

City of Federal Way
Equal Employment Opportunities Plan
2022

I. Introduction

Grant Title: Various Federal Grants

Grant Number: Varies

Address: 33325 8th Avenue S
Federal Way, WA 98003

Contact: Vanessa Audett
Human Resources Manager
(253) 835-2532

Date and effective
Duration of EEOP: January 1, 2022 to December 31, 2023

The City employs approximately 352 regular full and part-time employees and approximately 227 seasonal/temporary employees in the following 10 departments and Municipal Court:

City Clerk
Community Development Services
Finance
Human Resources
Information Technology
Law
Mayor's Office

- Economic Development
- Emergency Management

Parks
Police
Public Works

Policy Statement:

It is the policy of the City of Federal Way to treat all applicants and employees equally and without regard to race, religion, creed, color, national origin, sex, sexual orientation, age, the presence of a physical, mental or sensory disability, marital or veteran status, or any other basis that is required by local, state or federal law. It is also the desire of the City to reflect the diverse community that we serve. As an organization we are committed to seeking diverse applicant pools for our vacant positions and to creating a culture that promotes mutual respect, acceptance, cooperation and productivity among diverse people. Toward this end, racial, ethnic, religious or sexual slurs or comments demeaning national origin or individuals with disabilities by any employee to or about any employee, applicant or the public will not be tolerated.

Violations of this policy may be cause for disciplinary action in accordance with City policy and applicable laws.

The City's commitment to this policy is reflected in its recruitment literature, position announcements, and application forms. The City firmly believes that the most effective government service delivery is achieved by governmental units whose employees are representative of the community served, encouraging the public to identify with and maintain confidence in "their" employees, as envisioned in the City's diversity theme, "A City for All of Us." To achieve true representation at all levels of the City, job-related, non-discriminatory selection processes are used for all job classifications. Throughout the hiring processes, results are monitored to identify any components that have adverse impact, and such findings lead to affirmative efforts to increase protected class applicant numbers and their success in gaining employment.

The City will review employment demographics biannually to assess the utilization level of protected groups and ensure fair consideration in all aspects of employment, including recruitment, selection, compensation, training, promotion, benefits and layoffs.

As Mayor of the City of Federal Way and appointing authority, I confirm that such policy exists and direct that this plan be implemented accordingly.

Jim Ferrell
Mayor

II. Current City Workforce

The chart below lists the current total number and percentage of City of Federal Way employees by gender, ethnicity (using standard federal reporting terminology), and EEO job category. Percentage totals may be slightly greater or less than 100% due to rounding.

	total		Male	H	W	B	NA	A	PI	T	Female	H	W	B	NA	A	PI	T
Management, business and financial workers	41	7%	31	1	28	0	0	2	0	0	10	0	6	1	0	1	0	2
			76%	2%	68%	0%	0%	5%	0%	0%	24%	0%	15%	2%	0%	2%	0%	5%
Science, engineering and computer prof.	17	3%	15	1	9	0	0	3	1	1	2	0	1	0	0	1	0	0
			88%	6%	53%	0%	0%	18%	6%	6%	12%	0%	6%	0%	0%	6%	0%	0%
Other professional workers	70	12%	32	1	28	0	0	1	0	2	38	3	23	1	1	5	0	5
			46%	1%	40%	0%	0%	1%	0%	3%	54%	4%	33%	1%	1%	7%	0%	7%
Technicians	9	2%	7	1	4	1	0	0	1	0	2	0	0	1	0	0	0	1
			78%	11%	44%	11%	0%	0%	11%	0%	22%	0%	0%	11%	0%	0%	0%	11%
Administrative support workers	59	10%	2	0	2	0	0	0	0	0	57	3	43	2	0	5	2	2
			3%	0%	3%	0%	0%	0%	0%	0%	97%	5%	73%	3%	0%	8%	3%	3%
Installation, maint. & repair craft workers	21	4%	21	2	18	1	0	0	0	0	0	0	0	0	0	0	0	0
			100%	10%	86%	5%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Laborers and Helpers	47	8%	43	7	27	1	2	1	0	5	4	0	3	1	0	0	0	0
			91%	15%	57%	2%	4%	2%	0%	11%	9%	0%	6%	2%	0%	0%	0%	0%
Protective service workers	184	32%	140	11	92	7	0	17	0	13	44	1	30	2	0	5	0	6
			76%	6%	50%	4%	0%	9%	0%	7%	24%	1%	16%	1%	0%	3%	0%	3%
Service workers, except protective	132	23%	47	4	24	7	0	8	0	4	85	6	41	10	0	13	2	13
			36%	3%	18%	5%	0%	6%	0%	3%	64%	5%	31%	8%	0%	10%	2%	10%
Total	580		338	28	232	17	2	32	2	25	242	13	147	18	1	30	4	29
			58%	5%	40%	3%	.3%	6%	.3%	4%	42%	2%	25%	3%	0%	5%	1%	5%

