

# EEO Utilization Report

## Organization Information

Name: City Of Chicago

City: Chicago

State: IL

Zip: 60602

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

The City of Chicago is an Equal Employment Opportunity employer and is committed to providing equal opportunity in its recruitment, hiring, promotions, and transfers, and in all other employment practices and decisions. The City of Chicago follows all applicable federal, state, local laws and ordinances prohibiting discrimination.

Following File has been uploaded:CITY OF CHICAGO EEO POLICY.pdf

## Step 4b: Narrative of Interpretation

The City of Chicago Department of Human Resources (DHR) has reviewed the Utilization Analysis (comparing the City's workforce to the relevant labor market), and noted the following:

1. Hispanic males were underrepresented in several categories: Protective Services/Non- Sworn (-2%), Administrative Support (-2%), Skilled Craft (-12%) and Service Maintenance (-6%).
2. White females were underrepresented in nearly all categories: Officials/ Administrators (-14%), Professionals (-8%) Technicians (-2%), Protective Services/Non-Sworn (-3%), Administrative Support (-13%), Skilled Craft (-1%) and Service/Maintenance (-10%).
3. Asian females were underrepresented in several categories: Officials/Administrators (-1%), Professionals (-1%) Technicians (-7%), Skilled Craft (-1%) and Service/Maintenance (-2%).

The underrepresentation of White females and Asian females is due in part to the large number of titles in City government which have historically been male-dominated, particularly in the Service/Maintenance and Skilled Craft categories. We have formulated our current objectives and steps to achieve progress within these titles. A factor in the underrepresentation of Hispanic males is a limited awareness of the job opportunities in City government within the Hispanic community. This lack of awareness has been targeted as a key priority by DHR, and various action items are underway as noted in our objectives and steps.

## Step 5: Objectives and Steps

### **1. To expand recruitment and retention of Hispanic males in the Protective Services/Non-Sworn, Administrative Support, Skilled Craft and Service/Maintenance job categories.**

- a. DHR will expand our partnership with the Hispanic Alliance for Career Enhancement (HACE) under the leadership of the City's Chief Diversity Officer (CDO), hired in April of 2018. The CDO will seek opportunities for further activities like those initiated this year, such as webinars, job fairs and panel discussions. DHR will also develop alliances with similar organizations focused on employment and workforce development for Hispanic citizens, such as the National Latino Education Institute.
- b. DHR will review and upgrade its learning and development activities to focus on how climate and culture in City departments impact retention of Hispanic males. These enhanced learning opportunities will include exploration of topics such as inclusiveness and implicit bias.
- c. DHR will compile applicant data for vacancies in titles within these job categories over the last six months of the fiscal year to determine how candidates learned of the job opportunities. We will use this data to adjust our sourcing strategies and ensure that we are doing appropriate outreach to Hispanic males.
- d. In order to promote retention of Hispanic males in all job categories, the CDO will launch Employee Resource Group (ERG) pilot programs for employees to participate in their professional development. The ERGs will eventually encompass many employees; Hispanic employees will be included in the first round of the pilot.

### **2. To expand recruitment and retention of White females in the Officials/ Administrators, Professionals, Technicians, Protective Services/Non-Sworn, Administrative Support, Skilled Craft and Service/Maintenance categories**

- a. Under the leadership of the CDO, DHR will expand our alliances with Women Employed, Chicago Women in Trades and similar professional development organizations, in order to reach White female candidates. The CDO will seek opportunities for job training programs and other development activities that will impact the skills of female candidates, particularly in those job titles that have historically been male-dominated. DHR will leverage existing relationships with labor unions to understand and address barriers to White female recruitment and retention in the trades.
- b. DHR will compile applicant data for vacancies in titles within these job categories over the last six months of the fiscal year to determine how candidates learned of the job opportunities. We will use this data to adjust our sourcing strategies and ensure that we are doing appropriate outreach to White females.
- c. DHR will review and upgrade its learning and development activities to focus on how climate and culture in City departments impact retention of White females. These enhanced learning opportunities will include exploration of

topics such as inclusiveness and implicit bias, and will also continue to highlight prevention of sexual harassment.

d. DHR will conduct an analysis of the titles within the job categories with underutilization of White females to determine which departments had the most vacancies in those titles for the final six months of the fiscal year. Based on the results of this analysis, DHR will meet with the hiring personnel of the top 5 departments to establish a recruitment plan for upcoming hiring sequences, including strategies for outreach to White females. DHR will assist the departmental hiring staff on understanding their specific role in accomplishing the goals in the recruitment plan.

