

## City of Shawnee

HUMAN RESOURCE DEPARTMENT

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2013-2014 –UPDATED October 2014

# EQUAL EMPLOYMENT OPPORTUNITY PLAN



*The City of Shawnee's strategy is to implement and maintain an effective plan to ensure the full and equal participation of men and women in the workforce, regardless of race and ethnicity. It is also against the City of Shawnee's policy to discriminate based on religion, disability, age, national origin or sexual orientation.*

## 2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

It is the policy of the City of Shawnee to provide equal employment opportunity in city government for all persons; to prohibit discrimination in employment on the basis of race, color, religion, national origin, age, sex, disability or handicap status; and to promote the full utilization of all incumbent employees of the City of Shawnee.

The City of Shawnee will follow this policy in recruitment, hiring, training and promotion into all classifications, compensation, benefits, transfers, assignments, shifts, layoffs, returns from layoff, demotions, terminations, educational leave, social and recreational programs, and use of the City of Shawnee's facilities.

It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards in order to give preference to any employee or applicant for employment. Selection, hiring, placement and promotion decisions will be based on valid requirements and criteria that are job related, essential and necessary functions of the job.

The City of Shawnee will provide, when necessary, reasonable accommodations to applicants' and/or employees' disabilities, when doing so will enable them to successfully perform the essential functions of the job for which they are qualified.

The City of Shawnee prohibits retaliatory actions against employees or applicants for employment, who make a charge of employment discrimination, testify, assist or participate, in any manner, in a hearing, proceeding or investigation of employment discrimination.

The purpose of the Equal Employment Opportunity Plan (EEO) is to identify organizational components and job categories within the City of Shawnee's workforce in which minorities and women are not represented in proportion to their availability in the labor force, and to devise and implement strategies to achieve equitable representation.

The City of Shawnee is an equal opportunity employer and believes that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination.

### **Affirmative Action**

It is the policy of the City of Shawnee to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. The City of Shawnee seeks to attain a workforce, which mirrors the local community in the representation of women, minorities and the disabled in all departments and levels. The City of Shawnee strives to maintain an environment ensuring recognition of each employee's efforts, achievements and cooperation. Employees will be treated impartially and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings occur. The City of Shawnee will promote and afford equal treatment and service to all employees and citizens.

## 2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

The Job Categories listed in the following tables were obtained by cross referencing with the US Census Bureau, the Department of Labor and the Equal Employment Opportunity Commission. The following is a list of the Job Categories and definitions used to complete the analysis for this Plan:

Officials/Managers – Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments. This category includes titles such as department heads, directors, deputy directors, etc.

Professionals – Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experiences and other training which provides comparable knowledge. Includes: accountants, personnel and labor relations workers, police and fire captains and lieutenants.

Technicians – Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, drafters, survey and mapping technicians, radio operators, technicians, police and fire sergeants, inspectors, first-line supervisors

Protective Services: Sworn – Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers, fire fighters.

Protective Services: Non-sworn – Occupations in which workers provide assistance, guidance, or protection in a specific area. Includes: animal control workers, crossing guards, lifeguards, and other protective service workers.

Administrative Support – Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office. Includes: customer service, payroll clerks, meter readers, dispatchers, secretaries, receptionists, etc.

Skilled Craft – Occupations in which workers perform duties which require manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics, equipment operators, highway maintenance workers, first-line supervisors of mechanics and other skilled crafts people.

Service Maintenance – Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Includes: groundskeepers, sewer workers, garage laborers, custodial personnel.

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

Table A-2009 provides an analysis of The City of Shawnee full-time workforce classified by job category, gender, and race/national origin. The Table shows the workforce in percentages only, which reflects the portion of people in each job category of a given sex and race/national origin.

These figures are based upon the Human Resource Department’s employee data as of the last pay period in June 2009. Employment numbers are for full-time employees only. \*

Table A-2009

Table A-2009

June 2009-City of Shawnee Workforce Analysis

Job Category	TOTAL	MALE					FEMALE				
		W	B	H/L	ASIAN	AI/AN	W	B	H/L	ASIAN	AI/AN
Officials/Managers	100.0%	78.1%					18.8%				3.1%
Professionals	100.0%	88.4%				4.7%	7.0%				
Technicians	100.0%	56.4%		2.6%		5.1%	28.2%				7.7%
Protective Services	100.0%	81.6%		2.0%		6.1%	8.2%		2.0%		
Admin. Support	100.0%	7.9%					73.7%		13.2%	2.6%	2.6%
Skilled Craft	100.0%	75.6%	2.4%	4.9%		12.2%	4.9%				
Service/Maintenance	100.0%	84.6%	7.7%			7.7%					

- W White
- B Black or African American
- H/L Hispanic or Latino Ethnicity
- Asian/Pacific Islander Asian
- AI/AN American Indian or Alaska Native

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

Table A-2010 provides an analysis of The City of Shawnee full-time workforce classified by job category, gender, and race/national origin. The Table shows the workforce in percentages only, which reflects the portion of people in each job category of a given sex and race/national origin.

