CITY OF PLANO
COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY
☐ Consent ☐ Regular ☐ Statutory

Council Meeting Date:	6/14/10
Department:	Human Resources
Department Head	LaShon Ross
Agenda Coordinator (include phone #):	**Kay Mirkes (972-941-5300)**

CAPTION

Transmittal of Fiscal Year 2008/2009 Affirmative Action Report

FINANCIAL SUMMARY

☒ NOT APPLICABLE ☐ OPERATING EXPENSE ☐ REVENUE ☐ CIP

FISCAL YEAR:	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	**0**
Encumbered/Expended Amount	0	0	0	**0**
This Item	0	0	0	**0**
BALANCE	0	0	0	**0**

FUND(S):

COMMENTS: This item has no fiscal impact.

SUMMARY OF ITEM

The Human Resources Department presentation of the Fiscal Year 2008/2009 Affirmative Action Annual Report

List of Supporting Documents:	Other Departments, Boards, Commissions or Agencies
Executive Summary Fiscal year 2008/2009 Affirmative Action Annual Report	

EXECUTIVE SUMMARY

Each year the City of Plano (COP) reports the status of diversity within its workforce as compared to the Collin County Civilian Labor Force (CCCLF). We realize equal access to information is an important part of ensuring equal access for employment to everyone. Therefore the City of Plano diversity report provides an opportunity to review progress towards achieving a more diverse workforce.

During the 2008-09 AAP year Plano's workforce consisted of thirty-two (32%) females. This figure is twelve (12%) percentage points lower than the female representation reflected in CCCLF where females make up forty-four (44%) of the labor market and is one(1) percentage point less than last year. One factor that may contribute to the under representation of females in our work force is that many of the jobs fall within professions that have traditionally been considered as male dominated fields, such as firefighter, police officer, equipment operator, maintenance workers, etc.

During AAP 2008-09 plan year ethnic minorities made up twenty-four (24%) of COP's total workforce. This figure is two percentage points more when compared to the CCCLF and one percentage point more when compared to AAP 2007-08. Proportionately there was a small change in the ethnic demographic distribution of the COP workforce for AAP 2008-09 when compared to AAP 2007-08. A review of COP workforce demographics as compared to CCCLF reflects that COP's workforce is five percentage points (5%) more for Blacks (B), three percentage points (3%) more for Hispanics, (H) and approximately one (1) percentage point more for American Indians/Native Americans (AIN). Representation of Asians (A) in the COP workforce remains at two percent (2%) which is four (4) percentage points lower than the CCCLF which is six percent (6%). One factor that may contribute to the underutilization of Asians in the City of Plano's workforce is the documented, historical tendency of Asian Americans to pursue college studies and careers in the areas of finance, engineering, law, and medicine. Historically, fewer Asian Americans have chosen non-executive areas of municipal government as careers. In fact, documented trends do not indicate governmental careers have been priority choices, although there are indications that this may be changing.

ENTITY	Total	% White	% Ethnic/Racial Minority	Data Provided in %				
				Black	Hispanic	Asian	Native Am	Other
Collin County CLF#	275,190	78.00	22.00	5.00	9.00	6.00	0.05	1.50
COP FT Workforce 09-30-09	2,032	76.00	24.00	10.00	12.00	2.00	1.00	0.00
COP FT Workforce 09-30-08	2,073	77.00	23.00	9.00	11.00	2.00	1.00	0.00
COP FT Workforce 09-30-07	2,040	77.00	23.00	9.00	11.00	2.00	1.00	0.00
COP FT Workforce 09-30-06	2,001	78.00	22.00	9.00	11.00	2.00	1.00	0.00

PROFILE of CURRENT WORKFORCE

A three year analysis (AAP-06-09) of the COP workforce as compared to the CCCLF by EEO category reflects the following:

Officials/Administrators: CCCLF reflects that ethnic minorities represent 15% of this category as compared to COP representation of 16%, 15%, and 16% respectively for each plan year. Females represent 33% of the CCCLF as compared to COP workforce which reflects 39%, 40%, and 46% respectively for each plan year. Representation of both ethnic minorities and females fall within range.

Professionals: CCCLF reflects that ethnic minorities represent 23% of this category as compared to COP representation of 15%, 16%, and 19% respectively. Females represent 46% of the CCCLF as compared to COP workforce which reflects 49%, 48%, and 48% respectively for each plan year. There has been a steady increase of ethnic minorities each year as reflected most recently with a three percentage point increase in AP 08-09 when compared to the previous AAP year.

Technicians/Professionals: CCCLF reflects that ethnic minorities represent 22% of this category as compared to COP representation of 24%, 25%, and 27% respectively for each plan year. Females represent 50% of the CCCLF as compared to COP workforce which reflects 29%, 27%, and 31% respectively for each plan year.

Protective Service: CCCLF reflects that ethnic minorities represent 24% of this category as compared to COP representation which reflects fourteen percent (14%) each AAP year. Females represent 14% of the CCCLF force as compared to COP workforce which reflects 10%, 9%, and 8% respectively for each year. There is under representation of ethnic minorities and females in this category.

Office/Clerical: CCCLF reflects that ethnic minorities represent 18% of this category as compared to COP representation of 23%, 24%, and 23% respectively for each plan year. Females represent 62% of the CCCLF as compared to COP workforce which reflects 90%, 85%, and 83% respectively for each plan year.

Skilled Craft: CCCLF reflects that ethnic minorities represent 28% of this category as compared to COP representation which reflects 40%, 40%, and 39% respectively for each plan year. Females represent 9% of the CCCLF force as compared to COP workforce which reflects 1%, 1%, and 1% respectively for each year. There is under representation of females in this category.

Service Maintenance: CCCLF reflects that ethnic minorities represent 41% of this category as compared to COP representation which reflects 45%, 48%, and 49% respectively for each plan year. Females represent 43% of the CCCLF force as compared to COP workforce which reflects 5%, 10%, and 10% respectively for each year.

RECRUITMENT and COMMUNITY OUTREACH

The City of Plano does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, or handicap status and is committed to hiring the best-qualified applicants. In late 2007, the City took its first step in moving toward an electronic application process. In doing so, our accessibility to the public increased substantially. In AAP 06-07 we received over 7,700 applications; in AAP 07-08 we received over 16,000 applications, and in AAP 08-09 we received over 15,500. The impact of this increase was not only by the number of applications received, but also by the number of applications received from both ethnic minorities and females. While the City continues to place most of its recruitment through traditional methods such as attending job fairs, internet posting, advertising in journal and publications, the City is also involved in external activities that support diversity in all forms.

Our goals are twofold:

1. Enhance the partnership between the City and the community; and
2. Recruit, hire and retain a diverse group of employees representative of the community we serve without regard to one's race, color, creed, national origin, religion, sex, handicap status, or any protected class.

In addition to posting job openings on our website, our public safety departments (Police and Fire) attend job/career fairs sponsored by area colleges and universities. The police department also sends information advertising their civil service entrance exams and general employment opportunities to several colleges and universities throughout the local area as well as the country. Finally, detailed information relative to both the Police and Fire Departments are posted on their respective websites.

The Police Department is also involved with various civic and community organizations. Employees also participate in community programs through our volunteer program (adopt an angel, coat program etc.). Additionally, various staff members participate in activities such as Special Olympics, blood drives, Plano Balloon Festival, career day etc.

With regard to under representation of females and ethnic minorities, efforts to recruit, retain, and promote qualified individuals from under represented groups will continue to be on the forefront. A major obstacle which many employers experience is that women and minorities tend to be over represented in secretarial and maintenance positions, respectively, and both categories tend to be underrepresented in protective service. The following are efforts to be continued in order to address areas of under representation:

1. Continue to review processes and requirements to ensure there are no artificial barriers to any group of individuals;
2. Explore opportunities to promote the City of Plano as a place where careers are built;
3. Continue to develop partnerships with civic and social organizations and community groups;
4. Explore recruitment opportunities in those areas where members of under represented groups are present;
5. Promote the City of Plano's philosophy of equal employment opportunity and ensure that all employees are aware of our philosophy;
6. Review representation by ethnic group to address areas of under representation;
7. Work with Departments to identify developments/issues in terms of the local/national applicant pools.

city of plano

Affirmative Action/Workplace Diversity

October 1, 2008-September 30, 2009

Annual Summary Report

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2009 Affirmative Action/Workplace Diversity Report

Signature Page
Reaffirming the City's Commitment to a Diverse Workforce
(Inclusive dates of this plan: October 1, 2008-September 30, 2009)

Report Prepared by: _____
Sharon Sturns, Human Resources Manager

Report Reviewed by: _____
LaShon Ross, Assistant City Manager

Introduction

It is common knowledge that the blending of cultures, genders, and other physical differences in the workforce within the United States has presented a great challenge. Many legislative decisions have been made for the sole purpose of counteracting practices which are discriminatory in nature. Great strides have been made to protect all citizens from the repercussions of all types of discrimination.

As our workforce becomes increasingly more diverse, it is imperative that we promote increased awareness of issues surrounding diversity. Not only do coworkers have to be able to work together harmoniously, but supervisors and managers must have the necessary interpersonal skills, general knowledge, and sensitivity to maximize productivity and overall efficiency. Employees are at their best when they feel they are a valued part of the organization, and they only feel valued when they are regarded as such.

There is also a direct link between how an employee feels toward his/her employer and the perception of the employer that is then related to the general public. If an employee feels that discriminatory practices are accepted within a particular organization, then that philosophy will be relayed to the public. Of course, at this point, the organization/employer in question will have to expend a great deal of time and energy proving otherwise if, in fact, it is not. Therefore, an employer must remain aware of the practices and training that are prevalent within its organization. A firm and ongoing commitment to lawful and fair employment practices by all employees must be regularly stressed and consistently enforced. Therefore, realizing the value of a diverse workforce, as well as the consequences of discriminatory practices, the City of Plano, Texas, is committed to fair employment practices and training which promote diversity and result in a quality workforce.

Overview

Each year, the City of Plano reaffirms its commitment to Equal Employment and to preserving those protections embodied in federal and state laws and executive orders designed to promote affirmative action toward achieving equal employment opportunity. As part of this reaffirmation, the City of Plano expects its administrators, directors, and others who have administrative responsibility and authority to carry out the mandate of the City Manager and Executive Directors to pursue the shared commitment of fair employment practices of females and racial/ethnic minorities. Additionally, a condition of employment and continued employment with the City is that employees perform their duties in a manner that clearly reflects the principle of equal opportunity and that creates a supportive non-discriminatory atmosphere.

The 2008-09 Annual Summary of the City of Plano's Affirmative Action/Diversity Plan provides an overview of the utilization of females and ethnic/racial minorities in the City as compared with their statistical availability in Collin County. For the purpose of this report, Collin County shall be defined as the reasonable recruitment area and shall be called the "Civilian Labor Force" (CLF). The Census Bureau defines the CLF as people, age 16 or older, who are employed or seeking employment. These statistics exclude those in the Armed Forces. Where there is a valid statistical difference that indicates under-utilization of females or ethnic/racial minorities, recruitment practices are evaluated to determine if current practices should be modified.

