



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		6/25/12		
Department:		Human Resources		
Department Head		Jim Parrish		
Agenda Coordinator (include phone #): Billy Bailey / 941-5411				
CAPTION				
Transmittal of FY2010-2011 Affirmative Action Plan				
FINANCIAL SUMMARY				
<input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> 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.				
STRATEGIC GOAL PLAN: FINANCIALLY STRONG CITY WITH SERVICE EXCELLENCE				
SUMMARY OF ITEM				
The Human Resources Department presentation of the Fiscal Year 2010-2011 Affirmative Action Plan.				
List of Supporting Documents:		Other Departments, Boards, Commissions or Agencies		
Executive Summary				
FY 2010-2011 Affirmative Action Report				

EXECUTIVE SUMMARY

Data and Analysis Process

Each year the City of Plano (COP) reports the status of diversity within its workforce as compared to the U.S Census-Collin County Civilian Labor Force (CCCLF). The COP diversity report provides an opportunity to review progress towards achieving and/or maintaining a more diverse workforce. The 2010-11 Affirmative Action Report is based on all full-time (FT) employees in the City's workforce as of September 30, 2011. The workforce was analyzed using the Equal Employment Opportunity (EEO) job category titles for the EEO-4 classification. EEO-4 job classifications consist of the following: 1) Officials/Administrators, 2) Professionals, 3) Technicians, 4) Protective Services, 5) Para Professional*, 6) Office/Clerical, 7) Skilled Craft, and 8) Service Maintenance.

*Category eliminated during the 2000 census.

OVERVIEW OF COP-CCCLF

COP racial/ethnic workforce demographics when compared to CCCLF reflects that COP's workforce is four (4) percentage points more for Blacks (B), three (3) percentage points 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 6 %. One factor that may contribute to the underutilization of Asians in the COP's workforce is that research suggests that fewer Asians traditionally choose city government as a career. This is particularly true in the areas of Fire, Police, and maintenance positions. As the demographics continue to change and the City of Plano continues its outreach efforts, we hope to influence all groups toward rewarding careers in the many career fields offered in municipal government. We are already finding this to be true where private sector employment is concerned. The majority of new hires with the City of Plano do not have any previous work experience in municipal government; however, municipalities are now viewed as more stable employers as compared to many areas within the private sector.

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 09-30-11	1,959	76.00	24.00	9.00	12.00	2.00	1.00	0.00
COP FT Workforce 09-30-10	1,994	76.00	24.00	9.00	12.00	2.00	1.00	0.00

An analysis of the COP's 2010-11 Affirmative Action workforce reveals that as of September 30, 2011 there were 1,959 full time employees. This figure reflects a decrease of approximately 1% in total staffing when compared to last years' figures.

City of Plano's ethnic workforce demographics indicate that the City of Plano's workforce is two (2) percentage points more than CCCLF and consists of 477 or 24% ethnic minorities. There was not any percentage change in COP ethnic minority representation in AAP 2010-11 workforce when compared to the previous year.

Female representation for AAP 2010-11 indicates representation remained at 32% (631 employees). The representation of females within the COP workforce continues to be twelve (12) percentage points lower than the female representation reflected in the CCCLF, which is 44% of the labor market. One factor that may contribute to the under representation of females in our work force is that many of the City's jobs fall within professions that have traditionally been considered as male dominated fields, such as firefighter, police officer, equipment operator, maintenance workers, etc. Also, the CCCLF includes positions which have historically attracted larger numbers of females, such as education and nursing.

Data indicates there was not any significant change in either female or ethnic minority representation in any EEO job category when compared to last year's figures.

PROFILE OF CURRENT WORKFORCE

A review of the COP workforce as a whole, as compared to CCCLF by EEO category, reflects the following:

Identification and Analysis of areas of underutilization

Officials/Administrators: CCCLF reflects that ethnic minorities represent 15% of this category as compared to COP's 17%; Females represent 33% of the CCCLF, as compared to COP's workforce, which was 52% in AAP 2011. This figure reflects an increase of four (4) percentage points when compared to the previous year. There is not any under utilization of ethnic minorities or females in this category.

Professionals: CCCLF reflects that ethnic minorities represent 23% of this category as compared to COP representation of 21% for AAP 2011. Females represent 46% of the CCCLF as compared to COP 51% in AAP 2010. These figures represent an increase of one (1) percentage point for ethnic minorities and an increase of two (2) percentage points for females as compared to last year. There is not any under utilization of ethnic minorities or females in this category.

Technicians: CCCLF reflects that ethnic minorities represent 22% of this category as compared to COP representation of 25% for AAP 2011. This figure reflects no change in percentage points when compared to the previous year. There is no underutilization of ethnic minorities in this category. Females represent 50% of the CCCLF as compared to COP workforce which reflects 30%. There is underutilization of females in this category.

Protective Services: CCCLF reflects that ethnic minorities represent 24% of this category as compared to COP representation which reflects 13%. Females represent 14% of the CCCLF force as compared to COP workforce which reflects 9%. There is underutilization 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 24%. Females represent 62% of the CCCLF as compared to COP workforce which reflects 87%. There is a concentration of ethnic minorities and females in this category.

Skilled Craft: CCCLF reflects that ethnic minorities represent 28% of this category as compared to COP representation, which reflects 43%. Females represent 8% of the CCCLF force as compared to COP workforce, which reflects 0%. There is underutilization of females in this category.

Service Maintenance: CCCLF reflects that ethnic minorities represent 41% of this category as compared to COP representation, which reflects 47%. Females represent 43% of the CCCLF force as compared to COP workforce, which reflects 8%. There is under representation of females in this category.

RECRUITMENT/RETENTION

The City of Plano does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, or disability status, and is committed to hiring the best-qualified applicants.

During the 2010-11 AAP year, the City continued to be actively involved in attracting applicants representing all sectors of protected classes. In addition to traditional recruitment utilized by the COP, the City of Plano Police and Fire Departments attended job/career fairs sponsored by local public schools, and colleges and universities throughout the state of Texas and the surrounding states. The Police Department, more specifically, worked with minority groups and various organizations, to identify interest in law enforcement from minorities and females. Detailed employment opportunity information, relative to both the Police and Fire Departments, was also posted on the City, Police, and Fire Departments' websites.

During AAP 2010-11 the COP received 15,469 applications for non- civil service jobs and tested 861 for civil service Fire and Police jobs. Of the 15,469 non-civil service job applications received, 47% were from ethnic minorities and 54% were from females. These figures reflect two (2) percentage point increase in application from ethnic minorities, as compared to the previous year, and a four (4) percentage point decrease in female application, when compared to the previous year.

The COP received 856 testing applications for Civil Service jobs. Of the 856 applications, 459 were fire applicants and 397 were police applicants. Of the 459 fire applicants, 20% were ethnic minority, as compared to 22% the previous year, and 3% were female, as compared to 2% the previous year. Of the 397 police applicants, 35% were ethnic minority, as compared to 34% the previous year, and 17% were female, as compared to 10% the previous year.

PROMOTIONS

COP's data reflects that there were a total of 111 full-time employees promoted, of which 94 were full-time, non-civil service employees and 19 were civil service employees. Of the 94 non-civil service employees who were promoted, 40% were ethnic minority and 22% were female, as compared to 19% ethnic minority and 24% female the previous year. This reflects an increase of 7% in promotions of ethnic minorities, and a 7% decrease of females being promoted when compared to AAP 2009-10. Of the nineteen civil service employees promoted, three (16%) were ethnic minority and no females (0%) were promoted. This reflects a 3% increase in promotions of civil service employees when comparing AAP 2009-10 to 2010-11.

NEW HIRES

COP's data reflects that there were a total of 163 full-time new hires. Of these 163 employees 31% were ethnic minority and 31% were female, compared to 26% ethnic minority and 36% female the previous year. This reflects an increase of ethnic minority new hires and a decrease of female new hires.

GOALS AND OBJECTIVES

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, disability status, or any protected class.

With regard to under representation of females, Human Resources will continue to work with departments to address areas where there are under representation of specific groups. Efforts to recruit, retain, and promote qualified individuals from underrepresented groups will continue to be on the forefront. The following are efforts to be continued in order to address areas of under representation:

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

MARKETING/STRATEGIES

Finally, the City will continue to use and explore strategies for creative recruitment to enhance our exposure, and to stand out and attract qualified applicants from all sectors. Such strategies will involve focusing our recruitment process in ways and places that fit with expectations and needs to exemplify the image of a diverse workforce. These strategies will include exploring recruitment options, which may include, but not limited to, developing relationships with school-to-work and job programs, exploring internship programs for high school and college students, exploring a marketing plan and marketing materials, brainstorming resources for marketing to non-traditional sources (i.e. community clubs, civic groups, scout and ethnic group newspapers, etc.), visiting military bases and veteran groups, participating in high schools and college career day, and utilizing the social network (Facebook, LinkedIn, Twitter).



Affirmative Action/Workplace Diversity

October 1, 2010-September 30, 2011

Annual Summary Report

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2011 Affirmative Action/Workplace Diversity Report

Signature Page

Reaffirming the City's Commitment to a Diverse Workforce
(Inclusive dates of this plan: October 1, 2010 - September 30, 2011)

Report Prepared by:

Tony Beasley, Human Resources Analyst

Report Reviewed by:

Jim Parrish, Human Resources Director

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 2010-11 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:

1. Data based on the most current completed plan year (FY2010-11);
2. A breakdown of the City's workforce as of September 30, 2011 by race, sex/gender and job category;
3. A breakdown of the available workforce in the Collin County relevant labor market;
4. A comparison of the breakdown of items one (1) and two (2) above;
5. Summary of recruitment activities for AAP 10-11; and
6. Notification of non-discrimination.