### **3. To expand recruitment and retention of Asian females in the Officials/Administrators, Professionals, Technicians, Skilled Craft and Service Maintenance job categories**

a. DHR will expand our partnership with groups in the Asian-American community as previously initiated by the CDO. The CDO will seek opportunities for further activities like those initiated this year, such as webinars, job fairs and panel discussions.

b. DHR will review and upgrade its learning and development activities to focus on how climate and culture in City departments impact retention of Asian females. These enhanced learning opportunities will include exploration of topics such as inclusiveness and implicit bias, and will also continue to highlight prevention of sexual harassment.

c. DHR will compile applicant data for vacancies in titles within these job categories over the last six months of the fiscal year to determine how candidates learned of the job opportunities. We will use this data to adjust our sourcing strategies and ensure that we are doing appropriate outreach to Asian females.

d. In order to promote retention of Asian females in all job categories, the CDO will launch a pilot program to allow employees to participate in ERGs that promote professional development. The groups will eventually encompass many employees; Asian females will be included in the first round of the pilot.

### **Step 6: Internal Dissemination**

1. Distribute a copy of the EEOP Utilization Report to all Department Heads and Departmental Human Resources managers.
2. Post a copy of the EEOP Utilization Report on the City's intranet service, an internal communication resource.
3. Send an e-mail memorandum to all employees informing them where the EEOP Utilization Report is located on the intranet and where they can review a hard copy.
4. Include a hard copy of the EEOP Utilization Report among the materials available in the lobby of the DHR Office, located at 121 N. LaSalle Street, 11th Floor, Chicago, IL 60602.

### **Step 7: External Dissemination**

1. Post a copy of the EEOP Utilization Report on the City's public website.
2. Distribute electronic copies of the EEOP Utilization Report to Chicago Public Library locations, for display in their reading rooms.
3. Include a notation on the City's online job application site informing applicants that the City has developed an EEOP Utilization Report and providing a link.
4. Work with the City's Department of Procurement Services to provide notification to contractors and vendors that the City has developed an EEOP Utilization Report and informing those contractors and vendors how to access the EEOP Utilization Report.