These figures are based upon the Human Resource Department’s employee data as of the last pay period in June 2010. Employment numbers are for full-time employees only. \*

Table A-2010

**CITY OF SHAWNEE WORKFORCE ANALYSIS**

JUNE 2010			MALE					FEMALE				
JOB CATEGORY	Total		W	B	H/L	ASIAN	AI/AN	W	B	H/L	ASIAN	AI/AN
Officials/Managers	31	100%	84%				3%	13%				
Professionals	41	100%	90%				7%	2%				
Technicians	38	100%	74%				11%	16%				
Protective Services	46	100%	85%		2%		7%	4%		2%		
Admin. Support	32	100%	6%					69%		16%		9%
Skilled Craft	35	100%	86%	3%	6%		6%					
Service/Maintenance	23	100%	74%	9%			17%					

<b>TOTAL</b>	<b>246</b>
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- W White
- B Black or African American
- H/L Hispanic or Latino Ethnicity
- Asian/Pacific Islander Asian Asian/Pacific Islander
- AI/AN American Indian or Alaska Native

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

Table A-2011 provides an analysis of The City of Shawnee full-time workforce classified by job category, gender, and race/national origin. The Table shows the workforce in percentages only, which reflects the portion of people in each job category of a given sex and race/national origin.

These figures are based upon the Human Resource Department’s employee data as of the last pay period in June 2011.

Table A-2011

**CITY OF SHAWNEE WORKFORCE ANALYSIS**

JUNE 2011		MALE					FEMALE				
JOB CATEGORY		W	B	H/L	ASIAN	AI/AN	W	B	H/L	ASIAN	AI/AN
Officials/Managers	100%	80%				3%	17%				
Professionals	100%	83%				9%	7%		2%		
Technicians	100%	69%		3%		9%	14%		3%		3%
Protective Services	100%	81%	0%	4%		11%	2%		2%		
PARA PROVESSIONAL	100%	100%									
Admin. Support	100%	9%					79%		3%		9%
Skilled Craft	100%	88%	3%			9%	0%				
Service/Maintenance	100%	68%	8%	4%		20%	0%				

TOTAL

- W White
- B Black or African American
- H/L Hispanic or Latino Ethnicity
- Asian/Pacific Islander Asian/Pacific Islander
- AI/AN American Indian or Alaska Native

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

Table A-2012 provides an analysis of The City of Shawnee full-time workforce classified by job category, gender, and race/national origin. The Table shows the workforce in percentages only, which reflects the portion of people in each job category of a given sex and race/national origin.

These figures are based upon the Human Resource Department’s employee data as of the last pay period in June 2012.

Table A-2012

**CITY OF SHAWNEE WORKFORCE ANALYSIS**

JUNE 2012		MALE					FEMALE				
JOB CATEGORY		W	B	H/L	ASIAN	AI/AN	W	B	H/L	ASIAN	AI/AN
Officials/Managers	100%	76%				3%	21%				
Professionals	100%	85%				5%	10%		0%		
Technicians	100%	66%		2%		15%	15%		0%		2%
Protective Services	100%	81%	2%	6%		8%	2%		2%		
PARA PROFESSIONAL	100%	100%					0%				
Admin. Support	100%	9%					82%		3%		6%
Skilled Craft	100%	79%	3%	6%		12%	0%				
Service/Maintenance	100%	68%	10%			19%	3%				

TOTAL

- W White
- B Black or African American
- H/L Hispanic or Latino Ethnicity
- Asian/Pacific Islander Asian/Pacific Islander
- AI/AN American Indian or Alaska Native

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

Table A-2013 provides an analysis of The City of Shawnee full-time workforce classified by job category, gender, and race/national origin. The Table shows the workforce in percentages only, which reflects the portion of people in each job category of a given sex and race/national origin.

These figures are based upon the Human Resource Department’s employee data as of the last pay period in June 2013.

**CITY OF SHAWNEE WORKFORCE ANALYSIS**

JUNE 2013		MALE					FEMALE					
JOB CATEGORY		W	B	H/L	ASIAN	AI/AN	W	B	H/L	ASIAN	AI/AN	
Officials/Managers	36	100%	75%	0%	3%	0%	3%	19%	0%	0%	0%	0%
Professionals	34	100%	88%	0%	0%	0%	6%	6%	0%	0%	0%	0%
Technicians	43	100%	70%	2%	2%	0%	12%	12%	0%	0%	0%	2%
Protective Services	59	100%	80%	2%	5%	0%	10%	2%	0%	2%	0%	0%
PARA PROFESSIONAL	3	100%	67%	0%	0%	0%	0%	33%	0%	0%	0%	0%
Admin. Support	33	100%	6%	0%	0%	0%	0%	82%	0%	6%	0%	6%
Skilled Craft	44	100%	70%	2%	9%	0%	16%	2%	0%	0%	0%	0%
Service/Maintenance	29	100%	72%	7%	0%	0%	14%	7%	0%	0%	0%	0%

Total 281 190 5 9 0 25 46 0 3 0 3

- W White
- B Black or African American
- H/L Hispanic or Latino Ethnicity
- Asian/Pacific Islander Asian/Pacific Islander
- AI/AN American Indian or Alaska Native



2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

Table A-2014 provides an analysis of The City of Shawnee full-time workforce classified by job category, gender, and race/national origin. The Table shows the workforce in percentages only, which reflects the portion of people in each job category of a given sex and race/national origin.

