

TABLE OF CONTENTS

I.	Why an Affirmative Action Plan?.....	2
II.	Purpose.....	2
III.	History.....	3-5
IV.	Affirmative Action Today.....	6
V.	City of Appleton Non-discrimination Policies.....	6-7
VI.	Responsibility for Implementation.....	8-9
VII.	Dissemination of the Policy.....	10-11
VIII.	Statement of Policy.....	12-14
IX.	Work Force and Utilization Analysis.....	15-16
X.	Assessment of Employment Practices.....	17-19

Exhibit I – Economic And Workforce Profile Outagamie County

Exhibit II – US Census Bureau Total Employed Outagamie County

Exhibit III – City of Appleton Employment Data

Exhibit IV – EEO Category Code Definitions

Exhibit V – EEO Ethnic Definitions

Exhibit VI – City of Appleton Affirmative Action Policy

Exhibit VII – Employment Discrimination Complaint Form

Exhibit VIII- Valley Transit Analysis

I. WHY AN AFFIRMATIVE ACTION PLAN?

Government contractors have required Affirmative Action plans for more than 30 years. Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all State and local governments that have 15 or more employees are required to keep records and to make such reports to the Equal Employment Opportunity Commission as are specified in the regulation of the commission. State and Local Government Report EEO-4 is being utilized by Federal government agencies that have responsibilities with respect to equal employment opportunity. The Wisconsin Fair Employment Act prohibits employers with one or more employees from discriminating on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record or conviction record, membership in the armed forces, or the use or nonuse of lawful products away from the workplace during nonworking hours (WI Stat. Sec. 111.31). The Act specifically states that it does not require an employer to adopt an affirmative action plan to correct an imbalance in the workforce.

II. PURPOSE

The purpose of affirmative action plans is covered in the Office of Federal Contract Compliance Program (OFCCP) at 41 CFR 60-2.10:

An affirmative action program is a set of specific and results-orientated Procedures that a contractor commits itself to apply every good-faith effort.

The objective of those procedures plus such efforts is equal employment opportunity. Procedures without effort to make them work are meaningless, and effort, undirected by specific and meaningful procedures, is inadequate.

An acceptable affirmative action program must include an analysis of areas within which the contractor is deficient in the utilization of minority groups and women and, further, goals and timetables to which the contractor's good-faith efforts must be directed to correct the deficiencies and thus to achieve prompt and full utilization of minorities and women at all levels and in all segments of its workforce where deficiencies exist.

III. HISTORY

Employment discrimination takes place when something adverse happens to an applicant or employee because of his or her race, sex, color, religion, national origin, disability, age, or veteran status in addition to those areas covered by Wisconsin Title VII.

The major laws going back more than 150 years that have affected today's employment picture and affirmative action requirements are:

Race – 1866 and 1871

The first legal requirement for equality among races in the United States was the Civil rights Act of 1866, an aftermath of the Civil War. This law gave all people the same rights to make contracts and hold property. The law prohibited the states from passing any laws or using any procedures that denied anyone all the rights and privileges to which the Constitution and U.S. citizenship entitled them.

Discrimination – 1964 Civil Rights Act

The 1964 Civil Rights Act prohibits discrimination based on race, color, creed, religion, gender and national origin. The Age Discrimination in Employment act (ADEA), and the 1972 Equal Employment Act, which created the Equal Employment Opportunity Commission (EEOC), followed it.

Executive Order 11246, signed by President Johnson in 1965, required affirmative action in federal employment and by federal contractors. The order is enforced by the Office of Federal Contract Compliance Programs of the U.S. Department of Labor (OFCCP).

National Origin

The term national origin applies to a person's country of origin or ancestor's country of origin, cultural, or linguistic characteristics. National origin discrimination can also involve such consideration as marriage to a person with a different country or origin, membership or an origination of people with different national origins, or attendance at churches or temples. National Origin is particularly important in the recruitment and selection process. Considerations of race color, creed, or national origin can overflow into areas such as race-related appearance, garnishments, conviction records, and language use on the job, verbal expression and basic educational requirements.

Sex

Title VII of the Civil Rights Act of 1964 (later amended under the Equal Opportunity Act of 1972) included sex as a "protected class." The EEOC enforces Title VII.