**Utilization Analysis Chart**  
**Relevant Labor Market: Chicago city, Illinois**

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
<b>Officials/Administrators</b>																
Workforce #/%	688/43%	147/9%	231/14%	2/0%	40/2%	0/0%	4/0%	0/0%	203/13%	71/4%	181/11%	2/0%	24/2%	1/0%	6/0%	0/0%
CLS #/%	84,440/40%	11,190/5%	12,605/6%	140/0%	8,775/4%	90/0%	755/0%	595/0%	54,835/26%	9,525/5%	19,405/9%	105/0%	5,400/3%	0/0%	520/0%	240/0%
Utilization #/%	3%	4%	8%	0%	-2%	-0%	-0%	-0%	-14%	-0%	2%	0%	-1%	0%	0%	-0%
<b>Professionals</b>																
Workforce #/%	602/22%	177/6%	251/9%	1/0%	109/4%	0/0%	6/0%	0/0%	589/21%	285/10%	640/23%	6/0%	115/4%	1/0%	9/0%	0/0%
CLS #/%	102,145/32%	12,285/4%	18,710/6%	70/0%	17,670/6%	20/0%	1,145/0%	635/0%	90,345/29%	15,040/5%	36,980/12%	110/0%	17,050/5%	30/0%	1,510/0%	565/0%
Utilization #/%	-11%	2%	3%	0%	-2%	-0%	-0%	-0%	-8%	5%	11%	0%	-1%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	439/29%	147/10%	147/10%	1/0%	38/3%	0/0%	0/0%	0/0%	256/17%	109/7%	370/24%	1/0%	9/1%	0/0%	0/0%	0/0%
CLS #/%	7,610/25%	1,865/6%	2,660/9%	15/0%	2,530/8%	0/0%	65/0%	65/0%	5,825/19%	1,660/5%	5,860/19%	55/0%	2,340/8%	15/0%	55/0%	90/0%
Utilization #/%	4%	4%	1%	0%	-6%	0%	-0%	-0%	-2%	2%	5%	-0%	-7%	-0%	-0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	7702/46%	3185/19%	2416/14%	29/0%	398/2%	14/0%	3/0%	0/0%	1292/8%	798/5%	998/6%	6/0%	55/0%	2/0%	0/0%	0/0%
CLS #/%	13,600/33%	5,605/14%	11,365/27%	105/0%	545/1%	0/0%	165/0%	65/0%	2,250/5%	1,155/3%	6,350/15%	20/0%	105/0%	0/0%	38/0%	50/0%
Utilization #/%	13%	5%	-13%	-0%	1%	0%	-0%	-0%	2%	2%	-9%	-0%	0%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	185/9%	145/7%	392/20%	2/0%	23/1%	0/0%	6/0%	0/0%	221/11%	145/7%	834/42%	10/1%	2/0%	1/0%	3/0%	0/0%
Civilian Labor Force #/%	545/21%	235/9%	185/7%	0/0%	10/0%	0/0%	70/3%	0/0%	365/14%	210/8%	940/37%	0/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	-12%	-2%	13%	0%	1%	0%	-2%	0%	-3%	-1%	6%	1%	0%	0%	-0%	0%
<b>Administrative Support</b>																
Workforce #/%	173/8%	129/6%	219/10%	2/0%	38/2%	0/0%	5/0%	0/0%	281/12%	316/14%	1023/45%	7/0%	53/2%	0/0%	7/0%	0/0%
CLS #/%	73,695/21%	26,285/7%	25,960/7%	165/0%	9,430/3%	20/0%	795/0%	550/0%	90,385/26%	43,780/12%	67,000/19%	160/0%	10,270/3%	175/0%	1,175/0%	1,015/0%

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
	%	%	%						%	%	%		%			
Utilization #/%	-13%	-2%	2%	0%	-1%	-0%	-0%	-0%	-13%	2%	26%	0%	-1%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	1070/61%	288/16%	298/17%	3/0%	31/2%	2/0%	8/0%	0/0%	24/1%	10/1%	16/1%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	49,115/51%	27,175/28%	12,070/12%	50/0%	1,800/2%	0/0%	340/0%	215/0%	2,135/2%	1,265/1%	1,730/2%	25/0%	600/1%	0/0%	40/0%	15/0%
Utilization #/%	10%	-12%	5%	0%	-0%	0%	0%	-0%	-1%	-1%	-1%	-0%	-1%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	917/25%	735/20%	1333/36%	11/0%	56/2%	2/0%	4/0%	0/0%	59/2%	86/2%	507/14%	6/0%	3/0%	0/0%	1/0%	0/0%
CLS #/%	56,725/16%	89,140/25%	47,560/14%	310/0%	9,360/3%	50/0%	1,025/0%	710/0%	41,665/12%	47,285/13%	46,515/13%	165/0%	8,465/2%	70/0%	1,020/0%	665/0%
Utilization #/%	8%	-6%	22%	0%	-1%	0%	-0%	-0%	-10%	-11%	0%	0%	-2%	-0%	-0%	-0%

### Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	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
<b>Officials/Administrators</b>					✓			✓	✓				✓			
<b>Professionals</b>	✓				✓			✓	✓				✓			✓
<b>Technicians</b>					✓				✓				✓			✓
<b>Protective Services: Sworn</b>			✓	✓			✓	✓			✓				✓	✓
<b>Protective Services: Non-sworn</b>	✓	✓					✓		✓							
<b>Administrative Support</b>	✓	✓			✓				✓							✓
<b>Skilled Craft</b>		✓							✓	✓	✓		✓			
<b>Service/Maintenance</b>		✓			✓		✓	✓	✓	✓			✓	✓	✓	✓

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.

Certified As Final By: Judith L. Marrs

Deputy Commissioner

12-20-2018

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