To determine under-utilization, the City compares the percentage of protected class employees in various job classifications to the percentage in the available work force. This report presents an annual overview of our status toward the City's commitment to equal employment opportunity, reviews our initiatives established in the Affirmative Action Plan, and analyzes progress toward these initiatives.
The AAP-Summary includes the following:

- Data based on the most current completed plan year (October 1- September 30);
- A breakdown of the City's workforce as of September 30, 2009 by race, sex/gender and job category;
- A breakdown of the available workforce in the Collin County relevant labor market;
- A comparison of the breakdown of items one (1) and two (2) above;
- Summary of recruitment activities for AAP 08-09; and
- Notification of non-discrimination.

Data Source

Data provided in this report is as of September 30, 2009. Data sources used consist of the City of Plano PeopleSoft system and the 2000 EEO Supplementary Report: "Detailed Occupation of the Civilian Labor Force by Sex, Race and Hispanic Origin" issued by the Bureau of the Census. Both Census data and City of Plano PeopleSoft data may not add up to the total due to rounding. For the purpose of this report, ethnic/racial minority shall be defined as any racial/ethnic group(s) not classified as White.

Overview of Demographics

As of September 30, 2009, the City of Plano's workforce consisted of 2,032 full-time employees. This figure reflects a decrease of approximately 2% as compared to the City of Plano's full-time employee workforce as of September 30, 2008, which was 2073. Of the 2,032 employees, females made up 32% of the City's workforce. This reflected approximately 1% decrease in female representation for AAP year ending September 30, 2009 when compared to AAP 2008 and is approximately twelve percent (12%) less than the female representation for the 2000 U.S. Census data.

As of September 30, 2009, ethnic/racial minorities made up approximately 24% of the City's workforce. This reflected approximately a 1% increase in representation of ethnic/racial minorities for the City of Plano when compared to data as of September 30, 2008 and is approximately two percent (2%) more when compared to CLF ethnic/racial minority representation in the 2000 U.S. Census.

ENTITY	Total	% White	% Ethnic/ Racial Minority	Data Provided in %				
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COP FT Workforce 09-30-07	2,040	77.00	23.00	9.00	11.00	2.00	1.00	0.00
COP FT Workforce 09-30-06	2,001	78.00	22.00	9.00	11.00	2.00	1.00	0.00

The City of Plano continues to work diligently to improve the accessibility to employment opportunity information to all sectors of the population. These efforts include, but are not limited to, using the internet, attending job fairs, attending career fairs, participation in community programs and advertising in the printed media (i.e., professional journals and newspapers).

Finally, diversity training and workplace harassment is provided throughout the year through the Professional Development Center, the City's teaching arm of the Human Resources Department. During the 2008-09 AAP year, approximately thirty-nine (39) classes were conducted and were attended by five hundred ninety four (594) employees

Clarity of Organizational Objectives

The City of Plano Affirmative Action objectives are initiatives and are not number-driven. Rather, all efforts are directed toward recruitment/promotional strategies that improve the probability of increasing diversity within the applicant pools.

Summary Components

- Workforce Analysis: This report provides a summary of the City's employees by departmental structure and is a profile of the City of Plano's full-time employees by EEOC job category, race and gender. It consists of a number of reports organized by job categories and allows us to analyze patterns of employment by race and gender.

- Departmental Utilization Analysis: This analysis compares the current representation of minorities and women in our workforce to availability estimates to determine where we need to make greater efforts to reach parity and diversify the workforce.

  In some cases, an EEO Job Code may reflect an unreliable concentration and/or underutilization rating. This happens in the smaller departments/divisions.

- Availability Analysis: The Availability Analysis identifies the Collin County Civilian Labor Market. Data used in this analysis is obtained from the 2000 U.S. Census Bureau. We used Collin County as our available labor market because a majority of our full-time regular employees reside in Collin County.

  The EEO Job Groups are:

  -Officials and Administrators
  -Protective Service-Civil Service
  -Para Professional *
  -Professional
  -Office/Clerical
  -Service/Maintenance
  -Technical
  -Skilled Craft

Also included in this report is a statistical overview of new hire, termination and promotional activities for the City of Plano covering the October 1, 2008 – September 30, 2009 AAP year.

*Category eliminated during the 2000 census.

Workforce Analysis Summary

Workforce analysis summary is a listing of each job title as it appears in applicable payroll/budget records by EEO Category. For each job title, totals are provided by gender and ethnic group.

[illegible] Job Category [illegible]
OFFICIALS AND ADMINISTRATORS

Job Code	Description	Gender	Ethnic Group	Count
1X002	Deputy City Manager	M	WHITE	1
1X005	Director Budget & Research	F	WHITE	1
1X009	Chief Building Official	M	HISPA	1
1X010	City Attorney	F	WHITE	1
1X012	City Manager	M	WHITE	1
1X013	City Secretary	F	WHITE	1
1X015	Director Technology Services	M	WHITE	11
1X017	Director Finance	F	WHITE	1
1X018	Director Parks & Recreation	F	WHITE	1
1X020	Director Environmental Health	M	WHITE	1
1X022	Fire Chief	M	HISPA	1
1X024	Director Libraries	F	WHITE	1
1X025	Chief Municipal Court Judge	M	WHITE	1
1X029	Deputy City Manager	M	WHITE	1
1X030	Deputy City Manager	M	WHITE	1
1X036	Director Planning	F	WHITE	1
1X044	Director Economic Devel	F	WHITE	1
1X051	Director Property Standards	F	BLACK	1
1X168	Director Public Safety Comm	M	WHITE	1
1X669	Police Chief	M	WHITE	1
1X813	Director Emergency Manag	M	WHITE	1
1X823	Director Sustain. & Env. Serv.	F	WHITE	1
1X958	Director Public Works & Eng	M	WHITE	1
1X976	Deputy Director Libraries	F	WHITE	1
1X959	Assistant City Manager	F	BLACK	1
1X959	Assistant City Manager	M	WHITE	1

SUMMARY

Gender			
	Female	46%	12
	Male	54%	14
Ethnic Group			
	White	85%	22
	Black	8%	2
	Hispanic	8%	2
TOTAL		100%	26

[redacted]

Job Code	Description	Sex	Ethnic Group	Count
2F263	Food Sales & Services Supv	M	ASIAN	1
2F531	Plans Review Services Supv	M	ASIAN	1
2P001	Accountant I	F	BLACK	1
2P001	Accountant I	M	WHITE	1
2P006	Facilities Services Manager	M	WHITE	1
2P007	Assistant City Attorney III	F	ASIAN	1
2P007	Assistant City Attorney III	F	WHITE	1
2P007	Assistant City Attorney III	M	WHITE	1
2P010	Treasurer	F	WHITE	1
2P014	Community Services Manager	F	WHITE	1
2P028	Budget Manager	M	WHITE	1
2P029	Purchasing Manager	F	WHITE	1
2P033	Chief Purchasing Officer	M	WHITE	1
2P034	Chief Engineer-Development	M	WHITE	1
2P035	Chief Park Planner	M	WHITE	1
2P039	Utility Operations Supt	M	WHITE	2
2P043	Conv/Visitor's Bureau Manager	M	WHITE	1
2P045	Risk Manager	M	BLACK	1
2P047	Municipal Court Administrator	F	WHITE	1
2P048	Internal Audit Manager	M	WHITE	1
2P049	CIP Budget Coordinator	F	WHITE	1
2P052	Tennis Professional	M	WHITE	1
2P054	Health Manager	F	BLACK	1
2P057	Engineer II	M	ASIAN	1
2P069	Video Operations Manager	F	WHITE	1
2P071	Inspection Services Supv	F	HISPA	1
2P071	Inspection Services Supv	M	ASIAN	1
2P071	Inspection Services Supv	M	WHITE	3
2P073	Fire Budget Analyst	M	WHITE	1
2P092	Public Services Librarian, Sr	F	ASIAN	2
2P092	Public Services Librarian, Sr	F	HISPA	2
2P092	Public Services Librarian, Sr	F	WHITE	21
2P092	Public Services Librarian, Sr	M	WHITE	3
2P093	Public Services Librarian Supv	F	WHITE	4
2P093	Public Services Librarian Supv	M	WHITE	1
2P095	Library Manager	F	WHITE	2
2P095	Library Manager	M	WHITE	2
2P115	Park Operations Supt	F	WHITE	1

Job Code	Description	Sex	Ethnic Group	Count
2P124	Planner	F	BLACK	2
2P124	Planner	F	HISPA	1
2P124	Planner	M	WHITE	2
2P127	Police Administrative Manager	M	WHITE	1
2P128	Public Safety Comm Manager	F	WHITE	2
2P132	Police Planning/Research Coord	M	WHITE	1
2P141	Programmer Analyst I	M	WHITE	1
2P142	Systems & Programming Manager	M	WHITE	1
2P153	Records Manager	F	AMIND	1
2P166	Community Resources Mgr	F	WHITE	1
2P169	Budget Analyst, Sr	F	WHITE	2
2P180	Planner, Sr	F	WHITE	1
2P180	Planner, Sr	M	WHITE	1
2P188	Programmer Analyst, Sr	F	ASIAN	2
2P188	Programmer Analyst, Sr	F	WHITE	3
2P188	Programmer Analyst, Sr	M	ASIAN	2
2P188	Programmer Analyst, Sr	M	HISPA	1
2P188	Programmer Analyst, Sr	M	WHITE	4
2P190	Technical Manager	M	WHITE	1
2P198	Traffic Engineer II	M	WHITE	1
2P199	Pub. Wrks Supt Streets Drng	M	WHITE	1
2P265	Landscape Architect	M	WHITE	3
2P273	Plano Centre Manager	F	WHITE	1
2P300	Sales Consultant	F	WHITE	3
2P327	Cust/Utility Services Manager	F	WHITE	1
2P327	Cust/Utility Services Manager	M	WHITE	1
2P367	Children's Services Lib Supv	F	WHITE	5
2P387	First Assistant City Attorney	M	WHITE	1
2P388	Catalog/Process Librarian Supv	F	WHITE	1
2P389	Acquisition Librarian Supv	F	WHITE	1
2P391	Volunteer Resources Supervisor	F	WHITE	1
2P392	Chief Engineer-CIP	M	WHITE	1
2P393	Engineer, Sr	M	ASIAN	1
2P393	Engineer, Sr	M	WHITE	3
2P400	Municipal Reference Librarian	M	WHITE	1
2P401	Internal Auditor	M	HISPA	1
2P424	Network Engineer, Sr	M	WHITE	1
2P425	Network Engineer	F	ASIAN	1
2P425	Network Engineer	F	BLACK	1
2P425	Network Engineer	F	WHITE	2
2P425	Network Engineer	M	ASIAN	1