Data Source

Data provided in this report is as of September 30, 2011. 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 data, including PeopleSoft data, may not add up to 100% 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, 2011, the City of Plano's workforce consisted of 1,959 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, 2010, which was 1,994. Of the 1,994 employees, females made up 32% of the City's workforce. This reflects no change in female representation for AAP year ending September 30, 2011 when compared to AAP 2010. Representation of female employees remains at approximately twelve percent (12%) less than the female representation for the 2000 U.S. Census data.

As of September 30, 2010, ethnic/racial minorities made up approximately 24% of the City's workforce. This figure reflects no change in representation of ethnic/racial minorities for the City of Plano when compared to data as of September 30, 2009 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 %				
				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 09-30-11	1,959	76	24.00	9	12	2	1.00	0.00
COP FT Workforce 09-30-10	1,994	76.00	24.00	9.00	12.00	2.00	1.00	0.00
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

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, Human Resources offers diversity training and workplace harassment throughout the year. During the 2010-11 AAP year, thirty-one (31) classes were conducted and were attended by 529 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, 2010 – September 30, 2011 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.

1-OFFICIAL & ADMINISTRATORS					
EEO-Cat	Job_Code	Description	Sex	Ethnic_Group	Count
1	1X002	Deputy City Manager	F	BLACK	1
1	1X005	Director Budget & Research	F	WHITE	1
1	1X008	Director Public Information	F	WHITE	1
1	1X009	Chief Building Official	M	HISPA	1
1	1X010	City Attorney	F	WHITE	1
1	1X012	City Manager	M	WHITE	1
1	1X013	City Secretary	F	WHITE	1
1	1X015	Director Technology Services	M	WHITE	1
1	1X017	Director Finance	F	WHITE	1
1	1X018	Director Parks & Recreation	F	WHITE	1
1	1X020	Director Environmental Health	M	WHITE	1
1	1X022	Fire Chief	M	HISPA	1
1	1X024	Director Libraries	F	WHITE	1
1	1X025	Chief Municipal Court Judge	M	WHITE	1
1	1X029	Deputy City Manager	M	WHITE	1
1	1X036	Director Planning	F	WHITE	1
1	1X044	Director Economic Development	F	WHITE	1
1	1X051	Director Property Standards	F	BLACK	1
1	1X168	Director Public Safety Comm	M	WHITE	1
1	1X669	Police Chief	M	WHITE	1
1	1X813	Director Emergency Management	M	WHITE	1
1	1X823	Director Sustain. & Env. Serv.	F	WHITE	1
1	1X958	Director Public Works & Eng	M	WHITE	1

SUMMARY-OFFICIAL & ADMINISTRATORS					
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Gender				
		Female	12	52%
		Male	11	48%
TOTAL			23	100%

Ethnic Group				
		White	19	82%
		Black	2	9%
		Hispanic	2	9%
TOTAL			23	100%

2-PROFESSIONAL

EEO-Cat	Job_Code	Description	Sex	Ethnic_Group	Count
2	1X959	Assistant City Manager	M	WHITE	1
2	2F263	Food Sales & Services Supv	M	ASIAN	1
2	2P001	Accountant I	F	BLACK	1
2	2P001	Accountant I	F	WHITE	1
2	2P001	Accountant I	M	WHITE	1
2	2P006	Facilities Services Manager	M	WHITE	1
2	2P007	Assistant City Attorney III	M	MALE	1
2	2P010	Treasurer	F	WHITE	1
2	2P014	Community Services Manager	F	WHITE	1
2	2P027	Budget Analyst I	F	WHITE	1
2	2P028	Budget Manager	M	WHITE	1
2	2P029	Purchasing Manager	F	WHITE	1
2	2P033	Chief Purchasing Officer	F	WHITE	1
2	2P035	Chief Park Planner	M	WHITE	1
2	2P039	Utility Operations Supt	M	WHITE	2
2	2P043	Conv/Visitor's Bureau Manager	M	WHITE	1
2	2P045	Risk Manager	M	BLACK	1
2	2P047	Municipal Court Administrator	F	WHITE	1
2	2P048	Internal Audit Manager	M	WHITE	1
2	2P049	CIP Budget Coordinator	F	WHITE	1
2	2P051	Property Standards Manager	F	BLACK	1
2	2P057	Engineer II	M	ASIAN	1
2	2P071	Inspection Services Supv	F	HISPA	1
2	2P071	Inspection Services Supv	M	ASIAN	1
2	2P071	Inspection Services Supv	M	WHITE	3
2	2P073	Fire Budget Analyst	M	WHITE	1
2	2P091	Public Services Librarian	F	WHITE	3
2	2P092	Public Services Librarian, Sr	F	ASIAN	2
2	2P092	Public Services Librarian, Sr	F	HISPA	1
2	2P092	Public Services Librarian, Sr	F	WHITE	18
2	2P092	Public Services Librarian, Sr	M	WHITE	3
2	2P093	Public Services Librarian Supv	F	HISPA	1
2	2P093	Public Services Librarian Supv	F	WHITE	3
2	2P093	Public Services Librarian Supv	M	WHITE	1
2	2P095	Library Manager	F	WHITE	3
2	2P095	Library Manager	M	WHITE	2
2	2P100	Golf Superintendent	M	WHITE	1
2	2P100	Fleet Administrative Supv	M	HISPA	1
2	2P100	ERP Administrator, Sr.	F	ASIAN	1
2	2P100	Human Res. Research Analyst	M	BLACK	1
2	2P100	Training Administrator	F	WHITE	1
2	2P101	Sales Consultant	M	WHITE	1

2-PROFESSIONAL

EEO-Cat	Job_Code	Description	Sex	Ethnic_Group	Count
2	2P101	Public Information Supervisor	F	WHITE	1
2	2P101	Public Information Manager	F	WHITE	1
2	2P101	Video Producer, Sr.	F	WHITE	1
2	2P101	Deputy City Attorney	F	ASIAN	1
2	2P101	Deputy City Attorney	F	WHITE	1
2	2P115	Park Operations Supt	M	WHITE	2
2	2P124	Planner	F	BLACK	2
2	2P124	Planner	F	HISPA	1
2	2P124	Planner	M	WHITE	2
2	2P127	Police Administrative Manager	M	WHITE	1
2	2P128	Public Safety Comm Manager	F	WHITE	2
2	2P132	Police Planning/Research Coord	M	WHITE	1
2	2P141	Programmer Analyst I	M	WHITE	1
2	2P142	Systems & Programming Manager	M	WHITE	1
2	2P153	Records Manager	F	AMIND	1
2	2P169	Budget Analyst, Sr.	M	WHITE	1
2	2P180	Planner, Sr	F	WHITE	1
2	2P180	Planner, Sr	M	WHITE	1
2	2P188	Programmer Analyst, Sr	F	ASIAN	2
2	2P188	Programmer Analyst, Sr	F	WHITE	3
2	2P188	Programmer Analyst, Sr	M	ASIAN	2
2	2P188	Programmer Analyst, Sr	M	HISPA	1
2	2P188	Programmer Analyst, Sr	M	WHITE	4
2	2P190	Technical Manager	M	WHITE	1
2	2P191	Library Technology Srvcs Mgr	F	WHITE	1
2	2P198	Traffic Engineer II	M	WHITE	1
2	2P199	Pub. Wrks Supt Streets Drng	M	WHITE	1
2	2P265	Landscape Architect	M	WHITE	3
2	2P273	Plano Centre Manager	F	WHITE	1
2	2P300	Sales Consultant	F	WHITE	4
2	2P327	Cust/Utility Services Manager	F	WHITE	1
2	2P327	Cust/Utility Services Manager	M	ASIAN	1
2	2P367	Children's Services Lib Supv	F	WHITE	5
2	2P391	Volunteer Resources Supervisor	F	WHITE	1
2	2P393	Engineer, Sr	M	ASIAN	1
2	2P393	Engineer, Sr	M	WHITE	4
2	2P400	Municipal Reference Librarian	M	WHITE	1
2	2P401	Internal Auditor	M	HISPA	1
2	2P402	Assistant City Attorney I	M	WHITE	1
2	2P424	Network Engineer, Sr	F	BLACK	1
2	2P424	Network Engineer, Sr	M	WHITE	1
2	2P425	Network Engineer	F	ASIAN	1
2	2P425	Network Engineer	M	BLACK	1

