

ORDINANCE NO. 649-2023

**AN ORDINANCE ADOPTING AN EQUAL EMPLOYMENT OPPORTUNITY PLAN
AND UTILIZATION REPORT FOR THE CITY OF SPANISH FORT**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SPANISH FORT,
ALABAMA, AS FOLLOWS:**

SECTION 1. Adoption of Equal Employment Opportunity Plan and Utilization Report.

The City Council of the City of Spanish Fort hereby adopts the Equal Employment Opportunity Plan and Utilization Report attached hereto as Exhibit 1 by reference as though set forth fully herein.

SECTION 2. Designation of Official.

The authority and responsibility for ensuring the City's compliance with its equal employment opportunity plan lies with the Mayor. The plan will be implemented, monitored and revised by an Equal Employment Opportunity Officer designated by the Mayor. Currently, the City Equal Employment Opportunity Officer is the City Clerk. The plan will be reviewed annually by the EEO officer or his/her designee with respect to compliance by various departments of the City and recommend revisions, when appropriate or required, to the Mayor to insure continued maintenance and/or progress toward equal employment opportunity.

SECTION 3. Repealer Clause.

Any ordinance heretofore adopted by the City Council of the City of Spanish Fort, Alabama, which is in conflict with this Ordinance is hereby repealed to the extent of such conflict.

SECTION 4. Severability Clause.

If any part, section or subdivision of this Ordinance shall be held unconstitutional or invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this Ordinance which shall continue in full force and effect notwithstanding such holding.

This Ordinance shall become effective upon its adoption.

ADOPTED AND APPROVED this 16th day of October, 2023.



Michael M. McMillan
Mayor

ATTEST:



Rebecca A. Gaines
City Clerk

Exhibit 1

CITY OF SPANISH FORT EEO PLAN AND UTILIZATION REPORT

STEP ONE: POLICY STATEMENT

I. PURPOSE AND GENERAL PROVISIONS

It is the intent and purpose of these policies and procedures to establish guidelines for personnel actions which will facilitate selection and retention of qualified employees; enhance effective and efficient performance in providing needed services to the citizens of the City of Spanish Fort; and enable City employees to derive satisfaction from their work. The following general provisions are hereby established:

- A. The City of Spanish Fort affords equal employment opportunity to all applicants for employment and employs individuals on the basis of their demonstrated ability, job-related experience, training and performance potential without regard to race, color, religion, sex, national origin, age, disability, political affiliation or any other protected status under law.
- B. These policies and procedures apply to all employees of the City except where specifically exempted by these procedures. This manual does not apply to persons who are not employees, such as independent contractors or elected officials.
- C. The Mayor is responsible for the overall operation of the City Personnel System, including the implementation of all adopted personnel policies and procedures. The City Clerk is responsible for the day-to-day operation of the City Personnel System and for providing assistance to the Mayor, Department Heads, supervisory personnel and employees as needed to ensure that the intent of the City's personnel policies and procedures are met. At the Mayor's discretion, the Mayor may delegate to Department Heads or other individuals responsibility for selected administrative tasks required by these guidelines. Department Heads and supervisory personnel are responsible for acquainting themselves with these and any other City personnel policies and procedures and for complying with them.

II. STAFFING

A. PERSONNEL REQUISITION PROCEDURES

When a Department Head determines the need to establish and fill a new position (not approved in the current year operating budget), or fill an existing position (approved in the current year operating budget), the following procedure should be followed:

1. To establish and fill a new position (not approved in the current year operating budget).
 - a. A personnel request in the form of a letter supporting the need for the new position shall be completed, signed by the Department Head, and forwarded to the City Clerk and the Mayor.
 - b. Upon approval by the Mayor, the City Clerk, in cooperation with the requesting Department Head, will prepare a position description for the new position, and a proper pay grade for the position shall be recommended.
 - c. The personnel request letter and job description with recommended grade will be submitted to the City Council for approval. If approved, the City Council shall be required to approve funding for the new position.

2. To fill a vacancy in an existing position (approved in the current year operating budget).
 - a. The request will be submitted to the City Clerk by the Department Head.
 - b. The City Clerk will ensure that the job description is current and will obtain the Mayor's approval before initiating recruiting action.