Job Code	Description	Sex	Ethnic Group	Count
2P425	Network Engineer	M	WHITE	4
2P426	Programmer Analyst II	F	WHITE	1
2P426	Programmer Analyst II	M	BLACK	1
2P426	Programmer Analyst II	M	WHITE	4
2P461	GIS Manager	M	WHITE	1
2P462	GIS Analyst	F	WHITE	1
2P465	Associate Judge	M	WHITE	1
2P471	Urban Forester	M	WHITE	1
2P482	Dir Bus Retention & Expansion	F	WHITE	1
2P522	Controller	F	WHITE	1
2P523	Animal Services Manager	M	WHITE	1
2P524	Park Services Manager	M	WHITE	1
2P525	Recreation Services Manager	F	WHITE	1
2P526	Planning Manager	F	WHITE	1
2P528	Transport Engineering Manager	M	BLACK	1
2P534	Traffic Engineer, Sr	M	WHITE	2
2P535	Police Budget Analyst	F	WHITE	1
2P541	Development Coordinator	F	WHITE	1
2P544	Dir Marketing & Redevelopment	M	WHITE	1
2P549	Webmaster	F	WHITE	1
2P559	GIS Analyst, Sr	F	ASIAN	1
2P559	GIS Analyst, Sr	M	WHITE	2
2P560	Human Resources Manager	F	BLACK	1
2P567	Budget Analyst II	M	BLACK	1
2P574	Radio System Manager	M	WHITE	1
2P579	Sales Consultant, Sr	F	WHITE	1
2P583	Crime Sc./Prop-Ev/Qrtrmstr Mgr	M	WHITE	1
2P584	Recreation Superintendent	F	WHITE	1
2P584	Recreation Superintendent	M	WHITE	1
2P585	Information Svcs Budget Anlyst	F	WHITE	1
2P586	Police Records Manager	F	WHITE	1
2P610	Public Safety System Spt Mgr	M	HISPA	1
2P624	Infrastructure Manager	M	AMIND	1
2P630	Traffic Engineer I	F	ASIAN	1
2P630	Traffic Engineer I	M	ASIAN	1
2P646	Desktop Manager	F	WHITE	1
2P648	Assistant City Attorney II	M	BLACK	1
2P654	CNC Engineer	M	BLACK	1
2P655	Financial Systems Manager	M	WHITE	1
2P667	Accountant II	F	WHITE	1
2P667	Accountant II	M	BLACK	1

Job Code Category 2
PROFESSIONAL

Job Code	Description	Sex	Ethnic Group	Count
2P671	Technology Services Manager	F	AMIND	1
2P689	Building Inspections Manager	M	WHITE	2
2P699	Compensation/Benefits Manager	F	WHITE	1
2P731	Court Systems Administrator	F	AMIND	1
2P733	Park Administrative Supt	F	WHITE	1
2P733	Park Administrative Supt	M	BLACK	1
2P759	Associate Judge, Sr	M	WHITE	1
2P760	Public Works Construction Supt	M	WHITE	1
2P766	Support Services Manager	M	WHITE	1
2P772	Benefits Specialist, Sr.	F	WHITE	1
2P774	Police Legal Advisor, Sr	M	WHITE	1
2P778	Storm Water Program Admin	M	WHITE	1
2P796	Fleet Superintendent	M	HISPA	1
2P797	Fleet Manager	M	WHITE	1
2P815	Organizational Develop Manager	M	WHITE	1
2P818	Compensation Specialist, Sr	F	WHITE	1
2P819	Genealogy Librarian Supervisor	M	WHITE	1
2P826	Commercial Divirsion Superv.	M	HISPA	1
2P827	Facilities Mtn. Superintendent	M	WHITE	1
2P831	HRIS Specialist	F	WHITE	1
2P840	Trail System Planner	F	WHITE	1
2P847	Nature Preserve Superintendent	M	WHITE	1
2P848	Park Renovation Project Coord	M	WHITE	1
2P849	Special Projects Manager	M	WHITE	1
2P850	Tech Services Operation Mgr	F	WHITE	1
2P853	Library Technology Coordinator	M	WHITE	1
2P873	Network Services Supervisor	M	WHITE	1
2P874	Envir. Educ. & Com. Outrch Mgr	F	WHITE	1
2P875	Compost Opers & Marketing Mgr	F	WHITE	1
2P903	Pub Wrks Asst Supt Streets Drg	M	WHITE	1
2P907	Park Superintendent	M	WHITE	3
2P914	Pub Wrks Supt Traffic Opers	M	WHITE	1
2P922	Public Works Operations Mgr	M	WHITE	1
2P942	Risk Program Manager	M	WHITE	1
2P945	Marketing Specialist	F	WHITE	1
2P952	Neighborhood Srvcs Sprvsr	F	HISPA	1
2P954	Sustain. Project Mgt. Coord.	M	BLACK	1
2P957	Accounting Supervisor	F	WHITE	2
2P960	Treasury Analyst II	F	HISPA	1
2P969	Sus. & Env. Srv Operations Mgr	M	WHITE	1
2P980	Creative Arts Complex Sprvsr	M	WHITE	1

EEO-4 Job Category 2
PROFESSIONAL

Job Code	Description	Sex	Ethnic Group	Count
5F649	Recreation Supervisor	F	BLACK	1
5F649	Recreation Supervisor	F	WHITE	8
5F649	Recreation Supervisor	M	BLACK	1
5F649	Recreation Supervisor	M	WHITE	4
6C622	Web Site Assistant	M	WHITE	1
5F289	Asst Rec Center Supv	F	WHITE	1
5F289	Asst Rec Center Supv	M	WHITE	1
5T316	Athletic Superintendent	M	WHITE	1

SUMMARY

Gender			
	Female	49%	119
	Male	51%	126
Ethnic Group			
	White	80%	196
	Black	7%	17
	Hispanic	5%	11
	Asian	7%	17
	American Ind/Native American	2%	4
TOTAL		101%	245

[illegible] Job Category 3
[illegible]

Job Code	Description	Sex	Ethnic Group	Count
3F059	Mapping/Information Supv	M	AMIND	1
3F798	Park Irrigation Maint. Supvsr	M	AMIND	1
3T575	Park Field Services Splst	M	AMIND	1
3T799	Storm Water Specialist	M	AMIND	1
3T109	Micrographics Tech, Sr	F	ASIAN	1
3T780	Env. Educ. & Com. Outreach Crd	F	ASIAN	1
3T940	Assistant Webmaster	F	ASIAN	1
3T030	GIS Tech	M	ASIAN	1
3T964	Fleet Coordinator	M	ASIAN	1
3T111	Property Standards Splst	F	BLACK	1
3T292	Engineering Tech	F	BLACK	1
3T569	Engineering Tech, Sr	F	BLACK	1
3T833	Public Information Coord, Sr.	F	BLACK	1
3F855	Police Quarter Master Supvs	M	BLACK	1
3T024	Facilities Mtn Mech, Sr	M	BLACK	1
3T026	Facilities Mtn Tech	M	BLACK	1
3T177	Print/Bindery Operator, Sr	M	BLACK	1
3T192	Publishing Coordinator	M	BLACK	1
3T201	Traffic Signal Tech II	M	BLACK	1
3T202	Traffic Signal Tech I	M	BLACK	1
3T325	Code Compliance Inspector	M	BLACK	1
3T458	Signs & Markings Tech	M	BLACK	1
3T570	Transportation Engrng Tech, Sr	M	BLACK	1
3T638	Electrical Inspector, Sr	M	BLACK	1
3T666	Theater Technician	M	BLACK	1
3T692	Desktop Technician Sr.	M	BLACK	1
3T542	Commercial Recycling Coord	F	BLACK	2
8M857	Police Quarter Master Asst	F	BLACK	2
3T025	Facilities Mtn Mech II	M	BLACK	2
3T111	Property Standards Splst	M	BLACK	2
3T060	Environmental Health Splst	F	BLACK	3
3F097	Library Tech	F	HISPA	1
3T030	GIS Tech	F	HISPA	1
3T111	Property Standards Splst	F	HISPA	1
3T125	Planning Tech	F	HISPA	1
3T126	Plans Examiner	F	HISPA	1
3T211	Video Producer	F	HISPA	1
3T253	Code Compliance Rep	F	HISPA	1
3T298	Claims Coord	F	HISPA	1
3T380	Criminalist	F	HISPA	1

Job Code	Description	Sex	Ethnic Group	Count
3T025	Facilities Mtn Mech II	M	HISPA	1
3T041	Construction Inspector	M	HISPA	1
3T126	Plans Examiner	M	HISPA	1
3T253	Code Compliance Rep	M	HISPA	1
3T784	Backflow Prevention Inspector	M	HISPA	1
3T841	Swimming Pool Technician	M	HISPA	1
5T674	Offsite Food Service Coord	M	HISPA	1
3T164	Sign Shop Tech	M	HISPA	2
3T458	Signs & Markings Tech	M	HISPA	2
3T765	CUS Field Technician, Sr	M	HISPA	2
3F487	Property Unit Supervisor	F	WHITE	1
3F641	Criminalist Supervisor	F	WHITE	1
3T030	GIS Tech	F	WHITE	1
3T060	Environmental Health Splst	F	WHITE	1
3T125	Planning Tech	F	WHITE	1
3T297	Telecommunications Analyst	F	WHITE	1
3T512	Desktop Technician	F	WHITE	1
3T542	Commercial Recycling Coord	F	WHITE	1
3T571	Planning Tech, Sr	F	WHITE	1
3T657	Household Chem Coll Technician	F	WHITE	1
3T790	Publishing Coordinator, Sr	F	WHITE	1
3T805	Emergency Mgt. Spec. Sr.	F	WHITE	1
3T846	Sustain. Communications Coord.	F	WHITE	1
3T852	9-1-1 Coordinator	F	WHITE	1
3T872	Park Natural Resrcs Spec	F	WHITE	1
3T953	Police Public Inform. Coord.	F	WHITE	1
3T965	Fleet Coordinator, Senior	F	WHITE	1
8M856	Police Quarter Master, Sr.	F	WHITE	1
5F665	Theater Venue Supervisor	F	WHITE	1
3F033	Construction Inspection Supv	M	WHITE	1
3F828	Facilities Maint. Opers Supv	M	WHITE	1
3F844	Police Laboratory Safety Coord	M	WHITE	1
3T032	Building Inspector	M	WHITE	1
3T060	Environmental Health Splst	M	WHITE	1
3T070	Transportation Engineerng Tech	M	WHITE	1
3T214	Pumping Fac Instrument Tech	M	WHITE	1
3T266	Loss Control Splst	M	WHITE	1
3T280	Rehabilitation Estimator	M	WHITE	1
3T302	Audio/Visual Tech	M	WHITE	1
3T323	Electrical Inspector	M	WHITE	1
3T392	Utility Coordinator, Senior	M	WHITE	1
3T394	Radio Technician	M	WHITE	1
3T412	Meter Shop Tech	M	WHITE	1