Equal Pay

The Equal Pay Act of 1963 requires equal pay for workers of both sexes who perform jobs that require equal skill, effort, and responsibility. It permits wage differentials under bona fide seniority systems or merit review systems.

Age

The age Discrimination in Employment Act of 1967 (ADEA), amended in 1987 and again in 1984, prohibits private employers of 20 or more people from discriminating against employees over age 40 in any way because of age. The Act covers everyone age 40 and over.

Disability

The federal Rehabilitation Act of 1973 prohibits employment practices that discriminate on the basis of disability. The federal Americans with Disabilities Act (ADA) prohibits discrimination in employment based on disability.

Veterans

In 1974 The Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) was enacted, providing the federal contractors take affirmative action for the employment of disabled veterans and Vietnam-era veterans. This law also covers veterans who served on a campaign or expedition for which a campaign badge has been authorized, in addition to special disabled veterans and Vietnam-era veterans.

Pregnancy

An amendment to the Civil Rights Act of 1964 requires employers to treat pregnancy and related disabilities the same as any other disability under the employer's leave of absence policy and medical coverage plans.

Protected Classes

Under federal law the following are considered to be "protected classes":

- **Race** – Black, Hispanic, Asian/Pacific Islander, or American Indian.
- **Religion** – all aspects of religious observance and practice, as well as belief.
- **Sex** – female (including the sexual harassment of women or of males and same-sex harassment). The term "sex" also includes pregnancy, childbirth, and related medical conditions.
- **Age** – over age 40.
- **National origin** – country of one's ancestry.
- **Disabled individual** – both the Rehabilitation Act and American with Disabilities Act (ADA) consider an individual to be disabled if he or she has a physical or mental impairment that substantially

limits one or more major life activities, has a record of such an impairment, or is regarded by others as having such an impairment. The EEOC interprets “impairment” to include any physiological disorder or condition, cosmetic disfigurement, anatomical loss, or any mental or physiological disorder.

- **Individual with disability** – the ADA uses the same definitions as the Rehabilitation Act of 1973.
- **Veterans** – Veterans covered under the current law now include special disabled veterans, veterans of the Vietnam era, and an expanded definition which includes veterans of the World War II, Korea, the Persian Gulf War, Somalia and Bosnia.
- **Genetics** – The Genetics Information Nondiscrimination Act (GINA) of 2008 prohibits employers from discriminating on the basis of information derived from genetic tests.
- **Additional protected classes in Wisconsin** – Arrest/conviction record, marital status, sexual orientation, military service, use or nonuse of lawful products.

Affirmative action is more than nondiscrimination, more than a poster on the bulletin board, or a line about nondiscrimination practices in the organization’s “Help Wanted” advertisements. Nondiscrimination requires that all discriminatory conditions, whether purposeful or inadvertent, be eliminated. Affirmative action means positive efforts to recruit, employ, train, and promote workers who traditionally have been discriminated against in the job market.

Affirmative action is not preferential treatment, nor does it mean that unqualified persons should be hired or promoted over other people. It means that positive steps must be taken to provide equal opportunity for those who have been discriminated against in the past and who may continue to suffer the effects of that discrimination.

Affirmative action may be required when it is clear that there is “underutilization” in one or more jobs. Under-utilization is defined as having fewer minorities and women in a particular category than would reasonably be expected, based on their availability. The starting point is identification of some discriminatory effect on that applicant or employee as to pay, benefits, or status within the organization. Affirmative Action should be viewed as the *tool*; and Equal Employment Opportunity (EEO) should be viewed as the ultimate *goal*.

IV. AFFIRMATIVE ACTION TODAY

Affirmative action is firmly entrenched in the United States' organizational structure and culture. The idea of separate male and female jobs has virtually disappeared. Opportunities for women and minorities to be employed and to advance in our society are greater than ever before. Women and minorities have broken into the top echelons of American business and education. Business and education organizations have found that equal employment opportunity is the sound management of human resources. Supervisors and managers are now accustomed to an atmosphere of affirmative action and are advancing employees on the basis of their abilities, regardless of their gender, race, or physical appearance. For many businesses and organizations affirmative action just makes sense. Having an organization with sound practices while maintaining consistency can go a long way in securing a stable workforce.

