

# EEOP Short Form



Wed Oct 27 15:17:13 EDT 2010

## Step 1: Introductory Information

**Grant Title:** 2007 State Homeland Security Grant - Mgmt Amendment **Grant Number:** 2007-0008

**Grantee Name:** City of Pomona, Police Department **Award Amount:** \$180,707.00

**Grantee Type:** Local Government Agency

**Address:** 505 S. Garey Ave.  
Pomona, California  
91766

**Contact Person:** Michael Ellis **Telephone #:** 909-620-2152

**Contact Address:** 490 W. Mission Blvd.  
Pomona, California  
91766

**DOJ Grant Manager:** Heather Singh **DOJ Telephone #:** 213-974-2319

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**Grant Title:** 2008 State Homeland Security Grant **Grant Number:** 2008-0006

**Grantee Name:** City of Pomona, Police Department **Award Amount:** \$265,000.00

**Grantee Type:** Local Government Agency

**Address:** 505 S. Garey Ave.  
Pomona, California  
91766

**Contact Person:** Michael Ellis **Telephone #:** 909-620-2152

**Contact Address:** 490 W. Mission Blvd.  
Pomona, California  
91766

**DOJ Grant Manager:** Heather Singh **DOJ Telephone #:** 213-974-2319

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**Grant Title:** COPS Hiring Recovery Program Grant **Grant Number:** 2009RJWX0013

**Grantee Name:** City of Pomona, Police Department **Award Amount:** \$3,144,717.00

**Grantee Type:** Local Government Agency

**Address:** 505 S. Garey Ave.  
Pomona, California  
91766

**Contact Person:** Brad Vanderheyden **Telephone #:** 909-620-2339

**Contact Address:** 490 W. Mission Blvd.  
Pomona, California  
91766

DOJ Grant Manager: Keith Glasskie

DOJ Telephone #: 202-616-9594

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**Grant Title:** 2009 Recovery Act Justice Assistance Grant (JAG)

**Grant Number:** C-116859

**Grantee Name:** City of Pomona, Police Department

**Award Amount:** \$532,595.00

**Grantee Type:** Local Government Agency

**Address:** 505 S. Garey Ave.  
Pomona, California  
91766

**Contact Person:** Brad Vandeheyden

**Telephone #:** 909-620-2339

**Contact Address:** 490 W. Mission Blvd.  
Pomona, California  
91766

**State Granting Agency:** City of Los Angeles

**Grant Number:** 2009-SB-B9-2024

**Contact Name:** Thalia Polychronis

**Contact Address:** 200 N. Springs St., Room 303  
Los Angeles, California  
90012

**Telephone #:** 213-978-0825

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**Grant Title:** 2009 Justice Assistance (JAG) Local Solicitation

**Grant Number:** C-117932

**Grantee Name:** City of Pomona, Police Department

**Award Amount:** \$135,308.00

**Grantee Type:** Local Government Agency

**Address:** 505 S. Garey Ave.  
Pomona, California  
91766

**Contact Person:** Brad Vandeheyden

**Telephone #:** 909-620-2339

**Contact Address:** 490 W. Mission Blvd.  
Pomona, California  
91766

**State Granting Agency:** City of Los Angeles

**Grant Number:** 2009-DJ-BX-0471

**Contact Name:** Thalia Polychronis

**Contact Address:** 200 N. Spring Street, Room 303  
Los Angeles, California  
90012

**Telephone #:** 213-978-0825

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**Grant Title:** 2010 Justice Assistance Grant (JAG) - Local Solicitation **Grant Number:** 2010DJBX0401  
**Grantee Name:** City of Pomona, Police Department **Award Amount:** \$132,449.00  
**Grantee Type:** Local Government Agency  
**Address:** 505 S. Garey Ave.  
Pomona, California  
91766  
**Contact Person:** Brad Vanderheyden **Telephone #:** 909-620-2339  
**Contact Address:** 490 W. Mission Blvd.  
Pomona, California  
91766  
**DOJ Grant Manager:** Dean Iwasaki **DOJ Telephone #:** 202-514-5278

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**Grant Title:** 2009 State Homeland Security Grant **Grant Number:** 2009-0019  
**Grantee Name:** City of Pomona, Police Department **Award Amount:** \$250,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 505 S. Garey Ave.  
Pomona, California  
91766  
**Contact Person:** Michael Ellis **Telephone #:** 909-620-2152  
**Contact Address:** 490 W. Mission Blvd.  
Pomona, California  
91766  
**DOJ Grant Manager:** Heather Singh **DOJ Telephone #:** 213-974-2319