These figures are based upon the Human Resource Department’s employee data as of the last pay period in June 2014.

Table A-2014

**CITY OF SHAWNEE WORKFORCE ANALYSIS**

June, 2014		MALE					FEMALE					
JOB CATEGORY		W	B	H/L	ASIAN	AI/AN	W	B	H/L	ASIAN	AI/AN	
Officials/Managers	39	100%	74%	0%	3%	0%	3%	18%	0%	0%	0%	3%
Professionals	38	100%	87%	0%	0%	0%	8%	5%	0%	0%	0%	0%
Technicians	49	100%	71%	2%	0%	0%	14%	10%	0%	0%	0%	2%
Protective Services	61	100%	80%	2%	5%	2%	10%	0%	0%	2%	0%	0%
PARA PROFESSIONAL	3	100%	67%	0%	0%	0%	0%	33%	0%	0%	0%	0%
Admin. Support	34	100%	9%	0%	0%	0%	0%	74%	0%	9%	0%	9%
Skilled Craft	45	100%	76%	2%	4%	0%	13%	4%	0%	0%	0%	0%
Service/Maintenance	29	100%	66%	3%	0%	0%	24%	7%	0%	0%	0%	0%

Total 298 204 4 6 1 30 44 0 4 0 5

- W White
- B Black or African American
- H/L Hispanic or Latino Ethnicity
- Asian/Pacific Islander Asian/Pacific Islander
- AI/AN American Indian or Alaska Native

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

2009-2011 Equal Employment Opportunity Plan – The City of Shawnee

Table B provides an analysis of the City of Shawnee, Oklahoma’s workforce (age 18 and over) classified according to sex and race/national origin.

The Table shows the workforce as percentages only, the percentage of residents of given race/national origin were applied to the total number in the workforce age 16 and over. The assumption is that the number in the workforce is represented equal to the total population.

Table B

City of Shawnee Metro Census-2012			
Gender:	Number in Work Force-Pottawatomie County	Number in Work Force-Shawnee, OK	Percentage of Work Force
Male	14977	6458	53.09%
Female	13232	6001	46.91%
Total	28209	12459	100.00%
Race:	Number in Work Force	Number in Work Force	Percentage of Work Force
White	24,578	10,576	80.23%
Black or African American	N	545.414	4.14%
American Indian and Alaska Native	3,795	1,957	14.84%
Asian	N	104.077	0.79%
Native Hawaiian and Other Pacific Islander	N	N	N
Two or More Races	N	690.9	5.24%
Total	28,373	13,182	100.00%
Source 2012 Shawnee OK Workforce Estimates <a href="http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_12_5_YR_S2301&amp;prodType=table">http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_12_5_YR_S2301&amp;prodType=table</a>			
An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the Nbr. of sample cases is too small.			

## 2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

2009-2011 Equal Employment Opportunity Plan – The City of Shawnee

A comparison of The City of Shawnee’s 2014 workforce to the community labor statistics for the City of Shawnee and Pottawatomie County, Oklahoma, indicates positive utilization for minorities and underutilization for women. Although community labor statistics show Black, Asian, Native Hawaiian/Pacific Islander populations are very small in the City of Shawnee. The American Indian/Alaskan Native populations make up 11.7% of the workforce for Shawnee, and 10.4 % of the City of Shawnee’s metro workforce while the White populations makes up the remaining 80 % of the workforce for Shawnee and 89.6% of the City of Shawnee’s metro workforce.

After reviewing the outcome of the utilization analysis, The City of Shawnee is comfortable that employment practices are without bias and result in fairness to all races and ethnicities. There is an overall underutilization of Women by 32.3% which can be improved. The City of Shawnee will continue to monitor the utilization of women and minorities within Job Categories particularly Officials/Managers, Technicians, and Professionals.

Table C-2009-2012 shows the Utilization of The City of Shawnee to the Shawnee census and the Pottawatomie County census.

