

EQUAL EMPLOYMENT OPPORTUNITY PLAN

for

City of Irving

825 W. Irving Blvd.

Irving, TX 75060

972-721-6952

10/1/2022

EQUAL EMPLOYMENT OPPORTUNITY PLAN

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The City of Irving wishes to make it clear that it does not consent to the release of any information whatsoever contained in this Equal Employment Opportunity Plan under the Freedom of Information Act or otherwise. If the U.S. Government, or any agency or subdivision thereof, is considering breaching the conditions under which this Equal Employment Opportunity Plan was loaned to such Government, or is considering a request for release of this Equal Employment Opportunity Plan under the Freedom of Information Act, a request is hereby made that the Government immediately notify the City Manager of the City of Irving of any and all Freedom of Information Act requests received by the Government or any other contemplated release of this Equal Employment Opportunity Plan by the Government which relates to information obtained by the Government from the City. We further request that everyone who has any contact with this Equal Employment Opportunity Plan, or its supporting data treat such information as confidential and that such information not be released to any person whatsoever. Retention or disclosure of information relating to identifiable individuals may also violate the Privacy Act of 1974.

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FOR the City of Irving

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EQUAL EMPLOYMENT OPPORTUNITY PLAN

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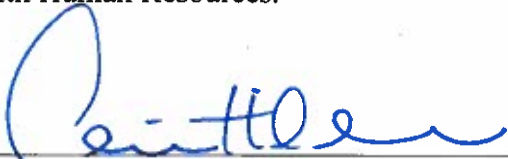
EQUAL EMPLOYMENT OPPORTUNITY PLAN FOR MINORITIES AND WOMEN

CHAPTER 1: COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City of Irving and my personal commitment that equal employment opportunity be provided at all levels of employment, including the executive level. The City of Irving will continue to administer its personnel policies and conduct its employment practices in a manner that treats each employee and applicant for employment on the basis of merit, experience, and other work related criteria, without regard to race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, or gender identity.

The City of Irving is committed to maintaining a meaningful, result-oriented Equal Employment Opportunity Plan in order to achieve a balanced workforce that reflects the sex and ethnic minority workforce composition of the City's relevant labor market.

If you have any questions regarding our Equal Employment Opportunity Plan, harassment policies or the complaint procedure, you may contact your Human Resources. Parts of the Equal Employment Opportunity Plan may be reviewed, as appropriate, by making an appointment with Human Resources.



(Signature)

Chris Hillman
City Manager
10/1/2022

EQUAL EMPLOYMENT OPPORTUNITY PLAN FOR MINORITIES AND WOMEN

CHAPTER 2: DESIGNATION OF RESPONSIBILITY

As part of its efforts to ensure equal employment opportunity to all individuals, the City of Irving has designated specific responsibilities to various staff to ensure the EEOP focuses on all components of the employment system. To that end, the Human Resources Director and those employed as supervisors and managers have undertaken the responsibilities described below.

City Manager

The primary responsibility and accountability for implementing the EEOP rests with the City Manager. This person is responsible, through the Human Resources Director, for adherence to City of Irving's policy of equal employment opportunity. This role includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring the City of Irving's EEOP. Ensure that these personnel are identified in writing by name and job title.
2. Ensure that those designated personnel responsible for all EEOP components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
3. Impart the personal direction that ensures total involvement and commitment to equal employment opportunity programs through the City of Irving's EEOP.

Human Resources Director

The Human Resources Director is responsible for overall supervision of the EEOP and is responsible for ensuring the directives of the City Manager are implemented. The Human Resources Director ensures, through the department managers and supervisors, that all relevant policies and procedures are adhered to. Successful implementation of this program is a basis for evaluating the Human Resources Director's effective work performance. The Human Resources Director's responsibilities include, but are not limited to, the following:

1. Ensure that the City of Irving adheres to the stated policy of equal employment opportunity and monitors the application of equal employment opportunity policies.
2. Ensure that the EEOP is reviewed and updated annually in accordance with the City of Irving's stated policy.
3. Participate in periodic discussions with management, supervisors, and all other employed personnel to ensure EEOP and equal employment opportunity policies are being followed.
4. Review the qualifications of all employees to ensure equitable opportunity, based on job-related employment practices, is given to all for transfers and promotions.
5. Conduct periodic audits of: 1) training programs and hiring and promotion patterns to

remove impediments to the attainment of EEOP goals and objectives, 2) facilities to ensure they are maintained for the use and benefit of all employees and integrated both in policy and practice, and 3) sponsored educational, training, recreational, and social activities to ensure that all employees are encouraged to participate in accordance with policies on non-discrimination.

