

EEOP Utilization Report



Wed Jul 15 09:49:12 EDT 2015

Step 1: Introductory Information

Grant Title:	DV-Victim Assistance and Prevention Project	Grant Number:	2015-JAGC-DADE-2-R3-219
Grantee Name:	City of North Miami Beach	Award Amount:	\$6,222.00
Grantee Type:	Local Government Agency		
Address:	17011 NE 19 Avenue North Miami Beach, Florida 33162		
Contact Person:	Renee Darden	Telephone #:	305-948-2940
Contact Address:	16901 NE 19 Avenue North Miami Beach, Florida 33162		
DOJ Grant Manager:	Judieth Taylor	DOJ Telephone #:	850-617-1271

Grant Title:	Police and Community Together(PACT)	Grant Number:	2014-DJ-BX-0012
Grantee Name:	City of North Miami Beach	Award Amount:	\$23,840.00
Grantee Type:	Local Government Agency		
Address:	17011 NE 19 Avenue North Miami Beach, Florida 33162		
Contact Person:	Harvette Smith	Telephone #:	305-948-2984
Contact Address:	16901 NE 19 Avenue North Miami Beach, Florida 33162		
DOJ Grant Manager:	Gerardo Velazquez	DOJ Telephone #:	202-598-7412

Grant Title:	Police Department CCTV Security System, Repairs, Replacement and/or Upgrade Project	Grant Number:	2012-DJ-BX-0001
Grantee Name:	City of North Miami Beach	Award Amount:	\$25,571.00
Grantee Type:	Local Government Agency		
Address:	17011 NE 19 Avenue North Miami Beach, Florida 33162		
Contact Person:	Harvette Smith	Telephone #:	305-948-2984
Contact Address:	16901 NE 19 Avenue North Miami Beach, Florida		

33162

DOJ Grant Manager: Gerardo Velazquez

DOJ Telephone #: 202-598-7412

Policy Statement:

Consistent with the City of North Miami Beach's Equal Opportunity Policy, and in accordance with federal, state, and local laws, the City of North Miami Beach and its Police Department are committed to maintaining a workforce that is free of unlawful discrimination on the basis of race, color, national origin, sex, religion, disability, age, sexual orientation or preference, marital or family status, or political affiliation.

The City of North Miami Beach has two policies which ensure this, including its Equal Opportunity Policy (Policy #13), and its Policy Prohibiting Discrimination and Harassment (Policy #12), which restates the City's nondiscrimination policy and sets forth further in-house procedures for filing, investigating, and resolving complaints alleging unlawful employment discrimination.

Both policies are attached for ease of reference.

Step 4b: Narrative Underutilization Analysis

In keeping with the commitment of the City of North Miami Beach (NMB or The City) and the City of North Miami Beach Police Department (NMBPD) to maintaining and developing a workforce that reflects the community it serves, the City and its Police Department are pleased to recognize the overall diversity of its workforce, in terms of both ethnicity as well as gender.

Of the total population, 14% are White males, 19% are Hispanic or Latino males, 32% are Black males, and 1% are Asian males. 8% are White females, 7% are Hispanic or Latino females, 18% are Black females, and 1% are Asian females. Though this is clearly a diverse workforce, there is more that we can and will do to further reflect the demographics of the local market (Miami-Dade County).

Based upon the utilization analysis chart which revealed two or more standard deviations in White, Hispanic or Latino workers, in order to ensure the ongoing diversity of the workforce, we will continue to examine our recruitment and retention practices to see if there may be ways to attract more employees in these categories, especially females.

Step 5 & 6: Objectives and Steps

1. Target Hispanic females and females for professional development.

a. NMB will hold succession planning discussions with its female employees to explore the career plans and possibilities for advancement available to them, and develop a pipeline of future leaders.

