



CITY OF MAITLAND EQUAL EMPLOYMENT OPPORTUNITY PLAN

Grantee Name: City of Maitland

Address: 1776 Independence Lane
Maitland, FL 32751

Contact Person: Sharon M. Anselmo, City Manager

Telephone: 407-539-6221

STEP 1: Policy Statement:

The City of Maitland is firmly committed to employment opportunities for all people and continues to fully support equal opportunity policies, before and during employment, for all applicants and employees regardless of race, color, religion, sex, gender, sexual orientation, gender identity, pregnancy, national origin, age, disability, political affiliation, genetic information, marital status or veteran status, or other legally protected status, not job related. The City's policy of equality of opportunity applies to all levels of employment in the City and to all job classifications. In addition, it is the responsibility of each department head and supervisor to fully support the City's non-discrimination policy through their own leadership and personal example. Further, it is the duty of each employee to maintain a work environment which is conducive to and which reflects the City's commitment to equal employment opportunity. The City of Maitland is in compliance with Title VII, the Americans with Disabilities Act (ADA) of July 26, 1990, its subsequent amendments (ADAAA), the Genetic Information Nondiscrimination Act (GINA) and exercises an affirmative duty to make reasonable accommodations to disabled applicants and employees so that qualified individuals may perform the essential functions of a job. The City makes every effort to employ and retain disabled individuals. The Equal Employment Opportunity Plan (EEOP) will be subject to biennial review utilizing data collected on employees that are employed during the payroll period, which includes June 30 of each year.

STEP 2: AGENCY'S WORKFORCE

See Attachment

STEP 3: COMMUNITY LABOR STATISTICS

See Attachment

STEP 4a: UTILIZATION ANALYSIS

See Attachment

STEP 4b: NARRATIVE UTILIZATION ANALYSIS

CITY WIDE:

During this biennial review, the City of Maitland reflects an overall underutilization of females which is not in line with the community workforce representation composed of 47.44% female (attach#2), while the City of Maitland workforce has a composition of 20.19% female (attach#1). Nevertheless, there are categories where the City of Maitland meets or exceeds their utilization of females as reflected below by gender, race/ethnicity and later analyzed by job categories.

The City demonstrates an overall **underutilization** of Females in the following race/ethnicity (attach#1 and attach#2):

White -	City Workforce 13.59%	Community Workforce 26.20%
Black -	City Workforce 1.94%	Community Workforce 7.58%
Hispanic -	City Workforce 5.34%	Community Workforce 10.76%

The City demonstrates it **meets/exceed utilization** of Females in the following job categories: (attach#1 and attach#2):

Admin. Support and Skilled Craft correspondently (attach#1 and attach#2):

City Workforce 83.33%	Community Workforce 63.25%
City Workforce 7.69%	Community Workforce 5.77%

The City demonstrates it **meets/exceed utilization** of Females in the following job categories by race/ethnicity: (attach#3):

Hispanic in *Officials/Administrators* and *Admin. Support* correspondently –

City Workforce 8.33%	Community Workforce 6.35%
City Workforce 27.78%	Community Workforce 15.09%

White in *Protective Services (sworn/Cert.)*, *Admin. Support* and *Skilled Craft* correspondently –

City Workforce 13.85%	Community Workforce 11.56%
City Workforce 38.89%	Community Workforce 35.49%
City Workforce 3.85%	Community Workforce 3.25%

Black in *Admin. Support* correspondently –

City Workforce 16.67%	Community Workforce 9.11%
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The City of Maitland shows the utilization of males in most categories in the workforce to meet/exceed utilization when compared to the community workforce statistics. This is demonstrated by the community workforce statistics being composed of 52.56% male (attach#2), while the City of Maitland workforce has a composition of 79.13% male (attach#1). Below are details by gender, race/ethnicity and job categories.

The City demonstrates it **meets/exceed utilization** of Males in the following race/ethnicity (attach#1 and attach#2):

White -	City Workforce 52.43%	Community Workforce 30.12%
Black -	City Workforce 9.22%	Community Workforce 6.93%
Hispanic -	City Workforce 15.53%	Community Workforce 12.36%

Two or more - City Workforce 0.49% Community Workforce 0.36%

The City demonstrates an **underutilization** of Males in the following job categories: (attach#1 and attach#2):

Admin. Support (including Paraprofessionals) and *Skilled Craft* correspondently (attach#1 and attach#2):

City Workforce 21.05%	Community Workforce 36.75%
City Workforce 92.31%	Community Workforce 94.23%

The City demonstrates an **underutilization** of Males in the following job categories by race/ethnicity (attach#3):

Hispanic in *Professional* and *Skilled Craft* correspondently –

City 2.56%	Community Workforce 5.92%
City 30.77%	Community Workforce 31.16%

White in *Admin. Support (including Paraprofessionals)* and *Skilled Craft* correspondently –

City Workforce 21.05%	Community Workforce 21.93%
City Workforce 38.46%	Community Workforce 48.50%

Black in *Protective Service (Sworn/Certified)* –

City Workforce 3.08%	Community Workforce 11.54%
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Asian in *Protective Service (Sworn/Certified)* –

City Workforce 1.54%	Community Workforce 1.87%
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Attachment #3 outlines additional utilization comparisons of the City workforce and the Community Workforce in various job categories per gender and race/ethnicity.