FEB 4 Job Category 3
TECHNICIANS

Job Code	Description	Sex	Ethnic Group	Count
3T458	Signs & Markings Tech	M	WHITE	1
3T508	GIS Tech, Sr	M	WHITE	1
3T542	Commercial Recycling Coord	M	WHITE	1
3T560	Fire Research Analyst	M	WHITE	1
3T570	Transportation Engrng Tech, Sr	M	WHITE	1
3T573	Radio System Coord	M	WHITE	1
3T591	Rehabilitation Estimator, Sr	M	WHITE	1
3T636	Code Compliance Inspector, Sr	M	WHITE	1
3T642	Property Standards Splst, Sr	M	WHITE	1
3T651	Video Engineer	M	WHITE	1
3T657	Household Chem Coll Technician	M	WHITE	1
3T666	Theater Technician	M	WHITE	1
3T692	Desktop Technician Sr.	M	WHITE	1
3T732	Park Technology Specialist	M	WHITE	1
3T738	Forestry Technician	M	WHITE	1
3T742	Park Compliance Coordinator	M	WHITE	1
3T764	CUS Field Technician	M	WHITE	1
3T765	CUS Field Technician, Sr	M	WHITE	1
3T790	Publishing Coordinator, Sr	M	WHITE	1
3T799	Storm Water Specialist	M	WHITE	1
3T805	Emergency Mgt. Spec. Sr.	M	WHITE	1
3T862	Rental Inspector	M	WHITE	1
3T936	Utility Coordinator	M	WHITE	1
3T956	Emergency Management Specialist	M	WHITE	1
3T963	PSC Computer Operations Coord.	M	WHITE	1
5T879	Athletic Coordinator	M	WHITE	1
5T901	Park Ranger	M	WHITE	1
7F979	Backflow & Meter Srvcs Sprvsr	M	WHITE	1
7M863	Irrigation Programming Tech.	M	WHITE	1
7T918	Welder Fabricator	M	WHITE	1
8F829	Facilities Tech. Opers. Spvr.	M	WHITE	1
8F882	Park Field Services Supervisor	M	WHITE	1
8M857	Police Quarter Master Asst	M	WHITE	1
5F913	Special Waste Services Supvsr	M	WHITE	1
3T054	Mapping/Information Tech	F	WHITE	2
3T109	Micrographics Tech, Sr	F	WHITE	2
3T111	Property Standards Splst	F	WHITE	2
3T126	Plans Examiner	F	WHITE	2
3T833	Public Information Coord, Sr.	F	WHITE	2
8M857	Police Quarter Master Asst	F	WHITE	2
5F704	Recreation Complex Supervisor	F	WHITE	2
3F097	Library Tech	M	WHITE	2
3F200	Traffic Supv	M	WHITE	2

Job Code	Description	Sex	Ethnic Group	Count
3F641	Criminalist Supervisor	M	WHITE	2
3F736	Park Irrigation Tech Supv	M	WHITE	2
3T024	Facilities Mtn Mech, Sr	M	WHITE	2
3T201	Traffic Signal Tech II	M	WHITE	2
3T267	Facilities Construct Coord, Sr	M	WHITE	2
3T405	Police Crime Analyst	M	WHITE	2
3T638	Electrical Inspector, Sr	M	WHITE	2
3T784	Backflow Prevention Inspector	M	WHITE	2
3T026	Facilities Mtn Tech	M	WHITE	3
3T211	Video Producer	M	WHITE	3
3T512	Desktop Technician	M	WHITE	3
3T637	Building Inspector, Sr	M	WHITE	3
3T639	Plumbing Inspector, Sr	M	WHITE	3
3T380	Criminalist	F	WHITE	4
3T780	Env. Educ. & Com. Outreach Crd	F	WHITE	4
3T025	Facilities Mtn Mech II	M	WHITE	4
3T111	Property Standards Splst	M	WHITE	4
3T290	Facilities Mtn Tech, Sr	M	WHITE	4
3T380	Criminalist	M	WHITE	4
3T631	Environmental Health Splst, Sr	M	WHITE	4
3F097	Library Tech	F	WHITE	5
3T041	Construction Inspector	M	WHITE	5
3T172	Construction Inspector, Sr	M	WHITE	6

SUMMARY

Gender			
	Female	32%	69
	Male	68%	150
Ethnic Group			
	White	74%	160
	Black	13%	28
	Hispanic	10%	22
	Asian	2%	5
	American Ind/Native American/	2%	4
TOTAL		101%	219

Job Code	Description	Sex	Ethnic Group	Count
4F087	Jail Supv	M	WHITE	6
4P013	Assistant Fire Chief	M	WHITE	4
4P277	Battalion Chief	M	WHITE	6
4P278	Assistant Police Chief	M	BLACK	1
4P390	Jail Manager	M	BLACK	1
4P865	Battalion Chief	M	WHITE	3
4S001	Fire Rescue Specialist	F	WHITE	2
4S001	Fire Rescue Specialist	M	AMIND	2
4S001	Fire Rescue Specialist	M	BLACK	3
4S001	Fire Rescue Specialist	M	HISPA	6
4S001	Fire Rescue Specialist	M	WHITE	170
4S005	Police Officer	F	BLACK	1
4S005	Police Officer	F	HISPA	2
4S005	Police Officer	F	WHITE	29
4S005	Police Officer	M	AMIND	2
4S005	Police Officer	M	ASIAN	3
4S005	Police Officer	M	BLACK	25
4S005	Police Officer	M	HISPA	23
4S005	Police Officer	M	WHITE	195
4S014	Fire Apparatus Operator	F	WHITE	2
4S014	Fire Apparatus Operator	M	AMIND	1
4S014	Fire Apparatus Operator	M	ASIAN	1
4S014	Fire Apparatus Operator	M	HISPA	1
4S014	Fire Apparatus Operator	M	WHITE	46
4S017	Fire Captain	F	WHITE	1
4S017	Fire Captain	M	WHITE	32
4S018	Fire Lieutenant	M	ASIAN	1
4S018	Fire Lieutenant	M	HISPA	1
4S018	Fire Lieutenant	M	WHITE	12
4S022	Police Sergeant	F	HISPA	1
4S022	Police Sergeant	F	WHITE	6
4S022	Police Sergeant	M	AMIND	1
4S022	Police Sergeant	M	HISPA	3
4S022	Police Sergeant	M	WHITE	27
4S037	Police Lieutenant	M	WHITE	13
4S058	Police Captain	F	WHITE	1
4S058	Police Captain	M	WHITE	3
4S320	Public Safety Officer	F	HISPA	1
4S320	Public Safety Officer	F	WHITE	5
4S320	Public Safety Officer	M	BLACK	1

Job Code	Description	Sex	Ethnic Group	Count
4S320	Public Safety Officer	M	HISPA	2
4S320	Public Safety Officer	M	WHITE	8
4S345	Jailer	F	BLACK	2
4S345	Jailer	F	HISPA	2
4S345	Jailer	F	WHITE	3
4S345	Jailer	M	BLACK	4
4S345	Jailer	M	HISPA	3
4S345	Jailer	M	WHITE	13
4S596	Public Safety Officer Supv	F	HISPA	1
4S596	Public Safety Officer Supv	F	WHITE	1
4S866	Fire Rescue Specialist	F	WHITE	2
4S866	Fire Rescue Specialist	M	HISPA	1
4S866	Fire Rescue Specialist	M	WHITE	6
4S867	Fire Captain	F	WHITE	1
4S867	Fire Captain	M	BLACK	1
4S867	Fire Captain	M	WHITE	4
4S868	Fire Lieutenant	M	HISPA	1
4S868	Fire Lieutenant	M	WHITE	9

SUMMARY

Gender			
	Female	9%	63
	Male	91%	645
Ethnic Group			
	White	86%	610
	Black	6%	39
	Hispanic	7%	48
	Asian	1%	5
	American Ind/Native American	1%	6
TOTAL		100%	708

DISCONTINUED CATEGORY: PARA-PROFESSIONAL

Due to the elimination of the Para-Professional job category during Census 2000, positions previously in this category were redistributed

FEO 4 Job Category 6
OFFICE CLERICAL

Job Code	Description	Sex	Ethnic Group	Count
6C008	Administrative Assistant, Sr	F	AMIND	1
6C068	Administrative Assistant, Exec	F	AMIND	1
6C729	Plano Centre Financial Splst	F	AMIND	1
5T152	Recreation Coordinator	F	AMIND	1
6C518	Administrative Coordinator	F	ASIAN	1
6C792	Cultural Programs Coordinator	F	ASIAN	1
6C931	Crime Prevention Specialist	F	ASIAN	1
5T152	Recreation Coordinator	F	ASIAN	1
6C287	Municipal Court Clerk II	F	ASIAN	2
6C971	Library Srvcs Representative	F	ASIAN	2
6C023	Booking/Event Coordinator	F	BLACK	1
6C161	Administrative Assistant	F	BLACK	1
6C286	Municipal Court Clerk, Sr	F	BLACK	1
6C346	Customer Service Rep	F	BLACK	1
6C516	Library Assistant	F	BLACK	1
6C518	Administrative Coordinator	F	BLACK	1
6C563	Community Devel Coordinator	F	BLACK	1
6C612	Account Clerk II	F	BLACK	1
6C754	Police Open Records Assistant	F	BLACK	1
6C756	Human Resources Generalist, Sr	F	BLACK	1
6C773	Police Open Records Asst, Sr	F	BLACK	1
6C838	Buyer II	F	BLACK	1
6C839	Buyer, Senior	F	BLACK	1
6C971	Library Srvcs Representative	F	BLACK	1
6F368	Municipal Court Clerk Supv	F	BLACK	1
6F861	Systems Support & Billing Spvs	F	BLACK	1
6C633	Inspection Assistant, Sr	F	BLACK	2
6C133	Police Records Assistant	F	BLACK	3
5T152	Recreation Coordinator	F	BLACK	3
6T130	Public Safety Comm Splst	F	BLACK	4
6C008	Administrative Assistant, Sr	F	BLACK	7
6C346	Customer Service Rep	F	HISPA	1
6C509	Municipal Court Clerk I	F	HISPA	1
6C516	Library Assistant	F	HISPA	1
6C565	Administrative Assistant, Tech	F	HISPA	1
6C612	Account Clerk II	F	HISPA	1
6C920	Permit Srvs Representative II	F	HISPA	1
6F859	Collections Supervisor	F	HISPA	1