2. Identify any barriers in recruitment that might deter Hispanic or Latino women from applying for entry-level Police Officer positions.

a. Building on the City's already established policy to conduct exit interviews with all employees who voluntarily leave the police department, the NMBPD will review the comments from all female patrol officers who voluntarily left the NMBPD in the last 12 months and who had three years of service or less. Based on this research, the NMBPD will review how its employment policies may affect the recruitment and retention of female patrol officers.

b. The NMBPD will arrange to meet with female recruits to find out how they learned about the opportunity to become a NMBPD officer, and to assess their level of interest in pursuing a leadership path. The NMBPD will also inquire as to whether anything in the recruitment or training process might be changed to encourage more females to become NMBPD officers. Based on their feedback, the NMBPD will reexamine its outreach and training efforts and develop a revised outreach program within six months, prior to the next recruitment cycle.

3. Target Hispanic females in police recruitment campaigns.

a. To attract Hispanic female recruits, NMBPD plans in the next six months to evaluate their recruitment plans and marketing materials, and will ensure that recruitment teams specifically target females and Hispanics when visiting police academies to recruit.

4. Target Hispanic or Latino males and females for administrative support positions, and Hispanic males for skilled craft positions.

a. NMB will review the composition of its skilled craft and administrative support staffs, and examine any barriers which may exist to recruitment in each of these areas.

b. NMB will concentrate efforts to further diversify its staff in these areas when recruiting for any vacancies.

Step 7a: Internal Dissemination

1. Send an e-mail memorandum to all employees, including supervisors, to let them know that a copy of the EEOP Utilization Report is available on request.

2. Post a copy of the EEOP Utilization Report on the NMB's intranet service, an in-house electronic communication

network.

Step 7b: External Dissemination

1. Post a copy of the EEOP Utilization Report on the NMB's public website.
2. Include on all job announcements for NMB positions that applicants may obtain a copy of the NMB's EEOP Utilization Report on request.

Utilization Analysis Chart
Relevant Labor Market: Miami-Dade County, Florida

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 #/%	4/21%	3/16%	2/11%	0/0%	1/5%	0/0%	0/0%	0/0%	3/16%	1/5%	5/26%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	28,005/19%	50,635/35%	5,945/4%	55/0%	2,105/1%	0/0%	365/0%	540/0%	14,290/10%	33,675/23%	7,150/5%	65/0%	1,005/1%	0/0%	170/0%	430/0%
Utilization #/%	2%	-19%	6%	-0%	4%	0%	-0%	-0%	6%	-18%	21%	-0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	11/23%	11/23%	8/17%	0/0%	1/2%	0/0%	0/0%	0/0%	5/10%	5/10%	7/15%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	29,540/16%	41,110/22%	8,045/4%	25/0%	3,065/2%	0/0%	450/0%	545/0%	26,485/14%	51,030/28%	18,205/10%	65/0%	3,670/2%	20/0%	505/0%	545/0%
Utilization #/%	7%	0%	12%	-0%	0%	0%	-0%	-0%	-4%	-17%	5%	-0%	-2%	-0%	-0%	-0%
Technicians																
Workforce #/%	4/18%	10/45%	4/18%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	2/9%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,580/9%	8,430/30%	1,730/6%	0/0%	575/2%	25/0%	75/0%	35/0%	2,085/7%	8,040/29%	4,230/15%	15/0%	115/0%	0/0%	75/0%	35/0%
Utilization #/%	9%	15%	12%	0%	-2%	-0%	-0%	-0%	-3%	-20%	-11%	-0%	-0%	0%	-0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	13/31%	17/40%	6/14%	0/0%	1/2%	0/0%	0/0%	0/0%	3/7%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,045/15%	13,705/39%	6,680/19%	10/0%	280/1%	70/0%	70/0%	30/0%	1,540/4%	2,935/8%	4,315/12%	0/0%	65/0%	0/0%	15/0%	0/0%
Utilization #/%	16%	1%	-5%	-0%	2%	-0%	-0%	-0%	3%	-8%	-8%	0%	-0%	0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	23/34%	23/34%	10/15%	0/0%	0/0%	0/0%	0/0%	0/0%	4/6%	5/7%	3/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	6,135/5%	44,295/39%	12,680/11%	35/0%	810/1%	140/0%	39/0%	270/0%	3,440/3%	32,485/28%	13,515/12%	4/0%	325/0%	0/0%	55/0%	370/0%
Utilization #/%	28%	-5%	4%	-0%	-1%	-0%	-0%	-0%	3%	-21%	-7%	-0%	-0%	0%	-0%	-0%
Protective Services: Non-sworn																