2	2P425	Network Engineer	F	WHITE	2
2	2P425	Network Engineer	M	WHITE	4
2	2P426	Programmer Analyst II	F	WHITE	1
2	2P426	Programmer Analyst II	M	BLACK	1
2	2P426	Programmer Analyst II	M	WHITE	3
2	2P461	GIS Manager	M	WHITE	1
2	2P465	Associate Judge	M	WHITE	1
2	2P471	Urban Forester	F	WHITE	1
2	2P482	Dir Bus Retention & Expansion	F	WHITE	1
2	2P522	Controller	F	WHITE	1
2	2P523	Animal Services Manager	M	WHITE	1
2	2P524	Park Services Manager	M	WHITE	1
2	2P525	Recreation Services Manager	F	WHITE	1
2	2P526	Planning Manager	F	WHITE	1
2	2P528	Transport Engineering Manager	M	BLACK	1
2	2P534	Traffic Engineer, Sr	M	WHITE	2
2	2P535	Police Budget Analyst	F	WHITE	1
2	2P541	Development Coordinator	F	WHITE	1
2	2P544	Dir Marketing & Redevelopment	M	WHITE	1
2	2P559	GIS Analyst, Sr	F	ASIAN	1
2	2P559	GIS Analyst, Sr	F	WHITE	1
2	2P559	GIS Analyst, Sr	M	WHITE	2
2	2P560	Human Resources Manager	F	BLACK	1
2	2P567	Budget Analyst II	M	BLACK	1
2	2P574	Radio System Manager	M	WHITE	1
2	2P583	Crime Sc./Prop-Ev/Qrtrmstr Mgr	M	WHITE	1
2	2P584	Recreation Superintendent	F	WHITE	1
2	2P584	Recreation Superintendent	M	WHITE	1
2	2P585	Information Svcs Budget Anlyst	F	WHITE	1
2	2P586	Police Records Manager	F	WHITE	1
2	2P610	Public Safety System Spt Mgr	M	HISPA	1
2	2P624	Infrastructure Manager	M	AMIND	1
2	2P630	Traffic Engineer I	F	ASIAN	1
2	2P630	Traffic Engineer I	M	ASIAN	1
2	2P646	Desktop Manager	F	WHITE	1
2	2P648	Assistant City Attorney II	F	WHITE	1
2	2P655	Financial Systems Manager	M	WHITE	1
2	2P667	Accountant II	F	WHITE	2
2	2P671	Technology Services Manager	F	AMIND	1
2	2P689	Building Inspections Manager	M	WHITE	2
2	2P699	Compensation/Benefits Manager	F	WHITE	1
2	2P731	Court Systems Administrator	F	AMIND	1
2	2P733	Park Administrative Supt	F	WHITE	1
2	2P733	Park Administrative Supt	M	BLACK	1
2	2P759	Associate Judge, Sr	M	WHITE	1

2	2P760	Public Works Construction Supt	M	WHITE	1
2	2P766	Support Services Manager	M	WHITE	1
2	2P772	Benefits Specialist, Sr.	F	WHITE	1
2	2P778	Storm Water Program Admin	M	WHITE	1
2	2P797	Fleet Manager	M	WHITE	1
2	2P818	Compensation Specialist, Sr	F	WHITE	1
2	2P819	Genealogy Librarian Supervisor	M	WHITE	1
2	2P826	Commercial Diversion Superv.	M	HISPA	1
2	2P827	Facilities Mtn. Superintendent	M	WHITE	1
2	2P831	HRIS Specialist	F	WHITE	1
2	2P840	Trail System Planner	F	WHITE	1
2	2P847	Nature Preserve Superintendent	M	WHITE	1
2	2P848	Park Renovation Project Coord	M	WHITE	1
2	2P849	Special Projects Manager	M	WHITE	1
2	2P850	Tech Services Operation Mgr	F	WHITE	1
2	2P853	Library Technology Coordinator	M	WHITE	1
2	2P873	Network Services Supervisor	M	WHITE	1
2	2P874	Envir. Educ. & Com. Outrch Mgr	F	WHITE	1
2	2P875	Compost Opers & Marketing Mgr	F	WHITE	1
2	2P907	Park Superintendent	M	WHITE	1
2	2P914	Pub Wrks Supt Traffic Opers	M	WHITE	1
2	2P922	Public Works Operations Mgr	M	WHITE	1
2	2P942	Risk Program Manager	M	WHITE	1
2	2P945	Marketing Specialist	F	WHITE	1
2	2P952	Neighborhood Srvc Sprvsr	F	HISPA	1
2	2P954	Sustain. Project Mgt. Coord.	M	BLACK	1
2	2P957	Accounting Supervisor	F	WHITE	2
2	2P960	Treasury Analyst II	F	WHITE	1
2	2P969	Sus. & Env. Srv Operations Mgr	M	WHITE	1
2	2P970	Environmental Waste Srvc Supt	M	WHITE	1
2	2P984	Contract Specialist	F	WHITE	1
2	2P985	Budget Consultant	F	WHITE	1
2	2P985	Budget Consultant	F	BLACK	1
2	5F649	Recreation Supervisor	F	BLACK	1
2	5F649	Recreation Supervisor	F	WHITE	6
2	5F649	Recreation Supervisor	M	WHITE	5
2	6C622	Web Site Assistant	M	WHITE	1

SUMMARY-PROFESSIONAL

Gender			
	Female	121	51%
	Male	116	49%
TOTAL		237	100%
Ethnic Group			
	White	187	79%
	Black	17	7%
	Hispanic	10	4%
	Asian	18	8%
	Native American	4	2%
	Other	1	0%
TOTAL		237	100%

3-TECHINCANS

EEO-Cat	Job_Code	Description	Sex	Ethnic_Group	Count
3	3F033	Construction Inspection Supv	M	WHITE	1
3	3F059	Mapping/Information Supv	M	AMIND	1
3	3F097	Library Tech	F	WHITE	4
3	3F097	Library Tech	M	WHITE	2
3	3F200	Traffic Supv	M	WHITE	2
3	3F487	Property Unit Supervisor	F	WHITE	1
3	3F641	Criminalist Supv	F	WHITE	1
3	3F641	Criminalist Supervisorv	M	WHITE	2
3	3F736	Park Irrigation Tech Supv	M	WHITE	1
3	3F798	Park Irrigation Maint. Supv	M	WHITE	1
3	3F844	Police Laboratory Safety Coord	M	WHITE	1
3	3F855	Police Quarter Master Supvs	M	BLACK	1
3	3F999	Park Support Field Tech. Sprvs	M	AMIND	1
3	3F999	Park Support Field Tech. Sprvs	M	WHITE	1
3	3T024	Facilities Mtn Mech, Sr	M	BLACK	1
3	3T024	Facilities Mtn Mech, Sr	M	WHITE	3
3	3T025	Facilities Mtn Mech II	M	BLACK	2
3	3T025	Facilities Mtn Mech II	M	HISPA	1
3	3T025	Facilities Mtn Mech II	M	WHITE	3
3	3T026	Facilities Mtn Tech	M	BLACK	1
3	3T026	Facilities Mtn Tech	M	WHITE	3
3	3T030	GIS Tech	M	ASIAN	1
3	3T032	Building Inspector	M	WHITE	1
3	3T041	Construction Inspector	M	WHITE	4
3	3T054	Mapping/Information Tech	F	WHITE	2
3	3T060	Environmental Health Splst	F	ASIAN	1
3	3T060	Environmental Health Splst	F	BLACK	1
3	3T060	Environmental Health Splst	M	WHITE	1
3	3T060	Environmental Health Splst	F	WHITE	1
3	3T109	Micrographics Tech, Sr	F	ASIAN	1
3	3T109	Micrographics Tech, Sr	F	WHITE	2
3	3T111	Property Standards Splst	F	BLACK	2
3	3T111	Property Standards Splst	F	WHITE	3
3	3T111	Property Standards Splst	M	BLACK	2
3	3T111	Property Standards Splst	M	WHITE	5
3	3T111	Property Standards Splst	F	HISPA	1
3	3T125	Planning Tech	F	WHITE	1
3	3T126	Plans Examiner	F	HISPA	1
3	3T126	Plans Examiner	F	WHITE	2
3	3T126	Plans Examiner	M	HISPA	1
3	3T164	Sign Shop Tech	M	HISPA	1

3	3T164	Sign Shop Tech	M	WHITE	1
3	3T172	Construction Insp, Sr	M	WHITE	7
3	3T201	Traffic Signal Tech II	M	BLACK	2
3	3T201	Traffic Signal Tech II	M	WHITE	1
3	3T202	Traffic Signal Tech I	M	WHITE	1
3	3T211	Video Producer	F	HISPA	1
3	3T211	Video Producer	M	WHITE	2
3	3T214	Pumping Fac Instrument Tech	M	WHITE	1
3	3T253	Code Compliance Rep	F	HISPA	1
3	3T266	Loss Control Splst	M	WHITE	1
3	3T267	Facilities Construct Coord, Sr	M	WHITE	2
3	3T280	Rehabilitation Estimator	M	WHITE	1
3	3T290	Facilities Mtn Tech, Sr	M	WHITE	4
3	3T292	Engineering Tech	F	BLACK	1
3	3T297	Telecommunications Analyst	F	WHITE	1
3	3T298	Claims Coord	F	HISPA	1
3	3T302	Audio/Visual Tech	M	WHITE	1
3	3T323	Electrical Inspector	M	WHITE	1
3	3T325	Code Compliance Inspector	M	BLACK	1
3	3T380	Criminalist	F	HISPA	1
3	3T380	Criminalist	F	WHITE	4
3	3T380	Criminalist	M	WHITE	4
3	3T392	Utility Coordinator, Senior	M	WHITE	1
3	3T394	Radio Technician I	M	WHITE	1
3	3T405	Police Crime Analyst	M	WHITE	1
3	3T412	Meter Shop Tech	M	WHITE	1
3	3T458	Signs & Markings Tech	M	BLACK	1
3	3T458	Signs & Markings Tech	M	HISPA	2
3	3T508	GIS Tech, Sr	M	WHITE	1
3	3T512	Desktop Technician	M	WHITE	3
3	3T542	Commercial Recycling Coord	F	BLACK	2
3	3T542	Commercial Recycling Coord	F	WHITE	1
3	3T542	Commercial Recycling Coord	M	WHITE	1
3	3T560	Fire Research Analyst	M	WHITE	1
3	3T570	Transportation Engrng Tech, Sr	M	BLACK	1
3	3T570	Transportation Engrng Tech, Sr	M	WHITE	1
3	3T571	Planning Tech, Sr	F	WHITE	1
3	3T573	Radio System Coord	M	WHITE	1
3	3T575	Park Field Services Splst	M	AMIND	1
3	3T591	Rehabilitation Estimator, Sr	M	WHITE	1
3	3T631	Environmental Health Splst, Sr	M	WHITE	4
3	3T636	Code Compl Inspector, Sr	M	WHITE	1
3	3T637	Building Inspector, Sr	M	WHITE	3
3	3T638	Electrical Inspector, Sr	M	BLACK	1