FIRE EMERGENCY AND HEALTH OPERATIONS:

The City of Maitland's reporting of Fire Emergency and Health Operations (*certified only*) personnel is being compared to the Protective Service job category of the Community Labor Statistics. The bureau of labor statistics Protective Service Workers job category counts police and fire together since it is defined as occupations in which workers are entrusted with public safety, security and protection from destructive forces. This reporting assists the Fire Department accreditation process with the Center for Public Safety Excellence (CPSE) and Commission on Accreditation of Ambulance Services (CAAS).

The City of Maitland shows the underutilization of females in City's Fire Emergency and Health Operations (*certified only*), which is composed of 11.63% as compared to the with the community workforce of 25.38%. Below are details by gender and race/ethnicity in the Fire Emergency and Health Operations certified-only job category (attach#1 and attach#2).

Fire Emergency and Health Operations Female (***Certified Only***):

The City demonstrates it **meets/exceed utilization** of females in the following race/ethnicity:

White female – City Workforce 11.63% Community Workforce 11.56%

The City of Maitland shows the utilization of males in City's Fire Emergency and Health Operations (*certified only*) to meet/exceed the community workforce as is reflected in the City of Maitland's workforce which has a composition of 88.37% as compared to the community workforce comprised of 74.62%. Below are details by gender and race/ethnicity in the Fire Emergency and Health Operations certified-only job category (attach#1 and attach#2).

Fire Emergency and Health Operations Male (*Certified Only*):

The City demonstrates it meets/exceed utilization of Males in the following race/ethnicity:

White male – City Workforce 76.74% Community Workforce 42.88%

The City demonstrates an **underutilization** of Males in the following race/ethnicity:

Hispanic male –	City Workforce 11.63%	Community Workforce 16.73%
Black male –	City Workforce 0.00%	Community Workforce 11.54%

CRIMINAL JUSTICE:

The City of Maitland had started to demonstrate a downward trend in the utilization of females for the city's Protective Services Workers (*sworn only*). The city's positive efforts to increase females in this job category are demonstrated by the positive strides of 2019 and 2021, which demonstrate a positive increase in this job category for females. Below is a summary of the figures of females in the Protective Services Workers (*sworn only*) for the City as they compare with the community's workforce over the last, six review periods (attach#1 and attach#2).

In 2011:	City Workforce 22.22%	Community Workforce 19.60%
In 2013:	City Workforce 21.82%	Community Workforce 25.38%
In 2015:	City Workforce 10.42%	Community Workforce 25.38%
In 2017:	City Workforce 13.21%	Community Workforce 25.38%
In 2019:	City Workforce 7.69%	Community Workforce 25.38%
In 2021:	City Workforce 15.38%	Community Workforce 25.38%

The City of Maitland shows the utilization of males in City's Protective Services Workers (*sworn only*) to meet/exceed the community workforce as is reflected in the City of Maitland's workforce which has a composition of 84.62% as compared to the community workforce comprised of 74.62%. Below are details by gender and race/ethnicity in the Protective Services sworn-only job category (attach#1 and attach#2).

Protective Services Male (*Sworn Only*):

The City demonstrates it **meets/exceed utilization** of Males in the following race/ethnicity:

White male – City Workforce 61.54% Community Workforce 42.88%
Asian male – City Workforce 1.92% Community Workforce 1.87%

The City demonstrates an **underutilization** of Males in the following race/ethnicity:

Hispanic male –	City Workforce 13.46%	Community Workforce 16.73%
Black male -	City Workforce 7.69%	Community Workforce 11.54%

Protective Services Female (*Sworn Only*):

The City demonstrates it meets/exceed utilization of Males in the following race/ethnicity.

White female - City Workforce 11.54% Community Workforce 11.56%

The City demonstrates an **underutilization** of Females in the following race/ethnicity:

Black female -	City Workforce	0.00%	Community Workforce	7.63%
Hispanic female -	City Workforce	3.85%	Community Workforce	5.54%

STEP 5: GOAL/OBJECTIVE

CITY WIDE AND CRIMINAL JUSTICE

QUALIFIED WORKFORCE, WHICH AS CLOSELY AS POSSIBLE, REPRESENTS THE AREA AVAILABLE WORKFORCE.

