

EEO Utilization Report

Organization Information

Name: City Of Revere

City: Revere

State: MA

Zip: 02151

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

DISCRIMINATION PREVENTION POLICY

The City recognizes the right of individuals to work and advance on the basis of merit, ability and potential without regard to their race, color, religion, national origin, ancestry, sex, gender identity, age, handicap (disability), participation in discrimination complaint-related activities, sexual orientation, genetics, or active military or veteran status or any other basis prohibited under applicable law. Non-discrimination and equal opportunity will be the policy of the City in all of its employment programs and activities.

The policy of the City is to:

Recruit, hire and promote in all job classifications without regard to an individuals race, color, religion, national origin, ancestry, sex, gender identity, age, handicap (disability), participation in discrimination complaint-related activities, sexual orientation, genetics, or active military or veteran status or any other basis prohibited under applicable law.

Please see attached

Following File has been uploaded:DISCRIMINATION PREVENTION POLICY.docx

Step 4b: Narrative of Interpretation

See attached

Following File has been uploaded:City of Revere EEO Utilization Report_2017_08_08.docx

Step 5: Objectives and Steps

1. Hire qualified minority and female candidates in all labor categories

- a. The City HR Department will work with the Chief of Police and the Chief of the Fire Department to devise a strategy aimed at reaching out to women and minority applicants.
- b. The City will reach out to local non-profit and citizens groups that can provide access and information to women and minority candidates.
- c. The City will encourage department heads to prioritize similarly qualified minority candidates when filling open positions.
- d. The City will develop and present training materials with regard to EEO programs and present it to all department heads.
- e. The City will ask for cooperation from the council when requesting exemptions for minority candidates.
- f. The City will specifically encourage minority candidates to apply in all job posting advertisements.

- g. The City will educate all department heads with regard to the Citys diversity programs and hiring goals.

Step 6: Internal Dissemination

1. A copy of this report will be delivered to all department heads via email.
2. A presentation will be developed based on the results of this report and will be presented to all department heads at a live in person meeting to be scheduled.
3. A printed copy of this report and the aforementioned presentation will be given to all department heads.

Step 7: External Dissemination

1. The City will notify applicants that a report will be provided upon request.
2. A copy of the report will be available in the reading rooms of local public libraries.

Utilization Analysis Chart
Relevant Labor Market: Suffolk County, Massachusetts

| Job Categories | Male | | | | | | | | | | Female | | | | | |
|---|------------|--------------------|---------------------------|----------------------------------|-----------|---|-------------------|------------|-----------|--------------------|---------------------------|----------------------------------|-------|---|-------------------|-------|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| Officials/Administrators | 33 | | | | | | | | | | | | | | | |
| Workforce #/% | 22/24% | 3/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 76/58% | 14/11% | 3/2% | 1/1% | 2/2% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 47,740/47% | 2,480/2% | 3,025/3% | 70/0% | 3,535/3% | 0/0% | 470/0% | 35,605/35% | 2,480/2% | 3,245/3% | 40/0% | 2,830/3% | 0/0% | 415/0% | 215/0% | 0/0% |
| Utilization #/% | -22% | -0% | -3% | -0% | -3% | 0% | -0% | 23% | 8% | -1% | 1% | -1% | 0% | -0% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 207/25% | 5/1% | 7/1% | 0/0% | 4/0% | 0/0% | 0/0% | 565/68% | 31/4% | 7/1% | 1/0% | 6/1% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 62,260/36% | 3,340/2% | 5,265/3% | 45/0% | 10,360/6% | 0/0% | 585/0% | 65,725/38% | 4,275/2% | 7,170/4% | 35/0% | 9,805/6% | 25/0% | 820/0% | 825/0% | 0/0% |
| Utilization #/% | -12% | -1% | -2% | -0% | -6% | 0% | -0% | 29% | 1% | -3% | 0% | -5% | -0% | -0% | -0% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 9/75% | 0/0% | 0/0% | 0/0% | 1/8% | 0/0% | 0/0% | 2/17% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 5,390/29% | 665/4% | 770/4% | 0/0% | 1,045/6% | 0/0% | 180/1% | 6,395/34% | 605/3% | 1,855/10% | 0/0% | 1,385/7% | 0/0% | 90/0% | 65/0% | 0/0% |
| Utilization #/% | 46% | -4% | -4% | 0% | 3% | 0% | -1% | -18% | -3% | -10% | 0% | -7% | 0% | -0% | -0% | -0% |
| Protective Services: Sworn-Officials | | | | | | | | | | | | | | | | |
| Workforce #/% | 24/80% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 6/20% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 7,280/56% | 840/6% | 2,040/16% | 30/0% | 355/3% | 0/0% | 105/1% | 1,375/11% | 240/2% | 590/5% | 0/0% | 25/0% | 0/0% | 35/0% | 0/0% | 0/0% |
| Utilization #/% | 24% | -6% | -16% | -0% | -3% | 0% | -1% | 9% | -2% | -5% | 0% | -0% | 0% | -0% | 0% | 0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | | | |
| Workforce #/% | 59/83% | 3/4% | 0/0% | 0/0% | 2/3% | 0/0% | 0/0% | 7/10% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 6,320/21% | 6,380/21% | 3,820/12% | 0/0% | 670/2% | 0/0% | 560/2% | 3,690/12% | 4,375/14% | 3,205/10% | 40/0% | 890/3% | 0/0% | 80/0% | 345/1% | 0/0% |
| Utilization #/% | 63% | -17% | -12% | 0% | 1% | 0% | -2% | -2% | -14% | -10% | -0% | -3% | 0% | -0% | -1% | -1% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |

| Job Categories | Male | | | | | | | Female | | | | | | | | |
|-------------------------------|------------|--------------------|---------------------------|----------------------------------|----------|---|-------------------|------------|------------|--------------------|---------------------------|----------------------------------|-------|---|-------------------|-------|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 540/38% | 135/9% | 30/2% | 0/0% | 25/2% | 0/0% | 0/0% | 405/28% | 110/8% | 170/12% | 0/0% | 0/0% | 0/0% | 25/2% | 0/0% | |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 32/25% | 3/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 76/58% | 14/11% | 3/2% | 0/0% | 0/0% | 2/2% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 37,300/28% | 5,055/4% | 5,465/4% | 70/0% | 3,755/3% | 25/0% | 285/0% | 53,980/40% | 9,275/7% | 11,855/9% | 135/0% | 4,895/4% | 0/0% | 650/0% | 735/1% | |
| Utilization #/% | -3% | -1% | -4% | -0% | -3% | -0% | -0% | 18% | 4% | -7% | -0% | -2% | 0% | -0% | -1% | |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 12/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 22,365/71% | 3,665/12% | 2,175/7% | 50/0% | 690/2% | 0/0% | 260/1% | 1,185/4% | 195/1% | 425/1% | 0/0% | 190/1% | 0/0% | 35/0% | 30/0% | |
| Utilization #/% | 29% | -12% | -7% | -0% | -2% | 0% | -1% | -4% | -1% | -1% | 0% | -1% | 0% | -0% | -0% | |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 119/42% | 3/1% | 2/1% | 0/0% | 0/0% | 0/0% | 0/0% | 153/53% | 8/3% | 0/0% | 0/0% | 0/0% | 1/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 30,275/28% | 15,910/14% | 11,020/10% | 60/0% | 4,165/4% | 125/0% | 530/0% | 19,755/18% | 11,150/10% | 10,435/9% | 130/0% | 3,670/3% | 15/0% | 280/0% | 1,325/1% | |
| Utilization #/% | 14% | -13% | -9% | -0% | -4% | -0% | -0% | 36% | -7% | -9% | -0% | -3% | -0% | -0% | -1% | |

Significant Underutilization Chart

| Job Categories | Male | | | | | | Female | | | | | | | | | |
|---|-------|--------------------|---------------------------|----------------------------------|-------|---|-------------------|-------|-------|--------------------|---------------------------|----------------------------------|-------|---|-------------------|-------|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| Officials/Administrators | ✓ | | | | ✓ | | | | | | | | | | | |
| Professionals | ✓ | ✓ | ✓ | | ✓ | | | | | ✓ | | | ✓ | | ✓ | ✓ |
| Protective Services: Sworn-Officials | | | ✓ | | | | | | | | | | | | | |
| Protective Services: Sworn-Patrol Officers | | ✓ | ✓ | | | | | | | ✓ | ✓ | | | | | |
| Administrative Support | | | ✓ | | | | | | | | ✓ | | | | | |
| Service/Maintenance | | ✓ | ✓ | | ✓ | | | | | ✓ | ✓ | | ✓ | | | |

Law Enforcement Category Rank Chart

| Job Categories | Male | | | | | | Female | | | | | | | | | |
|---|--------|--------------------|---------------------------|----------------------------------|-------|---|-------------------|-------|-------|--------------------|---------------------------|----------------------------------|-------|---|-------------------|-------|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| Chief | | | | | | | | | | | | | | | | |
| Workforce #/% | 1/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Captain | | | | | | | | | | | | | | | | |
| Workforce #/% | 1/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Lieutenant | | | | | | | | | | | | | | | | |
| Workforce #/% | 9/75% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 3/25% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Sergeant | | | | | | | | | | | | | | | | |
| Workforce #/% | 13/81% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 3/19% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | | | |
| Workforce #/% | 59/83% | 3/4% | 0/0% | 0/3% | 2/3% | 0/0% | 0/0% | 7/10% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