3	3T638	Electrical Inspector, Sr	M	WHITE	2
3	3T639	Plumbing Inspector, Sr	M	WHITE	3
3	3T642	Property Standards Splst, Sr	M	BLACK	1
3	3T651	Video Engineer	M	WHITE	1
3	3T657	Household Chem Coll Technician	F	WHITE	1
3	3T657	Household Chem Coll Technician	M	WHITE	1
3	3T666	Theater Technician	M	WHITE	2
3	3T692	Desktop Technician Sr.	F	WHITE	1
3	3T692	Desktop Technician Sr.	M	WHITE	2
3	3T732	Park Technology Specialist	M	WHITE	1
3	3T738	Forestry Technician	M	WHITE	1
3	3T742	Park Compliance Coordinator	M	WHITE	1
3	3T765	CUS Field Technician	M	WHITE	2
3	3T765	CUS Field Technician, Sr	M	WHITE	1
3	3T780	Env. Educ. & Com. Outreach Crd	F	WHITE	4
3	3T784	Backflow Prevention Inspector	M	HISPA	1
3	3T784	Backflow Prevention Inspector	M	WHITE	2
3	3T799	Storm Water Specialist	M	AMIND	1
3	3T805	Emergency Mgt. Spec. Sr.	F	WHITE	1
3	3T833	Public Information Coord, Sr.	F	BLACK	1
3	3T833	Public Information Coord, Sr.	F	WHITE	1
3	3T846	Sustain. Communications Coord.	F	WHITE	1
3	3T852	9-1-1 Coordinator	F	WHITE	1
3	3T862	Rental Inspector	M	WHITE	1
3	3T862	Rental Inspector	M	HISPA	1
3	3T872	Park Natural Resrcs Spec	F	WHITE	1
3	3T936	Utility Coordinator	M	WHITE	1
3	3T940	Assistant Webmaster	F	ASIAN	1
3	3T953	Police Public Inform. Coord.	F	WHITE	1
3	3T956	Emergency Management Specialst	F	WHITE	1
3	3T963	PSC Computer Operations Coord.	M	WHITE	1
3	3T964	Fleet Coordinator	F	WHITE	1
3	3T965	Fleet Coordinator, Senior	F	WHITE	1

3	3T977	Police Crime Analyst, Senior	F	WHITE	1
3	3T990	Radio Technician, Sr.	M	WHITE	2
3	3T991	Inflow and Infiltration Coord	M	HISPA	1
3	3T998	Park Plumbing/Pool Technician	M	HISPA	2
3	5T674	Offsite Food Service Coord	M	WHITE	1
3	5T879	Athletic Coordinator	M	WHITE	1
3	7F979	Backflow & Meter Srvcs Sprvsr	M	WHITE	1
3	7M863	Irrigation Programming Tech.	M	WHITE	1
3	8F829	Facilities Tech. Oper. Spvr.	M	WHITE	1
3	8F882	Park Field Services Supervisor	M	WHITE	1
3	8M856	Police Quarter Master, Sr.	F	WHITE	1
3	8M857	Police Quarter Master Asst	F	BLACK	2
3	8M857	Police Quarter Master Asst	F	WHITE	1
3	8M857	Police Quarter Master Asst	M	WHITE	2

SUMMARY-TECHNICIANS

Gender

Female	63	31%
Male	141	69%

TOTAL

204 100%

Ethnic Group

White	154	76%
Black	24	12%
Hispanic	17	8%
Asian	4	3%
Native American	4	1%
Other	1	0%

TOTAL

204 100%

4-PROTECTIVE SERVICES

EEO-Cat	Job_Code	Description	Sex	Ethnic_Group	Count
4	4F087	Jail Supv	M	WHITE	6
4	4P013	Assistant Fire Chief	M	WHITE	4
4	4P277	Battalion Chief	M	WHITE	6
4	4P278	Assistant Police Chief	M	BLACK	1
4	4P390	Jail Manager	F	WHITE	1
4	4P865	Battalion Chief	M	WHITE	3
4	4S001	Fire Rescue Specialist	F	WHITE	1
4	4S001	Fire Rescue Specialist	M	AMIND	2
4	4S001	Fire Rescue Specialist	M	BLACK	3
4	4S001	Fire Rescue Specialist	M	HISPA	7
4	4S001	Fire Rescue Specialist	M	WHITE	169
4	4S005	Police Officer	F	BLACK	1
4	4S005	Police Officer	F	HISPA	2
4	4S005	Police Officer	F	WHITE	27
4	4S005	Police Officer	M	AMIND	2
4	4S005	Police Officer	M	ASIAN	2
4	4S005	Police Officer	M	BLACK	24
4	4S005	Police Officer	M	HISPA	22
4	4S005	Police Officer	M	WHITE	194
4	4S006	Police Recruit	M	WHITE	3
4	4S014	Fire Apparatus Operator	F	WHITE	2
4	4S014	Fire Apparatus Operator	M	AMIND	1
4	4S014	Fire Apparatus Operator	M	ASIAN	1
4	4S014	Fire Apparatus Operator	M	HISPA	1
4	4S014	Fire Apparatus Operator	M	WHITE	46
4	4S017	Fire Captain	F	WHITE	1
4	4S017	Fire Captain	M	WHITE	35
4	4S017	Fire Captain	M	BLACK	1
4	4S017	Fire Captain	M	HISPA	1
4	4S018	Fire Lieutenant	M	ASIAN	1
4	4S018	Fire Lieutenant	M	HISPA	1
4	4S018	Fire Lieutenant	M	WHITE	9
4	4S022	Police Sergeant	F	HISPA	1
4	4S022	Police Sergeant	F	WHITE	5
4	4S022	Police Sergeant	M	AMIND	1
4	4S022	Police Sergeant	M	HISPA	4
4	4S022	Police Sergeant	M	WHITE	28
4	4S037	Police Lieutenant	M	WHITE	12
4	4S037	Police Lieutenant	F	WHITE	1
4	4S058	Police Captain	F	WHITE	1
4	4S058	Police Captain	M	WHITE	3
4	4S320	Public Safety Officer	F	HISPA	2

4	4S320	Public Safety Officer	F	WHITE	6
4	4S320	Public Safety Officer	M	HISPA	1
4	4S320	Public Safety Officer	M	WHITE	9
4	4S345	Jailer	F	BLACK	2
4	4S345	Jailer	F	HISPA	2
4	4S345	Jailer	F	WHITE	3
4	4S345	Jailer	M	BLACK	2
4	4S345	Jailer	M	HISPA	4
4	4S345	Jailer	M	WHITE	13
4	4S596	Public Safety Officer Supv	F	HISPA	1
4	4S596	Public Safety Officer Supv	F	WHITE	1
4	4S866	Fire Rescue Specialist	F	WHITE	2
4	4S866	Fire Rescue Specialist	M	WHITE	5
4	4S867	Fire Captain	F	WHITE	1
4	4S867	Fire Captain	M	WHITE	6
4	4S868	Fire Lieutenant	M	HISPA	1
4	4S868	Fire Lieutenant	M	WHITE	7
4	4S988	Fire Recruit	M	WHITE	2

SUMMARY PROTECTIVE SERVICE

Gender

Female	63	9%
Male	644	91%
TOTAL	707	100%

Ethnic Group

White	612	86%
Black	36	5%
Hispanic	49	7%
Asian	4	1%
Native American	6	1%
TOTAL	707	100%