B. RECRUITMENT

1. The Mayor and City Clerk shall be responsible for recruiting individuals to fill City vacancies.
2. The provisions contained in SECTION VI, CAREER ADVANCEMENT, as appropriate, will normally be complied with before outside recruitment is initiated.
3. Vacancies which require outside recruitment will be advertised by the City Clerk in the news media if deemed appropriate. Vacancy notices will be posted on bulletin boards in City buildings and other prominent locations by the City Clerk and may be posted online on the City webpage and social media sites. Vacancy notices will be posted in areas that are readily accessible to the disabled. A description of the job; necessary qualifications; grade or starting salary; reasonable deadline for applying, if a deadline exists, or may state the position will be open until filled and may close without notice; any other information deemed necessary by the Mayor; and the City's address and telephone number will be included in the posted notice. The notice will contain the statement that the City is an Equal Opportunity Employer.
4. After receipt of an application, the City Clerk will review each application received to ensure that the applicant meets the minimum qualifications needed for the position. The City Clerk will forward all qualified applications to the Mayor for review with the Department Head.
5. All applications received in response to a vacancy notice will remain active until the selected applicant has completed the required probationary period. If the selected applicant does not successfully complete the established probationary period, the vacancy may be filled from the remaining qualified applicants, or the vacancy may again be advertised or posted.

III. HARASSMENT

A. INTRODUCTION.

1. It is the policy of the City of Spanish Fort to maintain a healthy work environment and to provide procedures for preventing, reporting, investigating and resolving complaints of harassment, sexual or otherwise.
2. All employees have the right to work in an environment free of all forms of harassment. The City does not condone and will not tolerate any harassment.
3. The City shall take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment, sexual or otherwise.

B. POLICY AGAINST DISCRIMINATION AND HARASSMENT

1. The City of Spanish Fort is an Equal Opportunity Employer. City policy prohibits discrimination, retaliation or harassment on the basis of race, color, religion, sex, national origin, age, disability or any other status or condition protected by applicable federal, state or local laws, except where a bona fide occupational qualification applies. This Policy applies to recruiting, hiring, promotions, compensation, benefits, training, facilities, discipline and all other terms and conditions of employment. City policy prohibits all forms of harassment, including racial or sexual harassment, of employees, whether by supervisors, co-employees, citizens, residents, customers, suppliers or other persons. Retaliation against any employee for making a good faith claim of discrimination or harassment is strictly prohibited.
2. Conditioning employment, promotions, raises or any other terms and conditions of employment on sexual activities or favors is forbidden. Prohibited harassment also includes creation of a hostile work environment through unwelcome sexual advances or comments, slurs, stereotypes, jokes, pranks, innuendo, graffiti, pictures, gestures or physical contact of a sexual nature, as well as offensive, demeaning or vulgar language or actions directed towards employees because of their race or because of their sex. Similar conduct creating a hostile work environment on the basis of color, religion, national origin, age disability or any other status or condition protected by applicable federal, state or local laws is also prohibited.
3. The City maintains a “zero tolerance” policy for harassment. *City policy prohibits all degrees of harassment, including conduct that may not be sufficiently severe, pervasive or repetitive to constitute illegal harassment.* Prohibited harassment includes any unwelcome hostile, intimidating, or offensive slurs, remarks, comments, stereotypes, gestures, jokes or pranks about any person’s race, color, religion, sex, national origin, age, disability or any other status or condition protected by applicable federal, state or local laws. “I was only joking or kidding” will *not* be tolerated as an excuse.
4. Any employee suspecting a violation of this policy, or who in any way feels uncomfortable with the actions of City supervisors, employees or outsiders, is urged to inform his or her supervisor, and the supervisor shall immediately inform the Mayor. If for any reason the employee does not feel comfortable discussing the situation with his or her immediate supervisor, he or she should report the matter to the Mayor or to the City Clerk, at the employee's election. Should the allegations involve the Mayor, the employee should inform any City Council member of his or her choosing. Other employees, not themselves directly affected by such conduct, are also encouraged to report any suspected violations of this policy to the City as outlined above. Supervisors are required to report suspected harassment and any allegations of harassment to their supervisor or, if the allegations involve a supervisor in their chain of command, to the Mayor. Should the allegations involve the Mayor, the supervisor should inform any City Council member of his or her choosing. City policy strictly prohibits retaliation against any employee or supervisor who in good faith brings any harassment allegation or concern to the attention of the City.
5. This policy applies to City supervisors as well as employees. No City supervisor has any authority or power over you to require you to submit to unwelcome sexual advances or unwelcome sexual conduct or to tolerate a hostile work environment. If any supervisor should ever make such an attempt, you should report it immediately as outlined above, and the City