V. CITY OF APPLETON NONDISCRIMINATION POLICIES

Affirmative Action

The City of Appleton Affirmative Action Policy includes the following policy statement:

It is the official policy of the City of Appleton to provide equal employment opportunities for all qualified and qualifiable persons without regard to race, color, creed, religion, national origin, ancestry, age, sex/gender, handicap or disability, arrest/conviction record, marital status, sexual orientation, gender identity and gender expression, political affiliation, results of genetic testing, honesty testing, pregnancy, childbirth or related medical condition, military service, disabled veteran or covered veteran status, service in the U.S. Armed Forces, the State Defense force, National Guard of any state, or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification or substantially relate to the circumstances of a particular job or licensed activity, and with proper regard for privacy and constitutional rights as citizens. This equal employment opportunity is applicable to all phases of employment including job assignment, job restructuring, reasonable accommodation for disabled individuals, recruitment, selection, promotion, transfer, compensation, lay-off, re-call, training and development, corrective action, demotion, termination, leave or benefits, licensing or union membership, and all other components of the City of Appleton Human Resources system.

Harassment and Discrimination

The City of Appleton's Harassment and Discrimination Policy includes the following policy statement:

It is the policy of the City of Appleton that all employees have the right to work in an environment free of all forms of harassment. The City of Appleton will not tolerate, condone, or allow harassment by any employees or other non-employees who conduct business with the City. The City of Appleton considers harassment and discrimination of others forms to be serious employee misconduct. Therefore, the City will take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this City policy can lead to discipline up to and including termination, with repeated violations, even if "minor," resulting in greater levels of discipline as appropriate.

VI. RESPONSIBILITY FOR IMPLEMENTATION

The City of Appleton recognizes that an Affirmative Action Plan requires a commitment and cooperation from all levels of City management and staff. Therefore, affirmative action responsibilities have been assigned accordingly as detailed below and in the policy.

Mayor

The Mayor is responsible for:

1. Evaluating the Affirmative Action performances of the City Department Heads and managers.
2. Ensuring the Affirmative Action Officer is following the guidelines as set forth in the plan.

Affirmative Action Officer

The City Human Resources Director and or designee shall be charged with the responsibility and authority to develop, implement, administer and review the Affirmative Action plan. The Officer shall have full access to all departmental policies and procedures, rules and regulations, including personnel files, background investigation reports, and other documents or information relating to any aspect of the City of Appleton Human Resources operations. The Director may assign a designee to assist with the Affirmative Action Officer responsibilities.

In the area of overall administration of the City's policy of Equal Employment and Affirmative Action, general responsibilities of the Affirmative Action Officer shall consist of, but are not limited to, the following areas:

1. Training: Provide training for department heads, managers and supervisors on the provisions of Affirmative Action and Equal Employment Opportunity laws, rules and regulations as they relate to individual departmental operations.
2. Review Internal Policies: Ensure that the City of Appleton's Human Resources policies, procedures and practices are in accordance with the Standards for a Merit System of Personnel Administration and Uniform Guidelines on Employee Selection Procedures. Review labor agreements for nondiscriminatory language and include in the contracts if it does not already exist.
3. Identify problem areas: Work with department heads to determine problem areas of employment and service delivery and to establish goals and methods, plus reasonable timetables to eliminate discrimination, should any exist, and to achieve a representative work force.

4. Communicate: Disseminate and communicate the City of Appleton's Equal Employment Opportunity/Affirmative Action Policy to all City of Appleton employees and make available to the Community.
5. Analysis and Research: Monitor the operation and effectiveness of the plan and compliance with the Standards and Uniform Guidelines, including periodic evaluation of hiring and promotion patterns, and take any remedial steps necessary to resolve shortcomings.
6. Recruitment Strategies: Develop strategies to ensure women and minorities, veterans, and people with disabilities who have the skills and who are currently in the workforce will be recruited through Affirmative Action measures.
7. Retention Efforts: Training provided to all employees on diversity/inclusion. The City of Appleton also has a strong Harassment Policy and an Affirmative Action Statement.
8. Ensuring equal opportunity and compliance: All employees will be afforded full opportunity and will be encouraged to participate in all company-sponsored educational, training, social and recreational functions. All facilities will be comparable for both sexes.