[signature]

[title]

[date]



City of Revere EEO Utilization Report

Commitment to Diversity and Non-Discrimination

The City recognizes the right of individuals to work and advance on the basis of merit, ability and potential without regard to their race, color, religion, national origin, ancestry, sex, gender identity, age, handicap (disability), participation in discrimination complaint-related activities, sexual orientation, genetics, or active military or veteran status or any other basis prohibited under applicable law. Non-discrimination and equal opportunity will be the policy of the City in all of its employment programs and activities.

The policy of the City is to:

Recruit, hire and promote in all job classifications without regard to an individual's race, color, religion, national origin, ancestry, sex, gender identity, age, handicap (disability), participation in discrimination complaint-related activities, sexual orientation, genetics, or active military or veteran status or any other basis prohibited under applicable law.

Make decisions about employment so as to encourage the development of a diverse workforce. Ensure that employment and promotion decisions are made in accordance with the principles of equal employment opportunity, by imposing only valid, job-related requirements for employment and promotional opportunities.

Recent and ongoing efforts

The City has taken a number of steps recently to help meet its' diversity goals. They include:

1. A training program on diversity hiring was conducted in the spring of 2017. This program will be reintroduced on a regular basis.
2. Budgeting for a Human Resource Department and hiring an HR Director. Part of the mission for Human Resources will be to evaluate our diversity hiring practices and developing a plan to hire more ethnically diverse candidates.
3. Commission of a human resource study. Recently the City commissioned a study with regard to its' human resources practices. The City is currently taking steps to address the issues noted in the study.
4. The City is currently going through an organizational review of hiring practices in the Police Department and will be making steps to improve diversity within the ranks of sworn patrol officers.

Narrative Underutilization Analysis

A lack of qualified minority candidates and occupational demographics have played a role in hampering the ability of the City to meet its' goals for a diverse workforce.



Local Demographics: The City of Revere has a long history of giving preference to local residents. All potential hires who are not residents of the City are required to appear before the City Council in order to gain an exemption. This process may be having an impact on meeting our utilization numbers in some categories. The City has a relatively small pool of Asian and African American candidates when compared with Suffolk County as a whole.

Occupational Demographics: Occupational demographics have contributed to underutilization in certain areas specifically in the categories of Professionals and Sworn Patrol officers. Specifically, white males are underrepresented in the Professionals occupation category. This is largely due to the disparity between men and women in the teaching profession. The National Center for Education Statistics reports that in 2012 76% of teachers are female. Hiring more male teachers should be a priority for the City, however, given the demographics involved white males in the Professionals occupational category are not truly underrepresented at this time. Similarly the lack of women in law enforcement has led to some of the deficiencies in that area. A recent study by the Department of Justice indicates that as of 2013 only 13% of the police force is made up of women. The implementation of outreach programs should become a priority for the City going forward.

Objectives and Next Steps

1. Increase the representation of all minority groups and women in protective services specifically in Sworn Patrol Officers.
 - a. The City HR Department will work with the Chief of Police to devise a strategy aimed at reaching out to women and minority applicants to include:
 - i. Hosting information and career seminars at local high schools
 - ii. Create a Women in Law Enforcement Education seminar to be facilitated by a female officer to educate young women on how to and why they should pursue a career in law enforcement
 - iii. The City will look at revitalizing and revamping the Citizen's Police Academy Program
 - iv. Investigate and develop internship programs for women and minority candidates
 - v. Reach out to local non-profit and citizens groups that can provide access and information to women and minority candidates
2. Increase the representation of women and minority groups in all areas of the City's workforce.
 - a. Educate the department heads of all hiring units with regard to the City's minority hiring goals



- b. Encourage department heads to prioritize similarly qualified minority candidates when filling open positions
- c. Develop and present training materials with regard to EEO programs and present it to all department heads. The training will include:
 - i. What EEO is and why it is important
 - ii. What the current status is for the City
 - iii. The City's specific hiring goals
 - iv. Solicitation of suggestions on how the City can improve
3. The City will ask for cooperation from the council when requesting exemptions for minority candidates.
4. Specifically encourage minority candidates to apply in all job posting advertisements

Education and Internal Dissemination

All department heads will be educated with regard to the City's diversity programs and hiring goals. In addition the City will take the following actions:

1. Develop and present the aforementioned EEO training program
2. Forward a copy of this report and the City's hiring goals to all department heads