III. Community Workforce

The chart below shows the total labor force population and percentages by EEO category in the King County statistical area. The source was the U.S. Census Bureau EEO tabulation 2014-2018 (EEO Occupational Groups by Sex and Race/Ethnicity for Worksite Geography). Percentage totals may be slightly greater or less than 100% due to rounding.

	total		Male	H	W	B	NA	A	PI	T	Female	H	W	B	NA	A	PI	T
Management, business and financial workers	248,145	24%	139,460	6,895	104,130	4,050	420	18,890	410	4,665	108,685	5,140	79,605	3,220	325	15,385	190	4,815
			56.2%	2.8%	4.2%	1.6%	.2%	7.6%	.2%	1.9%	4.38%	2.1%	32.1%	1.3%	.1%	6.2%	.1%	1.9%
Science, engineering and computer professionals	85,010	8%	62,955	2,565	43,275	1,880	120	12,680	75	2,360	22,055	1,280	14,055	650	35	5,095	0	945
			74.1%	3%	50.9%	2.2%	.1%	14.9%	.1%	2.8%	25.9%	1.5%	16.5%	.8%	0%	6%	0%	1.1%
Other professional workers	232,505	23%	129,270	5,950	85,410	2,895	200	30,285	175	4,350	103,235	5,465	71,045	3,245	385	18,765	195	4,135
			55.6%	2.6%	36.7%	1.2%	.1%	13%	.1%	1.9%	44.4%	2.4%	30.6%	1.4%	.2%	8.1%	.1%	1.8%
Technicians	26,115	3%	11,560	855	7,470	585	4	2,140	230	1,040	14,555	1,010	8,880	1,075	55	2,775	140	630
			44.3%	3.3%	28.6%	2.2%	0%	8.2%	.3%	1.6%	55.7%	3.9%	34%	4.1%	.2%	10.6%	.5%	2.4%
Administrative support workers	147,260	14%	44,505	3,105	26,945	4,020	190	7,580	490	2,180	102,760	7,275	69,725	5,590	895	13,215	1,095	4,960
			30.2%	2.1%	18.3%	2.7%	.1%	5.1%	.3%	1.5%	69.8%	4.9%	47.3%	3.8%	.6%	9%	.7%	3.4%
Installation, maintenance and repair craft workers	31,005	3%	29,125	3,050	19,770	1,270	200	3,120	235	1,475	1,880	250	980	255	55	220	10	110
			93.9%	9.8%	63.8%	4.1%	.6%	10.1%	.8%	4.8%	6.1%	.8%	3.2%	.8%	.2%	.7%	0%	.4%
Laborers and Helpers	43,655	4%	32,435	7,530	16,480	2,940	220	2,900	550	1,815	11,220	1,980	5,290	1,180	90	1,980	260	440
			74.3%	17.2%	37.8%	6.7%	.5%	6.6%	1.3%	4.2%	25.7%	4.5%	12.1%	2.7%	.2%	4.5%	.6%	1%
Protective service workers	19,090	2%	15,230	1,000	10,355	1,545	255	1,305	110	660	3,860	300	2,530	480	65	270	110	105
			79.8%	5.2%	54.2%	8.1%	1.3%	6.8%	.6%	3.5%	20.2%	1.6%	13.3%	2.5%	.3%	1.4%	.6%	.6%
Service workers, except protective	184,260	18%	68,670	13,290	32,365	6,865	240	11,510	555	3,840	115,590	17,140	60,630	10,335	670	19,515	1,050	6,250
			37.3%	7.2%	17.6%	3.7%	.1%	6.2%	.3%	2.1%	62.7%	9.3%	32.9%	5.6%	.4%	10.6%	.6%	3.4%

*Civilian labor force 16 years and over. Job categories not represented by the City of Federal Way workforce are not included in the King County table.