will see that (1) the conduct stops, (2) the supervisor is dealt with appropriately and (3) there is no retaliation against you.

6. All complaints or reports of discrimination or harassment will be promptly and thoroughly investigated, and the City will take appropriate action, including remedial and disciplinary action if necessary, based on the results of the investigation. Complaints will be kept as confidential as possible, subject to the City's need to investigate fully and take appropriate corrective action. The City may use third parties to investigate allegations of discrimination or harassment. All employees are expected and encouraged to participate fully and freely in any such investigation, and there will be no retaliation against any employee for truthfully participating in such an investigation in good faith. Unreasonable refusal to participate in an investigation of a complaint of discrimination or harassment may lead to discipline.
7. If you believe you are being subjected to retaliation for reporting a violation of this policy or for participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to, harassment, discrimination, bullying or any other unfair treatment or abuse of power.

8. Any employee or workplace participant that makes a knowingly false claim of workplace wrongdoing, like a knowingly false claim of discrimination or harassment, will be subject to discipline or termination.
9. Violation of this Policy, including its no-harassment and no-retaliation provisions, is considered misconduct subject to disciplinary action, up to and including discharge.
10. If you have questions, suggestions or concerns about this policy, you should direct them to your supervisor.

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with the person listed above, you can direct them to the Mayor or City Clerk.

C. SELECTION

1. Selections will be made based on the knowledge, skills, abilities and qualifications determined to be required without regard to race, color, religion, sex, national origin, age, disability or political affiliation. Reasonable accommodations for otherwise qualified disabled individuals will be made.
2. Interviews will be scheduled by the City Clerk at times mutually satisfactory to the requesting Department Head, the Mayor and the applicant.
3. The requesting Department Head and Mayor will conduct interviews to determine the applicant's suitability for the position.

4. The Mayor shall retain the services of a qualified agency to conduct background checks on all prospective new employees.
5. The City Clerk shall ensure that all selections are made on a nondiscriminatory basis and in keeping with established federal and/or state guidelines for equal treatment of all persons.
6. As soon as possible after the interviews are completed, the City Clerk will notify all applicants who were interviewed concerning the status of their applications.
7. All selections shall be conditional subject to a medical determination that the individual is qualified to perform the essential functions required in the job description and satisfactory background check.
8. All selections must be approved by the Mayor.

IV. CAREER ADVANCEMENT

A. TRANSFERS.

1. Any employee in the classified service may, with consent of the Department Heads involved, be transferred to a similar position of the same or lesser grade. The employee so transferred, however, is and shall be subject to a minimum probationary period of three (3) months, which may be extended. No pay increase will be given to any employee as a result of a transfer; however, the individual's pay will be reduced to reflect the correct pay grade if the transfer is to a lesser grade.
2. An eligible employee desiring to be transferred to a different department should make his/her request known in a letter to the City Clerk and Mayor.
3. As vacancies occur in departments in which the employee is qualified, his/her name will be submitted by the City Clerk and/or Mayor to the Department Head for consideration. Such transfer must be acceptable to both Department Heads.
4. Upon approval by the Mayor, the City Clerk, in cooperation with the Department Heads involved, will determine the effective date of the transfer and will update the appropriate personnel records as required.

