



CITY OF OBERLIN 2010

EQUAL EMPLOYMENT OPPORTUNITY REPORT



Prepared by: Darlene Colaso
ACM/HR Administrator
January 2011



January 21, 2011

TO: Council President Sloane
City Councilmembers
City Manager Eric Norenberg

CC: Department Heads & Supervisors
Council Appointees

FROM: Darlene Colaso, Assistant City Manager/Human Resources Administrator

SUBJECT: 2010 Equal Employment Opportunity (EEO) Report

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Purpose and Recommendation

The purpose of this memo is to review the Equal Employment Opportunity Report for calendar year 2010.

Background and Discussion

Since 1978, under the title of "Affirmative Action Program" the City of Oberlin has been committed to ensuring equal employment opportunity in all of its employee relationships and to prohibit "any discrimination on the basis of race, religion, color, creed, age, sex, ancestry, marital status, disability, sexual orientation, national origin, political affiliation or veteran status. Equal employment opportunity for all persons is a fundamental city policy." As a point of reference, with the codification of Ordinance No. 08-20 AC CMS (amending Ordinance No. 1348 AC CMS) in 2008, the new program reflects the amended report's title as the 2010 "Equal Employment Opportunity Report."

In this report you will note greater detail of individual departments' statistical breakdowns (Appendix A) – for both salaried and hourly positions, as well as job applicant information for all employees (regular full-time and part-time as well as seasonal or intermittent part-time – Appendix B).

As a reference, I have included an additional Appendix (Appendix A-1 *City of Oberlin – Workforce Data as of December 31, 2009*) from the 2009 EEO Report as a reference to those who prefer to compare this year's figures with the previous year's figures.

Recommendation

Please review and feel free to offer suggested changes, as the information tracked, analyzed and reported in this document is easily expanded or collapsed.

APPENDIX B

Equal Employment Opportunity : Recruitment Data for 2010

NOTE: This data is taken from EEO Survey cards received. Since the EEO survey is optional, it is important to note that this statistical data is not inclusive of all applications received for the positions recruited for. We receive anywhere from 20% to 80% of EEO surveys, per recruitment. To facilitate more accurate statistical data reporting, we are implementing an improved system to encourage EEO surveys to be submitted as part of the comprehensive application process. Additionally, while this data summarizes EEO survey information, candidate information from Civil Service eligibility lists is often tallied in the previous year, contingent upon the expiration date of the Civil Service eligibility list: We often complete interviewing and hiring in years subsequent to when the actual recruitment occurred. We continue to annually evaluate improved methods for tallying this statistical EEO information, for an improved and more comprehensive understanding of this data.

Position Title	# of Jobs	Dept.	Recruitment Date(s)	Total # EEO Cards		Race						Education				Advertisement						
				Male	Female	Black	White	Hisp	Asian/ PacIsld	A/Ind	Other	HS	Some	2-yr	4-yr	6-yr	Nwspr	Col	Net	WoM	Church/ Emp/ Assc	
Distribution Operator	1	PW	Feb '10	67	0	7	56	1	0	2	0	43	14	8	1	1	29	0	18	11	2	
Recreation (Summer Help)	40	Rec	Apr '10	16	20	24	9	2	0	0	1	23*	3	10	0	0	1	4	2	14	12	
Light Equipment Operator	4	PW	Apr '10	16	0	8	8	0	0	0	0	12	4	0	0	0	1	1	1	6	6	
Alternate Crossing Guard	2	PD	Apr '10	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	
City Records Advisor	1	CC	Apr '10	1	0	0	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	
Volunteer Program Coord. Intern	1	CM	Aug '10	0	1	0	1	0	0	0	0	1	0	0	0	0	0	1	0	0	0	
City Manager Intern	1	CM	Aug '10	1	2	0	2	1	0	0	0	3	0	0	0	0	0	3	0	0	0	
Police Dispatcher	2	PD	Oct '10	23	86	0	7	94	4	0	1	3	29	46	16	17	1	64	2	16	22	5
Crew Chief (GMD)	1	PW	Oct '10	40	2	2	39	1	0	0	0	22	10	6	4	0	27	0	9	6	0	
52	98	111	0	42	154	8	0	1	4	63	68	32	22	1	94	11	28	49	23			

Of the more than 50 position recruitments* in 2010: 40 were part-time Recreation Summer Staff, 6 were Public Works Department positions, 4 were Police Department positions, 2 were City Manager's Office Intern positions, and 1 was from the City Clerk's Office

Proportionately, of the 209 applicants who submitted survey information: 47% were male, 53%** were female - 20% black, 74% white, 4% Hispanic, 0 Asian/Pacific Islander & .5% American Indian/Native Alaskan applicants

Education of Applicants: (For those who did not leave this section blank) 30% had a high school education, 33% had some college education, 15% had a 2-year degree, 10.5% had a 4-year degree & .5% had a masters degree or higher

Advertising ROI: 45% found recruitments in newspapers, 5% via college/school resources, 13% via internet, 23% by word of mouth & 11% through employees

26% of the 209 applicants indicated they are from Oberlin (62% of the City's current workforce lives in Oberlin)

*Reminder: These numbers reflect actual recruitment data (when EEO surveys are received), not interviewing/hiring data (as hiring may occur in subsequent recruitment years for Civil Service positions [Police and Fire]). We may interview and hire from a Commission-approved eligibility list that was created up to two years earlier than the actual hire.

**This number has generally been significantly lower. The dispatcher positions brought in an unprecedented number of female applicants.