

EEO Utilization Report

Organization Information

Name: City Of Lewisburg

City: Lewisburg

State: TN

Zip: 37091

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City of Lewisburg will be based on merit, qualifications, and abilities. The City of Lewisburg does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, military status or any other characteristic protected by law.

The City of Lewisburg will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the City Manager. Employees can raise concerns and make reports without fear of reprisal. Employees are prohibited from engaging in any unlawful discriminatory practices or harassment involving co-workers or visitors. Anyone found to be engaging in any type of unlawful harassment and/or discrimination will be subject to disciplinary action, up to and including termination of employment as long as it does not violate federal, state or local laws.

Step 4b: Narrative of Interpretation

According to the Utilization Analysis Chart (UAC), underutilizations are indicated in several job categories, including white males in Officials/Administrators (-60%), Protective Services: Sworn (-17%), and Skilled Craft (-56%) job categories. White females (-29%) in Officials/Administrators, Protective Services: Non-Sworn (-18%), and Service/Maintenance (-35%) job categories were also noted as underutilizations. There are several factors that cause considerable difficulty when determining a level of underutilization and the following are all taken into consideration when reviewing the data, including: the population of the City of Lewisburg, the low number of employees in city government, and the relevant labor market that encompasses Marshall County, which is a rural county where the pool of applicants is not as varied as the metropolitan areas. Several of the job categories have a low number of total positions within that category compared to the other categories and can lead to a distorted perspective. For example, the City of Lewisburg has one employee, the City Manager, in the Officials/Administrators category. So, of course when compared to the relevant labor market the underutilization percentage will be exaggerated. The underutilization in black males and white females in Protective Services: Non-Sworn, white males in Skilled Crafts, and white females in Service/Maintenance can be attributed to the overall numbers of city employees, the population of the city, and the city's available, diverse, labor market. The City of Lewisburg strives to ensure that those working in our local government reflect the diversity of the community we serve. The City of Lewisburg fosters and promotes a welcoming, respectful, and inclusive work environment and continues its effort to increase the diversity of its workforce, when possible, in our small community.

Step 5: Objectives and Steps

1. 2. The City of Lewisburg's objective is to ensure equal employment opportunities for white males in the Protective Services: Sworn (-17%) job category and black males and white females in the Protective Services: Non-Sworn (-18%) job category when it seeks to fill vacancies that become available.

- a. e. The Lewisburg Police Department will be working to develop a recruiting video to attract applicants from outside this area.
- b. a. The City of Lewisburg will annually identify and analyze advertisements placed and other recruitment activities for vacant positions and look for opportunities to improve our ability to attract a greater number of qualified white male and white female candidates.
- c. b. Review and update job requirements and job descriptions when needed to ensure gender and race equity.
- d. c. Analyze our current workforce versus external local workforce availability.
- e. d. The city will continue to use the local and surrounding county newspapers, Municipal Technical Advisory Service(MTAS), Tennessee Municipal League(TML) and social media to communicate with public about vacancies of underutilized positions.

2. 3. The City of Lewisburg's objective is to ensure equal employment opportunities for white males in Skilled Crafts and white females in Service/Maintenance job categories, when it seeks to fill vacancies that become available.

- a. a. The City of Lewisburg will annually identify and analyze advertisements placed and other recruitment activities for vacant positions and look for opportunities to improve our ability to attract a greater number of qualified white male and white female candidates.
- b. b. Review and update job requirements and job descriptions when needed to ensure gender and race equity.
- c. c. Analyze our current workforce versus external local workforce availability.
- d. The city will continue to use the local and surrounding county newspapers, Municipal Technical Advisory Service(MTAS), Tennessee Municipal League(TML) and social media to communicate with public about vacancies of underutilized positions.

3. 1. The City of Lewisburg's objective is to ensure equal employment opportunities for white males (-60%) and females (-29%), when it seeks to fill vacancies that become available in the Officials/ Administrators job category.

- a. a. The City of Lewisburg will use outside recruitment assistance when needed to increase interest in any vacancy.
- b. b. The city will identify the best ways to advertise underutilized vacancies.
- c. The city will continue to use the local and surrounding county newspapers, Municipal Technical Advisory Service(MTAS), Tennessee Municipal League(TML) and social media to communicate with public about vacancies of underutilized positions. National publications will be used when necessary to reach greater number of qualified applicants.
- d. d. Review and update job requirements and job descriptions when needed to ensure gender and race equity.

Step 6: Internal Dissemination

The City of Lewisburg will distribute a copy of its EEO Utilization Report through its payroll system, Paylocity; making the report available to all city employees. Along with posting instructions on how to obtain a copy on the employee bulletin board in city hall.

Step 7: External Dissemination

The City of Lewisburg will post its EEO Utilization Report on its public website which can be viewed by the general public, applicants, and all city employees.

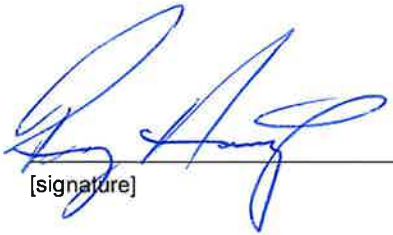
Utilization Analysis Chart
Relevant Labor Market: Marshall County, Tennessee

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	660/60%	0/0%	55/5%	0/0%	10/1%	0/0%	10/1%	0/0%	315/29%	10/1%	35/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-60%	0%	95%	0%	-1%	0%	-1%	0%	-29%	-1%	-3%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	4/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/44%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	330/35%	0/0%	30/3%	0/0%	0/0%	0/0%	0/0%	4/0%	520/55%	0/0%	60/6%	0/0%	0/0%	10/1%	0/0%	0/0%
Utilization #/%	10%	0%	-3%	0%	0%	0%	0%	-0%	-10%	0%	5%	0%	0%	-1%	0%	0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	165/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	250/55%	0/0%	40/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	21/72%	2/7%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	4/14%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	130/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-17%	7%	3%	0%	0%	0%	0%	0%	3%	0%	3%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	24/96%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	20/44%	0/0%	15/33%	0/0%	0/0%	0/0%	0/0%	0/0%	10/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	52%	0%	-33%	0%	0%	0%	0%	0%	-18%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	6/23%	0/0%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	14/54%	0/0%	4/15%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	765/31%	10/0%	50/2%	0/0%	25/1%	0/0%	0/0%	0/0%	1,540/62%	0/0%	80/3%	0/0%	0/0%	0/0%	4/0%	15/1%
Utilization #/%	-8%	-0%	6%	0%	-1%	0%	0%	0%	-8%	0%	12%	0%	0%	0%	-0%	-1%
Skilled Craft																

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	8/33%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	15/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	885/89%	20/2%	10/1%	0/0%	0/0%	0/0%	10/1%	0/0%	50/5%	0/0%	20/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-56%	-2%	3%	0%	0%	0%	-1%	0%	57%	0%	-2%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	15/62%	0/0%	6/25%	0/0%	0/0%	0/0%	2/8%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,160/48%	305/7%	100/2%	0/0%	30/1%	0/0%	10/0%	0/0%	1,550/35%	40/1%	190/4%	0/0%	55/1%	0/0%	15/0%	10/0%
Utilization #/%	14%	-7%	23%	0%	-1%	0%	8%	0%	-35%	-1%	-0%	0%	-1%	0%	-0%	-0%

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

 [signature] City Manager [title] 8/25/22 [date]