VII. DISSEMINATION OF THE POLICY

The City of Appleton has established various channels of communication to ensure that employees and the community are aware of the city's positive posture relative to equal employment opportunity and affirmative action.

Internal Dissemination

The policy statement signed by the Mayor will be posted prominently on key bulletin boards throughout the City where other State and Federal Employment related posters are posted.

The affirmative action policy will be included in the Human Resources Policy Manual and a statement covered in all collective bargaining agreements.

Formal training presentations will be made to management, supervisors, and employees from time to time concerning affirmative action.

New employees will be formally made aware of our Affirmative Action policy and Harassment and Discrimination policy during the City of Appleton "New Employee Orientation" program. Employees shall receive copies of said policies.

All employees will receive annually a copy of the Equal Employment Opportunity/Affirmative Action statement either through a special communication, City bulletin boards, training, City newsletter or intranet.

External Dissemination

The Affirmative Action plan will be disseminated to all unions representing City of Appleton employees.

The City will notify recruiting sources in writing that the City of Appleton is an equal opportunity employer.

The City of Appleton's application for employment will include the phrase "Equal Opportunity Employer".

The City of Appleton will communicate its commitment to equal employment opportunity by recruitment advertising through the regular media and through minority and women publications.

All "Help Wanted" advertisements will carry the notice "Equal Opportunity Employer" and this designation is included in recruiting brochures, the City web site and literature.

The federal government poster "Equal Opportunity and the Law" and pertinent State of Wisconsin posters will be posted at all locations where other State and Federal posters are posted.

All memberships paid for by the City shall be administered without regard to any of the protected classes. Such organizations shall not limit membership on the basis of any protected class.

VIII. STATEMENTS OF POLICY

Policy statement from the Mayor

TO: City of Appleton Employees
City of Appleton Suppliers
Employment Applicants
The Community

The City of Appleton has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

The City of Appleton Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

The City of Appleton is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As the City of Appleton's Mayor, I maintain overall responsibility and accountability for the City of Appleton's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Jay Ratchman, Human Resources Director as the City of Appleton's EEO Officer. Jay Ratchman will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All City of Appleton executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring the City of Appleton's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. The City of Appleton will evaluate its managers' and supervisors' performance on their successful implementation of the City of Appleton's policies and procedures, in the same way the City of Appleton assesses their performance regarding other agency's goals.

The City of Appleton is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.



Mayor Jake Woodford

Date: 6/19/2023



Affirmative Action Officer

Date: 6/19/2023

IX. WORK FORCE AND UTILIZATION ANALYSIS

Policy statement sent to Unions

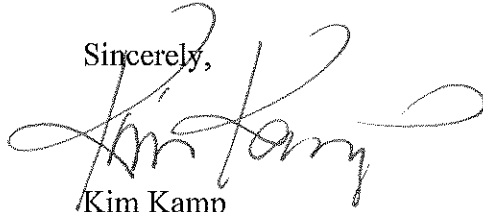
June 16, 2023

AFFIRMATIVE ACTION STATEMENT

The City of Appleton is an equal opportunity employer. Pursuant to our EEO policy, we are taking affirmative action to provide equal employment opportunities for all qualified and qualifiable persons without regard to race, color, creed, religion, national origin, ancestry, age, sex/gender, handicap or disability, arrest/conviction record, marital status, sexual orientation, gender identity and gender expression, political affiliation, results of genetic testing, honesty testing, pregnancy, childbirth or related medical condition, military service, disabled veteran or covered veteran status, service in the U.S. Armed Forces, the State Defense force, National Guard of any state, or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification or substantially relate to the circumstances of a particular job or licensed activity, and with proper regard for privacy and constitutional rights as citizens.

A copy of our current posted affirmative action policy is enclosed.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Kamp", written over a horizontal line.

Kim Kamp
Deputy Director Human Resources

X. WORK FORCE AND UTILIZATION ANALYSIS

The purpose of this section is to compare the composition of the current City work force, the composition of the labor force, and the skills of persons available to work for the City. This comparison will help determine the City's utilization of categories of males, females, and minorities. MSA shall mean Metropolitan Statistical Area for the Appleton-Neenah-Menasha-Oshkosh area.