*Abbreviations used in charts: H = Hispanic/Latino; W = White; B = Black; NA = Native American/Alaskan Indian; A = Asian; PI = Pacific Islander; T = Two or more races

IV. Utilization Analysis

		Workforce %		
Category	EEO Job Category	Federal Way	King County	Difference
Female	Management, business, and financial workers	24%	44%	-10%
	Science, engineering, and computer professionals	12%	26%	-14%
	Other professional	54%	44%	+10%
	Technicians	22%	56%	-34%
	Administrative support workers	97%	70%	+27%
	Installation, maintenance, and repair craft workers	0%	6%	-6%
	Laborers and helpers	9%	26%	-17%
	Protective service	24%	20%	+4%
	Service workers, except protective	64%	63%	+1%
Hispanic/Latino	Management, business, and financial workers	2%	5%	-3%
	Science, engineering, and computer professionals	6%	5%	+1%
	Other professional	6%	5%	+1%
	Technicians	11%	7%	+4%
	Administrative support workers	5%	7%	-2%
	Installation, maintenance, and repair craft workers	10%	11%	-1%
	Laborers and helpers	15%	22%	-7%
	Protective service	7%	7%	0%
	Service workers, except protective	8%	17%	-9%
Black	Management, business, and financial workers	2%	3%	-1%
	Science, engineering, and computer professionals	0%	3%	-3%
	Other professional	1%	3%	-2%
	Technicians	2%	6%	-4%
	Administrative support workers	3%	7%	-4%
	Installation, maintenance, and repair craft workers	5%	5%	0%
	Laborers and helpers	4%	9%	-5%
	Protective service	5%	11%	-6%
	Service workers, except protective	13%	9%	+4%
Native American/ Alaskan Indian	Management, business, and financial workers	0%	0.3%	-0.3%
	Science, engineering, and computer professionals	0%	0.2%	-0.2%
	Other professional	1%	0.3%	+0.7%
	Technicians	0%	0.2%	-0.2%
	Administrative support workers	0%	0.7%	-0.7%
	Installation, maintenance, and repair craft workers	0%	0.8%	-0.8%
	Laborers and helpers	4%	0.7%	+3.3%
	Protective service	0%	2%	-2%
	Service workers, except protective	0%	0.5%	-0.5%

Asian	Management, business, and financial workers	7%	14%	-7%
	Science, engineering, and computer professionals	24%	21%	+3%
	Other professional	9%	21%	-12%
	Technicians	0%	19%	-19%
	Administrative support workers	8%	14%	-6%
	Installation, maintenance, and repair craft workers	0%	11%	-11%
	Laborers and helpers	2%	11%	-9%
	Protective service	12%	8%	+4%
	Service workers, except protective	16%	17%	-1%
Pacific Islander	Management, business, and financial workers	0%	0.2%	-0.2%
	Science, engineering, and computer professionals	6%	0.1%	+5.9%
	Other professional	0%	0.2%	-0.2%
	Technicians	11%	1%	+10%
	Administrative support workers	3%	1%	+2%
	Installation, maintenance, and repair craft workers	0%	0.8%	-0.8%
	Laborers and helpers	0%	2%	-2%
	Protective service	0%	1%	-1%
	Service workers, except protective	2%	1%	+1%
Two or more races	Management, business, and financial workers	5%	4%	+1%
	Science, engineering, and computer professionals	7%	4%	+3%
	Other professional	10%	4%	+6%
	Technicians	11%	6%	+5%
	Administrative support workers	3%	5%	-2%
	Installation, maintenance, and repair craft workers	0%	5%	-5%
	Laborers and helpers	11%	4.00%	2.00%
	Protective service	10%	4%	+6%
	Service workers, except protective	13%	5%	+8%

In analyzing Federal Way's work force, statistics were developed using employee data from July 2022. This data will be updated regularly to enable the City to comply with federal reporting requirements.