B. PROMOTIONS.

1. A promotion of an employee to a classified position is defined as the permanent assignment of an employee to a position with a higher grade than his/her current grade and an accompanying increase in salary.
2. Vacancies in classified positions above the lowest grade level will be filled so far as is practical by the promotion or transfer of qualified classified employees. Promotional consideration will be given to all interested, qualified, classified employees.
3. To be considered for a higher-level position, the employee must submit a letter of intent to the City Clerk in accordance with the published job vacancy notice. Promotions will be based on the employee's past performance, qualifications, length of service, and physical condition (if physical condition is a bona fide occupational qualification as reflected in the approved job description for the position). In each instance of promotion, the employee must be eligible and qualified for promotion.

4. All promotions shall involve a change in salary. All promoted employees will be placed at the starting salary for their new position grade that ensures they receive at least a five percent (5%) increase in pay, unless the specific job position provides for a smaller percentage increase in salary. Changes in job title or position to a comparable job title or position in the same grade or classification (a lateral move) shall not be considered a promotion, and no change in salary shall be required.
5. The employee who receives a promotion will serve a probationary period in his/her new position. The probationary period will be twelve (12) months for police officers and firefighters and six (6) months for all other employees from the effective date of the promotion. If the employee's performance during the probationary period is not acceptable, he/she may be reassigned to a position comparable to his/her position before the promotion if one is available, or an additional probationary period may be served at the discretion of the Mayor. Otherwise, the employee will be separated. In the event the employee is reassigned to a position comparable to his/her position before the promotion, the employee's salary shall be reduced to the employee's previous pay.

No increase in pay will be given to the employee promoted to a new position until satisfactory completion of the required probationary period.

An employee who has been promoted may receive a merit and/or cost of living increase while on probation.

C. PROMOTION PROCEDURES.

1. All vacancies in classified positions above the entry level shall be announced by posting vacancy notices on various bulletin boards readily accessible to employees. At the election of the Mayor, vacancy notices may be open to employees only for up to seven (7) days from the date of the vacancy posting. The City Clerk shall be responsible for preparation of vacancy notices. It is the responsibility of the employee to submit his/her letter of intent to the City Clerk by the deadline listed in the vacancy notice. Additional application guidance will be provided by the City Clerk.
2. After the closing date for receipt of applications, the City Clerk shall forward all applications and other relevant employee information on file to the Department Head and the Mayor for consideration and recommended selection. The Department Head will submit his/her recommendation to the Mayor for approval.
2. It is the intent of the City to fill vacancies with persons with the appropriate skills and most potential for success in the position to be filled. If the City Clerk and Mayor determine that no qualified person is available from the eligible City employees, the City Clerk shall initiate outside recruitment actions as outlined in SECTION III of these policies and procedures.

D. RESTRICTIONS TO CLASSIFIED POSITIONS.

1. The provisions of this section are limited to classified positions.
2. Vacancies in unclassified positions will be filled by the City at its sole discretion.

V. COMPLIANCE

The authority and responsibility for ensuring the City's compliance for its equal employment opportunity plan lies with the Mayor. The plan will be implemented, monitored and revised by an Equal Employment Opportunity Officer designated by the mayor. Currently, the City Equal Employment Opportunity Officer is the City Clerk or his/her designee. The plan will be reviewed annually by the EEO officer or his/her designee with respect to compliance by various departments of the City and recommend revisions, when appropriate or required, to the Mayor to insure continued maintenance and/or progress toward equal employment opportunity.

VI. APPLICABILITY AND COMPATIBILITY OF CITY OF SPANISH FORT PERSONNEL MANUAL

The Equal Opportunity Plan for the City of Spanish Fort described herein does not alter or amend any applicable provision or information contained in the City of Spanish Fort Personnel Manual and is fully compatible therewith.

VII. APPLICABLE LAW

It is the express intent of the City of Spanish Fort to comply with any and all applicable provisions of Title VI of the Civil Rights Act of 1964, as well as any and all other applicable state and federal laws. Should any item in this plan be in conflict with any state and/or federal law, the applicable state or federal law shall be controlling. The City of Spanish Fort has no intent to circumvent, fail to recognize or fail to apply any and all applicable state and federal laws regarding discrimination and/or any other matter that may pertain to any and all employees.

The City's policy and plan relating to equal employment opportunity is subject to limitations and restrictions imposed by applicable provisions of state law. Nothing herein contained shall be construed as a representation or a commitment of the City or obligate the City to exercise any employment function in excess of its legal authority.