6-OFFICE/CLERICAL

EEO-Cat	Job_Code	Description	Sex	Ethnic_Group	Count
6	5F289	Asst Rec Center Supv	F	WHITE	1
6	5F289	Asst Rec Center Supv	M	WHITE	2
6	5F415	Administrative Support Supv	F	WHITE	7
6	5F415	Administrative Support Supv	M	WHITE	2
6	5F665	Theater Venue Supervisor	F	WHITE	1
6	5F704	Recreation Complex Supervisor	F	WHITE	2
6	5T152	Recreation Coordinator	F	ASIAN	1
6	5T152	Recreation Coordinator	F	BLACK	3
6	5T152	Recreation Coordinator	F	WHITE	11
6	5T152	Recreation Coordinator	M	BLACK	3
6	5T152	Recreation Coordinator	M	WHITE	7
6	5T443	Gymnastics Head Coach	F	WHITE	1
6	5T443	Gymnastics Head Coach	M	HISPA	1
8	5T472	Food Services Coord	M	HISPA	1
6	5T904	Compliance Coordinator, Sr.	F	WHITE	1
6	2P851	Sustainability Volunteer Coord	F	WHITE	1
6	6C005	Account Clerk I	F	WHITE	3
6	6C008	Administrative Assistant, Sr	F	AMIND	1
6	6C008	Administrative Assistant, Sr	F	BLACK	5
6	6C008	Administrative Assistant, Sr	F	HISPA	4
6	6C008	Administrative Assistant, Sr	F	WHITE	43
6	6C009	Administrative Asst to DCM	F	WHITE	2
6	6C019	Assistant City Secretary	F	WHITE	1
6	6C023	Booking/Event Coordinator	F	WHITE	3
6	6C068	Administrative Assistant, Exec	F	WHITE	2
6	6C133	Police Records Assistant	F	BLACK	2
6	6C133	Police Records Assistant	F	HISPA	3
6	6C133	Police Records Assistant	F	WHITE	18
6	6C133	Police Records Assistant	M	BLACK	1
6	6C143	Property/Evidence Splst	F	WHITE	3
6	6C143	Property/Evidence Splst	M	WHITE	1
6	6C154	Records Assistant	F	WHITE	1
6	6C161	Administrative Assistant	F	BLACK	1
6	6C161	Administrative Assistant	F	WHITE	8
6	6C170	Customer Service Rep, Sr	F	WHITE	1
6	6C220	Public Information Assistant	F	WHITE	2
6	6C239	Fleet Representative	M	BLACK	1
6	6C286	Municipal Court Clerk, Sr	F	BLACK	1
6	6C286	Municipal Court Clerk, Sr	F	WHITE	5
6	6C286	Municipal Court Clerk, Sr	M	HISPA	1
6	6C287	Municipal Court Clerk II	F	ASIAN	2
6	6C287	Municipal Court Clerk II	F	HISPA	3

6	6C287	Municipal Court Clerk II	F	WHITE	10
6	6C287	Municipal Court Clerk II	M	WHITE	1
6	6C346	Customer Service Rep	F	BLACK	1
6	6C346	Customer Service Rep	F	HISPA	1
6	6C346	Customer Service Rep	F	WHITE	2
6	6C351	Police Alarm Assistant	F	WHITE	1
6	6C351	Police Alarm Assistant	M	WHITE	1
6	6C420	Legal Secretary	F	WHITE	3
6	6C420	Legal Secretary	M	WHITE	1
6	6C475	Day Labor Center Coordinator	M	HISPA	1
6	6C475	Day Labor Center Coordinator	M	WHITE	1
6	6C476	Telecommunications Coord	F	WHITE	1
6	6C509	Municipal Court Clerk I	F	HISPA	1
6	6C509	Municipal Court Clerk I	F	WHITE	1
6	6C516	Library Assistant	F	BLACK	1
6	6C516	Library Assistant	F	HISPA	2
6	6C516	Library Assistant	F	WHITE	6
6	6C518	Administrative Coordinator	F	ASIAN	1
6	6C518	Administrative Coordinator	F	BLACK	1
6	6C518	Administrative Coordinator	F	HISPA	2
6	6C518	Administrative Coordinator	F	WHITE	6
6	6C538	Court Coordinator	F	WHITE	1
6	6C555	Customer & Utility Svcs Rep I	F	WHITE	2
6	6C555	Customer & Utility Svcs Rep I	F	HISPA	1
6	6C555	Customer & Utility Svcs Rep I	F	WHITE	2
6	6C556	Customer & Utility Svcs Rep Sr	F	HISPA	2
6	6C556	Customer & Utility Svcs Rep Sr	F	WHITE	5
6	6C563	Community Development Coord	F	BLACK	1
6	6C563	Community Development Coord	M	WHITE	1
6	6C564	Public Safety Comm Opers Crd	M	WHITE	1
6	6C565	Administrative Assistant, Tech	F	WHITE	4
6	6C578	Human Resources Assistant, Sr	F	WHITE	1
6	6C582	Specification Analyst	M	WHITE	1
6	6C612	Account Clerk II	F	HISPA	1
6	6C612	Account Clerk II	F	WHITE	1
6	6C613	Account Clerk, Sr	F	WHITE	3
6	6C621	Event Coordinator	F	HISPA	1
6	6C633	Inspection Assistant, Sr	F	BLACK	2
6	6C652	Customer & Utility Services Rep. II	F	HISPA	1
6	6C661	Quality Assurance Coordinator	F	WHITE	1
6	6C661	Quality Assurance Coordinator	M	HISPA	1
6	6C664	Systems Support Coord, Senior	F	WHITE	2
6	6C664	Systems Support Coord, Senior	M	WHITE	1
6	6C673	Catering Sales Coordinator	F	WHITE	1
6	6C683	Legal Secretary, Sr	F	WHITE	1

6	6C693	CAPERS Coordinator	F	WHITE	1
6	6C720	Field Service Specialist	F	WHITE	1
6	6C720	Field Service Specialist	M	HISPA	2
6	6C720	Field Service Specialist	M	WHITE	1
6	6C729	Plano Centre Financial Splst	F	AMIND	1
6	6C743	CIS Systems Specialist	F	WHITE	1
6	6C744	Billing Representative, Sr	F	WHITE	1
6	6C746	Collections Representative, Sr	F	WHITE	1
6	6C747	Collections Representative	M	HISPA	1
6	6C754	Police Open Records Assistant	F	BLACK	1
6	6C756	Human Resources Generalist, Sr	F	WHITE	2
6	6C756	Human Resources Generalist, Sr	M	WHITE	1
6	6C763	Video Production Coordinator	F	WHITE	1
6	6C773	Police Open Records Asst, Sr	F	BLACK	1
6	6C775	Police Records Assistant Sr.	F	WHITE	2
6	6C788	Police Training Assistant	F	WHITE	1
6	6C793	Event Supervisor	F	WHITE	1
6	6C795	Community Dev Coord. Sr.	F	BLACK	1
6	6C795	Community Dev Coord. Sr.	F	WHITE	1
6	6C825	Juvenile Case Manager	F	WHITE	1
6	6C838	Buyer II	F	WHITE	1
6	6C838	Buyer II	M	AMIND	1
6	6C838	Buyer II	M	BLACK	1
6	6C839	Buyer, Senior	F	BLACK	1
6	6C842	Buyer I	F	WHITE	2
6	6C842	Buyer I	F	BLACK	1
6	6C910	Police Terminal Agency Coord.	F	WHITE	1
6	6C917	Volunteer Resources Coord.	F	HISPA	1
6	6C919	Permit Srvs Representative I	F	WHITE	1
6	6C920	Permit Srvs Representative II	F	WHITE	3
6	6C921	Permit Srvs Representative Sr.	F	WHITE	1
6	6C924	Paralegal, Senior	F	WHITE	1
6	6C931	Crime Prevention Specialist	F	ASIAN	1
6	6C938	Franchised Utilities Coord.	F	WHITE	1
6	6C943	CUS Systems Specialist	M	WHITE	1
6	6C971	Library Srvcs Representative	F	ASIAN	4
6	6C971	Library Srvcs Representative	F	BLACK	1
6	6C971	Library Srvcs Representative	F	HISPA	3
6	6C971	Library Srvcs Representative	F	WHITE	35
6	6C971	Library Srvcs Representative	M	HISPA	1
6	6C971	Library Srvcs Representative	M	WHITE	5
6	6C992	Retirement Administrator	F	WHITE	1
6	6F129	Public Safety Comm Supv	F	WHITE	5
6	6F129	Public Safety Comm Supv	M	WHITE	1
6	6F368	Municipal Court Clerk Supv	F	WHITE	2

6	6F517	Library Support Supv	F	WHITE	5
6	6F520	Police Records Supv	F	WHITE	3
6	6F715	Payroll Supervisor	M	WHITE	1
6	6F722	Field Service Supervisor	M	HISPA	1
6	6F858	Day Labor Center Supervisor	M	HISPA	1
6	6F859	Collections Supervisor	F	HISPA	1
6	6F860	Call Center Supervisor	F	WHITE	1
6	6F861	Systems Support & Billing Spvs	F	BLACK	1
6	6F981	Buyer Supervisor	F	WHITE	2
6	6T130	Public Safety Comm Splst	F	BLACK	7
6	6T130	Public Safety Comm Splst	F	HISPA	4
6	6T130	Public Safety Comm Splst	F	WHITE	29
6	6T130	Public Safety Comm Splst	M	BLACK	3
6	6T130	Public Safety Comm Splst	M	HISPA	3
6	6T130	Public Safety Comm Splst	M	WHITE	13
6	6T148	Mail Clerk	F	WHITE	2
6	6T375	Public Safety Comm Train Coord	F	WHITE	3
6	6T460	Public Safety Comm Educ Rep	F	WHITE	1

SUMMARY OFFICE/CLERICAL

Gender			
	Female	323	87%
	Male	50	13%
TOTAL		373	100%

Ethnic Group			
	White	283	76%
	Black	35	9%
	Hispanic	44	12%
	Asian	8	2%
	Native American	3	1%
TOTAL		373	100%