Table C-2009-2012

Population (age 20-64)	2010 ESTIMATED SHAWNEE CENSUS		2010 ESTIMATED POTTAWATOMIE COUNTY CENSUS		JUNE, 2011 CITY OF SHAWNEE WORKFORCE		JUNE, 2012 CITY OF SHAWNEE WORKFORCE		JUNE, 2013 CITY OF SHAWNEE WORKFORCE		JUNE, 2014 CITY OF SHAWNEE WORKFORCE	
	PEOPLE	% of Work Force	PEOPLE	% of Work Force	EE'S	% of Work Force	EE'S	% of Work Force	EE'S	% of Work Force	EE'S	% of Work Force
Gender:												
Male	8322	48.7%	18,982	46.7%	214	81.37%	217	80.67%	220	79.42%	245	80%
Female	8748	51.2%	21,586	53.2%	49	18.63%	52	19.33%	57	20.58%	53	20%
Total	17,080		40,568		263		277		277		298	
Race:	Nbr. in Work Force	% in Work Force	Nbr. in Work Force	% of Work Force	Nbr. in Work Force	% of Work Force	Nbr. in Work Force	% of Work Force	Nbr. in Work Force	% of Work Force	Nbr. in Work Force	% of Work Force
White	10,576	89.87%	24,578.40	89.60%	226	84.01%	230	85.50%	235	85%	248	80%
Black or African American	545	0.00%	N	0.00%	3	1.12%	5	1.86%	7	3%	4	1.3%
American Indian and Alaska Native	1,897	10.13%	3,838	10.40%	26	9.67%	26	9.67%	26	9.39%	35	11.7%
Asian	104	0.00%	N	0.00%	0	0.00%	0	0.00%	0	0%	0	0%
Native Hawaiian/Pacific Islander	0	0.00%	N	0.00%	0	0.00%	0	0.00%	0	0%	1	.03%
Hispanic	646		N	0.00%	8	2.97%	8	2.97%	9	3.25%	10	3.4%
TOTAL	21,027	100.00%	48,299		263	100.00%	269	100.00%	277	100%	298	100%
Source: US Census Bureau, Population Estimates Program												

7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the Nbr. of sample cases is too small.

## 2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

It is the responsibility of the Human Resource Department to implement and manage the EEOP. A continuing compliance review will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the Equal Employment Opportunity policies and that these decisions are based upon valid relevant factors with respect to ability, performance, potential and bona fide occupational qualification.

The Human Resource Department will take the following steps to achieve these objectives:

Continue to send job opening announcements to the local Workforce Services, post job openings on the City of Shawnee website, and advertise openings in the local newspaper to maximize outreach to all potential applicants.

Annually review The City of Shawnee recruitment and hiring methods, practices and policies, ensuring that minorities and females have an equal opportunity for employment with The City of Shawnee.

Review all performance evaluations to foster fairness and equity across departments, teams and supervisors.

Continually evaluate the employee selection process including the application forms, interviewing procedures, and the final selection process to strengthen job relatedness and validity.

Increase participation of female employees in the hiring process.

Continue to review all job descriptions to ensure no unnecessary barriers exist that would adversely affect minorities and females.

### **External**

All applications for employment will contain an Equal Employment Opportunity (EEO) policy statement.

The City/Human Resource Department website will contain the message “Equal Opportunity Employer” and employment advertisements will contain the statement, “EEO”.

The Human Resource Department will post the EEOP on the City/Human Resource Department website to ensure easy access by the community.

Job announcements will be distributed to the recruiting sources, encouraging them to refer qualified applicants, and to assist in the implementation of the City of Shawnee Equal Employment Opportunity Plan (EEOP).

### **Internal**

“Equal Employment Opportunity is the Law” posters will be posted on appropriate employee bulletin boards.

Supervisors and employees involved in recruiting will be trained in the EEO policies and procedures and applicable laws.

## 2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

A memo will be posted on employee bulletin boards regarding how to obtain a copy of the EEOP at any time.

Elected officials, department heads and supervisory personnel will be given a copy of the EEOP to ensure they are familiar with the EEOP objectives.

The Human Resource Department will maintain statistics on the following information:

Applications, received by race and gender, provided this information is available through a voluntary Affirmative Action form or visual observation.

New employees by job category, race, and gender.

Interviews by race and gender.

Disciplinary action by race and gender.

An annual report will be compiled by the Human Resource department for review by the City Manager concerning applicant flow and progress with the EEOP.

# SUPPLEMENTARY DATA

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
 APPLICANTS FOR EMPLOYMENT-BY RACE  
 2008-2009

RACE	APPLIED RACIAL/ETHNIC	SELECTED RACIAL/ ETHNIC	% OF RACE RACIAL/ ETHNIC	% OF SELECTED RACIAL/ ETHNIC
American Indian or Alaskan Native	34	2	15%	4%
Asian	2	1	1%	2%
Black or African American	8	0	3%	0%
Hispanic or Latino	6	0	3%	0%
Native Hawaiian or other Pacific Islander	2	1	1%	2%
Two or more races	9	0	4%	0%
White	172	41	74%	91%
TOTALS	233	45		



2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
PROMOTIONS/TRANSFERS  
2008-2009

JOB CATEGORY	Race/Eth	Sex	TOTALS	NOT SELECTED	PROMOTION	TRANSFER
ADMINISTRATIVE SUPPORT	White	Female	3		1	2
ADMINISTRATIVE SUPPORT	White	Male	1		1	
OFFICIALS/ADMINISTRATORS	WHITE	Male	2		2	
PROFESSIONAL	WHITE	Male	5		4	1
PROTECTIVE SERVICE WORKER	Native American	Male	2		2	
PROTECTIVE SERVICE WORKER	White	Female	2		2	
PROTECTIVE SERVICE WORKER	White	Male	8		8	
PROTECTIVE SERVICES	WHITE	MALE	3	3		
SERVICE/MAINTENANCE	African American	Male	1	1		
SERVICE/MAINTENANCE	White	Male	12		9	3
SKILLED CRAFT	WHITE	MALE	9	1	6	2
TECHNICIAN	African American	MALE	1			1
TECHNICIAN	Native American	Male	1		1	
TECHNICIAN	White	Female	1			1
TECHNICIAN	White	Male	3		2	1