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**Grant Title:** Weed and Seed North YR1 **Grant Number:** 2009-WS-QX-0047  
**Grantee Name:** City of Pomona, Community Development Department **Award Amount:** \$100,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 505 S. Garey Ave.  
Pomona, California  
91766  
**Contact Person:** Armando Lopez **Telephone #:** 909-620-2316  
**Contact Address:** 505 S. Garey Ave.  
Pomona, California  
91766  
**DOJ Grant Manager:** Ivette Estrada **DOJ Telephone #:** 202-307-0932

<b>Grant Title:</b>	Weed and Seed North YR 2	<b>Grant Number:</b>	1010-WS-QX-0051
<b>Grantee Name:</b>	City of Pomona, Community Development Department	<b>Award Amount:</b>	\$157,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	505 S. Garey Ave. Pomona, California 91766		
<b>Contact Person:</b>	Armando Lopez	<b>Telephone #:</b>	909-620-2316
<b>Contact Address:</b>	505 S. Garey Ave. Pomona, California 91766		
<b>DOJ Grant Manager:</b>	Ivette Estrada	<b>DOJ Telephone #:</b>	202-307-0932

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**Policy Statement:**

On May 14, 1997 and later revised on June 11, 2002 and May 26, 2004, the City of Pomona adopted an Equal Opportunity Employment Policy that applies to all applicants and full and part-time employees that states:

The City of Pomona does not discriminate against qualified employees or applicants for employment on the basis of actual or perceived race, color, religion, gender, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, or any other basis protected by law.

To establish a healthy working environment that promotes effective recruitment and retention of all employees, the City must have as its goal equal opportunity and treatment in recruitment, hiring, compensation, promotion, discipline, training, transfer, assignment, layoff, termination, and all other conditions of employment for all employees and applicants for employment.

All employment decisions and personnel actions, to include those related to compensation and City-sponsored training, shall be administered in accordance with the principle of equal opportunity employment. It is recognized that the City must adhere to the Personnel System as stated in the Charter of the City of Pomona. This Policy shall be interpreted and implemented so as to conform to the City's Personnel System, insofar as the Personnel System is consistent with Federal and State law.

It is also recognized that nothing in this Policy shall be construed to require the City to hire or promote unqualified applicants.

To implement this Policy, the Human Resources/Risk Management Director has been designated as the City's Equal Employment Opportunity Administrator.

In addition, on February 1, 1994, the City of Pomona adopted a Discrimination and Harassment Prevention Policy and on May 26, 2004, the City adopted a Retaliation Policy.

## Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the City of Pomona Human Resources Department made the following observations:

The City of Pomona experienced improvements in the following categories since the 2008 EOE Report:

- A. Black male Official Category.
- B. White male Professional Category.
- C. Black and Asian Male and White Female Technician Category.
- D. Hispanic and Black Male Protective Services, Sworn Officials Category.
- E. Hispanic male and female Protective Services, Sworn Patrol Officers Category.
- F. White male Protective Services, Non-Sworn Category.
- G. Hispanic male Administrative Support Category.
- H. White female Service Category.

The City will be concentrating its efforts in the categories that are underutilized by -4 or more where the City believes that a greater impact may be made.

General City Employment is underutilized in the following categories:

- A. Male Hispanic and Asian in the Official Category.
- B. Female Asian in the Official Category.
- C. Male White and Asian in the Professional Category.
- D. Female White and Asian in the Professional Category.
- E. Male White and Asian in the Technician Category.
- F. Male Black in the Protective Service - Non-Sworn Category.
- G. Male White and Hispanic in the Administrative Support Category.
- H. Male Hispanic and Asian in the Skilled Category.
- I. Female White, Hispanic, and Asian in the Service Category.

See Attachment for additional information.

## Step 5 & 6: Objectives and Steps

### 1. Continue targetting Hispanic, Asian male and all female applicants in police recruitment campaigns.

- a. Make assistance available to all applicants who may need help with the recruitment process.
- b. Continue offering preparation assistance for the written examination. The City currently has a tri-fold brochure that provides information and reference to the P.O.S.T. website where applicants can take a practice test. Highlight the information on the City's application packet and include information on applicant notices.
- c. Continue offering preparation assistance for the physical agility examination. The City currently has a tri-fold brochure that provides information about the physical agility and entails how to prepare for the physical agility examination. The City will continue to make available an officer to provide tips and techniques for the physical agility examination. The City will post make this offer in the City's website.
- d. Coordinate gender and ethnically diverse oral appraisal panels for recruitments.