1. Equal Employment Opportunity/Affirmative Action Program Data

a. Exhibit I: 2021 Economic and Workforce Profile Outagamie County

Population, labor force, and unemployment data for the area that the City of Appleton recruits from are provided in this profile, with a breakdown by age group, occupational group, and industry.

b. Exhibit II: Total Employed in the Civilian Labor Force Employed ages 16+ for Outagamie County

The employed population in Outagamie County is further broken down by industry, nationality, and gender.

c. Exhibit III: The City of Appleton EEO survey year 2021

This survey summarizes personnel by job category, nationality, and gender.

d. Exhibit IV: EEO Category Code Definitions

e. Exhibit V: EEO Ethnic Definitions

f. Exhibit VI: City of Appleton Affirmative Action Policy

g. Exhibit VII: City of Appleton Employment Discrimination Complaint Form

2. Analysis of Affirmative Action Program Statistics

The focus of this analysis is to determine whether certain groups of people are under-represented in the City of Appleton workforce. This is accomplished by comparing the composition of the current workforce with the composition of the labor force in the relevant recruitment area. Underrepresented is defined broadly as having fewer of a certain group in each job category than would reasonably be expected by their composition in the labor force. For under-representation not to exist requires the percentage representation of each sex, racial and ethnic group in all job categories to be similar between the work force and labor force. In addition, before such a determination can be made, availability data must also be examined. Under-utilization is defined as

having fewer minorities and women in a particular category than would reasonably be expected, based on their availability.

- a) Exhibit I, page 4 indicates that the January 1, 2020 estimated population of Outagamie County is 187,661.
- b) Exhibit II, indicates that the total Outagamie County employed population is 97,602, consisting of 52.3% males and 47.7% females. Additionally, whites represent 92.3% of the employed population, with minorities representing 7.7% of the employed population.
- c) Exhibit II, indicates that the largest percentage of those employed are in “management, business, science, and arts occupations,” “service occupations,” or “sales and office occupations.” In these categories, females represent 53%, 62%, and 63.9% of the workforce respectively. The percentage of whites represent 93.2%, 90%, and 94.7% respectively.
- d) Exhibit III, indicates that percentage of City of Appleton employees (full-time and part-time) are comprised of 61.6% males and 38.4% females, with whites (full-time and part-time males and females) representing 94% of the workforce and minorities 6% of the workforce.
- e) Exhibit III, indicates that the percentage of (full-time) employees are employed as 1.7% “officials and administrators,” 16.1% “professionals,” 7% “technicians,” 33.9% “protective service workers,” 1.2% “paraprofessionals,” 12% “administrative support,” 5.9% “skilled craft workers,” and 19.9% “service-maintenance.”

X. ASSESSMENT OF EMPLOYMENT PRACTICES AND PLAN MONITORING:

Equal opportunity can be provided through the development of Human Resources policies and practices, which are fair and equitable in their treatment of current and potential employees. In order to attain such standards, an assessment of current policies and practices must be continuously undertaken. The components normally included in such an assessment are in the areas of recruitment and selection, which includes written and skill tests, interviews, qualification and reference inquiries, training, promotion, classification, corrective action, transfer, termination, and other conditions of employment. Affirmative action can be taken in the following areas to provide a Human Resources system that accommodates the principles and theory of equal opportunity.

1. The effectiveness of a successful recruitment and selection program with regard to affirmative action can be determined by examining the make up of applicants for position vacancies and by conducting an audit of the applicant flow through each step of the selection process for position openings within various job categories.

Records for these processes have been partially established and maintained by sex, race/ethnic groups, and age

Upon request a report to show the applicant flow for all open positions is distributed to Department Directors.

Target Date: Ongoing

2. In addition to record keeping systems, special efforts must be exerted to disseminate information and recruit qualified under-represented applicants for job categories in which individuals are under-represented. The Human Resources Department will make an affirmative effort in its recruitment for women and minorities for under-represented positions.

The City of Appleton utilizes the Internet, Job fairs and lists of women and minority organizations that the City Open Position list is sent to weekly. The Human Resources Department uses an online application system that allows for position to be widely advertised and allows potential applicants to register for automatic notification when positions become available. The City Diversity and Inclusion Coordinator also utilizes community connections to highlight recruitment opportunities.