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
DISCIPLINE  
2008-2009

NUMBER	Race/Eth	Sex	DISCIPLINE OUTCOME
1	African American	Male	TERMINATION
1	Native American	Male	TERMINATION
3	White	Male	TERMINATION
3	White	Male	WRITTEN REPRIMAND
1	White	Male	WRITTEN REPRIMAND/SUSPENSION
1	White	Female	TERMINATION

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
 TERMINATIONS BY RACE/SEX

2008-2009

Sex	Race/Eth	Count Of Race/Eth	VOUNTARY/ INVOLUNTARY
Female	White	3	INVOLUNTARY
Female	White	8	VOLUNTARY
	African		
Male	American	2	INVOLUNTARY
	African		
Male	American	1	VOLUNTARY
	Native		
Male	American	2	INVOLUNTARY
Male	White	11	INVOLUNTARY
Male	White	16	VOLUNTARY
TOTALS		43	
MALE		30	
FEMALE		11	

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
 APPLICANTS FOR EMPLOYMENT-BY RACE  
 2009-2010

RACE	SEX	NUMBER RACIAL/ ETHNIC		% OF RACE/ETHNIC	
		APPLIED	SELECTED	APPLIED	SELECTED
American Indian or Alaskan Native	F	4		1%	0%
Black or African American	F	4		1%	0%
Hispanic or Latino	F	2		0%	0%
Native Hawaiian or other Pacific Islander	F	1		0%	0%
Two or more races	F	4	1	1%	5%
White	F	64	5	11%	25%
American Indian or Alaskan Native	M	47	3	8%	15%
Asian	M	3		1%	0%
Black or African American	M	14		2%	0%
Hispanic or Latino	M	4		1%	0%
Native Hawaiian or other Pacific Islander	M	7		1%	0%
Two or more races	M	19	1	3%	5%
White	M	390	10	69%	50%

TOTALS

563

20

100%

100%

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
 PROMOTIONS/TRANSFERS  
 2009-2010

JOB CATEGORY	Race/Eth	Sex	TOTALS	NOT SELECTED	PROMOTION	TRANSFER
ADMINISTRATIVE SUPPORT	HISPANIC	FEMALE	2	1	1	
ADMINISTRATIVE SUPPORT	WHITE	FEMALE	5	2	1	2
PROFESSIONAL	WHITE	FEMALE	1		1	
PROFESSIONAL	WHITE	MALE	15	6	9	
SERVICE/MAINTENANCE	WHITE	MALE	2			2
SKILLED CRAFT	TWO OR MORE RACES	MALE	1		1	
SKILLED CRAFT	WHITE	MALE	4		4	
TECHNICIAN	WHITE	FEMALE	1		1	
TECHNICIAN	WHITE	MALE	10	3	6	1
PROTECTIVE SERVICE	NATIVE AMERICAN	MALE	1	1		
PROTECTIVE SERVICE	WHITE	MALE	1	1		

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
DISCIPLINE  
2009-2010

NUMBER	Race/Eth	Sex	DISCIPLINE OUTCOME
2	White	Female	TERMINATION
1	White	Female	SUSPENSION
1	Native American	Female	WRITTEN REPRIMAND
3	White	Male	TERMINATION
4	White	Male	WRITTEN REPRIMAND
1	White	Male	WRITTEN REPRIMAND/PROBATION
1	Native American	Male	TERMINATION

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
 TERMINATIONS BY RACE/SEX  
 2009-2010

Sex	Race/Eth	Race/Eth	VOLUNTARY/ INVOLUNTARY
Female	White	4	INVOLUNTARY
Female	Native American	1	VOLUNTARY
Female	Pacific Islander	1	VOLUNTARY
Female	White	3	VOLUNTARY
Male	AI/AN Native	1	INVOLUNTARY
Male	American	2	INVOLUNTARY
Male	White African	4	INVOLUNTARY
Male	American	1	VOLUNTARY
Male	Hispanic	1	VOLUNTARY
Male	White	20	VOLUNTARY

TOTALS 38  
 MALE 27  
 FEMALE 11

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
 APPLICANTS FOR EMPLOYMENT BY RACE  
 2010-2011

RACE	NUMBER RACIAL/ ETHNIC		PERCENT OF RACIAL/ ETHNIC	
	APPLIED	SELECTED	APPLIED	SELECTED
American Indian or Alaskan Native	134	8	8%	10%
Asian	9	0	1%	0%
Black or African American	51	3	3%	4%
Hispanic or Latino	42	4	2%	5%
Native Hawaiian or other Pacific Islander	17	1	1%	1%
Two or more races	73	5	4%	6%
White	1324	61	74%	74%
zNOT LISTED	130	0	7%	0%
	1780	82	100%	100%



