



EQUAL EMPLOYMENT OPPORTUNITY PLAN

Prepared By:

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Effective Date of Plan Revision: August 17, 2022

Joseph A. Forte, City Manager

Date

INTRODUCTORY INFORMATION

Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the City will not exclude participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

Executive Order Number 11,246 prohibits employment discrimination on the basis of race, color, religion or national origin. Executive Order Number 11,246 was amended by Executive Order Number 11375 on October 13, 1967 (32 Fed. Reg. 14,303), effective October 1968, to include gender as a protected class.

POLICY STATEMENT

The City of Holly Hill is an Equal Opportunity Employer and is committed to the selection of the best qualified applicants in its employment practices. The City prohibits discrimination on the basis of race, color, gender, national origin, disability, religion, age, genetic information, marital status or status as a covered veteran in accordance with applicable federal, state and local laws.

This Equal Employment Opportunity Plan encompasses all phases of personnel management, i.e. recruitment, selection and hiring; training and education; transfers and promotions; compensation and benefits; and disciplinary actions and terminations. In these areas, the City has undertaken positive action to ensure equal access to all.

The City is committed to the recruitment of a diversified work force reflective of the community's labor force. The City of Holly Hill can come to understand the values and needs of the population it serves and deliver services in a manner most acceptable by its citizens. The implementation of this program is intended to achieve the goal of Equal Employment Opportunity and to eliminate non-merit considerations in employment practices. It serves as a tool to support our goal to further diversity, equity and inclusion within the organization.

The City's Human Resources Manager is responsible for insuring that all applicable personnel-related issues are administered and carried out fairly and equitably and to recommend changes which will foster a positive work environment. The Human Resources Manager shall make an analysis of the City's personnel practices to ensure that they conform to this Equal Employment Opportunity Program.

BACKGROUND

The City of Holly Hill, known as the *City with a Heart*, was incorporated on July 1, 1901. The City is a little over four square miles in size, with the Halifax River as a natural border on the East.

In accordance with the 2020 Census data, the population was 12,259. The largest Holly Hill racial/ethnic groups are White (67.8%) followed by Black (16.5%) and Hispanic (9.4%). In 2020, the median household income of Holly Hill was \$35,231 and the median age for Holly Hill residents is 44.5 years young.

This Equal Employment Opportunity Plan is a completed self-analysis of the City of Holly Hill's workforce information to identify the diversity of its present work force in relation to the diversity of the community's labor force.

NARRATIVE UNDERUTILIZATION ANALYSIS

The data to conduct this analysis was obtained from the 2020 Census of the EEO State and Local Government Job Groups by Sex and Race/Ethnicity for Worksite Geography encompassing the City of Deltona-Daytona Beach-Ormond Beach Metro Area. The data provided includes a 5-year period from the years 2014-2018.

A 3% percent estimate of the population was used for this analysis of the Deltona-Daytona Beach-Ormond Beach Metro Area in order to obtain a closer match of the City of Holly Hill.

A "significant" underutilization of a protected class is deemed to exist for an EEO category when the percentage available and qualified protected class members in the relevant labor market and recruitment area is five or more percentage points greater than the percentage of protected class members employed by the City in that same EEO category.

This analysis is based on the agency workforce from the preceding period of July 1, 2020 to June 30, 2021 based on available EEO-4 reports.

Officials and Administrators

- Hispanic males (-6.3%)
- Hispanic females (-7%)
- Black females (-7.6%)

Professionals

- Hispanic males (-7.4%)
- Asian males (-5.9%)
- Black males (-7.7%)
- Hispanic females (-9.4%)

- Black females (-9.1%)

Protective Service: Sworn

- Black males (-17%)
- Black females (-18%)
- White females (-35%)

Protective Service: Non-Sworn

- Black males (-29%)

Administrative Support:

- White males (-77%)
- Hispanic females (-11%)

Skilled Craft

- Hispanic males (-11%)
- Hispanic females (-20%)
- Black females (-11%)

Service Maintenance

- Black males (-10%)
- Hispanic females (-14%)
- Black females (-18%)
- White females (-64%)

The City currently has no position classified in the Technician category; therefore, an analysis is not included. Based on the limited workforce of individuals reported as classified technicians in the Deltona-Daytona Beach-Ormond Beach, Florida Metro area, an analysis to depict underutilization cannot be identified.