Target Date: Ongoing

3. The validity, reliability and objectivity of selection devices, including written tests, interview questions, background and reference checks, need to be continuously reviewed and refined in accordance with the guidelines. These devices, in order to be lawful,

should be job-related and should eliminate adverse effects on groups that are under-represented in City of Appleton job classifications.

Human Resources will continue to review current devices to ensure no potential problems exist.

Target Date: Ongoing

4. Opportunities for training, promotions and the like should be equally offered without regard to non-merit factors. Systematic efforts to discover employees with potential and develop them through career advancement in both the classroom and on the job need to be developed. Such training programs can be used, as a vehicle to advance persons to job categories in which they are under-represented, but it would also assure that employees are trained as needed to assure high quality performance.

Efforts are made to work with employees when a particular department identifies potential career advancement. The City's insurance carrier offers many types of training that are offered to employees. Additionally, the City conducts annual General Employee and Supervisory Training that is required.

Target Date: Ongoing

5. The Classification Plan for non-represented employees needs to be continuously evaluated to ensure the provision of equitable and adequate compensation. This would include updating job descriptions when significant changes in duties occur and conducting or commissioning salary surveys to ensure salaries are competitive to recruit and retain competent employees.

Each time a position becomes available the job description and the job task analysis are reviewed and updated. The Compensation Classification Plan is under review currently to ensure it is competitive with the market, this project is scheduled to be complete in July 2022.

Target Date: Ongoing

6. Review issues that are brought to the attention of the Human Resources Department in the exit interview process that relate to affirmative action issues, while maintaining the confidentiality of the individual providing the information (unless otherwise directed).

Human Resources Generalists performing the exit interviews will inform the Director or Deputy Director of any concerns discovered as part of the exit interview process. In addition all exit interview forms are reviewed by the Director and Deputy Director.

Target Date: Ongoing

7. Continue to evaluate job specifications to determine the job relatedness of the minimum qualifications, training and experience requirements, to identify and remove any artificial barriers to employment. Continue to review Union contracts to monitor for disparate impact.

Human Resources Generalists will continue to review and modify job specifications, as jobs become open to ensure that no artificial barriers exist. The Human Resources Director and City Attorney's Office will review contract changes, side letters and other documents related to the Union contract on a ongoing basis to monitor for disparate impact.

Target Date: Ongoing

8. Develop and conduct a training program for all City of Appleton Supervisors to ensure knowledge and compliance with legal obligations related to employment practices covered by Affirmative Action.

All City of Appleton supervisors will be trained on this plan and their legal obligations as it relates to Affirmative Action.

Target Date: Ongoing

9. A statement is posted where applicants typically fill out applications and the public posting areas of City of Appleton facilities providing instruction to follow VII, Dissemination of the Policy and include a mechanism for reporting complaints.

Each employee or applicant is responsible for bringing to the attention of their supervisor or the departments listed below, any employment decision that he or she feels conflicts with the letter or spirit of the law. Applicants and employees may bring their concerns by using the Employment Discrimination Complaint Form on the City's website or obtaining one from the Human Resources Department, Legal Services Department, or the Mayor's office. Complaints may be filed with the Human Resources Department, the Legal Services Department or the Office of the Mayor. Retaliation against an individual who files a charge of complaint or discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

The Affirmative Action policy is posted prominently with other State and Federal Posting, on the internet where applicants apply for City positions, on bulletin boards throughout the City where employees report to work and on other pertinent communications for all employees/applicants. A complaint log will be maintained for complaints. This log will include name of the complainant, basis of the

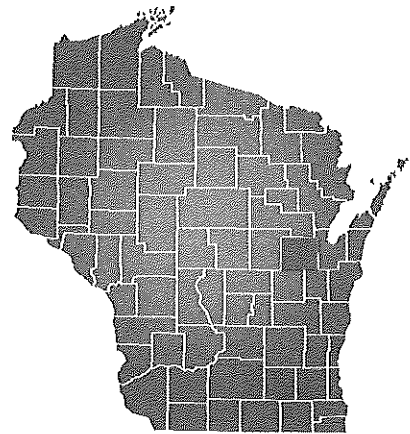
complaint(s), the protected group, date of initial contact, date of resolution, the resolution reached, and the name of the investigator.