2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
PROMOTIONS/TRANSFERS  
2010-2011

JOB CATEGORY	RACE/ETH	SEX	SEX	TOTALS	NOT		
					SELECTED	PROMOTION	TRANSFER
ADMINISTRATIVE SUPPORT	WHITE	FEMALE	TRANSFER	4	1		3
ADMINISTRATIVE SUPPORT	WHITE	MALE	PROMOTION	1		1	
OFFICIALS/ADMINISTRATORS	WHITE	MALE	PROMOTION	4	3	1	
OFFICIALS/ADMINISTRATORS	WHITE	MALE	TRANSFER	1			1
PARA-PROFESSIONALS	WHITE	MALE	PROMOTION	2	1	1	
PROFESSIONALS	WHITE	MALE	PROMOTION	6		6	
PROTECTIVE SERVICES	HISPANIC	MALE	PROMOTION	1		1	
PROTECTIVE SERVICES	WHITE	MALE	PROMOTION	4	2	2	
PROTECTIVE SERVICES	WHITE	MALE	TRANSFER	1			1
SERVICE MAINTENANCE	WHITE	MALE	PROMOTION	3	1	2	
SERVICE MAINTENANCE	WHITE	MALE	TRANSFER	2			2
SKILLED CRAFT	AFRICAN AMERICAN	MALE	PROMOTION	2		2	
SKILLED CRAFT	WHITE	MALE	PROMOTION	10	6	4	
SKILLED CRAFT	WHITE	MALE	TRANSFER	3			3
TECHNICIANS	HISPANIC	FEMALE	PROMOTION	1		1	
TECHNICIANS	WHITE	FEMALE	PROMOTION	2		2	
TECHNICIANS	HISPANIC	MALE	PROMOTION	2		2	
TECHNICIANS	WHITE	MALE	PROMOTION	16	8	8	
TECHNICIANS	NATIVE AMERICAN	MALE	PROMOTION		1		
				65	23	33	10

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE

DISCIPLINE

2010-2011

NUMBER	Race/Eth	Sex	DISCIPLINE OUTCOME
4	White	FEMALE	WRITTEN WARNING
10	White	MALE	2)WRITTEN WARNING
1	White	Male	TERMINATION

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
 TERMINATIONS BY RACE/SEX  
 2010-2011

Sex	Race/Eth	NUMBER	TERMINATION TYPE	PERCENTAGE
FEMALE	Hispanic	1	INVOLUNTARY	1%
FEMALE	Hispanic	2	VOLUNTARY	3%
FEMALE	Native American	1	INVOLUNTARY	1%
FEMALE	White	3	INVOLUNTARY	4%
FEMALE	White	7	VOLUNTARY	10%
MALE	African American	2	VOLUNTARY	3%
MALE	Hispanic	2	VOLUNTARY	3%
MALE	Native American	1	INVOLUNTARY	1%
MALE	Native American	1	VOLUNTARY	1%
MALE	Two or more races	1	INVOLUNTARY	1%
MALE	White	12	INVOLUNTARY	18%
MALE	White	34	VOLUNTARY	51%
TOTALS		67		
MALE		51		76%
FEMALE		14		21%

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE

APPLICANTS FOR EMPLOYMENT BY RACE

2011-2012

RACE	NUMBER RACIAL/ ETHNIC		PERCENT OF RACIAL/ ETHNIC	
	APPLIED	SELECTED	APPLIED	SELECTED
RACE	Applied	Selected	% of Race	% of Selected
American Indian or Alaskan Native	126	1	9%	2%
Asian	8	0	1%	0%
Black or African American	29	2	2%	3%
Hispanic or Latino	32	3	2%	5%
Native Hawaiian or other Pacific Islander	8	0	1%	0%
Two or more races	63	3	5%	5%
White	995	56	74%	86%
NOT LISTED	87	0	6%	0%
	1348	65	100%	100%

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
PROMOTIONS/TRANSFERS  
2011-2012

JOB CATEGORY	RACE/ETH	SEX	TOTALS	NOT		
				SELECTED	PROMOTION	TRANSFER
ADMINISTRATIVE SUPPORT	WHITE	FEMALE	9	5	4	
OFFICIALS/ADMINISTRATORS	WHITE	FEMALE	1		1	
OFFICIALS/ADMINISTRATORS	WHITE	MALE	3		3	
PROFESIONAL	HISPANIC	FEMALE	1		1	
PROTECIVE SERVICE WORKER	HISPANIC	FEMALE	1		1	
PROTECIVE SERVICE WORKER	AMERICAN INDIAN	MALE	2		2	
PROTECIVE SERVICE WORKER	WHITE	MALE	7		7	
SKILLED CRAFT	WHITE	MALE	7	1	6	
SERVICE/MINTENANCE	HISPANIC	MALE	2		2	
SERVICE/MINTENANCE	TWO OR MORE RACES	MALE	1		1	
SERVICE/MINTENANCE	WHITE	MALE	6		6	
SERVICE/MINTENANCE	TWO OR MORE RACES	MALE	1			1
TECHNICIAN	AMERICAN INDIAN	MALE	1		1	
TECHNICIAN	WHITE	MALE	4		3	1

