CITY OF MATTOON, ILLINOIS
EQUAL EMPLOYMENT OPPORTUNITY PLAN

SECTION 1: INTRODUCTORY INFORMATION

Policy Statement

It is the continuing policy of the City of Mattoon to afford equal employment opportunity to qualified individuals regardless of their sex, race, creed, age, disability, sexual orientation, nature of discharge from the armed services, or national origin and to conform to applicable laws and regulations that prohibit discrimination in its programs and activities ("Discrimination Factors"). Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, educational, social, and recreational programs. Additionally, it is the policy of Mattoon to provide its employees a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the City who fails to comply with this policy is subject to appropriate disciplinary action.

Tim Gover

Tim Gover
Mayor City of Mattoon, Coles County, Illinois
Date of Update: October 21, 2014
Expiration Date: December 31, 2015

Equal Employment Opportunity Plan

The purpose of the City of Mattoon Equal Employment Opportunity Plan ("EEOP") is to ensure full and equal participation of men and women regardless of Discrimination Factors in the Mattoon workforce that receives federal grant funds. An EEOP is a comprehensive document that analyzes the Mattoon's workforce in comparison to its relevant labor market data and all employment practices to determine their impact on the Discrimination Factors. The EEOP includes a written analysis that:

- Provides a statistical profile of the internal workforce by race, sex, and national origin;
- Presents a breakdown of the available workforce in the community by race, sex, national origin, and job category;
- Compares these breakdowns to identify under use of minorities and women in the workforce, if any;
- Gives notice of specific objectives to address any findings of under use;
- Identifies problems in employment practices and procedures;
- Identifies specific corrective actions;
- Forms the basis of ongoing evaluation; and
- Discloses how the plan will be disseminated to all employees and to the general public.

The City of Mattoon, Illinois ("City") receives grant funds from a variety of federal sources, including the Federal Emergency Management Agency, the U.S. Department of Justice, the U.S., Department of Treasury, the U.S. Department of Housing and Urban Development, the U.S. Department of Homeland Security, the U.S. Environmental Protection Agency, and the U.S. Department of Transportation.

The City is regarded as a "recipient agency" required to maintain an EEOP because it is a local unit of government, which has 50 or more employees, has received a total of $25,000 or more in grants or sub-grants and has more than 3 percent minorities in its service area population. The City's minority population was 5.6% as of the date of the Year 2010 Census. Since the City has received $135,025 from

the U.S. Department of Housing and Urban Development, U.S. Department of Justice, the U.S. Department of Homeland Security, the U.S. Department of Transportation, and the U.S. Department of Treasury, it's expected that a current EEOP will be required for review by grantor agencies with applications for new federal grants.

This EEOP is current with workforce data as of June 30, 2013, which was submitted to the Equal Employment Opportunity Commission (EEOC) on August 7, 2013. The City is required to update its EEOP every two years. It will be scheduled for an update with workforce data as of June 30, 2015 that will be submitted to the EEOC not later than December 31, 2015.

Civil Rights Requirements

ALL FEDERAL GRANT RECIPIENTS, REGARDLESS OF THE TYPE OF ENTITY OR THE AMOUNT AWARDED, ARE SUBJECT TO THE PROHIBITIONS AGAINST DISCRIMINATION IN ANY **PROGRAM OR ACTIVITY** AND MAY BE REQUIRED BY A GRANTOR AGENCY, THROUGH SELECTED COMPLIANCE REVIEWS, TO SUBMIT DATA TO ENSURE THEIR SERVICES ARE DELIVERED IN AN EQUITABLE MANNER TO ALL SEGMENTS OF THE SERVICE POPULATION AND THEIR EMPLOYMENT PRACTICES COMPLY WITH EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS. 28 CFR §42.207 AND §42.301 ET SEQ.

Regulatory Definition: **Recipient** means any state or local unit of government or agency thereof, and any private entity, institution or organization to which Federal financial assistance is extended directly or through such government or agency (i.e., sub-grantee or contractor of the recipient agency). 28 CFR § 42.202(n)

In circumstances when Mattoon is the named recipient of a federal grant and will be passing through the financial assistance to a sub-grantee or contractor, it may be necessary for the sub-grantee or contractor to submit another EEOP with a specific focus upon the workforce of the sub-grantee or contractor.