Job Code	Description	Sex	Ethnic Group	Count
6C287	Municipal Court Clerk II	F	HISPA	2
6C556	Customer & Utility Svcs Rep Sr	F	HISPA	2
6C971	Library Srvcs Representative	F	HISPA	2
6C133	Police Records Assistant	F	HISPA	3
6C518	Administrative Coordinator	F	HISPA	3
6T130	Public Safety Comm Splst	F	HISPA	3
6C008	Administrative Assistant, Sr	F	HISPA	6
2P851	Sustainability Volunteer Coordinator	F	WHITE	1
6C005	Account Clerk I	F	WHITE	1
6C019	Assistant City Secretary	F	WHITE	1
6C068	Administrative Assistant, Exec	F	WHITE	1
6C154	Records Assistant	F	WHITE	1
6C170	Customer Service Rep, Sr	F	WHITE	1
6C476	Telecommunications Coord	F	WHITE	1
6C509	Municipal Court Clerk I	F	WHITE	1
6C538	Court Coordinator	F	WHITE	1
6C555	Customer & Utility Svcs Rep I	F	WHITE	1
6C563	Community Development Coord	F	WHITE	1
6C568	Budget and Grant Coord	F	WHITE	1
6C578	Human Resources Assistant, Sr	F	WHITE	1
6C661	Quality Assurance Coordinator	F	WHITE	1
6C673	Catering Sales Coordinator	F	WHITE	1
6C683	Legal Secretary, Sr	F	WHITE	1
6C693	CAPERS Coordinator	F	WHITE	1
6C720	Field Service Specialist	F	WHITE	1
6C724	Retirement Specialist	F	WHITE	1
6C743	CIS Systems Specialist	F	WHITE	1
6C746	Collections Representative, Sr	F	WHITE	1
6C763	Video Production Coordinator	F	WHITE	1
6C788	Police Training Assistant	F	WHITE	1
6C793	Event Supervisor	F	WHITE	1
6C795	Community Dev Coord. Sr.	F	WHITE	1
6C806	Fire Open Records Assistant	F	WHITE	1
6C825	Juvenile Case Manager	F	WHITE	1
6C838	Buyer II	F	WHITE	1
6C842	Buyer I	F	WHITE	1
6C910	Police Terminal Agency Coord.	F	WHITE	1
6C919	Permit Srvs Representative I	F	WHITE	1
6C921	Permit Srvs Representative Sr.	F	WHITE	1
6C924	Paralegal, Senior	F	WHITE	1
6C938	Franchised Utilities Coord.	F	WHITE	1
6F368	Municipal Court Clerk Supv	F	WHITE	1
6F715	Payroll Supervisor	F	WHITE	1

EEO 4 Job Category 6
OFFICE CLERICAL

Job Code	Description	Sex	Ethnic Group	Count
6F860	Call Center Supervisor	F	WHITE	1
6T460	Public Safety Comm Educ Rep	F	WHITE	1
5T904	Compliance Coordinator, Sr.	F	WHITE	1
5T443	Gymnastics Head Coach	F	WHITE	1
6C009	Administrative Asst to DCM	F	WHITE	2
6C023	Booking/Event Coordinator	F	WHITE	2
6C143	Property/Evidence Splst	F	WHITE	2
6C346	Customer Service Rep	F	WHITE	2
6C351	Police Alarm Assistant	F	WHITE	2
6C652	Customer & Util Service Rep II	F	WHITE	2
6C664	Systems Support Coord, Senior	F	WHITE	2
6C744	Billing Representative, Sr	F	WHITE	2
6C756	Human Resources Generalist, Sr	F	WHITE	2
6C775	Police Records Assistant Sr.	F	WHITE	2
6F981	Buyer Supervisor	F	WHITE	2
6T148	Mail Clerk	F	WHITE	2
6C220	Public Information Assistant	F	WHITE	3
6C420	Legal Secretary	F	WHITE	3
6C565	Administrative Assistant, Tech	F	WHITE	3
6C612	Account Clerk II	F	WHITE	3
6C920	Permit Srvs Representative II	F	WHITE	3
6F520	Police Records Supv	F	WHITE	3
6T375	Public Safety Comm Train Coord	F	WHITE	3
6C613	Account Clerk, Sr	F	WHITE	5
6F129	Public Safety Comm Supv	F	WHITE	5
6F517	Library Support Supv	F	WHITE	5
6C286	Municipal Court Clerk, Sr	F	WHITE	7
6C516	Library Assistant	F	WHITE	7
6C518	Administrative Coordinator	F	WHITE	7
5F415	Administrative Support Supv	F	WHITE	7
6C161	Administrative Assistant	F	WHITE	8
6C556	Customer & Utility Svcs Rep Sr	F	WHITE	8
6C287	Municipal Court Clerk II	F	WHITE	10
5T152	Recreation Coordinator	F	WHITE	12
6C133	Police Records Assistant	F	WHITE	19
6T130	Public Safety Comm Splst	F	WHITE	29
6C971	Library Srvcs Representative	F	WHITE	33
6C008	Administrative Assistant, Sr	F	WHITE	41
6C839	Buyer, Senior	M	ASIAN	1
6C133	Police Records Assistant	M	BLACK	1
6C239	Fleet Representative	M	BLACK	1
6T130	Public Safety Comm Splst	M	BLACK	3

[illegible]

Job Code	Description	Sex	Ethnic Group	Count
5T152	Recreation Coordinator	M	BLACK	3
6C286	Municipal Court Clerk, Sr	M	HISPA	1
6C475	Day Labor Center Coordinator	M	HISPA	1
6C661	Quality Assurance Coordinator	M	HISPA	1
6C971	Library Srvcs Representative	M	HISPA	1
6F722	Field Service Supervisor	M	HISPA	1
6F858	Day Labor Center Supervisor	M	HISPA	1
6T130	Public Safety Comm Splst	M	HISPA	1
6T478	Print/Bindery Operator	M	HISPA	1
5T443	Gymnastics Head Coach	M	HISPA	1
5T152	Recreation Coordinator	M	HISPA	1
5T374	Senior Services Van/Bus Driver	M	HISPA	1
6C720	Field Service Specialist	M	HISPA	2
6C351	Police Alarm Assistant	M	WHITE	1
6C475	Day Labor Center Coordinator	M	WHITE	1
6C564	Public Safety Comm Opers Crd	M	WHITE	1
6C582	Specification Analyst	M	WHITE	1
6C720	Field Service Specialist	M	WHITE	1
6C943	CUS Systems Specialist	M	WHITE	1
6F129	Public Safety Comm Supv	M	WHITE	1
5F415	Administrative Support Supv	M	WHITE	1
6C143	Property/Evidence Splst	M	WHITE	2
6C287	Municipal Court Clerk II	M	WHITE	2
6C664	Systems Support Coord, Senior	M	WHITE	2
6C971	Library Srvcs Representative	M	WHITE	5
5T152	Recreation Coordinator	M	WHITE	9
6T130	Public Safety Comm Splst	M	WHITE	17

SUMMARY

Gender			
	Female	84%	362
	Male	16%	68
Ethnic Group			
	White	77%	333
	Black	10%	43
	Hispanic	10%	41
	Asian	2%	9
	American Ind/Native American	1%	4
TOTAL		100%	430

[illegible] Category 7
Skilled Craft

Job_Code	Description	Sex	Ethnic Group	Count
7M064	Equipment Operator, Sr	F	WHITE	1
7M493	Trail Mtn Tech	M	WHITE	1
7M955	Asst Compost Opers Supervisor	M	WHITE	1
7T694	Apprentice Automotive Tech	M	WHITE	1
8M933	Park Sign Technician	M	WHITE	1
7M309	Electrical Tech	M	WHITE	2
7F066	Fleet Supervisor	M	WHITE	3
7M306	Playground Mtn Tech	M	WHITE	3
7M311	Chemical Application Tech	M	WHITE	3
7T695	Fire Emergency Vehicle Tech	M	WHITE	3
7T104	Automotive Tech	M	WHITE	4
7M307	Irrigation Tech	M	WHITE	5
7T215	Water Pump Station Opr	M	WHITE	5
7T105	Heavy Truck & Equip Tech	M	WHITE	10
7M064	Equipment Operator, Sr	M	WHITE	13
7M063	Equipment Operator	M	WHITE	16
7T079	Golf Course/Park Op Equip Mech	M	HISPA	1
7M307	Irrigation Tech	M	HISPA	2
7M311	Chemical Application Tech	M	HISPA	2
7T104	Automotive Tech	M	HISPA	3
7M063	Equipment Operator	M	HISPA	13
7M064	Equipment Operator, Sr	M	HISPA	14
7T104	Automotive Tech	M	BLACK	1
7M063	Equipment Operator	M	BLACK	3
7M064	Equipment Operator, Sr	M	BLACK	6
7T105	Heavy Truck & Equip Tech	M	ASIAN	1

SUMMARY

Gender			
	Female	1%	1
	Male	99%	117
Ethnic Group			
	White	61%	72
	Black	8%	10
	Hispanic	30%	35
	Asian	1%	1
	American Ind/Native American		
TOTAL		100%	118

[illegible] Category 8
SERVICE MAINTENANCE

Job Code	Description	Sex	Ethnic Group	Count
8F730	Food Outlet Supervisor	M	ASIAN	1
8M511	Facilities Services Rep, Sr	M	ASIAN	1
8M605	Banquet Supervisor	M	ASIAN	1
5T381	Banquet Server	M	ASIAN	1
5T906	Recreation Aide	F	BLACK	1
8F047	Facilities Services Supv	M	BLACK	1
8F435	Athletic Field Mtn Supv	M	BLACK	1
8M048	Custodian	M	BLACK	1
8M226	Plano Centre Attendant	M	BLACK	1
8M338	Crew Leader, Sr	M	BLACK	1
8M835	Animal Services Officer II	M	BLACK	1
8F343	Street/Drainage Supv	M	BLACK	2
8F597	Env. Waste Serv. Supervisor	M	BLACK	2
8M157	Refuse Collector	M	BLACK	2
8M156	Route Driver, Sr	M	BLACK	3
8M332	Crew Leader	M	BLACK	6
8M101	Labor/Mtn Worker	M	BLACK	14
8M155	Route Driver	M	BLACK	20
8M106	Meter Reader	F	HISPA	1
8M226	Plano Centre Attendant	F	HISPA	1
8M835	Animal Services Officer II	F	HISPA	1
8M226	Plano Centre Attendant	M	HISPA	1
8M473	Banquet Chef	M	HISPA	1
8M511	Facilities Services Rep, Sr	M	HISPA	1
8M588	Executive Chef	M	HISPA	1
8M650	Van Driver	M	HISPA	1
8M835	Animal Services Officer II	M	HISPA	1
5T472	Food Services Coord	M	HISPA	1
5T381	Banquet Server	F	HISPA	2
7M908	Irrigation Installer	M	HISPA	2
8M383	Facilities Services Rep	M	HISPA	2
8M915	Fire Hydrant Technician	M	HISPA	2
8F437	Park District Assistant Supv	M	HISPA	4
8M338	Crew Leader, Sr	M	HISPA	7
8M155	Route Driver	M	HISPA	8
8M332	Crew Leader	M	HISPA	10
8M101	Labor/Mtn Worker	M	HISPA	29
8M157	Refuse Collector	F	WHITE	1
8M338	Crew Leader, Sr	F	WHITE	1
5T381	Banquet Server	F	WHITE	1
7M843	Park Plumbing Technician	M	WHITE	1

