified problem areas and to help achieve specific AAP goals, each to be reviewed periodically to ensure they remain consistent and aligned to the objectives of the Affirmative Action Plan.

A. Job Descriptions

1. Review and analyze job descriptions to ensure they accurately reflect job functions as well as competencies, knowledge, skills and abilities.
2. Make job descriptions available to recruiting sources and available to all members of management involved in the recruiting, screening, selection and promotion process.

B. Recruitment

1. Encourage City employees to refer qualified applicants.
2. Make information on job opportunities available to all applicants on a non-discriminatory basis.
3. Create a network of advocates through community groups and organizations and establish a partnership to help identify qualified applicants.
4. Maintain records of applications received and disposition thereof in order to accommodate periodic analysis of applicant flow.
5. Disseminate job postings through a wide variety of communication channels to include the following:
 - the City's website;
 - all internal departments and locations;
 - external agencies and organizations, including social and civic groups affiliated with minorities, females, and individuals with disabilities; and
 - various job boards, TV, radio, newspapers, posters, periodicals and press releases.
6. Represent the City at recruitment functions, meetings of community groups, area schools, colleges, and training programs.
7. Include the phrase "Equal Opportunity/Affirmative Action Employer" in all printed employment advertisements.

C. Selection

1. Ensure information requested on job applications and other pre-employment forms is job-related.
2. Maintain uniform hiring requirements and processes to ensure objective evaluation for each job category.
3. Administer all pre-employment examinations uniformly without regard to race, color, sex, age, national origin, sexual orientation, disability, veteran status, marital status, familial status, or religion unrelated to a person's ability to perform the duties of a particular job or position except where a bona fide occupational qualification exists.
4. Provide lists of applicants who meet minimum requirements for employment through the successful completion of the Office of Human Resources screening process. In making selections from these lists, the department supervisor, Office Director and Mayor shall consider the goals of the Affirmative Action Plan. Rejection of minority and female eligible candidates shall be supported by objective reasons when affirmative action goals for that specific department or job category have not been met.
5. Train managers and supervisors on proper interview and selection techniques.
6. Conduct interviews in a uniform manner with a member of Human Resources present. Ask only questions that are job-related and approved in advance by Human Resources.

7. Utilize objective hiring standards as related to job requirements to ensure selection decisions are job-related and applied in a non-discriminatory manner.
8. Base examination procedures used in selection, placement and reallocation on job duties and requirements.

D. Employment Actions

1. Prohibit discriminatory impediments to promotional or transfer opportunities. Periodically analyze the transfer and promotion of minority, female and employees with disabilities as compared with that of all other employees to ensure the effectiveness of the AAP and to identify problem areas, which may require modification to or correction of the plan.
2. Engage in uniform practices and procedures and obtain and evaluate supporting documentation for promotion, transfer, demotion, discipline, layoff and termination of all personnel.
3. Conduct exit interviews to identify reasons for separation and causes contributing to controllable turnover.

E. Personal and Organizational Development

1. Provide training and professional development opportunities to all City employees.
2. Offer career counseling and training/educational programs to assist employees in preparing for promotional, advancement or transfer opportunities.
3. Train managers and supervisors in Equal Employment Opportunity, Affirmative Action, Diversity/Inclusion and Cultural Competency.
4. Offer a City Tuition Reimbursement Program to all employees who are eligible and wish to continue their education so as to create mutual value for themselves and the organization.
5. Conduct an Employee Engagement/Diversity Survey on an annual basis to assess and track the climate of the organization.

F. City Contracts and Bidding Process

1. The City will ensure that the bidding process and all awarded contracts are conducted in a manner so as to prevent any discrimination and allow for fair and equal opportunity for all contractors and vendors.
2. Requests for Proposals and contract bids will be promoted and advertised to garner the greatest exposure of any interested businesses.
3. Any contractor or vendor doing business with the City shall be made aware of the EEO/AA Policy Statement and will, in turn, will confirm that the business does not engage in any discriminatory practices.

