

EEO Utilization Report

Organization Information

Name: CITY OF BROKEN ARROW

City: BROKEN ARROW

State: OK

Zip: 74013-0610

Type: County/Municipal Law Enforcement

Section 1: EEO Policy Statement

Policy Statement:

Eligibility for City employment will be based on merit, fitness, and qualifications established for the particular position that is open. No person shall be favored or discriminated against because of age, race, gender, political or religious affiliations, national origin, or ancestry in any manner involving employment including recruitment, advertising, appointment, layoff, termination, promotion transfer, compensation, training and selection for training or any other terms, conditions, or privileges of employment.

Section 5: Narrative Interpretation of Data

See Attached Report

Following File has been uploaded:City of Broken Arrow Objectives for the EEO Utilization Report.docx

Section 6: Objectives and Steps

1. To determine the lack of white females in underrepresented job categories and encourage white females to apply for vacancies in officials/administrators, professionals, protective service, and service maintenance.

- a. a. The HR Department will review the availability of data from the applicant pool for vacancies in these job categories in the last two years to determine whether white females were underrepresented.
- b. The HR Department will review the applicant flow data for all vacancies in the last two years in these job categories to determine whether any step(s) in the selection process may have significantly impacted screening out white females. Based on the result of the review, consideration will be given to modify the candidate selection process.
- c. Expand recruiting efforts to various methods which may attract more female applicants including female representation at career/job fairs.

2. To encourage Hispanic females to apply for vacancies in Protective Services Non-Sworn positions.

- a. a. The HR Department will review the availability of data from the applicant pool for vacancies in these job categories in the last two years to determine whether Hispanic females were underrepresented.
- b. The HR Department will review the applicant flow data for all vacancies in the last two years in these job categories to determine whether any step(s) in the selection process may have significantly impacted screening out Hispanic females. Based on the result of the review, consideration will be given to modify the candidate selection process.
- c. The HR Department will expand recruitment efforts and increase advertisements, where available, in the Hispanic job exchange, area Hispanic Chamber of Commerce, United Latino job bank, and National Minority update.

3. To encourage Hispanic males to apply for vacancies in Skilled Craft positions.

- a. a. The HR Department will review the availability of data from the applicant pool for vacancies in these job categories in the last two years to determine whether Hispanic males were underrepresented.
- b. The HR Department will review the applicant flow data for all vacancies in the last two years in these job categories to determine whether any step(s) in the selection process may have significantly impacted screening out Hispanic females. Based on the result of the review, consideration will be given to modify the candidate selection process.
- c. The HR Department will expand recruitment efforts and increase advertisements, where available, in the Hispanic job exchange, area Hispanic Chamber of Commerce, United Latino job bank, and National Minority update.

4. To determine the lack of black females in underrepresented job categories and encourage black females to apply for vacancies in technician, skilled craft, and service maintenance areas.

- a. a. The HR Department will review the availability of data from the applicant pool for vacancies in these job categories in the last two years to determine whether black females were underrepresented.
- b. The HR Department will review the applicant flow data for all vacancies in the last two years in these job categories to determine whether any step(s) in the selection process may have significantly impacted screening out black females. Based on the result of the review, consideration will be given to modify the candidate selection process.
- c. Expand recruiting efforts to various methods which may attract more black female applicants including minority female representation at career/job fairs.

Section 7: Dissemination Strategy: Internal

1. Distribute a hard copy of the EEOP to all hiring managers.
2. Keep a copy of the EEOP on file in the City Mangers Office.
3. Keep a copy of the EEOP on file in the City Attorneys Office.
4. Post a copy of the EEOP on the City's Intranet Site.

Section 7: Dissemination Strategy: External

1. Keep a copy of the EEOP in the City's Human Resource Department for review by persons seeking Employment.
2. Post a PDF of the EEOP short form on the City's public website, available for access and downloading.