EEO 4 Job Category 8
SERVICE MAINTENANCE

Job Code	Description	Sex	Ethnic Group	
8F212	Inventory Control Supervisor	M	WHITE	1
8F362	Head Greenskeeper	M	WHITE	1
8F434	Park Support Services Supv	M	WHITE	1
8F539	Plano Centre Sup Svcs Supv	M	WHITE	1
8F679	Compost Operations Supv	M	WHITE	1
8F721	Field Technology Supervisor	M	WHITE	1
8M106	Meter Reader	M	WHITE	1
8M157	Refuse Collector	M	WHITE	1
8M473	Banquet Chef	M	WHITE	1
8M923	Van Driver Supervisor	M	WHITE	1
8F714	Animal Services Supervisor	F	WHITE	2
8M836	Animal Services Officer, Sr.	F	WHITE	2
8M213	Inventory Control Technician	M	WHITE	2
8M835	Animal Services Officer II	M	WHITE	2
8F343	Street/Drainage Supv	M	WHITE	3
8F597	Env. Waste Serv. Supervisor	M	WHITE	3
8F436	Park District Supv	M	WHITE	4
8M182	Inventory Control Tech, Sr	M	WHITE	4
8F344	Utility Operations Supv	M	WHITE	5
8F437	Park District Assistant Supv	M	WHITE	5
8M835	Animal Services Officer II	F	WHITE	12
8M332	Crew Leader	M	WHITE	12
8M155	Route Driver	M	WHITE	21
8M338	Crew Leader, Sr	M	WHITE	24
8M101	Labor/Mtn Worker	M	WHITE	35

SUMMARY

Gender			
	Female	*9%*	*25*
	Male	*91%*	*261*
Ethnic Group			
	White	*52%*	*150*
	Black	*20%*	*56*
	Hispanic	*27%*	*76*
	Asian	*1%*	*4*
	American Ind/Native American	*0%*	*0*
TOTAL		*100%*	*286*

Departmental Utilization Analysis

This analysis compares the current representation of minorities and females in our workforce to availability estimates to determine where we need to make greater efforts to reach parity and diversify the workforce.

U = Indicates that there is an underutilization of females and/or minorities. In such cases, there is a need for expanded recruitment in that respective area. Because the above data is presented in a manner which separates the department into divisions, one can readily identify if the underutilization is in a particular area or if it is department-wide.

C = Indicates that there is a concentration of females and/or minorities. In such cases, a review shall be done to ensure that the concentration is not clustered in entry-level positions.

-- = Falls within utilization range.

Departmental Utilization Analysis Range

SEPTEMBER 30, 2009

CIVILIAN LABOR FORCE

Total	Total Females	Total Ethnic/Racial Minorities
275,190	44%	22%

Within Range Total Employees	Underutilization Total Females	Concentration Total Ethnic Minorities
2032 100%	651 32% 35%=U 53%=C	489 24% 18%= U26%=C

Department	CC		Female		Utilization			Minority		Utilization		
Division	#	Total	#	%	U	C	--	#	%	U	C	--
City Manager's Office												
City Manager	1112	4	3	75			--	2	50			--
ACM-Public Services												
Pub Services & Oper	1611	1	0	00			--	0	00			--
ACM Administration												
Administration	1121	2	1	50			--	0	00			--
ACM-Com-Bus Tech												
Com-Bus Tech	1511	2	1	50			--	0	00			--
City Attorney's Office												
Legal Administration	1113	11	8	73		C		2	18			--
Municipal Court Judge												
Juvenile Case Manager	86276	1	1	100			--	0	00			--
Municipal Court Judge	1114	5	2	40			--	1	20			--
City Secretary's Office												
City Secretary	1115	3	3	100		C		0	00			--
Public Information												
Public Info	1116	6	6	100		C		2	33			--
Publishing	1195	3	1	33			--	1	33			--
Records Management	1321	5	5	100		C		3	60		C	
Gov Access/CATV	18181	7	3	43			--	1	14			--
Website Design	18281	2	2	100			--	1	50			--
Print Shop	63322	3	1	33			--	2	67			--
Mail Service	63323	2	2	100			--	0	00			--

Departmental Utilization Analysis Range

Department / Division	CC #	Total	Female Utilization #	Female Utilization %	Female Utilization U	Female Utilization C	Female Utilization --	Minority Utilization #	Minority Utilization %	Minority Utilization U	Minority Utilization C	Minority Utilization --
Finance												
Finance Admin	1211	2	2	100			--	1	50			--
Accounting	1212	17	15	88		C		3	18			
Municipal Ct. Admin	1214	33	30	91		C		9	27			--
Treasury	1217	2	2	100			--	1	50			--
Finance Sys Admin	1219	2	0	00			--	1	50			--
Purchasing	1361	10	7	70			C	3	30			-
Warehouse Operator	64364	7	0	0	U			0	00	U		
Risk Management	65117	5	2	40			--	2	40			--
Budget & Research												
Budget & Research	1213	6	4	67			--	1	17			--
Internal Audit												
Internal Audit	1216	2	1	50			--	0	00			--
Human Resources												
HR Admin	1381	12	12	100		C		3	25			--
Professional Develop	1384	4	3	75			--	1	25			--
Police												
Police-Civil Service	1532	341	40	12	U			64	19			--
Police-Civilian	1532	147	87	59		C		32	22			--
Tri-City Academy	1536	1	1	100			--	0	00			--
Municipal Court Security	55232	1	0	00			--	1	100			--
Traffic Safety Fund	87282	1	0	00			--	0	00			--
Information Services												
Telecommunication	66397	4	3	75			--	00	00	U		
Technology Services	66395	37	15	41			--	9	24			--
Public Safety Sys Supp	66396	9	1	11	U			4	45		C	
Fire												
Fire-Civil Service	1552	320	8	2	U			22	7	U		
Fire Civilian	1555	11	9	83		C		00	00	U		
Homeland Security												
Homeland Security	1556	5	2	40			--	0	00	U		

Departmental Utilization Analysis Range

Department Division	CC	Total	Female Utilization #	%	U	C	--	Minority Utilization #	%	U	C	--
Environmental Health												
Environmental Health	1582	16	10	62		C		6	37		C	
Animal Services	1583	23	18	78		C		3	13	U		
Public Safety Communications												
PSC	1534	82	53	65		C		13	16	U		
Parks & Recreation												
VIP Program	1385	1	1	100			--	0	00			--
P & R Admin	1631	2	2	100			--	0	00			--
Creative Arts	1632	5	2	40			--	2	40			--
Market/Spec Event	1633	2	2	100			--	0	00			--
Park Field Services	1634	8	0	00	U			3	38			--
Park Planning	1635	8	3	38			--	1	12			--
Athletics	1636	5	0	00	U			2	40			--
Athletics Field Maint	1637	12	0	00	U			8	67		C	
PARD Tech Services	1638	4	3	75			--	2	50			--
Park Service Admin	1641	4	3	75			--	0	00			--
Parks Support	1643	20	0	00	U			5	25			--
Ground Maint #1	1644	17	0	00	U			11	65		C	
Sports Turf Maint	1647	19	0	00	U			7	39		C	
Ground Maint #2	1648	15	0	00	U			8	53		C	
Natural Resources	1649	6	3	50			--	3	50		C	
Recreation Admin	1651	4	3	75			--	0	00			--
Special Programs	1653	2	2	100			--	0	00			--
Aquatics	1654	2	1	50			--	0	00			--
Tennis Center	1655	2	0	00			--	0	00			--
Senior Services	1656	6	4	67			--	2	33			--
Grounds Maint #3	1658	13	0	00	U			4	31			--
Douglass Rec-Center	1661	4	2	50			--	4	100		C	
Aquatics/Rec-Center	1664	8	6	75		C		3	38			--
Liberty Rec Center	1665	5	2	40			--	1	20			--
Muehlenbeck Center	1667	8	3	38			--	1	12			--
Oak Pt Nat-Preserve	1668	3	1	33			--	0	00			--
Conv./ Visitors Bureau	46125	6	5	83		C		1	17			-
School Centers	1662	1	0	00			--	0	00			--

Departmental Utilization Analysis Range

Department			Female Utilization					Minority Utilization				
Division	CC	Total	#	%	U	C	--	#	%	U	C	--
Civic Center	46128	28	11	39			--	17	61		C	
Golf Course Maint	48673	6	0	00	U			2	33			-
Oak Pt Center	51813	2	2	100			--	0	00			--
Muehlenbeck Ctr.	51815	2	2	100			--	0	00			--
Fall Aquatics	51821	2	1	50			--	0	00			--
Aerobats	51865	3	2	67			--	1	33			--
Property Standards												
Property Standards	1619	17	8	47			--	7	41		C	
Rental Inspections	1623	1	0	00			--	0	00			--
Planning												
Planning Services	1622	35	22	63			C	12	34		C	
Utility Planning	41724	3	1	33			--	1	33			--
Engineering												
Neighborhood Maint	1719	1	0	00			--	0	00			--
Engineering	1721	31	8	26	U			7	23			--
Facilities	1352	22	2	9	U			6	27			--
Building Services	cv	6	0	00	U			6	100		C	
Utility Engineering	41723	2	0	00			--	1	50			--
Building Inspections												
Building Inspections	1624	38	16	42			--	12	32		C	
Library												
Library Admin	1681	8	5	62		C		1	12			--
Technical Services	1682	11	1	91		C		1	9	U		
Harrington	1683	19	19	100		C		5	26			--
Schimelpfenig	1684	21	17	81		C		2	10	U		
Haggard	1685	20	17	85		C		3	15			--
Municipal Reference	1686	4	1	25			--	0	00			--
Davis	1687	22	17	77		C		1	5	U		
Parr	1688	19	19	100		C		1	5	U		
Public Works												
Public Works Admin	1711	6	2	33			--	1	17			--
Streets	1742	36	1	3	U			24	67		C	

Departmental Utilization Analysis Range

Department		CC	Total	¤ Female Utilization					Minority Utilization				
	Division			#	%	U	C	--	#	%	U	C	--
	Signals	1743	13	0	00	U			3	23			--
	Signs and Markings	1744	11	0	00	U			6	55		C	
	Utility Maint Admin	41761	10	3	30			--	1	10	U		
	Utility District-3 W	41762	17	0	00	U			8	47		C	
	Utility District-2 E	41763	18	0	00	U			2	11	U		
	Pumping Facility	41764	13	1	8	U			1	8	U		
	Meter Services	41765	13	0	00	U			6	46		C	
	Utility District-1 N	41766	18	0	00	U			8	44		C	
	Backflow Operation	41769	4	0	00	U			1	25			--
	Utility Cut Service	41767	11	0	00	U			8	73		C	
	Municipal Drainage	47471	17	0	00	U			6	35		C	
	Muni Drainage Adm	47472	3	1	33			--	1	33			--
	Storm Water	47473	3	0	00			--	1	33			--
	Equip Serv Opr	61342	35	2	6	U			9	26			--
Sustainability & Environmental Services													
	Enviro Ed Comm	45712	9	9	100		C		2	22	U		
	Compost Operations	45714	15	2	13	U			0	0	U		
	Solid Waste Collect	45748	44	0	00	U			33	75		C	
	Solid Waste Admin	45749	7	6	86		C		2	29			-
	Special Waste	45751	10	2	20	U			3	30			-
	Commercial Recycling	45752	7	4	57			-	4	57		C	
Customer & Utility Services													
	Cust Utility Admin	41421	20	18	90		C		4	20			--
	Cust Utility Field	41422	21	7	33			--	7	33		C	
Economic Development Board													
	Eco Development	76226	5	4	80		C		0	00	U		

Availability/Utilization Analysis

The availability/utilization analysis is used to determine whether the City of Plano is adequately utilizing minorities and females in specific job groups. Availability is defined as the percentage of available ethnic/racial minorities and females with the skills required to perform in a specific job group. Availability percentages are developed for each EEO job group.