7-SKILLED CRAFT					
EEO-Cat	Job_Code	Description	Sex	Ethnic_Group	Count
7	7F066	Fleet Supervisor	M	WHITE	3
7	7M063	Equipment Operator	M	BLACK	3
7	7M063	Equipment Operator	M	HISPA	17
7	7M063	Equipment Operator	M	WHITE	10
7	7M064	Equipment Operator, Sr	M	BLACK	5
7	7M064	Equipment Operator, Sr	M	HISPA	11
7	7M064	Equipment Operator, Sr	M	WHITE	16
7	7M306	Playground Mtn Tech	M	WHITE	3
7	7M307	Irrigation Tech	M	HISPA	3
7	7M307	Irrigation Tech	M	WHITE	3
7	7M309	Electrical Tech	M	WHITE	2
7	7M311	Chemical Application Tech	M	HISPA	3
7	7M311	Chemical Application Tech	M	WHITE	2
7	7M493	Trail Mtn Tech	M	BLACK	1
7	7M955	Asst Compost Opers Supervisor	M	WHITE	1
7	7T104	Automotive Tech	M	BLACK	1
7	7T104	Automotive Tech	M	HISPA	3
7	7T104	Automotive Tech	M	WHITE	4
7	7T105	Heavy Truck & Equip Tech	M	ASIAN	1
7	7T105	Heavy Truck & Equip Tech	M	WHITE	10
7	7T215	Water Pump Station Opr	M	WHITE	5
7	7T694	Apprentice Automotive Tech	M	WHITE	1
7	7T695	Fire Emergency Vehicle Tech	M	WHITE	3
SUMMARY-SKILLED CRAFT					

Gender

Female	0	0%
Male	112	100%
TOTAL	112	100%

Ethnic Group

White	64	57%
Black	10	9%
Hispanic	37	33%
Asian	1	1%
Native American	0	0%
TOTAL	112	100%

8-SERVICE MAINTENANCE

EEO-Cat	Job_Code	Description	Sex	Ethnic_Group	Count
8	7M908	Irrigation Installer	M	HISPA	2
8	8F047	Facilities Services Supv	M	WHITE	1
8	8F212	Inventory Control Supervisor	M	WHITE	1
8	8F343	Street/Drainage Supv	M	BLACK	2
8	8F343	Street/Drainage Supv	M	WHITE	3
8	8F344	Utility Operations Supv	M	BLACK	1
8	8F344	Utility Operations Supv	M	WHITE	4
8	8F434	Park Support District Supv	M	WHITE	1
8	8F435	Athletic Field Mtn Supv	M	BLACK	1
8	8F436	Park District Supv	M	WHITE	3
8	8F437	Park District Assistant Supv	M	HISPA	2
8	8F437	Park District Assistant Supv	M	WHITE	5
8	8F539	Plano Centre Suppt Svcs Supv	M	WHITE	1
8	8F597	Env. Waste Serv. Supervisor	M	BLACK	2
8	8F597	Env. Waste Serv. Supervisor	M	WHITE	3
8	8F679	Compost Operations Supervisor	M	WHITE	1
8	8F714	Animal Services Supervisor	F	WHITE	2
8	8F721	Field Technology Supervisor	M	WHITE	1
8	8M048	Custodian	M	BLACK	1
8	8M100	Event Services Coordinator	M	ASIAN	1
8	8M101	Labor/Mtn Worker	M	BLACK	7
8	8M101	Labor/Mtn Worker	M	ASIAN	1
8	8M101	Labor/Mtn Worker	M	HISPA	20
8	8M101	Labor/Mtn Worker	M	WHITE	35
8	8M155	Route Driver	M	BLACK	20
8	8M155	Route Driver	M	HISPA	9
8	8M155	Route Driver	M	WHITE	18
8	8M156	Route Driver, Sr	M	BLACK	3
8	8M157	Refuse Collector	F	WHITE	1
8	8M157	Refuse Collector	M	BLACK	2
8	8M157	Refuse Collector	M	WHITE	1
8	8M182	Inventory Control Tech, Sr	M	WHITE	3
8	8M213	Inventory Control Technician	M	WHITE	2
8	8m213	Inventory Control Technician	M	HISPA	1
8	8M226	Plano Centre Attendant	F	HISPA	1
8	8M226	Plano Centre Attendant	M	HISPA	1
8	8M332	Crew Leader	M	BLACK	7
8	8M332	Crew Leader	M	HISPA	11
8	8M332	Crew Leader	M	WHITE	10
8	8M338	Crew Leader, Sr	F	WHITE	1
8	8M338	Crew Leader, Sr	M	BLACK	2
8	8M338	Crew Leader, Sr	M	HISPA	9

8	8M338	Crew Leader, Sr	M	WHITE	20
8	8M383	Facilities Services Rep	M	HISPA	2
8	8M473	Banquet Chef	M	HISPA	1
8	8M511	Facilities Services Rep, Sr	M	ASIAN	1
8	8M511	Facilities Services Rep, Sr	M	HISPA	1
8	8M588	Executive Chef	M	HISPA	1
8	8M605	Banquet Supervisor	M	ASIAN	1
8	8M650	Van Driver	M	HISPA	1
8	8M834	Animal Services Officer I	F	WHITE	2
8	8M835	Animal Services Officer II	F	HISPA	1
8	8M835	Animal Services Officer II	F	WHITE	8
8	8M835	Animal Services Officer II	M	BLACK	1
8	8M835	Animal Services Officer II	M	HISPA	1
8	8M835	Animal Services Officer II	M	WHITE	1
8	8M836	Animal Services Officer, Sr.	F	WHITE	3
8	8M836	Animal Services Officer, Sr.	M	WHITE	1
8	8M915	Fire Hydrant Technician	M	HISPA	2
8	8M923	Van Driver Supervisor	M	WHITE	1
8	8M995	Plano Centre Groundskeeper	M	WHITE	1

SUMMARY SERVICE MAINTENANCE

Gender

Female	20	8%
Male	236	92%

TOTAL

256 100%

Ethnic Group

White	136	53%
Black	47	18%
Hispanic	68	27%
Asian	5	2%
Native American		

TOTAL

256 100%

OVERALL SUMMARY

WHITE	FEMALE	492	25%
WHITE	MALE	999	51%
HISPA	FEMALE	53	3%
HISPA	MALE	177	9%
BLACK	FEMALE	57	3%
BLACK	MALE	120	6%
ASIAN	FEMALE	22	1%
ASIAN	MALE	20	1%
AMIND	FEMALE	5	0%
AMIND	MALE	12	1%
OTHER	FEMALE	2	0%
TOTAL		1,959	100%

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, 2011

CIVILIAN LABOR FORCE

Total
275,190

Total Females
44%

Total Ethnic/Racial Minorities
22%

No Underutilization nor Concentration		Concentration			Underutilization			Underutilization and Concentration				
Within Range Total Employees		Underutilization Total Females			Concentration Total Ethnic Minorities							
1,959 100%		631 32% 35%=U 53%=C			468 24% 18%=U 26%=C							
Department Division	CC #	Total	Female # %		Utilization U C --			Minority # %		Utilization U C --		
City Manager's Office												
City Manager	1112	5	4	80			--	1	20			--
ACM-Public Services												
Pub Services & Oper	1611	1	0	00			--	1	100			--
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	13	8	62		C		2	15			--
Municipal Court Judge												
Juvenile Case Manager	86276	1	1	100			--	0	00			--
Muni Court Judge	1114	5	2	40			--	1	20			--
City Secretary's Office												
City Secretary	1115	3	3	100			--	0	00			--
Public Information												
Public Info	1116	5	5	100		C		2	40			--
Records Management	1321	9	9	100		C		3	33			--
Gov Access/CATV	18181	6	3	50			--	1	17			--
Website Design	18281	2	2	100			--	1	50			--
Finance												
Finance Admin	1211	2	2	100			--	1	50			--
Accounting	1212	16	14	88		C		2	13	U		--
Municipal Ct. Admin	1214	31	29	94		C		9	29			--
Treasury	1217	2	2	100			--	0	00			--
Finance Sys Admin	1219	2	1	50			--	1	50			--

Departmental Utilization Analysis Range

Department Division	CC #	Total	Female Utilization					Minority Utilization				
			#	%	U	C	--	#	%	U	C	--
Finance												
Purchasing	1361	11	9	81			C	4	36			--
Inventory Cont/Asset	64364	8	1	12	U			2	25			--
Risk Management	65117	5	2	40			--	2	40			--
Budget & Research												
Budget & Research	1213	7	4	57			--	2	29			--
Internal Audit												
Internal Audit	1216	2	0	00			--	1	50			--
Human Resources												
HR Admin	1381	13	10	77			C	3	23			--
Police												
Police-Civil Service	1532	186	19	10	U			32	17			--
Police-Civilian	1532	287	104	36			--	59	21			--
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			--
Technology Services	66395	35	15	43			--	8	22			--
Public Safety Sys Supp	66396	9	1	11	U			4	44		C	
Fire												
Fire-Civil Service	1552	319	7	2	U			20	6	U		
Fire Civilian	1555	10	8	80			C	00	00	U		
Homeland Security												
Emergency Mg	1556	4	3	75			--	0	00	U		
Environmental Health												
Environmental Health	1582	14	8	57			--	4	29		C	
Animal Services	1583	22	18	82			C	4	18			--
Public Safety Communications												
PSC	1534	83	56	67			C	17	20			--
Parks & Recreation												
VIP Program	1385	2	2	100			--	1	50			--
P & R Admin	1631	2	2	100			--	0	00			--
Creative Arts	1632	3	1	33			--	0	00			--
Market/Spec Even	1633	2	2	100			--	1	50			--
Park Field Services	1634	7	0	00	U			2	29			--
Park Planning	1635	8	4	50			--	1	12			--
Athletics	1636	5	0	00	U			2	40			--
Athletics Field Maint	1637	12	0	00	U			10	83		C	
PARD Tech Services	1638	4	3	75			--	2	50			--