6. Ensure that all new employees receive a special orientation to the City of Irving's equal employment opportunity policy and are thoroughly informed with regard to the EEOP and its objectives.
7. Periodically analyze applicant flow to determine the mix of persons applying for employment by race/ethnic origin and gender.
8. Ensure that recruitment advertising is placed in minority and female-oriented publications, as applicable.
9. Review all job descriptions and specifications to ensure they are free of discriminatory provisions and artificial barriers. Ensure that all requirements are job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.
10. Provide direction to the City of Irving's employees, as necessary, to carry out all actions required to meet the City's equal employment opportunity commitments.
11. Review, report on, and update the City of Irving's EEOP at least on an annual basis in accordance with stated policy.
12. Develop, implement, and maintain audit and reporting systems to measure effectiveness of equal employment opportunity programs, including those that will indicate the need for remedial action and determine the degree to which goals and objectives have been obtained.
13. Advise management in the modification and development of the City of Irving's policies to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines.
14. Conduct periodic audits to ensure all required posters and those advertising the City of Irving's equal employment opportunity policies and EEOP are displayed and that the City of Irving's equal employment opportunity and EEOP policies are being thoroughly communicated.
16. Assist in review and revision of all policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.

Managers and Supervisors

In their direct day-to-day contact with the City of Irving's employees, managers and supervisors have assumed certain responsibilities to help the City ensure compliance with equal employment opportunity programs and effective implementation of the EEOP. These include, but are not limited to, the following:

1. Adhere to the City of Irving's equal employment opportunity policy.
 - a. Support and assist the Human Resources Director in developing, maintaining, and successfully implementing the EEOP.
 - a. Complete progress reports regarding the status of goal achievement.
 - b. Take action to prevent harassment of employees placed through affirmative action efforts.
2. Assign employees to significant jobs that might lead to greater personal growth and value, and counsel them with respect to what is needed for upward mobility within the employment structure.
3. Ensure that all interviews, offers of employment and/or wage commitments are consistent with the City of Irving's policy.
4. Implement the internal promotion and transfer of all employees under their supervision consistent with EEOP goals and objectives.
5. Assist in identifying problem areas and provide needed information for establishing and meeting department equal employment opportunity goals and objectives.

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CHAPTER 3: IDENTIFICATION OF PROBLEM AREAS

Based on analyses of each job classification assignment, areas of concern have been identified and are discussed below. In addition to comparing incumbency to availability within job classifications, the City of Irving has conducted studies to identify problem areas in each of its selection procedures (i.e., hires, promotions, and terminations). The City of Irving will continue to monitor and update these studies during each Equal Employment Opportunity Plan year. In each case where potential problem areas have been identified, appropriate steps will be taken consistent with any of the action-oriented programs described in Chapter 4 of this Equal Employment Opportunity Plan.

Job Group Analysis

An analysis of minority and female utilization within each EEO classification was accomplished by a thorough investigation of the Comparison of Incumbency to Availability. *See Job Group Analysis*

Personnel Activity

Information on applicants, hires, promotions, and terminations is collected and analyzed by job classification assignment. The Human Resources Department has an enterprise software that will ensure complete and accurate tracking of personnel activity to facilitate analysis of selection disparities.

An analysis of selection disparities in personnel activity between men/women and whites/minorities was accomplished by a thorough examination of transaction data. In order to avoid meaningless results, Impact Ratio Analyses were conducted only if there are at least 5+ transactions that occurred within a job classification. *See the Personnel Transaction reports for each job classification.*

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CHAPTER 4: OUTREACH AND POSITIVE RECRUITMENT

The City of Irving tailors our action-oriented programs each year to ensure they are specific to the problems identified. The summary of utilization analyses results based on snapshot date of 10/1/2022 is found in a separate report.

Action-Oriented Program:

The Action-Oriented Programs for the underutilization of women and minorities are listed below. These Action-Oriented Programs will be carried-out throughout the year. The Human Resources Director, with the help of the managers, will be responsible in ensuring that the following are implemented.