- Objective 1. Identify under-represented groups by their categories and increase representation by expanding circulation of the City's recruitment job announcements.
- Objective 2. Identify under-represented groups by their categories and increase representation by enhancing and targeting job vacancy announcements in publications that serve to these groups.
- Objective 3. Identify and assist under-represented groups, specific categories, by ensuring that these recruits are referred to appropriate training academies.

STEP 6: STEPS TO ACHIEVE GOAL/OBJECTIVES

CITY WIDE AND CRIMINAL JUSTICE

1. Advertise in publications that are distributed and serve minority groups, to include placing job vacancies in:
 - a. La Prensa - Orlando, 545 North Mills Ave., Orlando, FL 32803, (407) 767-0070 x114; <https://laprensafl.com/Florida>, <https://www.impremedia.com/Parent company>).
 - b. The Orlando Times, 4403 Vineland Rd. Suite B-5, Orlando, FL 32811, 407.841.3052 ext#10 Fax: 407.849.0434; <http://www.orlando-times.com>
 - c. National Minority Update publication, PMB 206, 2200 Wilson Blvd Ste. 102, Arlington, VA 22201, (703) 527-1901; <http://www.nationalminorityupdate.com>
2. Post vacancies on websites that target a varied, diverse demographic and websites that target professional, specialized trades or skills:

- American Public Works Association <http://www.apwa.net/> or Florida Chapter at <http://florida.apwa.net>. Both associations use the APWA Work Zone as a job board to Public Works careers <http://workzone.apwa.net/>.
- American Society of Civil Engineers at <http://careers.asce.org/jobs>
- American Water Works Association at <http://www.awwa.org>
- Building Official Association of Florida at <http://jobs.boaf.net/>
- City of Maitland's website at <http://www.itsmymaitland.com>
- Employ Florida Marketplace website at <https://www.employflorida.com>
- Employ Florida Vets at <https://veteran.employflorida.com>
- Employment Guide - www.employmentguide.com
- Fire Career Assistance at <https://www.firecareers.com/>
- Florida Association of Counties at <http://www.fl-counties.com/government-jobs>
- Florida City and County Management Association at <http://fccma.org/jobs/>
- Florida Government Finance Officers Association at <http://www.fgfoa.org/resources/jobs.com>
- Florida League of Cities at <http://www.floridaleagueofcities.com/resources/open-local-government-positions>
- Florida Police Chiefs Association at <http://www.fPCA.com>
- Florida Public Human Resources Association, Inc. at http://www.fphra.org/FPHRA_job_board
- Florida Rural Water Association at <http://www.frwa.net/employment.html>
- Florida Storm Water Association <https://www.florida-stormwater.org/>
- Florida Water & Pollution Control Operators Association at <http://www.fwpcoa.org>
- International City and County Management Association at <https://icma.org/job-posts>
- International Code Council at <https://jobs.iccsafe.org/>
- Institute of Transportation Engineering at <http://www.ite.org/jobs/>
- Lake County Tech at <http://www.laketech.org/tag/jobs>
- LinkedIn <https://www.linkedin.com/>
- My Water Plant Jobs at <http://www.mywaterplantjobs.com>
- NEOGOV – GovernmentJobs.com
- Orlando Sentinel <https://www.orlandosentinel.com>
- Public Work Careers at <http://publicworkscareers.com>
- Seminole State College www.myinterface.com/seminolecc/employer
- Simply Hired at <http://www.simplyhired.com/local-jobs/orlando-fl>
- Technical Education Center Osceola (TECO) at <http://www.teco.osceola.k12.fl.us>
- University of Central Florida, Career Services Management <https://ucf-csm.symplicity.com/employers/>
- Valencia College at <http://valenciacollege.edu/HR/jobs.cfm>
- Water and WasteWater Jobs at <https://www.waterandwastewaterjobs.com/>
- Other publications and internet job boards as needed.

3. Email Position Vacancy Announcement to surrounding Cities, Counties and the Career Source Florida.

4. Notify training academies, local colleges, local universities, trade schools and high schools when vacancies in various departments occur. Actively recruit applicants at training academies.
5. Post vacancy announcements in professional and specialized organizations' job boards.
6. Post all promotional jobs in all City buildings, to include sending announcements via e-mail to all employees who have access to e-mail services.
7. Educate employees by encouraging the use of the City's educational assistance (tuition reimbursement) program and the Training Reimbursement Agreement to improve their skills, knowledge and abilities, while providing a positive avenue for advancement.