The above chart shows the percent of each EEO category found in Federal Way's work force compared to the King County statistical areas' actual labor force. All the discrepancies of 3% or greater are highlighted.

As the chart indicates, there are significant discrepancies (10% and greater underutilization) in the following categories:

Female:

Management, business, and financial workers	-10%
Science, engineering, and computer professionals	-14%
Technicians	-34%
Laborers and helpers	-17%

Asian:

Other Professional	-12%
Technician	-19%
Installation, maintenance, and repair craft workers	-11%

Areas with discrepancies of between 3% and 10% are the following:

Female:

Installation, maintenance, and repair craft workers	-6%
---	-----

Hispanic/Latino:

Management, business, and financial workers	-3%
Laborers and helpers	-7%
Service workers, except protective	-9%

Black:

Science, engineering and computer professionals	-3%
Technicians	-4%
Administrative support workers	-4%
Laborers and helpers	-5%
Protective service	-6%

Asian:

Management, business and financial workers	-7%
Administrative support workers	-6%
Laborers and helpers	-9%

Two or more races:

Installation, maintenance, and repair craft workers	-5%
---	-----

Federal Way also employs a higher percentage of workers as compared to the labor force (3% or greater discrepancy) in the following areas:

Female:

Other professional	10%
Administrative support workers	27%
Protective service workers	4%

<u>Hispanic/Latino:</u>	
Technicians	4%
<u>Black:</u>	
Service workers, except protective	4%
<u>Native American/Alaskan Indian:</u>	
Laborers and helpers	3%
<u>Asian:</u>	
Science, engineering and computer professionals	3%
Protective Service	4%
<u>Pacific Islander:</u>	
Science, engineering and computer professionals	6%
Technicians	10%
<u>Two or more races:</u>	
Science, engineering, and computer professionals	3%
Other professional	6%
Technicians	5%
Protective Service	6%
Service workers, except protective	8%

V. Objectives

The City of Federal Way is an Equal Employment Opportunity Employer and is committed to employing a diverse workforce, reflective of the community it services and the greater metropolitan areas from which it recruits.

It is the responsibility of the Human Resources Department to implement and manage the EEO Plan. A continuing compliance review will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the Equal Employment Opportunity policies and that these decisions are based upon valid relevant factors with respect to ability, performance, potential and bona fide occupational qualifications.

The City will review and update our EEO information and goals every two years to ensure the City maintains an effective and meaningful equal employment opportunity program.

VI. Steps to Achieve Objectives

1. Continue to send job opening announcements to the local Workforce Services, post job openings on the City of Federal Way website, and advertise openings on various websites to maximize outreach to all potential applicants.
2. Periodically review the City of Federal Way recruitment and hiring methods, practices and policies, ensuring that minorities and females have an equal opportunity for employment with the City of Federal Way.
3. Continually evaluate the employee selection process including the application forms, interviewing procedures, and the final selection process to strengthen job relatedness and validity.
4. Continue to utilize female and minority employees in recruitment and selection activities.
5. Continue to provide harassment prevention and diversity training to employees to ensure appropriate work behaviors and understanding of cultural differences.

VII. Dissemination Plan

External

1. All applicants who apply through our Career page hosted by NeoGov will receive a confirmation email that contains our EEO policy statement. Paper applications for employment will contain an Equal Employment Opportunity (EEO) policy statement.
2. The City of Federal Way website will contain the message "Equal Opportunity Employer" and employment advertisements will contain the statement, "EEO".
3. The Human Resources Department will post the EEO Plan on the City of Federal Way website to ensure easy access by the community.
4. Job announcements will be distributed to the recruiting sources, encouraging them to refer qualified applicants, and to assist in the implementation of the city of Federal Way Equal Employment Opportunity Plan.

Internal

1. "Equal Employment Opportunity is the Law" posters will be posted on appropriate employee bulletin boards.
2. Supervisors and employees involved in recruiting will be trained in the EEO policies and procedures and applicable laws.
3. A memo will be posted on employee bulletin boards regarding how to obtain a copy of the EEO Plan at any time.
4. Elected officials, department heads and supervisory personnel will be given a copy of the EEO Plan to ensure they are familiar with the EEO Plan objectives.