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE

DISCIPLINE

2011-2012

NUMBER	Race/Eth	SEX	DISCIPLINE OUTCOME
2	African American	MALE	TERMINATION
1	African American	MALE	WRITTEN WARNING
1	NATIVE AMERICAN	FEMALE	WRITTEN WARNING
1	NATIVE AMERICAN	FEMALE	TERMINATION
2	NATIVE AMERICAN	MALE	WRITTEN WARNING
1	NATIVE AMERICAN	FEMALE	TERMINATION
3	WHITE	FEMALE	TERMINATION
3	WHITE	FEMALE	VERBAL WARNING
2	WHITE	FEMALE	WRITTEN WARNING
7	WHITE	MALE	TERMINATION
7	WHITE	MALE	WRITTEN WARNING

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE				
TERMINATIONS BY RACE/SEX				
2011-2012				
Sex	Race/Eth	NUMBER	TERMINATION TYPE	PERCENT
FEMALE	Hispanic	2	VOLUNTARY	4%
FEMALE	Native American	1	INVOLUNTARY	2%
FEMALE	White	5	INVOLUNTARY	9%
FEMALE	White	9	VOLUNTARY	17%
MALE	African American	2	INVOLUNTARY	4%
MALE	Native American	1	VOLUNTARY	2%
MALE	White	11	INVOLUNTARY	20%
MALE	White	23	VOLUNTARY	43%
TOTALS		54		
MALE		37		69%
FEMALE		17		31%

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
 APPLICANTS FOR EMPLOYMENT BY RACE

2012-2013

RACE	NUMBER RACIAL/ ETHNIC		PERCENT OF RACIAL/ ETHNIC	
	APPLIED	SELECTED	APPLIED	SELECTED
RACE	Applied	Selected	% of Race	% of Selected
American Indian or Alaskan Native	76	6	9%	6%
ASIAN	2	0	0%	0%
Black or African American	23	0	3%	0%
Hispanic or Latino	20	5	2%	5%
Native Hawaiian or other Pacific Islander	7	1	1%	1%
Two or more races	41	5	5%	5%
WHITE	609	80	76%	81%
ZNOT LISTED	23	2	3%	2%
<b>TOTAL</b>	<b>801</b>	<b>99</b>		



2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
PROMOTIONS/TRANSFERS  
2012-2013

JOB CATEGORY	RACE/ETH	SEX	TOTALS	NOT SELECTED	PROMOTION
ADMINISTRATIVE SUPPORT	WHITE	FEMALE	18	5	13
OFFICIALS/ADMINISTRATORS	WHITE	FEMALE	1	1	0
OFFICIALS/ADMINISTRATORS	WHITE	MALE	23	14	9
OFFICIALS/ADMINISTRATORS	American Indian or Alaskan Native	MALE	1	1	0
PROTECTIVE SERVICE WORKER	WHITE	MALE	4	0	4
SERVICE/MAINTENANCE	TWO OR MORE RACES	MALE	1		1
SERVICE/MAINTENANCE	WHITE	MALE	9	2	7
SKILLED CRAFT	American Indian or Alaskan Native	MALE	1	1	
SKILLED CRAFT	Black or African American	MALE	1		1
SKILLED CRAFT	Hispanic or Latino	MALE			1
SKILLED CRAFT	Two or more races	MALE	1		1
SKILLED CRAFT	White	MALE	6	2	4
TECHNICIAN	American Indian or Alaskan Native	MALE	1	1	
TECHNICIAN	Hispanic or Latino	MALE	1	1	
TECHNICIAN	Two or more races	MALE			
TECHNICIAN	White	FEMALE	6	2	4
TECHNICIAN	White	MALE	12	6	6

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
DISCIPLINE  
2012-2013

NUMBER	Race/Eth	Sex	DISCIPLINE TYPE
1	Native American	MALE	1)VERBAL WARNING
3	African American	MALE	2)WRITTEN WARNING
2	White	FEMALE	2)WRITTEN WARNING
4	White	MALE	2)WRITTEN WARNING
1	Hispanic	MALE	5)RESIGNED IN LIEU OF TERMINATION
1	Native American	MALE	5)RESIGNED IN LIEU OF TERMINATION
1	White	FEMALE	5)RESIGNED IN LIEU OF TERMINATION
1	White	MALE	5)RESIGNED IN LIEU OF TERMINATION
1	Native American	MALE	6)TERMINATION
6	WHITE	MALE	6)TERMINATION
1	White	MALE	7)DEMOTION

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
 TERMINATIONS BY RACE/SEX  
 2012-2013