Provided, however, nothing herein contained in the plan or the policy shall require the use of employment quotas for any group, nor the implementation of policies or practices which have the effect of discrimination against any other group based upon such classifications.

STEP FOUR: UTILIZATION ANALYSIS

- A.** The purpose of a utilization analysis chart is to provide a framework within which the City can examine its employment practices. The analysis makes use of those statistics to formulate suggested strategies that provide for the continuation of the City's objective of equal opportunity employment.
- B.** Exhibit A, City of Spanish Fort Government Workforce Utilization chart dated October, 2023, is herein adopted by reference as an exhibit and shall remain on file in the office of the City Clerk. The utilization chart shall be revised every two (2) years by the Equal Employment Officer or hi/hers designee with current data.
- C.** The first step in identifying workforce underutilization is to determine the percentage difference between the City's workforce and the community labor statistics (CLS) of Baldwin County in each of the eight (8) EEO job categories. This is determined by subtracting the ethnic and gender breakdown percentages of the CLS in each EEO job category from the ethnic and gender breakdown percentages of the City workforce in each EEO job category. This calculation yields the percentage difference in utilization of each ethnicity or gender in each EEO job category. The determination of "underutilization" is not an admission or evidence of a violation of any legally required employment practice or procedure by the City. Rather, the determination of "underutilization" is a statistical result derived from the application of process standards mandated by EEO regulation in the Department of Justice.

- D.** After reviewing the results of the underutilization analysis (see Exhibit A, attached), the City of Spanish Fort has identified underutilization in the following job categories and noted the following:

In the Protective Services-Sworn category, there is significant underrepresentation of white females (-18%). One possible contributing factors may be the fact that the pool of white female applicants for Protective Services – Sworn positions (i.e., police officers and firefighters) has historically been low.

In the Administrative Support category, there is significant underrepresentation of white males (-22%). A possible contributing factor is the generally low percentage of women applicants compared to male applicants for administrative support positions (i.e., clerks, dispatchers, administrative assistants and library assistants).

STEP FIVE AND SIX OBJECTIVES AND STEPS TO ACHIEVE OBJECTIVES

No goal or objective to address significant underutilization shall be construed in any manner as the establishment or implementation by the City of a policy or procedure which involves the use of employment quotas for any group nor the implementation of policies or practices which have the effect of discrimination against any group based upon any prohibited criteria or upon any job classification, underutilization, or objective.

With respect to the significant underutilization of protected class employees, the goal will be to broaden recruitment for women in protective services and white men in administrative support. The City will also expand advertisement in nontraditional publications. Areas to be examined will include recruitment policies and practices in addition to selection policies and practices. The City will also concentrate on awareness and diversity issues.

A. RECRUITMENT

The City will continue to enhance its recruitment efforts in order to attract a diverse workforce.

1. The City of Spanish Fort will seek options for outreach to organizations that connect with white female candidates for Protective Services-Sworn job openings.
2. The City will continue its outreach activities related to hiring police officers and firefighters who reflect the communities they serve. This approach will be expanded to other positions within the Protective Services-Sworn job category. We will continue to utilize social media and digital advertising to reach these communities and address underutilization of white females. We will expand our use of internet employment platforms (i.e., Indeed.com) for advertising Protective Services-Sworn job openings.
3. The City will seek options for outreach activities in order to address underutilization of White males in Administrative Support positions. We will expand recruiting platforms to attract a wider variety of candidates and expand social media outreach for Administrative Support positions.
4. Identifying and consulting, either in person or by other means, with representatives from relevant entities to discuss the best ways to advertise position vacancies, such as (i) college career offices in Alabama and in surrounding states, as feasible; (ii) student organizations in Alabama for underrepresented demographic groups; (iii) local or state career organizations for underrepresented demographic groups (e.g., the Alabama Women in Law Enforcement Organization, the Alabama Association of Municipal Clerks and Administrators, the Alabama Association of Municipal Revenue Officers); (iv) national organizations for underrepresented demographic groups; (v) community organizations in Alabama; and (vi) career offices at local active, reserve, and guard military installations in

Alabama; After consultation, distributing information about vacancies and the hiring process to points of contact at those entities;

5. Enhance and evaluate the recruitment programs for the City to develop methods of increasing the numbers of qualified candidates from underrepresented groups.
6. Notifying all City employees of vacancies and encouraging those employees, to apply or encourage applicants, especially applicants from underrepresented demographic groups (e.g., females), to submit an Application.