Profile of the Local Government

The City of Mattoon, incorporated in 1857 is located in Coles County in east central Illinois on Interstate 57, 183 miles south of Chicago. It lies 27 miles north of Interstate 70, about midway between Saint Louis and Indianapolis. The City presently occupies a land area of approximately 10 square miles. The City's population at the 2010 Census was 18,555 persons. The City is a non-home rule municipality, which may adopt local ordinances to govern its affairs and provide services, but only if authorized by an enabling state statute. The City provides an extensive array of municipal services including public safety, public works, community development, health, welfare, cemetery, cultural and recreational services, a water and sewer utility, as well as internal management of support functions. The City is financially accountable for a Public Library, Policemen's and Firemen's Pension Funds, which are reported separately within the City's financial statements. The City operates under a commission form of local government. The city council, which has policymaking and legislative authority, consists of a mayor and four commissioners. The council members are elected on a nonpartisan "at large" basis every four years to a four-year term. The city council, among other things, is responsible for passing ordinances, resolutions and adopting the annual municipal budget. The council appoints persons to boards, advisory commissions, a City Administrator, and departmental directors.

In addition to their legislative functions, the mayor and commissioners have individual executive powers and duties. The mayor is the chief executive officer of the municipality and responsible for police protection, economic development, technology, and public affairs. One commissioner is responsible for finance, another commissioner is responsible for public works and public improvements, another commissioner is responsible for fire protection, public health and safety, and tourism development. A

fourth commissioner is responsible for the municipal water and sewer utilities, public property, cemetery, and parks.

In 2001, the city council established a city administrator position by local ordinance. Departmental operations have been placed under the line management of a city administrator, who functions in a staff capacity and is equally responsible to the mayor and commissioners. The city administrator is responsible for carrying out the ordinances and policies of the city council, preparing and implementing the annual budget, and personnel administration. Operating departments are organized in a manner that ensures a line of command answerable to the supervision of responsible elected commissioners, who are assisted by the city administrator and departmental directors in managing day-to-day operations of the municipality.

The city clerk has been delegate responsibility for personnel management as it pertains to record administration. The Board of Fire and Police Commissioners is responsible for the appointment, promotion, and discipline of Firefighters and Police Officers. Age and physical condition standards apply to these positions.

The following is an identification of current city officials and departmental directors, who may be responsible for federal grant management depending upon the functional character of the grant program or project.

CITY MAYOR & COMMISSIONERS

Tim Gover, Mayor .....Police, Technology
Rick Hall.....Fire Protection, Public Health and Safety, & Tourism Development
Sandra Graven.....Public Works & Public Improvements
Dave Cox .....Public Property & Recreation and Cemetery
Preston Owen.....Finance

CITY ADMINISTRATOR
Kyle Gill

CITY ATTORNEY
Janett Winter-Black

CITY CLERK
Susan J. O'Brien

DEPARTMENT DIRECTORS

City Treasurer & Finance Director.....Beth Wright
Public Works Director .....Dean Barber
Police Chief.....Jeff Branson
Fire Chief .....Anthony Nichols
Public Works Superintendent.....Tim Daily
Parks & Recreation Director .....Kurt Stretch
Tourism & Arts Director.....Angelia Burgett
Library Director.....Ryan Franklin

The official name of the local government is "City of Mattoon, Coles County, Illinois, a municipal corporation". Its mailing address is 208 North 19th Street, Mattoon, Illinois 61938. Its main phone number is that of the City Clerk's Office, (217) 235-5654.

The annual independent audit of the financial statements of the City does not include a federally mandated "Single Audit".

The schedule of expenditures of federal grant awards for the City's fiscal year that ended April 30, 2014 were as follows:

U.S. Department of Justice	$94,479
U.S. Department of Transportation	9,571
U.S. Department of the Treasury	3,308
U.S. Department of Housing and Urban Development	22,471
U.S. Department of Homeland Security	5,197
Total Federal Awards	$135,025

Personnel Management & Operations Overview

The previous EEOP articulated an objective of the City to employ a workforce that reasonably reflects the composition of the population within the boundaries of the municipality. Another objective is providing equal employment opportunity to all people regardless of the Discrimination Factors.