In keeping with the City of Holly Hill's commitment to having a workforce that reflects the community it serves, the City will examine its recruitment and retention practices to attract more candidates in the underutilization areas.

The following job applicant demographic information is reflective of data provided to the City on a voluntary basis by applicants through the City's applicant tracking system. The City received a total of 399 responses gathered from this data during the analysis period from 7/1/2020 to 6/30/2021. The EEO category and the race/ethnic breakdown of applicants for the position advertisements is as follows:

Hispanic males – 23 / 6%

Hispanic females – 16 / 4%

White males – 142 / 36%

Black males – 37 / 9%

Asian males – 2 / .5%

Native Hawaiian/Pacific Islander males – 1 / .2%

American Indian/Alaska native males – 3 / .7%

Two or more races males – 18 / 5%

White females – 126 / 31%

Black females – 21 / 5.2%

Asian females – 4 / 1%
Native Hawaiian/Pacific Islander females – 1 / .2%
American Indian/Alaska native females – 2 / .5%
Two or more races males – 3 / .7%

The total new hires during the period of July 1, 2020 to June 30, 2021 is as follows:

Officials/Administrators – 0
Professionals – 1 white female
Protective Services – 1 Hispanic male; 1 Hispanic female; 4 white males; 1 American Indian/Alaskan native male; 1 white female
Administrative Support – 3 white females
Skilled Craft – 1 Hispanic male; 4 white males; 1 black male; 2 white females
Service/Maintenance – 3 white males; 1 black male

OBJECTIVES AND STEPS

SPECIFIC GOALS

The City of Holly Hill has broadened their recruitment efforts in outreaching to minorities through utilizing advertising with the enhanced use of technology. The city has an attractive and user-friendly website through CivicHR to advertise all vacant positions which links directly to Indeed (a worldwide employment website for job seekers). As the need for employees in local government to possess more specialized and skilled qualifications, recruiting for applicants in these fields will require placing advertisements for positions on various organizational websites which are viewed by applicants seeking opportunities in specific fields.

Based on the limited availability of qualified applicants in the area workforce, the City extends the recruitment of positions to “open until filled” in an effort to obtain a greater number of applications to support a diversified workforce.

In addition, City Management shall:

1. Meet periodically with the department heads and supervisors to discuss any problems in meeting the objectives of this plan and consider possible solutions. Hiring managers will be reminded and made aware of an on-going basis of EEO laws, the City’s policy and Affirmative Action and workforce diversity initiatives and goals.
2. Serve as a liaison between local, state and federal enforcement agencies during compliance reviews.
3. Target recruitment of qualified females for jobs that are typically non-traditional in nature, i.e., skilled craft and service maintenance; by reaching out to technical schools, participating in job fairs, trade associations and conferences and appropriate advocacy groups and associations.

4. Place position announcements with local, state and national minority recruiting publications.
5. Continue efforts in the recruitment of minorities of all groups by participating at job fairs at local colleges and universities.
6. Review all job descriptions, position classifications, and salary levels to ensure compliance with this program.
7. Provide and coordinate training programs to educate staff with regards to the employment of minorities and other protected groups.
8. Examine turnover and review exit interview information in evaluating compliance to equal employment opportunity acts.
9. Provide information on the City's commitment to Equal Employment Opportunity to all new hires at new employee orientation.

INTERNAL/EXTERNAL DISSEMINATION

The City will post the EEOP Utilization Report to view through the City's website.

The City will distribute a copy of the EEOP Report to all of the city's supervisors and department heads.

The City will provide a copy of the EEOP Report to applicants, vendors and contractors and other members of the public upon request.