Utilization Analysis Chart
Relevant Labor Market: Tulsa County
, Oklahoma

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 #/%	51/70%	0/0%	3/4%	5/7%	1/1%	0/0%	1/1%	11/15%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	22,805/48%	1,330/3%	1,200/3%	1,070/2%	510/1%	20/0%	1,520/3%	14,850/31%	875/2%	1,095/2%	1,095/2%	420/1%	0/0%	1,145/2%
Utilization #/%	22%	-3%	2%	5%	0%	-0%	-2%	-16%	-2%	-1%	-2%	-1%	0%	-2%
Professionals														
Workforce #/%	55/69%	1/1%	1/1%	10/12%	0/0%	0/0%	2/2%	9/11%	0/0%	0/0%	1/1%	1/1%	0/0%	0/0%
CLS #/%	24,200/33%	1,050/1%	1,450/2%	1,075/1%	1,260/2%	20/0%	1,680/2%	33,155/45%	1,550/2%	2,765/4%	1,830/2%	1,150/2%	30/0%	2,290/3%
Utilization #/%	36%	-0%	-1%	11%	-2%	-0%	0%	-34%	-2%	-4%	-1%	-0%	-0%	-3%
Technicians														
Workforce #/%	26/54%	2/4%	4/8%	4/8%	1/2%	0/0%	1/2%	9/19%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%
CLS #/%	14,715/39%	2,630/7%	1,945/5%	1,625/4%	1,580/4%	0/0%	1,335/4%	8,105/22%	1,315/4%	1,700/5%	910/2%	555/1%	25/0%	845/2%
Utilization #/%	15%	-3%	3%	4%	-2%	0%	-1%	-3%	-4%	-5%	-2%	-1%	-0%	-0%
Protective Services: Sworn-Officials														
Workforce #/%	107/70%	6/4%	6/4%	14/9%	1/1%	0/0%	1/1%	13/8%	1/1%	0/0%	4/3%	0/0%	0/0%	0/0%
CLS #/%	4,100/64%	230/4%	535/8%	355/6%	25/0%	0/0%	330/5%	590/9%	40/1%	70/1%	100/2%	0/0%	0/0%	75/1%
Utilization #/%	6%	0%	-4%	4%	0%	0%	-4%	-1%	0%	-1%	1%	0%	0%	-1%
Protective Services: Non-sworn														
Workforce #/%	112/69%	3/2%	4/2%	10/6%	0/0%	0/0%	4/2%	24/15%	0/0%	1/1%	4/2%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	70/23%	4/1%	0/0%	10/3%	0/0%	0/0%	30/10%	125/41%	4/1%	15/5%	20/6%	0/0%	0/0%	30/10%
Utilization #/%	46%	1%	2%	3%	0%	0%	-7%	-26%	-1%	-4%	-4%	0%	0%	-10%
Administrative Support														
Workforce #/%	23/22%	2/2%	1/1%	2/2%	0/0%	0/0%	0/0%	55/53%	6/6%	1/1%	7/7%	1/1%	0/0%	5/5%
CLS #/%	24,740/27%	2,175/2%	2,510/3%	1,840/2%	720/1%	15/0%	1,760/2%	40,350/44%	3,905/4%	5,260/6%	3,225/4%	1,130/1%	35/0%	3,775/4%

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 #/%	-3%	-0%	-2%	-0%	-1%	-0%	-2%	9%	2%	-5%	3%	-0%	-0%	1%
Skilled Craft														
Workforce #/%	34/87%	2/5%	1/3%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,385/56%	6,600/19%	1,325/4%	2,130/6%	620/2%	0/0%	1,830/5%	1,255/4%	625/2%	355/1%	140/0%	275/1%	0/0%	135/0%
Utilization #/%	31%	-14%	-1%	-1%	-2%	0%	-5%	-4%	-2%	-1%	-0%	-1%	0%	-0%
Service/Maintenance														
Workforce #/%	136/68%	13/6%	17/8%	18/9%	1/0%	2/1%	4/2%	4/2%	1/0%	2/1%	2/1%	0/0%	0/0%	1/0%
CLS #/%	25,200/31%	8,055/10%	4,940/6%	2,395/3%	965/1%	155/0%	2,945/4%	19,135/24%	6,070/8%	4,545/6%	2,205/3%	1,465/2%	15/0%	2,480/3%
Utilization #/%	36%	-4%	2%	6%	-1%	1%	-2%	-22%	-7%	-5%	-2%	-2%	-0%	-3%

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
Officials/Administrators								✓						
Professionals								✓		✓				
Protective Services: Sworn-Officials			✓				✓							
Protective Services: Non-sworn							✓			✓				✓
Administrative Support										✓				
Skilled Craft		✓												
Service/Maintenance								✓		✓		✓		✓

Law Enforcement Category Rank 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
Officials: all sworn ranks above the patrol officer rank.														
Workforce #/%	29/85%	0/0%	1/3%	2/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
Protective Services:														
Sworn-Patrol Officers														
Workforce #/%	78/66%	6/5%	5/4%	12/1%	1/1%	0/0%	1/1%	12/10%	1/1%	0/0%	3/3%	0/0%	0/0%	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.

Certified As Final By: Owens Cheryl

Employee Engagement Coordinator

01-30-2024

[signature]

[title]

[date]

Verification of EEO Reporting Requirement

Compliance with Equal Employment Opportunity Program (EEO) Requirements

Organization Name:	CITY OF BROKEN ARROW	UEI:	GAESB5P9Q933
Address:	P.O.BOX 610 BROKEN ARROW OK 74013-0610	Classification Type:	Government Law Enforcement County/Municipal Law Enforcement
Contact Name:	TOM COOK JR	Contact Title:	
Contact Email:	tcookjr@brokenarrowok.gov	Contact Phone:	918-259-2400
Number of Employees:	150 or More	Single Largest Grant:	\$500,000 or More
Subrecipient Award Greater Than \$500,000:	No	Filed Utilization Report Last Year:	No

Acknowledgement of EEO Program Data Collection, Maintenance and Submission Requirements

I, **Kelly Cox**, (authorized official) acknowledge that **CITY OF BROKEN ARROW**(organization) has an obligation to develop and submit an EEO Program Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for **2023** (fiscal year). I understand the regulatory obligations under 28 C.F.R. Section 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 Program Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **CITY OF BROKEN ARROW** (organization) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEO Program regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEO Program may allow the OCR to draw an adverse inference based on the data's absence.

Kelly Cox

Kelly Cox

29-Jan-2024

Print or Type Name and Title

Signature

Date