### 2. Identify barriers in recruitment that might deter Hispanic, Black, and Asian male applicants and all female applications from applying for all positions.

- a. Survey recent Hispanic, Black, and Asian male applicants and all female applicants to find out how they learned about the City's positions. Staff will ask whether anything in the recruitment process might be changed to encourage

**Step 4b: Narrative Underutilization Analysis (Attachment):**

The Police Department is underutilized in the following categories:

- A. Male Hispanic and Black in the Protective Service, Sworn Officials Category.
- B. Female Hispanic and Black in the Protective Service, Sworn Officials Category.
- C. Female White, Hispanic, and Black in the Protective Service, Sworn Patrol Officers Category.

In keeping with the City of Pomona's commitment to having a workforce that reflects the community it serves, the City will examine its recruitment and retention practices to see if there may be ways to attract more of the individuals in the underutilized categories.

more Hispanic, Black, and Asian male and all female applicants from applying for all City positions. Based on the feedback, staff will reexamine its outreach and training efforts and develop a revised outreach program, if necessary.

**3. Continue targetting Hispanic, Black, and Asian male and female applicants for all City positions.**

- a. Continue promoting City positions to local students and residents via school presentations, youth summits, website, and City News Publications.
- b. Continue advertising in a variety of minority publications. In addition, continue targetting local colleges and universities.
- c. Coordinate gender and ethnically diverse oral appraisal interview panels for recruitments.

**4. Continue improving promotional opportunity for underrepresented employees in the underutilized job categories.**

- a. Mentor and train future leaders of the department.
- b. Provide Department Directors with new hire and promotions statistics and discuss progress made in underutilized categories.

**Step 7a: Internal Dissemination**

The City of Pomona's Equal Employment Plan will be disseminated internally as follows:

1. The EOE Statement has been included in the City's online Administrative and Procedures guide.
2. The City's statement of "Equal Opportunity Employer" has been placed on all promotional job announcement, City application, poster, online employment center, and other outreach notices.
3. The EOE statement has been posted on the City's website and intranet.
4. A nondiscrimination clause is included in all Association Agreements.
5. Distribue via email a copy fo the EEOP to all employees in a supervisory position.
6. Send an email to all employees letting them know that a copy of the EEOP Short Form is available upon request.
7. Post a copy of the EEOP Short Form on the City's employee intranet.
8. Include a bound copy of the EEOP Short Form in the lobby of the City's Human Resources Department.

**Step 7b: External Dissemination**

The City's Equal Employment Opportunity Plan will be disseminated externally as follows:

1. The City's statement of "Equal Opportunity Employer" has been placed on all job announcements, City application, posters, online employment center, and other outreach notices.
2. Post a copy of the EEOP Short Form on the City's website.



**Utilization Analysis Chart**  
**Relevant Labor Market: Los Angeles County, California**

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	9/33%	1/4%	1/4%	0/0%	1/4%	0/0%	0/0%	9/33%	5/19%	1/4%	0/0%	0/0%	0/0%	0/0%
CIS #/%	191,095/34%	69,315/12%	18,595/3%	840/0%	55,425/10%	660/0%	7,130/1%	116,085/20%	48,390/9%	21,485/4%	675/0%	34,935/6%	515/0%	4,080/1%
Utilization #/%	-0%	-8%	0%	-0%	-6%	-0%	-1%	13%	10%	-0%	-0%	-6%	-0%	-1%
<b>Professionals</b>														
Workforce #/%	9/19%	8/17%	2/4%	0/0%	2/4%	0/0%	0/0%	10/21%	9/19%	5/10%	3/6%	0/0%	0/0%	0/0%
CIS #/%	249,130/31%	54,340/7%	26,365/3%	930/0%	70,370/9%	560/0%	8,015/1%	209,875/26%	64,010/8%	42,135/5%	1,240/0%	70,770/9%	765/0%	6,890/1%
Utilization #/%	-12%	10%	1%	-0%	-5%	-0%	-1%	-5%	11%	5%	6%	-9%	-0%	-1%
<b>Technicians</b>														
Workforce #/%	9/12%	11/15%	1/1%	0/0%	4/6%	0/0%	0/0%	12/17%	25/35%	4/6%	0/0%	6/8%	0/0%	0/0%
CIS #/%	17,200/22%	10,680/13%	3,475/4%	60/0%	8,060/10%	85/0%	955/1%	13,380/17%	9,155/12%	6,320/8%	155/0%	8,645/11%	115/0%	1,065/1%
Utilization #/%	-9%	2%	-3%	-0%	-5%	-0%	-1%	-0%	23%	-2%	-0%	-3%	-0%	-1%
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	47/63%	4/15%	2/7%	0/0%	2/7%	0/0%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CIS #/%	20,365/29%	18,980/27%	11,915/17%	285/0%	4,385/6%	215/0%	1,165/2%	3,990/6%	3,925/6%	4,905/7%	150/0%	455/1%	100/0%	260/0%
Utilization #/%	34%	-12%	-9%	-0%	1%	-0%	-2%	2%	-6%	-7%	-0%	-1%	-0%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	54/44%	43/35%	5/4%	0/0%	10/8%	0/0%	0/0%	5/4%	6/5%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	39,605/13%	109,045/35%	17,120/5%	580/0%	10,800/3%	630/0%	3,430/1%	26,975/9%	75,155/24%	15,780/5%	390/0%	8,960/3%	685/0%	2,360/1%
Utilization #/%	31%	-0%	-1%	-0%	5%	-0%	-1%	-5%	-19%	-5%	-0%	-3%	-0%	-1%
<b>Protective Services: Non-Sworn</b>														