G. City Facilities and Events

All persons responsible for City facilities shall ensure their availability on an integrated basis, and any City-sponsored recreation and social events shall be established for the benefit and involvement of all citizens. Such facilities and events shall be made available without regard to

race, color, sex, age, national origin, sexual orientation, disability, veteran status, marital status, familial status, or religion. This policy shall be reflected not merely in written rules and regulations, but in customs and practices, ensuring that de facto segregation does not exist.

Internal Audit and Reporting System

While the Director of Human Resources is responsible for developing, preparing, and implementing the Affirmative Action Plan, responsibility is likewise vested with each department manager and supervisor.

The City of Springfield's audit and reporting system is designed to:

- Measure the effectiveness of the EEO/AA programs;
- Document personnel activities;
- Identify problem areas where remedial action is needed; and
- Determine the degree to which the City's AAP goals and objectives have been obtained.

The following personnel activities are reviewed to ensure nondiscrimination and equal employment opportunity for all individuals without regard to race, color, sex, age, national origin, sexual orientation, disability, veteran status, marital status, familial status, or religion:

- Recruitment, advertising, and job application procedures;
- Hiring, promotion, advancement, assignments, layoff, and recall from layoff;
- Rates of pay and any other forms of compensation including fringe benefits;
- Sick leave, leaves of absence, or any other leave;
- Training, apprenticeships, attendance at professional meetings or conferences; and
- Any other term, condition or privilege of employment.

The following documents are maintained as a component of the City of Springfield's internal audit process:

- Summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by sex and minority group identification;
- Summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants for each position;
- Maintenance of all employment applications for at least one year; and records pertaining to the City's compensation system and related actions.

The City of Springfield's audit system includes a semi-annual report documenting efforts to achieve its EEO/AA responsibilities. Managers and supervisors are asked to report any current or foreseeable EEO/AA problem areas and are also asked to outline their suggestions/recommendations for solutions. If problem areas arise, the manager or supervisor is to report such immediately to the Director of Human Resources. During semi-annual reporting, the following occurs:

- Departmental efforts related to the EEO/AA programs will be reviewed on a semi-annual basis by the Departmental Affirmative Action Coordinators and Directors to determine the results of such efforts, a report of which will be submitted to the Office of Human Resources.
- The Director of Human Resources will discuss any problems relating to significant rejection ratios, EEO charges, and the like with the Mayor;
- The Director of Human Resources will report the status of the City's AAP goals and objectives to the Mayor and will also recommend remedial actions for the effective implementation of the AAP.

Support Data: Personnel Activity

The information below reflects the personnel activity from June 1, 2016 through November 30, 2016. Job groups that are not shown did not have any activity for the reporting period.

<i>Job Group</i>	<i>External Hires</i>		<i>Promotions</i>		<i>Reclassifications/ Transfers</i>		<i>Recalls</i>		<i>Retirements</i>		<i>Resignations</i>		<i>Terminations</i>		<i>Layoffs</i>	
	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>
Job Group A																
White	2	1	-	-	-	-	-	-	2	-	1	2	-	-	-	-
Black	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Two or More	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	3	2	-	-	-	-	-	-	2	-	1	2	-	-	-	-
Job Group B																
White	2	7	5	1	1	-	-	-	6	3	4	1	-	-	-	-
Total	2	7	5	1	1	-	-	-	6	3	4	1	-	-	-	-
Job Group C																
White	1	2	6	-	-	-	-	-	5	-	-	-	2	-	-	-
Total	1	2	6	-	-	-	-	-	5	-	-	-	2	-	-	-
Job Group D																
White	10	1	4	-	-	-	-	-	5	1	1	1	-	-	-	-
Black	-	-	-	-	1	-	-	-	-	-	1	1	-	-	-	-
Total	10	1	4	-	1	-	-	-	5	1	2	2	-	-	-	-
Job Group E																
White	-	1	-	-	-	-	-	-	-	-	-	3	1	-	-	-
Black	1	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-
Total	1	2	-	-	-	-	-	-	-	-	1	3	1	-	-	-