UTILIZATION ANALYSIS CHART - CENSUS DATA 2020 / EEO-4 REPORT - 7-01-2020 TO 6-30-2021

MALE															FEMALE														
JOB CATEGORY	Hispanic Latino	Asian	Black or African American	White	Native Hawaiian or Other Pacific Isl.	American Indian or Alaska Native	Balance of not Hispanic or Latino	Hispanic Latino	Asian	Black or African American	White	Native Hawaiian or Other Pacific Isl.	American Indian or Alaska Native	Balance of not Hispanic or Latino															
OFFICIALS/ADMINISTRATORS																													
Workforce #%	0	0	0	0	0	0	0	0	0	0	0	0	0	0															
CLS #%	2716.3%	9/2.09%	14/3.25%	372/88%	0/	0/	9/2.09%	23/7%	11/3.2%	267.6%	273/80%	0/	2/6%	5/1.47%															
Utilization %	-6.3%	-2.1%	-3.3%	4%			8%	-7.0%	-3.2%	-7.6%	20%		-0.6%	-1.5%															
PROFESSIONALS																													
Workforce #%	0	0	0	0	0	0	0	0	0	0	0	0	0	0															
CLS #%	297.4%	23/5.9%	30/7.7%	299/76%	0	0	9/2.3%	56/9.39%	15/2.13%	64/9.10%	547/77.8%	2/28%	0/	9/1.28%															
Utilization %	-7.4%	-5.9%	-7.7%	24%			-2.3%	-9.4%	-2.1%	-9.1%	22.2%	-0.3%		-1.3%															
TECHNICIANS - NO AGENCY POSITIONS																													
Workforce #%	0	0	0	0	0	0	0	0	0	0	0	0	0	0															
CLS #%	27/11.3%	8/3.36%	24/10%	176/74%	0	0	0	30/11.8%	9/3.53%	34/13.3%	179/70%	0	0	0															
Utilization %																													
PROTECTIVE SERVICE:																													
SWORN-OFFICIALS																													
Workforce #%	4/12%	1/3%		0	0	0	0	2/67%		0	0	0	0	0															
CLS #%	117.86%	8/5.7%	24/17%	97/69%	0	0	0	3/11%		0	0	0	0	0															
Utilization %	4.1%	-3%	-17%	15%				56%		-18%	-35%			-3%															
PROTECTIVE SERVICE:																													
NON-SWORN																													
Workforce #%	0	0	0	0	0	0	0	0	0	0	0	0	0	0															
CLS #%	0	0	0	57/1%	0	0	0	0	0	0	0	0	0	0															
Utilization %			-29%	29%							100%																		
ADMINISTRATIVE SUPPORT																													
Workforce #%	1/50%		0	0	0	0	0	0	0	0	0	0	0	0															
CLS #%	58/9%	17/2.7%	61/9.6%	487/77%	0	0	8/1.2%	118/11%	17/1.5%	110/9.8%	855/76%	1/0%	3/3%	16/1.4%															
Utilization %	41%	-2.7%	40%	-77%			-1%	-11%	-1.5%	-1.8%	18%		0%	-1.4%															
SKILLED CRAFT																													
Workforce #%	1/4%		0	0	0	0	0	0	0	0	0	0	0	0															
CLS #%	86/15%	2/3%	35/6.2%	430/77%	0	0	5/1.9%	9/20%		0	31/67%	0	0	1/2%															
Utilization %	-11%	0%	5.8%	7%			-0.9%	-20%		-11%	33%			-2%															
SERVICE/MAINTENANCE																													
Workforce #%	177%		0	0	0	0	0	0	0	0	0	0	0	0															
CLS #%	168/17%	15/1.6%	119/13%	622/66%	0	0	20/2.1%	107/14%	23/2.6%	141/18%	506/64%	0	0	9/1%															
Utilization %	-10.0%	-1.6%	-1%	13%			-2.1%	-14%	-2.6%	-18%	-64%		-0.4%	-1%															

Source: U.S. Census 2020
 EEO-CIT06W - State/Local Government - Job Groups by Sex and Race/Ethnicity for Worksite Geography
 Geography: Deltona-Daytona Beach-Ormond Beach, FL Metro-Area (Holly Hill estimated at 3% of geographic area)
 2014-2018 Five-Year Data

Update: August, 2022