Department			Female utilization				Minority Utilization					
Division	CC	Total	#	%	U	C	--	#	%	U	C	--
Park Service Admin	1641	3	2	67			--	0	00			--
Parks Support	1643	21	0	00	U			7	33			--
Ground Maint #1	1644	15	0	00	U			10	69		C	
Sports Turf Maint	1647	14	0	00	U			8	57		C	
Ground Maint #2	1648	13	0	00	U			6	46		C	
Natural Resources	1649	4	2	40			--	1	20			--
Recreation Admin	1651	5	3	60			--	0	00			U
Special Programs	1653	2	2	100			--	1	50			--
Aquatics	1654	1	0	00			--	0	00			--
Tennis Center	1655	1	0	00			--	0	00			--
Senior Services	1656	5	4	80		C		1	20			--
Grounds Maint #3	1658	13	0	00	U			5	38			--
Douglass Rec-Center	1661	2	1	50			--	2	100			--
Carpenter Park	1663	5	3	60				2	40			--
Aquatics/Rec-Center	1664	8	6	75		C		3	38			--
Liberty Rec Center	1665	5	2	40			--	1	20			--
Muehlenbeck Center	1667	8	3	37			--	0	00			--
Oak Pt Nat-Preserve	1668	2	1	50			--	0	00			--
Conv./Visit Bureau	46125	6	5	83		C		0	00			-
School Centers-10	1662	1	0	00			--	0	00			--
Civic Center	46128	28	12	42			--	15	54		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	1	00	00			--	0	00			--
Aerobats	51865	3	2	67			--	1	33			--
Property Standards												
Property Standards	1619	20	11	55			--	11	55		C	
Rental Inspections	1623	2	0	00			--	1	50			--
Planning												
Planning Service	1622	34	20	59		C		10	29		C	
Utility Planning-10	41724	3	1	33			--	1	33			--
Engineering												
Neighborhood Maint	1719	1	0	00			--	0	00			--
Engineering	1721	29	7	24	U			5	17			--
Facilities	1352	21	2	9	U			5	24			--
Building Services	1353	6	0	00	U			5	83		C	
Utility Engineering	41723	2	0	00			--	1	50			--
Building Inspections												
Building Insp	1624	36	14	39			--	12	33		C	

Library												
Library Admin	1681	8	5	62			-	1	12			--
Tech Services	1682	8	7	87		C		1	12			--
Harrington	1683	21	21	100		C		7	33		C	
Schimelpfenig	1684	21	20	95		C		2	10	U		
Haggard	1685	21	18	86		C		3	14			--
Municipal Ref	1686	4	1	25			--	0	00			--
Davis	1687	21	14	67		C		1	5	U		
Parr	1688	20	20	100		C		1	5	U		
Public Works												
Public Works Admin	1711	6	2	33			--	1	17			--
Street	1742	34	0	00	U			23	68		C	
Signal	1743	13	0	00	U			3	23			--
Signs and Markings	1744	10	0	00	U			5	50		C	
Util Maint Admin	41761	10	3	30			--	1	10			--
Utility District-3 W	41762	16	0	00	U			7	44		C	
Utility District-2 E	41763	17	0	00	U			2	12	U		
Pumping Facility	41764	13	1	8	U			2	15			--
Meter Services	41765	13	0	00	U			6	46		C	
Utility District-1 N	41766	17	0	00	U			8	47		C	
Backflow Ope	41769	4	0	00	U			1	25			--
Utility Cut Service	41767	11	0	00	U			7	64		C	
Municipal Drainage	47471	17	0	00	U			6	35		C	
Muni Drain Adm	47472	3	1	33			--	1	33			--
Storm Water-10	47473	3	0	00			--	1	33			--
Equip Serv Op	61342	33	2	6	U			9	27			--
Sustainability & Environmental Services												
Enviro Ed Comm	45712	9	9	100		C		2	22			--
Compost Ops	45714	15	2	13	U			1	7	U		
Solid Waste Collect	45748	42	0	00	U			32	76		C	
Solid Waste Admin	45749	8	6	75		C		2	25			-
Special Waste	45751	10	2	20	U			2	20			-
Sustainability	45717	1	0	00			--	1	100			--
Comml Recycling	45752	7	4	57			-	5	71		C	
Customer & Utility Services												
Cust Utility Admin	41421	20	18	90		C		3	15			--
Cust Utility Field	41422	21	7	33			--	7	33		C	
Economic Development Board												
Eco Development-10	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

*Category eliminated during the 2000 census.

Availability/Utilization Analysis

1-OFFICIALS AND ADMINISTRATORS
As of SEPTEMBER 30, 2011

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							Total Ethnic Minority
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	
Collin County 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 10-11	23	39	9.00	0.00	9.00	0.00	0.00	0.00	43.00	9.00	9.00	0.00	0.00	0.00	0.00	18.00
COP Workforce 09-10	25	44.00	8.00	0.00	8.00	0.00	0.00	0.00	40.00	8.00	8.00	0.00	0.00	0.00	0.00	16.00
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

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 33.00%
 <26.00% = Underutilization > 40.00% = Concentration
COP FEMALE WORKFORCE = 52.00%*
 COP utilization % reflects concentration

MINORITY/ETHNIC UTILIZATION ANALYSIS:

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

Availability/Utilization Analysis

2-PROFESSIONAL
As of SEPTEMBER 30, 2011

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							Total Ethnic Minority
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	
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 10-11	237	39.00	10.00	4.00	2.00	4.00	0.00	0.00	40.00	10.00	3.00	2.00	4.00	1.00	0.00	20.00
COP Workforce 09-10	237	41.00	10.00	3.00	2.00	3.00	0.00	0.00	39.00	11.00	3.00	3.00	4.00	1.00	0.00	20.00
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

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 46.00%
 <37.00% = Underutilization > 55.00% = Concentration
 COP FEMALE WORKFORCE =51.00%
 COP utilization % falls within utilization range

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 23.00%
 <18.00% = Underutilization > 28.00% = Concentration
 COP MINORITY WORKFORCE =21.00%
 COP utilization % falls within utilization range

Availability/Utilization Analysis

3-TECHNICIANS
As of SEPTEMBER 30, 2011

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							Total Ethnic Minority
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	
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 10-11	204	54.00	15.00	7.00	5.00	1.00	2.00	0.00	21.00	10.00	4.00	3.00	3.00	0.00	1.00	25.00
COP Workforce 09-10	210	55.00	16.00	8.00	5.00	1.00	2.00	0.00	20.00	9.00	4.00	3.00	2.00	0.00	0.00	25.00
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

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 50.00%

<40.00% = Underutilization > 60.00% = Concentration

COP FEMALE WORKFORCE = 31.00%

COP underutilization in this category

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 22.00%

<18.00% = Underutilization > 26.00% = Concentration

COP MINORITY WORKFORCE = 25.00%

COP utilization % falls within utilization range

Availability/Utilization Analysis

PROTECTIVE SERVICE - 4
As of SEPTEMBER 30, 2011

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							Total Ethnic Minority
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	
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 10-11	707	79.00	13.00	5.00	6.00	1.00	1.00	0.00	7.00	2.00	1.00	1.00	0.00	0.00	0.00	15.00
COP Workforce 09-10	710	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 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

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 14.00%
<11.00% = Underutilization > 17.00% = Concentration
COP FEMALE WORKFORCE = 9.00%
COP reflects underutilization in this category

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 24.00%
<19% = Underutilization > 29.00% = Concentration
COP MINORITY WORKFORCE = 13.00%
COP reflects underutilization in this category.