Recruitment:

The following programs have been developed to meet the organization's Equal Employment Opportunity Goals:

A. SELECTION PROCESS

1. Review all job descriptions to ensure that they accurately reflect the position functions and contain the essential functions of the position to conform with the Americans with Disabilities Act.
2. Review the qualifications for each class to determine that the qualifications are job-related and nondiscriminatory.
3. Distribute class descriptions to management staff involved in recruiting, screening, selection, and promotion process.
4. Train all personnel involved in a selection process.
5. Evaluate selection tests to ensure that they are based on valid job-related criteria.

B. RECRUITMENT PROCEDURES

1. Maintain an extensive recruitment list of state and local women's and minority organizations, state and local organizations representing persons with disabilities, state employment development departments, state vocational agencies, local sheltered workshops, college placement offices, and state and local educational institutions.
2. Actively encourage ethnic minority and female employees to refer applicants.
3. Make ethnic minority and female employees available for participation in Career Days, Job Fairs, and related activities in the community.

4. Maintain active interest file of applicants and distribute position announcements.
5. Contact minority, women's organizations, and organizations representing persons with disabilities for referrals.
6. Remain active in community organizations that assist the protected groups and encourage City employees to participate.
7. Advertise in various media, including publications that target minorities, women, and persons with disabilities.
8. Continue recruitment efforts at colleges and schools that reach protected group students. Provide brochures, conduct informational presentations, and participate in career day activities.
9. Participate in career fairs that target minorities, women, and persons with disabilities.
10. Contact minority and women's organizations, and organizations that represent persons with disabilities on an individual basis whenever possible.

PROMOTIONAL OPPORTUNITIES AND TRAINING

1. Post job announcements for promotional opportunities on bulletin boards, electronic bulletin boards, and distribute to all personnel.
2. Provide training to employees for positions of greater responsibility and afford employees the opportunity to demonstrate leadership and supervisory capabilities.
3. Inform employees about the City's Tuition Assistance Program.
4. Encourage women and minorities to take advantage of the City's education policies as part of on-going effort to assist them in gaining education requirements.
5. Provide educational courses that will aid employees in obtaining mobility through promotions.
6. Provide career counseling to employees.
7. Continue to offer speech classes to employees who are non-native speakers of English.

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CHAPTER 5: INTERNAL AUDIT AND REPORTING

To assure that the City's Equal Employment Opportunity Plan is fully implemented, the following internal audit system has been established.

1. The Human Resources Director will maintain and monitor accurate records of all employment activities, including, but not limited to, applicants, hires, promotions, transfers, and terminations.
2. The Equal Employment Opportunity Council will review reports provided by the Human Resources Director to ensure that the City's Equal Employment Opportunity program is being conducted.
3. The Human Resources Director will file an EEO-4 Report as required by the federal guidelines.
4. The City Manager or his designee will present the Equal Employment Opportunity Plan to the City Council.
5. The Equal Employment Opportunity Plan will be provided to interested parties upon request.
6. The reporting and auditing system will be utilized to measure the status and effectiveness of the City's Equal Employment Opportunity Plan.

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CHAPTER 6: EXTERNAL DISSEMINATION OF POLICY

Based upon the City's review of its personnel policies as described in Chapter 2, the following activities will be implemented or continued to further enhance our affirmative action efforts. All activities are the responsibility of the Human Resources Director:

- 1) Initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations special interest groups.
- 2) Disseminate information concerning employment opportunities to radio and television stations, and to publications that primarily reach special interest groups.
- 3) Provide information emphasizing job opportunities to all local educational institutions, public and private.
- 4) Inform all recruiting sources, in writing and orally, of the City's affirmative action policy.
- 5) Conduct formal briefing sessions with representatives from recruiting sources. Include as part of the briefing sessions, facility tours, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of the City's selection process, and recruiting literature. Arrange for referral of applicants, follow up with sources, and feedback on disposition of applicants.
- 6) Annually review the outreach and recruitment efforts taken over the previous twelve months to evaluate their effectiveness in identifying and recruiting qualified individuals. Identify and implement alternative efforts if previous efforts are not effective.
- 7) Ensure that activities undertaken to comply with the obligations of this section are documented and such documents are retained for a period of three (3) years.