The job level inventory for women compared to the workforce analysis in this EEOP compared to the previous EEOP shows no increase (nor reduction in the number of women) -35.2% in the officials/administrators job classification. There also remains an under use of female employees in the category where women have historically not applied for positions, such as laborers, machine operators, police officers, and firefighters. This EEOP continues to show an under use of minorities as well. However, the minority population in the area from where city employees are hired is low (4.34% total).

The current administration of the municipality is not aware of any findings of discrimination by a federal or state court or administrative agencies against the City, its sub-grantees, or contractors. It has been difficult to improve the use of women and minorities in the workforce over the last two years due to the slow economic recovery. Coles County has seen stabilization in jobs with small increases in our manufacturing facilities. As a result, residents have not seen an increase in disposable income and the City has seen a insignificant changes in sales tax and state shared revenues.

Since the incumbent City Council assumed office in May of 2013, one person has been appointed to a management position in the officials/administrators job category, who is a woman.

SECTION 2: THE CITY'S WORKFORCE

This section presents a statistical breakdown of the City's current workforce for each job category broken down by gender within each racial, color, and national origin group. It includes full and part-time employees. Blanks are counted as zero. This workforce data is as of June 30, 2013, which was submitted to the Equal Employment Opportunity Commission on August 7, 2013.

KEY

W – White • B-Black • H – Hispanic • A/PI – Asian or Pacific Islander

AI/AN – American Indian or Alaska Native (includes F/T & P/T employees)

		MEN (Number & %)					WOMEN (Number & %)				
Job Category	Total	W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials & Administrators	18 100%	15 83%					3 17%				
Professionals	18 100%	17 95%					1 5%				
Technicians	7 100%	6 86%					1 14%				
Protective Service	44 100%	42 95%					2 5%				
Para-Professionals	5 100%	1 20%	1 20%				3 60%				
Admin Support	13 100%						13 100%				
Skilled Craft	15 100%	15 100%									
Service Maintenance	21 100%	21 100%									
Totals	141 100%	117 83%					23 17%				

SECTION 3: COMMUNITY POPULATION STATISTICS

Agencies are instructed to provide statistical representations (similar to that presented above) of the available community workforce for each job category illustrated by gender within each racial, color, and national origin group.

The 2010 census labor data details of the eight EEO job groups required for EEOP preparation is available. 2010 census data shows Mattoon's population segregated by sex and race, and will continued to be used for this update to the EEOP.

2010 Census Data – City of Mattoon, Coles County, Illinois

Subject	Number	Percent
Sex:		
Male	8,876	47.8%
Female	9,679	52.2%

Race:		
White	17,528	94.5%
Black	449	2.4%
Hispanic	331	1.8%
Two or more races	318	1.7%
Asian & Pacific Islander	127	0.7%
Some Other Race	94	0.5%
American Indian & Alaska Native	39	0.2%

SECTION 4A: WORKFORCE USE ANALYSIS

The following chart compares the City's workforce with that of the community population to determine if, and in what job categories, women and minorities (cross-classified by gender) are under-represented in the City's workforce.