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
Administrative Support																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	160/8%	885/45%	255/13%	0/0%	10/1%	0/0%	0/0%	0/0%	15/1%	405/21%	210/11%	0/0%	10/1%	0/0%	20/1%	0/0%
Utilization #/%																
Skilled Craft																
Workforce #/%	10/7%	11/8%	19/13%	0/0%	0/0%	0/0%	0/0%	0/0%	26/18%	23/16%	51/36%	0/0%	3/2%	0/0%	0/0%	0/0%
CLS #/%	26,915/8%	86,210/25%	14,920/4%	15/0%	2,705/1%	45/0%	330/0%	875/0%	33,420/10%	144,610/4%	31,460/9%	160/0%	3,020/1%	35/0%	620/0%	1,425/0%
Utilization #/%	-1%	-17%	9%	-0%	-1%	-0%	-0%	-0%	9%	-26%	27%	-0%	1%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	17/8%	30/14%	123/57%	0/0%	0/0%	0/0%	0/0%	0/0%	2/1%	5/2%	37/17%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,010/13%	71,230/71%	8,980/9%	85/0%	600/1%	20/0%	185/0%	215/0%	790/1%	3,940/4%	705/1%	25/0%	65/0%	0/0%	10/0%	25/0%
Utilization #/%	-5%	-57%	48%	-0%	-1%	-0%	-0%	-0%	0%	-2%	17%	-0%	-0%	0%	-0%	-0%
Other																
Workforce #/%	2/7%	6/21%	16/57%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	1/4%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	17,690/5%	130,555/4%	29,800/9%	45/0%	3,485/1%	90/0%	355/0%	425/0%	11,710/4%	99,310/30%	28,895/9%	85/0%	2,520/1%	20/0%	245/0%	475/0%
Utilization #/%	2%	-19%	48%	-0%	-1%	-0%	-0%	-0%	-0%	-27%	-2%	-0%	-1%	-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
Professionals										✓						
Protective Services: Sworn-Patrol Officers										✓						
Administrative Support		✓								✓						
Skilled Craft	✓	✓														

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
Chief																
Workforce #/%	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%	0/0%	0/0%
Deputy Chief																
Workforce #/%	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%	0/0%
Major																
Workforce #/%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	2/50%	2/50%	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%	0/0%
Sergeant																
Workforce #/%	7/50%	5/36%	1/7%	0/7%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Detective																
Workforce #/%	3/15%	9/45%	4/20%	0/0%	0/0%	0/0%	0/0%	0/0%	2/10%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	23/34%	23/34%	10/15%	0/0%	0/0%	0/0%	0/0%	0/0%	4/6%	5/7%	3/4%	0/0%	0/0%	0/0%	0/0%	0/0%

CITY OF NORTH MIAMI BEACH
PERSONNEL POLICY & PROCEDURE

TITLE: Equal Opportunity

NUMBER: 13 **EFFECTIVE DATE:** 7/1/93 **REVISION DATE:** 8/1/96
(Revisions in italics)

PREPARED BY: Human Resources

APPROVED: 

City Manager

Purpose: To establish a policy prohibiting discrimination against City employees and employment candidates.

Policy: The City does not discriminate on the basis of any protected status including race, color, creed, national origin, religion, sex, age, marital status or disability. This policy applies to applicants for employment as well as current employees with regard to the terms of employment including, but not limited to, transfer or change of position, rates of pay or other forms of compensation, promotion, discipline (including termination), layoff and selection for training.

Any person or employee who feels that he/she has been subject to illegal discrimination as outlined in this policy he/she is urged to immediately bring it to the attention of the person's supervisor, department head, Director of Human Resources, Assistant City Manager or directly to the City Manager for investigation and resolution.