STEP 7: DISSEMINATION CITY WIDE AND CRIMINAL JUSTICE

The Human Resources Manager will provide a copy of the EEO Plan (EEOP) to all department heads. All department heads will be informed of the City's goal/objectives and the steps necessary to achieve said goal/objectives. The Human Resources Director will ensure that there is advertisement in the various publications and that the City will actively recruit qualified protected classes, in an effort to have the City of Maitland's workforce reflect the population of the community. The Human Resources Director will continue to ensure all new hires are informed of the City's EEO policy during employee orientation. All applicants will continue to be encouraged to submit an EEO survey form which will be maintained on a database. The Human Resources Director will report to the City Manager the number of applications accepted, by gender, race/ethnicity of applications received and hired. In the same report, the Human Resources Director will report to the City Manager the progress in meeting the goal/objectives of the EEOP.

Additional External Dissemination of the City's EEOP will be made through the following actions:

1. Post the EEO Plan in its entirety on the City's external web for public view.
2. Encourage the Police Department to include the EEO Policy Statement in their recruiting materials, such as their brochures (sworn and civilian).

PROGRESS:

For this report, the City of Maitland characterized its job categories to match the State and Local Job Occupations/Categories outlined in the U.S. Census 2006-2010 (5-year ACS data) EEO Tabulation for the Orlando Metropolitan Statistical Area (MSA). The Orlando MSA is comprised of Lake, Orange, Osceola and Seminole Counties. Please note that although the EEO-4 for State and Local Government has a Paraprofessional job category, this job category and the part-time status does not exist in the State and Local MSA. Therefore, the full-time classes that are Paraprofessionals as seen in the EEO-4 for the City's workforce (attach#2) will be counted as part of the Administrative Support Service numbers reviewed in the comparative Utilization Analysis (attach#3). The part-time classes will not be counted, since the part-time figures are not reflected in the MSA and cannot be compared by a Utilization Analysis. The City intends to use this 2021 plan summary as the baseline from which to monitor future comparison and progress.

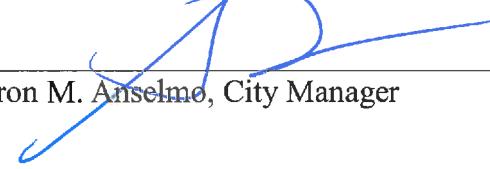
The City of Maitland continues to enhance efforts to attract protected classes by advertising in publications that target minorities, placing job announcements on the internet, news publications, professional and trades organizations, educating department heads on the importance of a diverse workforce, and providing job vacancies to other agencies and educational institutions. The City continues to place all external employment listings and applications on the City's website. The statistics demonstrate that the City continues its commitment to enhance efforts to attract protected classes and strives for a qualified and diverse workforce that represents the community's workforce.



Liberty I. Gondar, HR/RM Director

11/23/2021

Date:



Sharon M. Anselmo, City Manager

11/23/21

Date:



CERTIFICATION

Grantee Name: City of Maitland

Address: 1776 Independence Lane, Maitland, FL 32751

Contact Person: Sharon M. Anselmo, City Manager

Telephone: 407-539-6221

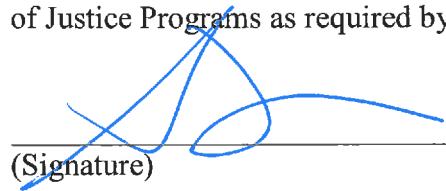
Policy Statement:

The City of Maitland is firmly committed to employment opportunities for all people and continues to fully support equal opportunity policies, before and during employment, for all applicants and employees regardless of race, color, religion, sex, gender, sexual orientation, gender identity, pregnancy, national origin, age, disability, political affiliation, genetic information, marital status or veteran status, or other legally protected status, not job related status. The City's policy of equality of opportunity applies to all levels of employment in the City and to all job classifications. Department heads and supervisors bear the responsibility to fully support the City's non-discrimination policy, which can be accomplished through their own leadership and personal example. Furthermore, it is the duty of each employee to maintain a work environment which is conducive to, and which reflects the City's commitment to equal employment opportunities. The City and its administration make every effort to employ and retain disabled individuals, in compliance with Title VII, the Americans with Disabilities Act (ADA) of July 26, 1990, its subsequent amendments (ADAAA), and the Genetic Information Nondiscrimination Act (GINA). The City of Maitland exercises an affirmative duty to make reasonable accommodations to disabled applicants and employees so that qualified individuals may perform the essential functions of a job.

CERTIFICATION (EEOP ON FILE)

Certification Statement:

I, Sharon M. Anselmo, certify that the City of Maitland has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq., subpart E, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file in the Office of the City Clerk, City of Maitland, 1776 Independence Lane, Maitland, Florida 32751, for review or audit by officials of the cognizant State Planning Agency, the Office for Civil Rights, or the Office of Justice Programs as required by relevant laws and regulations.


(Signature)

City Manager
(Title)


(Date)

Effective two years from date of
signature.