In some cases, an EEO Job Code may reflect an unreliable concentration and/or underutilization rating. This happens in the smaller Departments/Divisions.

The EEO Job Groups are:

- Officials and Administrators
- Professional
- Technical
- Para-Professional*
- Protective Service
- Office/Clerical
- Skilled Craft
- Service/Maintenance

Availability/Utilization Analysis

OFFICIALS AND ADMINISTRATORS - 1
As of SEPTEMBER 30, 2009

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	Total Ethnic Minority
CLF	64,795	57.00	10.00	2.00	3.00	4.00	0.00	1.00	28.00	5.00	2.00	2.00	1.00	0.00	0.00	15.00
COP Workforce 08-09	26	46.00	8.00	0.00	8.00	0.00	0.00	0.00	38.00	8.00	8.00	0.00	0.00	0.00	0.00	16.00
COP Workforce 07-08	27	52.00	7.00	0.00	7.00	0.00	0.00	0.00	33.00	7.00	7.00	0.00	0.00	0.00	0.00	15.00
COP Workforce 06-07	26	54.00	8.00	0.00	8.00	0.00	0.00	0.00	31.00	8.00	8.00	0.00	0.00	0.00	0.00	16.00

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 33.00%
<26.00% = Underutilization > 40.00% = Concentration
COP FEMALE WORKFORCE = 46.00%*
COP utilization % reflects concentration

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 15.00%
<12.00% = Underutilization > 18.00% = Concentration
COP MINORITY WORKFORCE = 16.00%
COP utilization % falls within utilization range

Availability/Utilization Analysis

PROFESSIONAL - 2
As of SEPTEMBER 30, 2009

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	Total Ethnic Minority
CLF	79,670	43.00	12.00	2.00	2.00	7.00	0.00	1.00	35.00	11.00	3.00	2.00	5.00	0.00	1.00	23.00
COP Workforce 08-09	245	41.00	10.00	4.00	2.00	4.00	0.00	0.00	39.00	9.00	3.00	2.00	3.00	1.00	0.00	19.00
COP Workforce 07-08	252	44.00	8.00	2.00	2.00	4.00	0.00	0.00	40.00	8.00	2.00	2.00	3.00	1.00	0.00	16.00
COP Workforce 06-07	250	43.00	7.00	2.00	1.00	4.00	0.00	0.00	41.00	8.00	2.00	1.00	4.00	1.00	0.00	15.00

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 46.00%
<37.00% = Underutilization > 55.00% = Concentration
COP FEMALE WORKFORCE = 48.00%
COP utilization % falls within utilization range

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 23.00%
<18.00% = Underutilization > 28.00% = Concentration
COP MINORITY WORKFORCE =19.00%

Availability/Utilization Analysis

TECHNICIANS - 3
As of SEPTEMBER 30, 2009

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	Total Ethnic Minority
CLF	4,765	38.00	11.00	2.00	5.00	3.00	0.00	1.00	39.00	11.00	3.00	4.00	3.00	0.00	1.00	22.00
COP Workforce 08-09	218	53.00	17.00	8.00	6.00	1.00	2.00	0.00	21.00	10.00	5.00	4.00	1.00	0.00	0.00	27.00
COP Workforce 07-08	232	55.00	16.00	8.00	5.00	1.00	2.00	0.00	19.00	8.00	4.00	3.00	1.00	0.00	0.00	25.00
COP Workforce 06-07	222	55.00	15.00	6.00	6.00	1.00	2.00	0.00	20.00	9.00	4.00	4.00	1.00	0.00	0.00	24.00

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 50.00%
<40.00% = Underutilization > 60.00% = Concentration
COP FEMALE WORKFORCE = 30.00%
COP underutilization in this category

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 22.00%
<18.00% = Underutilization > 26.00% = Concentration
COP MINORITY WORKFORCE = 27.00%
COP reflects concentration in this category

Availability/Utilization Analysis

PROTECTIVE SERVICE - 4
As of SEPTEMBER 30, 2009

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	Total Ethnic Minority
CLF	3,000	68.00	20.00	7.00	8.00	1.00	2.00	2.00	10.00	4.00	1.00	1.00	0.00	1.00	1.00	24.00
COP Workforce 08-09	708	79.00	13.00	5.00	6.00	1.00	1.00	0.00	7.00	1.00	0.00	1.00	0.00	0.00	0.00	14.00
COP Workforce 07-08	717	79.00	13.00	5.00	6.00	1.00	1.00	0.00	8.00	1.00	0.00	1.00	0.00	0.00	0.00	14.00
COP Workforce 06-07	717	79.00	12.00	4.00	6.00	1.00	1.00	0.00	8.00	2.00	1.00.	1.00	0.00	0.00	0.00	14.00

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 14.00%
<11.00% = Underutilization > 17.00% = Concentration
COP FEMALE WORKFORCE = 8.00%
COP reflects underutilization in this category

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 24.00%
<19% = Underutilization > 29.00% = Concentration
COP MINORITY WORKFORCE = 14.00%
COP reflects underutilization in this category.

Availability/Utilization Analysis

CATEGORY DELETED
PARA – PROFESSIONALS - 5
As of SEPTEMBER 30, 2009
Job Category deleted due to elimination during Census 2000

UTILIZATION STATISTICS

Due to the elimination of the Para-Professional job category during Census 2000, positions previously in this category were redistributed.

Availability/Utilization Analysis

OFFICE/CLERICAL - 6
As of SEPTEMBER 30, 2009

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	Total Ethnic Minority
CLF	68,925	32.00	6.00	2.00	3.00	1.00	0.00	0.00	50.00	12.00	3.00	5.00	3.00	0.00	1.00	18.00
COP Workforce 08-09	430	10.00	5.00	2.00	3.00	0.00	0.00	0.00	67.00	16.00	8.00	5.00	2.00	1.00	0.00	23.00
COP Workforce 07-08	451	10.00	4.00	1.00	3.00	0.00	0.00	0.00	66.00	19.00	9.00	7.00	2.00	1.00	0.00	24.00
COP Workforce 06-07	389	6.00	4.00	1.00	3.00	0.00	0.00	0.00	71.00	19.00	9.00	7.00	2.00	1.00	0.0	23.00

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 62.00%
<50.00% = Underutilization > 74.00% = Concentration
COP FEMALE WORKFORCE = 83.00%
COP reflects concentration in this category

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 18.00%
<14.00% = Underutilization > 22.00% = Concentration
COP MINORITY WORKFORCE = 23.00%
COP reflects concentration in this category

Availability/Utilization Analysis

SKILLED CRAFT - 7
As of SEPTEMBER 30, 2009

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	Total Ethnic Minority
CLF	16,290	66.00	25.00	3.00	19.00	1.00	1.00	1.00	6.00	3.00	1.00	1.00	1.00	0.00	0.00	28.00
COP Workforce 08-09	118	60.00	39.00	8.00	30.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00
COP Workforce 07-08	122	59.00	40.00	9.00	30.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
COP Workforce 06-07	119	60.00	40.00	10.00	29.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 9.00%
<7.00% = Underutilization >11.00% = Concentration
COP FEMALE WORKFORCE = 1.00%
COP reflects underutilization in this category

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 28.00%
<22.00% = Underutilization >34.00 % = Concentration
COP MINORITY WORKFORCE = 39.00%
COP reflects concentration in this category

Availability/Utilization Analysis

SERVICE MAINTENANCE - 8
As of SEPTEMBER 30, 2009

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	Total Ethnic Minority
CLF	36,610	31.00	26.00	4.00	19.00	2.00	0.00	1.00	28.00	15.00	3.00	9.00	3.00	0.00	0.00	41.00
COP Workforce 08-09	286	46.00	45.00	19.00	25.00	1.00	0.00	0.00	6.00	4.00	2.00	2.00	0.00	0.00	0.00	49.00
COP Workforce 07-08	272	46.00	45.00	18.00	25.00	2.00	0.00	0.00	7.00	3.00	1.00	2.00	0.00	0.00	0.00	48.00
COP Workforce 06-07	263	50.00	45.00	18.00	26.00	1.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF =43.00%
<34.00% = Underutilization >52.00% = Concentration
COP FEMALE WORKFORCE = 10.00%
COP reflects underutilization in this category

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 41.00%
<33.00% = Underutilization >49.00% = Concentration
COP MINORITY WORKFORCE = 49.00%
COP utilization % falls within utilization range

New Hire Report by EEO Job Category

AAP 08-09 hiring for females and ethnic minority distribution by EEO Job category is as follows.

NEW HIRES BY EEO JOB CATEGORY

JOB CATEGORY	MALE (78/67%)					FEMALE (38/33%)					
	W	B	H^	A	A/IN	W	B	H	A	A/IN	Total
AD/EXECUTIVE	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONAL	3	3	1	0	0	3	0	1	0	0	11
TECHNICIAN	3	1	0	0	0	2	0	1	0	0	7
PROTECTIVE SERVICE	7	1	1	0	0	2	1	0	0	0	12
OFFICE CLERICAL	4	2	0	1	0	20	3	3	1	0	34
SKILLED CRAFT	3	1	0	0	0	0	0	0	0	0	4
SERVICE MAINTENANCE	24	11	11	0	0	1	0	0	0	0	47
TOTAL # (2008-09)	44	19	14	1	0	28	4	5	1	0	116
TOTAL # (2007-08)	96	16	20	3	0	50	7	13	2	0	208

There were a total of 116 full time new hires during AAP 08- 09. Of this number, 44 or 38% were ethnic minority and 38 or 33% were female. This reflects a five percent (9%) increase hiring of ethnic minorities in AAP 08-9 when compared to AAP 07-08 and a one percent (1%) decrease in female new hires over AAP 07-08.

^Total includes "other" classification.