The complaint may be either oral or in writing. No retaliatory action of any kind will be taken toward an individual for filing a complaint relating to the above matter. Every complaint will be expeditiously investigated and the City will take prompt and decisive disciplinary action against any employee found guilty of an infraction of this policy, up to and including dismissal.



CITY OF NORTH MIAMI BEACH PERSONNEL POLICY & PROCEDURE

TITLE: Policy Prohibiting Discrimination and Harassment

NUMBER: 12 **EFFECTIVE DATE:** 01/01/92

UPDATED: 03/05/2014

PREPARED BY: Human Resources

APPROVED:


City Manager

Purpose: To maintain a policy which prohibits discrimination and harassment of City employees.

Policy:

It is the policy of the city of North Miami Beach to ensure that all employees are able to work in an environment that is free from all forms of illegal discrimination, including harassment, based upon age, gender, sexual orientation, race color, religion, marital status, national origin, disability or pregnancy. No person shall be subjected to derogatory remarks, offensive jokes, comments of a sexually suggestive nature, or demeaning language or gestures relating to his/her age, gender, sexual orientation, race, color, religion, marital status, national origin, pregnancy, or disability.

Harassment includes, but is not limited to, any physical, verbal, or visual conduct that creates an intimidating, offensive, or hostile work environment which interferes with an employee's work performance or alters the conditions of an employee's employment. Although not all inclusive, conduct constitutes sexual harassment when:

1. Submission to the conduct is made either an implicit or explicit condition of employment;
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting that individual; or
3. The harassment interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Discrimination / harassment will not be tolerated. Any person who believes that he or she has been illegally discriminated against or illegally harassed shall lodge a complaint (either oral or written) directly with any of the following individuals: his/her supervisor, his/her department head, the City's Human Resources Director, the Assistant City Manager, or the City Manager.

Upon receipt of a complaint, the supervisor, the department head, the Assistant City Manager, or the City Manager shall promptly report the complaint to the Human Resources Director, unless the complaint is made about the Human Resources Director, in which case the complaint shall be reported to the City Manager's office. Failure to report a complaint to the Human Resources Director (or, where the Human Resources Director is the subject to the complaint, the City Manager's office), may be grounds for disciplinary action, up to and including termination of employment.

In the event that the person who filed the complaint is not contacted by the Human Resources Director (or City Manager's office) within two weeks from the date the complaint was made, or should such response not be satisfactory, he/she shall immediately notify the City's Human Resource director (or City Manager's office).

No retaliatory action of any kind will be taken towards an individual for filing such a complaint. Every complaint will be expeditiously investigated by the Human Resources Department (or, if the complaint is against the Human Resources Director, it will be investigated by the City Manager's office). The results of the investigation will be reported to the person who filed the complaint. If the investigation confirms the existence of harassment/discrimination, the City will take prompt disciplinary action against the offender, up to and including termination of employment.

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 EEOP Utilization Report.

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

 AL Director of Human Resource
[signature] [title] [date]

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: City of North Miami Beach		DUNS Number: 071313951
Address: 17011 North East 19th Avenue, North Miami Beach, Florida 33162		
Grant Title: Domestic Violence Grant	Grant Number:	Award Amount: 6222 00
Name and Title of Contact Person: Renee Darden		
Telephone Number: 305-948-2940	E-Mail Address: rdarden@nmbpd.org	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees. Recipient is an Indian tribe. Recipient is a medical institution.
 Recipient is a nonprofit organization. Recipient is an educational institution. Recipient is receiving an award less than \$25,000.

I, _____ [responsible official],
certify that _____ [recipient] is
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302.
I further certify that _____ [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official],
certify that The City of North Miami Beach [recipient],
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than
\$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last
twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
Human Resources [organization],
17011 North East 19th Avenue [address].

Ana Garcia, City Manager

Print or Type Name and Title

Signature

Date

11/25/2015

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date