B. RETENTION

The City will expand and improve training and development programs that support diversity and inclusion.

1. Develop training programs related to the City's Diversity & Equal Employment Opportunity Policy.
2. The City will continue its current practice of monitoring promotional practices and protocols to identify and address any potential for adverse impact on underrepresented groups.
3. The City will work with departments which have job titles included within the underrepresented groups to address specific retention issues.

STEP 7a

INTERNAL DISSEMINATION

The City will post its Equal Employment Opportunity Plan and Utilization Report on its website (www.cityofspanishfort.com) under its Ordinances section, post a copy in the Office of the City Clerk and distribute a separate copy to all departments for posting on employee bulletin boards. Upon request it will provide a copy to employees who do not have internet access.

STEP 7b

EXTERNAL DISSEMINATION

The City will post its Equal Employment Opportunity Plan and Utilization Report on its website (www.cityofspanishfort.com) under its Ordinances section, post a copy in the Office of the City Clerk and distribute a separate copy to all departments for posting on employee bulletin boards. Upon request it will provide a copy to employees who do not have internet access.

Exhibit A

Utilization Analysis Chart for the City of Spanish Fort, Alabama

**Relevant Labor Market:
Baldwin County , Alabama**

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 #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,885/53%	120/1%	105/1%	50/1%	55/1%	0/0%	70/1%	3,455/38%	115/1%	195/2%	0/0%	10/0%	10/0%	65/1%
Utilization #/%	27%	-1%	-1%	-1%	-1%	0%	-1%	-18%	-1%	-2%	0%	-0%	-0%	-1%
Professionals														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,800/31%	50/0%	235/2%	10/0%	30/0%	0/0%	85/1%	6,985/57%	335/3%	565/5%	0/0%	4/0%	0/0%	180/1%
Utilization #/%	36%	-0%	-2%	-0%	33%	0%	-1%	-57%	-3%	-5%	0%	-0%	0%	-1%
Technicians														
Workforce #/%	7/100%	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 #/%	2,055/43%	105/2%	475/10%	15/0%	4/0%	0/0%	0/0%	1,605/33%	50/1%	445/9%	0/0%	30/1%	0/0%	10/0%
Utilization #/%	57%	-2%	-10%	-0%	-0%	0%	0%	-33%	-1%	-9%	0%	-1%	0%	-0%
Protective Services: Sworn														
Workforce #/%	35/83%	0/0%	6/14%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	810/65%	0/0%	165/13%	0/0%	0/0%	0/0%	4/0%	255/21%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	18%	0%	1%	0%	0%	0%	-0%	-18%	0%	-0%	0%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	2/100%	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%
Civilian Labor Force #/%	55/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	55/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	50%	0%	0%	0%	0%	0%	0%	-50%	0%	0%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	18/82%	0/0%	2/9%	0/0%	1/5%	0/0%	0/0%
CLS #/%	5,380/27%	350/2%	220/1%	45/0%	20/0%	0/0%	110/1%	12,045/59%	260/1%	1,425/7%	65/0%	170/1%	0/0%	175/1%
Utilization #/%	-22%	-2%	-1%	-0%	-0%	0%	-1%	22%	-1%	2%	-0%	4%	0%	-1%

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
Skilled Craft														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	5,400/78%	575/8%	355/5%	0/0%	15/0%	0/0%	55/1%	430/6%	30/0%	95/1%	0/0%	0/0%	0/0%	10/0%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
Service/Maintenance														
Workforce #/%	5/83%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,155/38%	850/4%	1,560/7%	120/1%	155/1%	0/0%	220/1%	7,060/33%	565/3%	2,380/11%	35/0%	135/1%	0/0%	50/0%
Utilization #/%	45%	-4%	9%	-1%	-1%	0%	-1%	-33%	-3%	-11%	-0%	-1%	0%	-0%