<i>Job Group</i>	<i>External Hires</i>		<i>Promotions</i>		<i>Reclassifications/ Transfers</i>		<i>Recalls</i>		<i>Retirements</i>		<i>Resignations</i>		<i>Terminations</i>		<i>Layoffs</i>	
	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>
Job Group F																
White	1	5	-	3	-	1	-	-	-	6	1	1	-	-	-	-
Black	-	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Total	1	6	1	4	-	1	-	-	-	6	1	1	-	-	-	-
Job Group G																
White	5	-	3	1	-	-	-	-	4	-	2	1	1	-	-	-
Black	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	5	-	4	1	-	-	-	-	4	-	2	1	1	-	-	-
Job Group H																
White	2	-	1	-	-	-	-	-	-	-	16	-	-	-	-	-
Black	1	-	-	-	-	-	-	-	-	-	7	1	2	-	-	-
Total	3	-	1	-	-	-	-	-	-	-	23	1	2	-	-	-

Complaint Procedures

All current and prospective employees have the right to present their complaints of discrimination without fear of retaliation. Under no circumstances will a current or prospective employee's job status, security or possible working conditions be jeopardized because a complaint has been filed. Every attempt will be made to resolve complaints on an informal basis. Current employees shall exercise rights as provided by Chapter 36 (Employment Policies) and Chapter 93 (Discriminatory Practices) of the City Code of Ordinances. Job applicants may submit a formal complaint in writing to the Director of Human Resources. Any prospective or current vendor or contractor or any citizen wishing to make a formal complaint about a City-sponsored program, practice, or event may do so in writing to the Director of Community Relations.

Legislation and Policies

Title VII of the Civil Rights Act of 1964

Title VII is the keystone of federal antidiscrimination legislation that prohibits discrimination or segregation on the basis of race, color, national origin, religion and gender in all terms and conditions of employment. The Civil Rights Act of 1991 (Pub. L. 102-166) (*CRA*) and the Lily Ledbetter Fair Pay Act of 2009 (Pub. L. 111-2) amended several sections of Title VII. In addition, section 102 of the *CRA* (which is printed elsewhere in this publication) amended the U.S. Code by adding a new section following section

1977 (42 U.S.C. 1981), to provide for the recovery of compensatory and punitive damages in cases of intentional violations of Title VII, the Americans with Disabilities Act of 1990, and section 501 of the Rehabilitation Act of 1973. Specific exceptions can be made based on work related requirements, bona fide occupational qualifications, seniority systems and under very limited and defined conditions. This legislation makes it unlawful to limit, segregate or classify employees in any way that would deprive them of employment opportunities or otherwise adversely affect their career progression. It also makes it illegal to discriminate because of pregnancy, childbirth or related conditions and prohibits sexual harassment.

Illinois Human Rights Act

The Illinois Human Rights Act prohibits discrimination in employment on the basis of race, color, sex, religion, national origin, ancestry, age (age 40 and over except police and fire), marital status, sexual orientation, physical or mental disability, or unfavorable discharge from military service. The law provides for the creation of the Illinois Human Rights Commission and the Department of Human Rights. The law was enacted by P.A. 81-1216, B.B. 1377, L. 1979 and signed by the Governor on December 6, 1979.

City Code of Ordinances

Section 36.02 Equal Employment Policy

It is the policy of the City to be an equal opportunity employer. No officer or employee of the City shall discriminate against any other officer or employee or applicant for employment on the basis of sex, race, color, religious belief, national origin, political affiliation, marital status, age, sexual orientation or handicap unrelated to the person's ability to perform the duties of a particular job or position, except where a bona fide occupational qualification exists.