	MEN (%)					WOMEN (%)				
Job Category	W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Administrators	83.0	0.0	0.0	0.0	0.0	17.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	35.2	-2.4	-1.8	-0.7	-0.2	-35.2	-2.4	-1.8	-0.7	-0.2
Professionals	95.0	0.0	0.0	0.0	0.0	5.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	47.2	-2.4	-1.8	-0.7	-0.2	-47.2	-2.4	-1.8	-0.7	-0.2
Technicians	86.0	0.0	0.0	0.0	0.0	14.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	38.2	-2.4	-1.8	-0.7	-0.2	-38.2	-2.4	-1.8	-0.7	-0.2
Protective Service	95.0	0.0	0.0	0.0	0.0	5.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	47.2	-2.4	-1.8	-0.7	-0.2	-47.2	-2.4	-1.8	-0.7	-0.2
Para-Professional	20.0	20.0	0.0	0.0	0.0	60.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	-27.8	17.6	-1.8	-0.7	-0.2	7.8	-2.4	-1.8	-0.7	-0.2
Admin Support	0.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	-47.8	-2.4	-1.8	-0.7	-0.2	47.8	-2.4	-1.8	-0.7	-0.2
Skilled Craft	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	0.7	0.2	52.2	2.4	1.8	0.7	0.2
Use	52.2	-2.4	-1.8	-0.7	-0.2	-52.2	-2.4	-1.8	-0.7	-0.2
Service/Maintenance	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Community Population	47.8	2.4	1.8	7	0.2	52.2	2.4	1.8	0.7	0.2
Use	52.2	-2.4	-1.8	-0.7	-0.2	-52.2	-2.4	-1.8	-0.7	-0.2

This workforce analysis forms the basis for updating the EEO plan and is obtained by comparing the information presented in Section 2 with that in Section 3. The format is presented in terms of percentages. Use figures are determined by subtracting the percentages obtained in Section 3 from those obtained in Section 2. In other words as shown in the foregoing workforce use analysis chart, white females comprise 17% of administrator employees. White females make up 52.2% of the population. 52.2% is subtracted from 17% with the resulting figure, -35.2%, is placed in the block on the use analysis for female administrators. This process is repeated for all categories of the EEO job categories. The higher the negative number in the rows titled "Use", the higher the under-representation of women and minorities in the City's workforce in that particular job category.

SECTION 4B: USE REVIEW NARRATIVE

Community population statistics show that minority populations are very small in Mattoon:

- The African-American population is 2.4;
- The Hispanic population is 1.8;
- The Asian/Pacific Islander and American Indian/Alaskan Native populations combined are .9%.

The number and percentage of minority employees in the City's workforce is nearly non-existent. Minorities are under used in all job categories of the workforce.

Women, however, are under utilized in every job category of the City's workforce except para-professionals and administrative support positions.

Where minorities are less than 3% of the population of the service area of a local government, an EEOP must still be prepared, but the focus must be upon employment practices affecting women in the workforce. The City, however, will still attempt to increase the representation of all underutilized ethnic groups.

SECTION 5: OBJECTIVES

The City is committed to making its workforce profiles more closely reflect the community population. The primary objective of this EEOP is to increase the number of minorities and women in the workforce. Particular emphasis will be given to positions in the professional, technician, protective service, skilled craft, and maintenance worker job categories of the workforce; where under-representation of women is more than 40%.

Since promotions are generally governed by collective bargaining agreements where preference is given for promotions to seniority and proficiencies of existing employees, for the period of this EEOP the focus will be upon recruitment practices for entry-level positions to ensure that women and members of all minority groups (regardless of sex) are receiving equal opportunity to apply, test, and obtain employment.

SECTION 6: STRATEGIES TO ACHIEVE OBJECTIVES

1. Provide training to members of the City Council, the Board of Fire & Police Commissioners, and Departmental Directors on this Equal Employment Opportunity Plan and the consequences of failure to achieve its objectives.
2. Review job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny equal employment opportunity to women and minorities in all job categories.
3. Use teams of existing women employees to establish a mentoring program to assist in the recruitment for women and minority hires and the further development of their job related knowledge and skills if such persons are hired.
4. Participate at job fairs, which target women and minorities.
5. Encourage women currently in the workforce to take advantage of reimbursement for training expense that will increase job-related knowledge, skills and abilities.
6. Monitor progress toward the achievement of EEO objectives with another analysis of the workforce compared to the local labor market as of December 31 of each year.

SECTION 7: DISSEMINATION

External

- Continue to include the statement "The City of Mattoon is an Equal Opportunity Employer" on all job applications and postings.
- Post this update to the EEOP on the City's web page.

Internal

- conspicuously post this EEOP on departmental bulletin boards throughout the City.
- periodically brief Commissioners and Departmental Directors to ensure they are familiar with the City's EEO objectives.