



City and Borough of Sitka
EEOP 2007 - 2009

EEOP Short Form

STEP 1: Introductory Information

Grant Title: Multiple Grants

Grant Number: Multiple Grants

Grantee Name: City and Borough of Sitka

Award Amount: Multiple Awards

Address: 100 Lincoln Street, Sitka, Alaska, 99835

Contact Person: Mark Danielson, SPHR

Telephone: 907-747-1816

Date and effective duration of EEOP: October 2007 - October 2009

Policy Statement:

The City and Borough of Sitka (including the Police Department) shall adhere to a policy of equal employment opportunities for all employees. It is the policy of the City and Borough of Sitka to not discriminate against any employee because of race, color, religion, age, sex, disability, national origin, marital status, or physical disability except in situations where such disability will constitute an employment liability. Discrimination against any person shall be prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspect of personnel administration for any of the above-listed reasons, because of political or religious opinion or affiliation, or because of other nonmerit factors.

The statement, "The City and Borough of Sitka is an Equal Opportunity Employer," shall be placed on all employment application forms and shall be disseminated throughout The City and Borough of Sitka. The City and Borough will abide by Section 504 of the Handicapped Rehabilitation Act and the American's with Disabilities Act.

8-30-2007

Mark Danielson, SPHR
Human Resources Director
City and Borough of Sitka
Sitka, Alaska

Date



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STEP 4b: UTILIZATION NARRATIVE

A comparison of the City and Borough of Sitka's workforce to the community labor statistics (CLS) for the City and Borough area indicates underutilization of women and minorities in several areas. The largest protected class underutilizations identified were White females, in the Officials and Administrator, Professionals, and Service Maintenance categories.

- Officials and Administrators – White females underutilized by 5%
- Professionals – White females are underutilized by 18%, Alaska Native Males underutilized by 9%, Alaska Native Females underutilized by 7%
- Technicians – White females underutilized by 7% and Alaska Native females by 3%
- Protective Services (Sworn) – City and Borough is 9% underutilized in the white male category.
- Protective Services (Non-Sworn) - - no underutilization
- Para-professionals – Category dropped for 2007
- Administrative Support – White males are underutilized by 27%. Alaska Native males by 4%, Alaska Native Females by 16%, Asian Females by 6% and Asian males are underutilized by 4%
- Skilled Craft – White males are underutilized by 49%, Alaska Native Males are underutilized by 9% and White females by 4%.
- Service Maintenance – White females are underutilized by 49% in this category and Alaska Native females by 20%. Asian females, Asian males and Alaska Native males are underutilized by 20%, 7%, and 33% respectively.

STEP 5: OBJECTIVES

The City and Borough of Sitka is committed to making its workforce profile more closely reflect the labor force in the community. Based on the results of the underutilization analysis, the City and Borough of Sitka has established the following objectives for the municipal government:

It is our goal to increase representation by ensuring that our advertising, recruitment, staffing, and promotional processes afford equal opportunity to females. We will specifically focus on attracting and retaining qualified Alaska Native and female candidates for City and Borough of Sitka positions. In addition, knowing that our community's Alaska Native and Asian and Asian populations are growing, we will focus on attracting and retaining both male and female Alaska Native and Asian candidates, and ensure that they and people from all races and protected classes receive equal opportunity to secure employment.



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STEP 6: STEPS TO ACHIEVE OBJECTIVES

- Review the recruiting, selection and promotional processes to identify and remove any obstacles that have an adverse impact on the hiring and promoting of women and minorities.
- Continue to train supervisors in discrimination prevention.
- Use regional/national searches for higher-level positions where minorities will not be available locally.
- Continue to use volunteer citizens, females, and minorities on interview panels.
- Continue to train all employees on EEO and sexual harassment.
- Continue to use the media to advertise our EEO goals.
- Continue to post EEO information on the City and Borough website.

STEP 7: DISSEMINATION

External

- Continue to include the statement “The City and Borough of Sitka is an equal opportunity employer” in all recruitment advertising.
- Continue to place equal opportunity employer statements and information on all City and Borough website recruiting material.
- Post the EEOP on the City and Borough of Sitka’s web site.
- Inform citizens, through various methods of communication, on how they can obtain a copy of the EEOP.

Internal

- Include a statement on the employee Intranet site advising of the availability of the EEOP.
- Continue to disseminate hiring information and EEO information to all hiring committees, supervisors.
- Meet with all supervisory staff to ensure they are familiar with the City and Borough of Sitka’s EEOP and objectives.