Rule of the Springfield Civil Service Commission

Rule 1.8 Statement of Equal Employment Opportunity

The Springfield Civil Service Commission is committed to a policy of acting affirmatively to attract and utilize the talents of all citizens. No Civil Service Commission member or agent of the City shall discriminate against any employee or applicant for employment on the basis of sex, race, color, religious belief, national origin, political affiliation, marital status, age or disability unrelated to a person's ability to perform the duties of a particular job or position, except where a bona fide occupational qualification exists.

Sexual Harassment

It is the policy of the City of Springfield to eliminate sexual harassment in the workplace. If an employee feels that he/ she has been the victim of sexual harassment, the employee is advised to follow the grievance procedures outlined in Chapter 36, Section 36.63 of the City Code of Ordinances (Employment Policies) or the applicable collective bargaining agreement. If the alleged harassment involves an employee's immediate supervisor, the employee should take the grievance directly to the Director of Human Resources.

Glossary

The terms included in this list reflect references to explanations that are used in the City of Springfield's Affirmative Action Plan (AAP) document. Although the City of Springfield will use the terms listed below in good faith in connection with the AAP, such use does not necessarily signify that the City agrees that these terms are applied to any particular factual situation and is not an admission of noncompliance with EEO laws, regulations and objectives.

Affirmative Action- A program by which the City identifies conspicuous imbalance in the workforce and takes positive steps to correct underrepresentation of protected classes. It focuses on the hiring, training and promotion of protected classes where there are deficiencies.

Applicant- An individual who submits an expression of interest in employment for a specific position, possesses the basic qualifications for the position, and does not remove him/herself from consideration during the application process.

Appointing Authority- The elected official to whom a City position is subordinate.

Artificial Barrier- A requirement, procedure or standard for employment that is not related to successful job performance.

Bona Fide Occupational Qualification (BFOQ)- An exception to the restrictions of Title VII of the Civil Rights Act (1964) regarding discrimination on the basis of gender, religion and national origin. Under certain conditions, an employer may require persons of a specific gender, national origin or religious affiliation to staff certain jobs. The intent of this provision is to specify that there are certain jobs for which gender, national origin or religion may be legitimate qualifications. Neither race nor color may constitute a BFOQ.

De Facto Segregation- Segregation that is inadvertent and without assistance of City officials. It is not caused by any City action but rather by social, economic and other determinants.

Discrimination- The impact or effect of employment policies, practices and procedures that result in protected classes being less favorable situated in their employment when no bona fide occupational qualification (BFOQ) exists.

Disparate Treatment- A policy, practice or procedure that denies members of a protected class the same employment, promotion or transfer opportunities that have been made available to other employees or applicants.

Eligibles- Applicants for a particular position who have been found qualified through examination or screening for a particular position.

Equal Employment Opportunity- The City's policy that all employment matters will be conducted in a manner that ensures equal opportunity for all applicants and employees. Such actions are based solely on individual merit and fitness of applicants and employees and are related to the specific job and without regard to gender, race, color, religious belief, national origin, political affiliation, veteran status, marital or familial status, age, sexual orientation, disability or other non-merit factor.

Job Category- One of eight categories defined by the federal Equal Employment Opportunity Commission for recordkeeping and reporting purposes. Categories include officials and administrators, professionals, technicians, paraprofessionals, protective service, administrative support, skilled craft and service maintenance workers.

Protected Class- A legally identified group that is specifically protected by statute against employment discrimination.

Reasonable Accommodation- The reasonable modification of a job to meet an individual's mental or physical limitations with the purpose of allowing individuals who can perform essential job functions equal opportunity to participate in the workforce through elimination of artificial barriers.

Sexual Harassment- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if submission to conduct is made either explicitly or implicitly a term or condition of employment; if submission to or rejection of the conduct is used as the basis for employment decision; or if the conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive working environment.

Springfield Labor Area- The area of Sangamon County is defined in data provided by the Illinois Department of Employment Security.

Underutilization- Having fewer minorities and females in a particular job category than would reasonably be expected by their presence in the relevant labor market.