Sex	Race/Eth	TERMINATION TYPE	NUMBER	PERCENTAGE
FEMALE	WHITE	VOLUNTARY	13	29%
FEMALE	WHITE	INVOLUNTARY	1	2%
MALE	WHITE	VOLUNTARY	18	40%
MALE	WHITE	INVOLUNTARY	6	13%
FEMALE	HISPANIC	VOLUNTARY	0	0%
FEMALE	HISPANIC	INVOLUNTARY	0	0%
MALE	HISPANIC	VOLUNTARY	0	0%
MALE	HISPANIC	INVOLUNTARY	1	2%
FEMALE	Native American	VOLUNTARY	1	2%
FEMALE	Native American	INVOLUNTARY	0	0%
MALE	Native American	VOLUNTARY	3	7%
MALE	Native American	INVOLUNTARY	2	4%
FEMALE	AFRICAN AMERICAN	VOLUNTARY	0	0%
FEMALE	AFRICAN AMERICAN	INVOLUNTARY	0	0%
MALE	AFRICAN AMERICAN	VOLUNTARY	0	0%
MALE	AFRICAN AMERICAN	INVOLUNTARY	0	0%
TOTALS			45	
MALE			30	67%
FEMALE			22	49%

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
 APPLICANTS FOR EMPLOYMENT BY RACE  
 2013-2014

RACE	NUMBER RACIAL/ETHNIC		PERCENT OF RACIAL/ETHNIC	
	APPLIED	SELECTED	% OF Race	% of Selected
American Indian or Alaskan Native	75	11	15%	15%
Asian	3	0	0%	0%
Black or African American	31	4	13%	6%
Hispanic or Latino	21	1	5%	1%
Native Hawaiian or other Pacific Islander	6	1	17%	1%
White	424	54	13%	76%
ZZNot Listed	7	0	0%	0%
	567	71		

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
 PROMOTIONS/TRANSFERS  
 2013-2014

JOB CATEGORY	RACE	SEX	TOTALS	NOT SELECTED	PROMOTION
ADMINISTRATIVE SUPPORT	American Indian or Alaskan Native	F	1	0	1
ADMINISTRATIVE SUPPORT	White	F	2	0	2
OFFICIALS/ADMINISTRATORS	White	M	3	0	3
PROFESSIONALS	American Indian or Alaskan Native	M	1	1	0
PROFESSIONALS	White	M	8	5	3
PROTECTIVE SERVICES	American Indian or Alaskan Native	M	1	0	1
PROTECTIVE SERVICES	White	M	2	0	2
SERVICE MAINTENANCE	American Indian or Alaskan Native	M	6	1	5
SERVICE MAINTENANCE	White	M	17	6	11
SKILLED CRAFT	White	F	1	1	0
SKILLED CRAFT	American Indian or Alaskan Native	M	2	1	1
SKILLED CRAFT	Black or African American	M	1	1	0
SKILLED CRAFT	Hispanic or Latino	M	1	0	1
SKILLED CRAFT	White	M	20	8	12
TECHNICIANS	White	F	1	0	1
TECHNICIANS	American Indian or Alaskan Native	M	2	1	1
TECHNICIANS	White	M	11	2	9

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
DISCIPLINE  
2013-2014

NUMBER	Race/Eth	Sex	DISCIPLINE TYPE
1	African American	MALE	TERMINATION
3	Hispanic	MALE	TERMINATION
1	Hispanic	MALE	WRITTEN WARNING
1	Native American	MALE	VERBAL WARNING
1	Native American	MALE	TERMINATION
1	White	FEMALE	VERBAL WARNING
1	White	MALE	VERBAL WARNING
5	White	FEMALE	WRITTEN WARNING
8	White	MALE	WRITTEN WARNING
4	White	FEMALE	TERMINATION
9	White	MALE	TERMINATION

2013-2014 Equal Employment Opportunity Plan—The City of Shawnee

CITY OF SHAWNEE  
 TERMINATIONS BY RACE/SEX  
 2013-2014

Sex	Race/Eth	TERMINATION TYPE	NUMBER	PERCENTAGE
FEMALE	WHITE	VOLUNTARY	11	23%
FEMALE	WHITE	INVOLUNTARY	4	9%
MALE	WHITE	VOLUNTARY	17	36%
MALE	WHITE	INVOLUNTARY	8	17%
FEMALE	HISPANIC	VOLUNTARY	0	0%
FEMALE	HISPANIC	INVOLUNTARY	0	0%
MALE	HISPANIC	VOLUNTARY	3	6%
MALE	HISPANIC	INVOLUNTARY	1	2%
FEMALE	NATIVE AMERICAN	VOLUNTARY	0	0%
FEMALE	NATIVE AMERICAN	INVOLUNTARY	0	0%
MALE	NATIVE AMERICAN	VOLUNTARY	0	0%
MALE	NATIVE AMERICAN	INVOLUNTARY	0	0%
FEMALE	AFRICAN AMERICAN	VOLUNTARY	0	0%
FEMALE	AFRICAN AMERICAN	INVOLUNTARY	0	0%
MALE	AFRICAN AMERICAN	VOLUNTARY	2	4%
MALE	AFRICAN AMERICAN	INVOLUNTARY	1	2%
TOTALS			47	
MALE			32	68%
FEMALE			15	32%