Separation Report by EEO Job Category

AAP 08-09 Separation of employment for females and ethnic minority distribution by EEO Job category is as follows:

SEPARATIONS BY EEO JOB CATEGORY

JOB CATEGORY	MALE (102/61%)					FEMALE (66/39%)					
	W	B	H	A	A/I	W	B	H	A	A/I	Total
AD/EXECUTIVE	2	0	0	0	0	1	0	0	0	0	3
PROFESSIONAL	15	0	0	0	0	7	0	0	0	0	22
TECHNICIAN	17	1	2	2	0	2	0	0	1	0	23
PROTECTIVE SERVICE	15	1	0	0	0	4	1	0	0	0	23
OFFICE CLERICAL^	3	0	1	1	0	32	5	7	2	0	51
SKILLED CRAFT	3	2	4	0	0	0	0	0	0	0	9
SERVICE MAINTENANCE	9	4	7	1	0	1	1	0	0	0	33
TOTAL # (2008-09)	76	8	14	4	0	49	7	7	3	0	168
TOTAL # (2007-08)	101	11	15	0	0	57	5	7	5	0	202

There were a total of 168 separations for AAP 08-09. Of this number, 43 or 26% were ethnic minority and 66 or 39 % were female. This reflects a three (4%) percent increase in ethnic minorities separating employment with the City in AAP 08-09 when compared to AAP 07-08 and a two percent (2%) decrease in separation of females over AAP 07-08.

Promotion Report by EEO Job Category

AAP 08-09 Promotions for females and ethnic minority distribution by EEO Job category is as follows.

PROMOTIONS BY EEO CATEGORY

JOB CATEGORY	MALE ((69/65%)					FEMALE (37/35%)					
	W	B	H	A	A/I	W	B	H	A	A/I	Total
AD/EXECUTIVE	1	0	0	0	0	4	0	0	0	0	5
PROFESSIONAL	6	1	0	1	0	6	2	1	1	1	19
TECHNICIAN	6	0	0	1	0	1	0	0	0	0	8
PROTECTIVE SERVICE	23	1	0	0	0	0	0	0	0	0	24
OFFICE CLERICAL	3	0	2	0	0	9	4	1	0	0	19
SKILLED CRAFT	5	1	5	0	0	0	0	0	0	0	11
SERVICE MAINTENANCE	5	2	5	0	0	6	0	0	0	0	18
TOTAL # (2008-09)	50	5	12	2	0	27	6	2	1	1	106
TOTAL # (2007-08)	99	12	25	0	0	45	2	7	1	0	191

There were a total of 106 full-time employees promoted for AAP 08-09. Of this number, 29 or 27% were racial/ethnic minority and 37 or 35% were female. This reflects a two percent (2%) increase in promoting ethnic minorities in AAP 08-09 when compared to AAP 07-08 and a six percent (6%) increase in promoting females over AAP 07-08.

Recruitment Strategies

Goal 1: Equal Opportunity and Affirmative Action in Recruitment, Selection, Appointment, and Promotion.

1. Monitor employment practices to ensure compliance of equal employment practices in accordance with the organizational perspective.
2. Maintain and continually monitor a list of diverse recruiting sources to include organizations, schools and media sources.
3. Review application recruitment process, job posting and procedures on an ongoing basis to decrease the probability of biases or problems in our processes.
4. Monitor the employee orientation process on an ongoing basis to ensure that all City employees are familiar with the City's commitment to Equal Employment and non-discrimination.
5. Work in partnership with Compensation/Benefits to ensure the review and update of essential job functions, qualifications, and duties of the City's job descriptions in order to maintain accurate and current information.
6. Continue to post a statement of non-discrimination in all job announcements and recruitment advertising.
7. Maintain search strategies for qualified minorities and women.
8. Use a variety of community resources for recruitment of qualified minority and female candidates.
9. Continue to expand the use of technology, including using appropriate websites.
10. Continue to use colleges and universities with high minority and female enrollment as recruitment sources.
11. Monitor recruitment and elimination of practices that would appear to compromise/question open affirmative recruitment practices.
12. Display posters throughout City departments announcing the City's commitment to Equal Employment Opportunity.
13. Ongoing review of City's job application forms and other pre-employment documents are in compliance with state federal and local laws and regulations.

Goal 2: Promote Understanding and Accountability among City Employees.

1. Ensure that all managers/supervisors and general employees take an awareness training program on Affirmative Action/Equal Employment and non-discrimination. Such training is required once every three years and focuses on removing attitude barriers for employment of individuals of protected classes (including but not limited to ethnic minorities and females) as well as encouraging and welcoming diversity into the workplace.
2. Provide department directors with an annual report of all areas within their authority which has underutilization and work on strategies for addressing such underutilization.
3. Ensure that the City's intranet site contains the City's policy statement of non-discrimination.
4. Encourage all employees to report and/or address any acts of discrimination in a timely manner.
5. Investigate complaints of discrimination, issue findings, and make recommendations for corrective action based on the investigative findings.
6. Continue offering professional development opportunities, to improve employees' chances for promotion.

Summary of 2008-09 Activities
Applications/Candidate Testing

CATEGORY	RACE AND GENDER												
Applications Civil Service not included	WM	BM	HM	AM	A/I-	OTHER	WF	BF	HF	AF	A/I-F	OTHER	TOTAL
07-08#	3394	1036	848	289	28	254	4078	1575	852	572	61	3393	16380
08-09#	4233	1404	1262	322	58	258	4165	1404	816	488	64	1181	15615
08-09%	27	9	8	2	0	2	27	9	5	3	0	8	100
07-08%	21	6	5	2	0	2	25	10	5	3	0	21	100%
	6%	3%	3%	0%	0%	0%	2%	-1%	0%	0%	0%	0%	--
Civil Service Testing													
Fire ExamCandidates													
Fire 07-08#	123	3	12	0	1	5	4	0	2	0	0	1	151
08-09#	57	2	7	1	0	3	1	0	0	0	0	0	71
08-09%	80%	3%	10	1	0%	4%	2%	0%	0%	0%	0%	0%	
07-08%	81%	2%	8%	0%	1%	3%	3%	0%	1%	0%	0%	1%	100%
+/- Change	-1%	1%	2%	1%	-1%	1%	-1%	0%	-1%	0%	0%	0%	
Police Exam Candidates													
07-08#	142	41	23	8	0	10	12	3	6	0	0	0	245
08-09#	181	52	28	16	0	7	13	11	2	1	0	0	313
08-09%	58%	17%	9%	5%	0%	2%	4%	4%	1%	0	0	0	
07-08%	58%	17%	9%	3%	0%	4%	5%	1%	2%	0%	0%	0%	99%
+/-Change	0	0	0	2%	0	-2%	-1%	3%	-1%	0%	0%	0%	

Recruitment Activities
Plan year 2008-09

The City of Plano does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, or handicap status and is committed to hiring the best-qualified applicants. The City continues to be actively involved in community and civic groups and views these as opportunities and a recruitment tool for attracting applicants representing all sectors of protected classes.

During the 2008-09 AAP year, the City of Plano staff attended job/career fairs sponsored by colleges, universities, military bases and private companies throughout the state of Texas and the surrounding states. Advertisements were placed in professional publications and job announcements were sent to various sources publicizing open positions within the City. Detailed information relative to both the Police and Fire Departments are posted on the City, Police, and Fire Department's websites.

For the 2009-10 AAP year the City will continue to search for creative methods to reach the city's goal of reflecting the diversity of the community it serves

The Fire Department fire department participated in eight (8) recruitment activities. Data provided indicated that contact was made with eighty nine (89), of this number fifty one (51) or 58% were ethnic minorities. The department has reevaluated qualifications for the entry level firefighters positions and in fact has recently modified its' qualifications in an effort to increase representation of females and ethnic minority candidates for entry that position. The first test with the revised qualifications was administered in October of 2009.

During AAP 2008-09 the Police Department continues to actively recruit in traditional venues such as job fairs and various locations where there may be participation from a diverse population. Additionally, the department works within the community to enhance a partnership with Plano Independent School District and civic and social organizations such as L.U.L.A.C., NAACP, C.I.T.Y House and Crossroads Family Services. Distribution of brochures which inform prospective candidates of opportunities available within the department continues to be used as a recruitment as well as an informational tool.

The City administered three entry level Civil Service examinations two (2) police and one (1)) fire.

Diversity and Harassment Training

The City requires ongoing training of current employees in the areas of the following three classes:

- Preventing Workplace Harassment
- Diversity in Public Service
- Ethics in the Public Service

On a regular basis, we offer several classes that touch on issues of diversity in the workplace. Preventing Workplace Harassment is a class that focuses very specifically on the legally defined protected classes and expected conduct of employees. On an annual basis, all new employees are required to complete a session of the class. In addition, all employees must complete an online class every three years. We offer an instructor led class approximately twelve (12) times per year and an online version is available throughout the year. Diversity in Public Service also addresses issues of workplace diversity, with a focus on working effectively with people who are different. All employees are expected to attend a diversity session every three years. To that end, we offer this class on a regular basis every year. Finally, we offer Ethics in Public Service, which touches on the differences in values and morals that we encounter in the workplace and in our constituency. It places an emphasis on understanding these differences which are often a result of our different cultures.

Preventing Workplace Harassment	
Course Description:	This 2-hour workshop will focus on: ➡ Defining workplace harassment ➡ Raising awareness of discriminatory and harassing behavior ➡ Preventing illegal behavior before it occurs ➡ Discussing the personal responsibilities of City employees as they relate to harassment in the workplace
Course Frequency:	Monthly
Course Length:	Two hours
Course Audience:	Mandatory for all employees on a three-year rotation.
Course Objectives:	The City of Plano is committed to a workplace that is free of harassment and discrimination.

Diversity	
Course Description	This workshop will focus on: ➡ The way diversity affects working relationships ➡ How we can become aware of our own way of thinking ➡ How we can change what we think and how we think ➡ How to change our responses in crucial situations ➡ Our ability to value each other as individuals
Course Frequency:	Monthly
Course Length:	Four hours
Course Audience:	Mandatory for all employees on a three-year rotation.
Course Objectives:	The City of Plano is committed to the issue of valuing diversity. The key to our success as an organization and your success as an employee depends on all of us being able to effectively work and interact with all people.

Ethics in Public Service	
Course Description	This workshop covers: ➡ Fundamental Question: Can ethics be taught? ➡ Ethical decision making ➡ Ethical check questions ➡ What are my choices? "Think then A.C.T." ➡ The Six Pillars of Character
Course Frequency:	Monthly
Course Length:	Four hours
Course Audience:	Mandatory for all employees on a three-year rotation.
Course Objectives:	The City of Plano is committed to a workplace that fosters integrity and ethical decision making. Acting in an ethical and responsive manner is a core value of the organization.

In addition, we require the entire Management Team to attend the Employment Life Cycle class every three years. This class covers the legal aspects of harassment and discrimination in the workplace. That class is offered in a seminar format every three years.

Finally, in addition to training provided by the Professional Development Center, both the Fire and Police departments have mandatory harassment and diversity training which is required of all sworn personnel.