Availability/Utilization Analysis

CATEGORY DELETED
PARA – PROFESSIONALS - 5
As of SEPTEMBER 30, 2011

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, 2011

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							Total Ethnic Minority
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	
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 10-11	373	9.00	4.00	1.00	3.00	0.00	0.00	0.00	67.00	20.00	8.00	9.00	2.00	1.00	0.00	24.00
COP Workforce 09-10	430	9.00	5.00	2.00	3.00	0.00	0.00	0.00	68.00	19.00	8.00	8.00	2.00	1.00	0.00	24.00
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

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 62.00%
 <50.00% = Underutilization > 74.00% = Concentration
 COP FEMALE WORKFORCE = 87.00%
 COP reflects concentration in this category

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 18.00%
 <14.00% = Underutilization > 22.00% = Concentration
 COP MINORITY WORKFORCE = 24.00%
 COP reflects concentration in this category

Availability/Utilization Analysis

SKILLED CRAFT - 7
As of SEPTEMBER 30, 2011

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							Total Ethnic Minority
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	
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 10-11	112	57.00	42.00	9.00	33.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
COP Workforce 09-10	112	60.00	40.00	7.00	32.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
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

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 9.00%
<7.00% = Underutilization >11.00% = Concentration
COP FEMALE WORKFORCE = 0.00%
COP reflects underutilization in this category

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 28.00%
<22.00% = Underutilization >34.00 % = Concentration
COP MINORITY WORKFORCE = 43.00%
COP reflects concentration in this category

Availability/Utilization Analysis

SERVICE MAINTENANCE - 8

As of SEPTEMBER 30, 2011

	TOTAL	MALE (Data provided in %)							FEMALE (Data provided in %)							Total Ethnic Minority
		W	Ethnic Minority	B	H	A	A/IN	O	W	Ethnic Minority	B	H	A	A/IN	O	
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 10-11	256	46.00	45.00	18.00	25.00	2.00	0.00	0.00	7.00	1.00	0.00	1.00	0.00	0.00	0.00	46.00
COP Workforce 09-10	266	46.00	48.00	19.00	27.00	1.00	0.00	0.00	6.00	1.00	0.00	1.00	0.00	0.00	0.00	48.00
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

UTILIZATION STATISTICS

FEMALE UTILIZATION ANALYSIS:

CLF = 43.00%

<34.00% = Underutilization >52.00% = Concentration

COP FEMALE WORKFORCE = 8.00%

COP reflects underutilization in this category

MINORITY/ETHNIC UTILIZATION ANALYSIS:

CLF = 41.00%

<33.00% = Underutilization >49.00% = Concentration

COP MINORITY WORKFORCE = 47.00%

COP utilization % falls within utilization range

New Hire Report by EEO Job Category

AAP 10-11 hiring for females and ethnic minority distribution by EEO Job category is as follows.

NEW HIRES BY EEO JOB CATEGORY

JOB CATEGORY	MALE (112/67%)					FEMALE (55/33%)					Total
	W	B	H	A	A/IN	W	B	H	A	A/IN	
AD/EXECUTIVE	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONAL	2	1	0	1	0	5	1	0	0	0	10
TECHNICIAN	9	2	1	0	0	6	1	2	0	0	21
PROTECTIVE SERVICE	17	0	2	0	0	3	2	0	0	0	24
OFFICE CLERICAL	7	0	3	0	1	19	7	3	1	0	41
SKILLED CRAFT	5	1	3	0	0	0	0	0	0	0	9
SERVICE MAINTENANCE	38	4	13	1	0	1	0	1	0	0	58
TOTAL # (2010-11)	78	8	22	2	1	34	11	6	1	0	163
TOTAL # (2009-10)	51	11	7	1	0	30	5	1	3	0	109

There were a total of 163 full time new hires during AAP 10-11. Of this number, 51 or 31% were ethnic minority and 52 or 33% were female. This reflects an increase in hiring of ethnic minorities in AAP 10-11, when compared to AAP 09-10 and a five (3%) percentage point increase in female new hires over AAP 09-10.

Separation Report by EEO Job Category

AAP 10-11 Separation of employment for females and ethnic minority distribution by EEO Job category is as follows:

SEPARATIONS BY EEO JOB CATEGORY

JOB CATEGORY	MALE (143/66%)					FEMALE (73/34%)					Total
	W	B	H	A	A/I	W	B	H	A	A/I	
AD/EXECUTIVE	2	0	0	0	0	0	0	0	0	0	2
PROFESSIONAL	10	1	0	0	0	6	0	1	0	0	18
TECHNICIAN	15	1	1	1	0	5	1	1	1	0	26
PROTECTIVE SERVICE	18	4	0	1	0	4	1	0	0	0	28
OFFICE CLERICAL	9	2	2	1	0	35	6	5	1	1	62
SKILLED CRAFT	15	0	8	0	0	0	0	0	0	0	23
SERVICE MAINTENANCE	31	8	12	0	0	2	0	1	0	0	54
TOTAL # (2010-11)	100	16	23	3	0	52	8	8	2	1	213
TOTAL # (2009-10)	75	17	9	2	0	48	9	4	1	1	166

There were a total of 213 separations for AAP 10-11. Of this number, 61 or 29% were ethnic minority and 71 or 33 % were female. This reflects a 4% increase in ethnic minorities separating employment with the City in AAP 10-11, when compared to AAP 09-10, and a decrease by five percentage (30%) points in separation of females when compared to AAP 09-10.

Promotion Report by EEO Job Category

AAP 10-11 Promotions for females and ethnic minority distribution by EEO Job category is as follows.

PROMOTIONS BY EEO CATEGORY

JOB CATEGORY	MALE (88/79%)					FEMALE (24/21%)					Total
	W	B	H	A	A/I	W	B	H	A	A/I	
AD/EXECUTIVE	2	0	0	0	0	2	1	0	0	0	2
PROFESSIONAL	3	2	0	1	0	7	1	0	1	0	15
TECHNICIAN	7	1	2	1	0	1	0	0	0	0	12
PROTECTIVE SERVICE	14	2	1	0	0	2	0	0	0	0	19
OFFICE CLERICAL	0	1	1	0	0	11	0	0	0	0	13
SKILLED CRAFT	11	3	11	0	0	0	0	0	0	0	25
SERVICE MAINTENANCE	12	4	8	0	0	1	0	0	0	0	25
TOTAL # (2010-11)	49	13	23	2	0	22	1	0	1	0	111
TOTAL # (2009-10)	39	4	8	0	0	22	3	3	1	0	80

There were a total of 111 full-time employees promoted for AAP 10-11. Of this number, 40 or 36% were racial/ethnic minority and 24 or 22% were female. This reflects an increase in promoting of ethnic minorities in AAP 10-11 when compared to AAP 09-10, and a five (5%) decrease in promoting females over AAP 09-10.

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 2010-11 Activities

Applications/Candidate Testing

CATEGORY	RACE AND GENDER												
	WM	BM	HM	AM	A/I-	OTHER	WF	BF	HF	AF	A/I-F	OTHER	TOTAL
Applications Civil Service not included													
09-10#	3187	810	856	281	38	179	3777	1153	668	635	70	992	12646
10-11#	3989	1205	1199	289	68	262	4242	1662	892	469	61	1131	15469
10-11%	26%	8%	8%	2%	0%	2%	27%	11%	6%	3%	0%	7%	100%
09-10%	25%	6	7	2	0	1	30	9	5	5	1	8	100%
CIVIL SERVICE													
Fire Applicants													
09-10#	315	37	48	2	3	6	9	1	0	2	1	0	424
10-11#	353	35	42	2	4	7	14	1	0	0	0	0	459
10-11%	77%	8%	9%	0%	1%	2%	3%	0%	0%	0%	0%	0%	100%
09-10%	75%	9%	11%	0%	1%	1%	2%	0%	0%	0%	0%	0%	100%
Fire Exam Candidates													
09-10#	215	24	32	2	1	9	4	1	0	1	1	0	290
10-11#	236	13	21	1	2	17	6	1	1	0	0	0	298
10-11%	79%	4%	7%	0%	1%	6%	2%	0%	0%	0%	0%	0%	100%
09-10%	74%	8%	11%	1%	0%	3%	1%	0%	0%	0%	0%	0%	100%
CIVIL SERVICE													
Police Applicants													
09-10#	324	113	53	29	6	12	33	23	13	1	1	3	624
10-11#	191	65	49	18	2	5	36	19	5	6	0	1	397
10-11%	48%	16%	12%	5%	1%	1%	9%	5%	1%	2%	0%	0%	100%
09-10%	52%	18%	8%	5%	1%	2%	5%	3%	2%	0%	0%	0%	100%
Police Exam Candidates													
09-10#	113	29	25	13	1	3	7	4	3	0	0	3	198
10-11#	142	54	28	13	0	10	20	9	3	3	0	2	284
10-11%	50%	19%	10%	5%	0%	4%	7%	3%	1%	1%	0%	1%	100%
09-10%	57%	15%	13%	7%	0%	2%	4%	2%	2%	0%	0%	2%	100%

Recruitment Activities
Plan year 2010-11

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 recruiting applicants representing all sectors of protected classes. During the 2010-11 AAP year, the City of Plano Police and Fire Departments attended job/career fairs, sponsored by local public schools, and colleges and universities throughout the state of Texas and the surrounding states. The Police Department, more specifically, worked with minority groups and government agencies, civil organizations, study groups and the business community, targeting females and minorities interested in law enforcement. Detailed employment opportunity information, relative to both the Police and Fire Departments, were also posted on the City, Police, and Fire Departments' websites.

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. Diversity/Harassment Prevention is a class that focuses very specifically on the legally defined protected classes and expected conduct of employees. Diversity/Harassment Prevention also addresses issues of workplace diversity, with a focus on working effectively with people who are different. 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.

Diversity/Harassment Prevention	
Course Description:	<p>This workshop focuses on:</p> <p>Diversity</p> <ul style="list-style-type: none"> ➤ 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 <p>Harassment</p> <ul style="list-style-type: none"> ➤ 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 Goal:	<p><u>Diversity</u>: To educate the participant about the behaviors of workplace harassment and know ways to prevent it.</p> <p><u>Harassment Prevention</u>: To create a workplace environment that “values differences.”</p>
Ethics in Public Service	
Course Description	<p>This workshop focuses on:</p> <ul style="list-style-type: none"> ➤ 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 Goal:	To foster integrity and ethical decisions through acting in an ethical and responsive manner.

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

Finally, in addition to training provided by the Human Resources, both the Fire and Police Departments have mandatory harassment and diversity training, which is required of all sworn personnel.