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races			
Workforce #/%	4/22%	5/28%	0/0%	0/0%	0/0%	0/0%	0/0%	3/17%	4/22%	1/6%	0/0%	1/6%	0/0%	0/0%			
CLS #/%	855/23%	590/16%	230/6%	15/0%	85/2%	4/0%	55/1%	720/19%	775/21%	330/9%	0/0%	75/2%	0/0%	15/0%			
Utilization #/%	-1%	12%	-6%	-0%	-2%	-0%	-1%	-3%	2%	-3%	0%	4%	0%	-0%			
<b>Administrative Support</b>																	
Workforce #/%	3/3%	3/3%	0/0%	0/0%	1/1%	0/0%	0/0%	29/34%	36/42%	7/8%	0/0%	7/8%	0/0%	0/0%			
CLS #/%	152,050/14%	147,545/13%	40,090/4%	1,085/0%	57,545/5%	1,055/0%	8,625/1%	256,940/23%	255,595/23%	87,495/8%	2,570/0%	87,685/8%	2,355/0%	12,465/1%			
Utilization #/%	-10%	-10%	-4%	-0%	-4%	-0%	-1%	11%	19%	0%	-0%	0%	-0%	-1%			
<b>Skilled Craft</b>																	
Workforce #/%	23/44%	17/33%	3/6%	0/0%	0/0%	0/0%	0/0%	4/8%	3/6%	2/4%	0/0%	0/0%	0/0%	0/0%			
CLS #/%	104,195/29%	172,160/49%	18,300/5%	1,080/0%	23,460/7%	710/0%	6,225/2%	6,635/2%	14,575/4%	2,080/1%	145/0%	4,635/1%	105/0%	605/0%			
Utilization #/%	15%	-16%	1%	-0%	-7%	-0%	-2%	6%	2%	3%	-0%	-1%	-0%	-0%			
<b>Service/Maintenance</b>																	
Workforce #/%	23/25%	57/63%	4/4%	0/0%	4/4%	0/0%	0/0%	2/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%			
CLS #/%	127,095/11%	472,140/39%	50,680/4%	1,740/0%	53,990/4%	1,550/0%	9,875/1%	90,745/8%	292,890/24%	40,205/3%	1,105/0%	52,335/4%	1,000/0%	6,635/1%			
Utilization #/%	15%	23%	0%	-0%	-0%	-0%	-1%	-5%	-23%	-3%	-0%	-4%	-0%	-1%			

### Significant Underutilization Chart

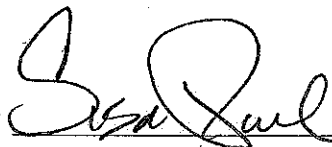
Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Professionals												✓		
Protective Services: Sworn-Patrol Officers								✓		✓				
Administrative Support	✓													
Skilled Craft		✓												
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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Police Sergeant</b>														
Workforce #/%	11/58%	4/21%	2/11%	0/5%	1/5%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Police Lieutenant</b>														
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Police Captain</b>														
Workforce #/%	1/50%	0/0%	0/0%	0/50%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Police Chief</b>														
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%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	54/44%	43/35%	5/4%	0/8%	10/8%	0/0%	0/0%	5/4%	6/5%	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 EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.



Human Resources/Risk Mgmt Director

10/27/10

[signature]

[title]

[date]