Target Date: On-going

10. Meetings between the EEO Officer and Mayor are held on a weekly basis. These meetings include discussions related to hiring, promotion, review of statistical data, EEO complaints, efforts for outreach, policy, practices and goals.

Target Date: On-going

Outagamie County



2021 WORKFORCE PROFILE



2021 Wisconsin Overview

The COVID-19 pandemic has been the primary influence on the economy and workforce activity in Wisconsin since March of 2020. The two-month recession attributable to COVID-19 ended the longest economic expansion on record. Reactions to COVID-19 affected every industry and geography in the state. The results were seen in stark terms over the course of a few months and throughout the following year. Job numbers plummeted. Unemployment insurance claims skyrocketed. The workforce sagged but remained fairly intact. The unemployment rate shot up from near record lows in March 2020, to almost 15% in April 2020 in the state. By November 2021, statewide unemployment had returned to historic lows.

The outlook for the state's economy is positive, although the ramifications of new viral strains are yet to be determined. Wisconsin's GDP is on the verge of overtaking pre-COVID levels and state job numbers have returned to 96% of pre-pandemic levels. A few industries' employment, such as manufacturing, construction and professional business services, are back near or over pre-pandemic levels.

Private businesses continue to voice concerns about their inability to attract talent and workers in general. The primary underlying challenge is the demographic situation of Baby Boomers exiting the workforce. This lifecycle event will continue to complicate the ability of employers to find workers and talent. This is not just a Wisconsin problem but one that affects the upper Midwest, the U.S. as a whole, much of Western Europe, and in fact, the developed world. Even China faces a talent shortage. Many of the solutions offered to attract workers to a particular firm are microeconomic solutions in practice (e.g., wage increases, signing bonuses, schedule flexibility), while the underlying demographic trends and quantity challenge are a macroeconomic problem.

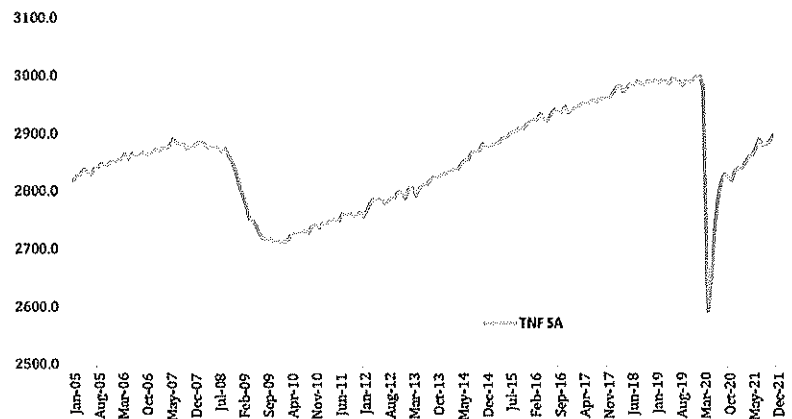


Employment

Wisconsin's labor force held relatively steady through the pandemic, decreasing from 3.075 million in February 2020, to 3.054 million in December 2020. It has since recovered to 3.109 million as of August 2021.

The jobs situation, in contrast, was severely impacted by the pandemic and has not fully recovered. Total nonfarm jobs peaked in February 2020, at 2.997 million on a seasonally adjusted basis. By April 2020, 407,800 jobs had been lost. As of November 2021, jobs totaled 2.893 million, still down some 104,000 from February 2020 levels.

Graphic 1: Wisconsin Jobs



The unemployment rate path was equally volatile. Wisconsin's March 2020 seasonally adjusted unemployment rate was near historic lows at 3.2%. By that April, it had risen to 14.8%. It has since decreased to 3.0% as of November 2021, tied with the previous record low from November 2018.

Short-run Outlook?

As this is being written in December of 2021, job growth has slowed and has even recorded negative months. The industry that suffered the greatest impact from COVID-19 has been the leisure and hospitality industry, losing more than 50% of its jobs at one point. All other industries have been affected in some manner; for example, manufacturing lost less than 5% of its jobs, and recovered more quickly, as have the construction, and warehousing and distribution sectors. Even so, workers are scarce.

Businesses' pursuit of workers has brought about wage and benefit increases along with signing bonuses and other incentives to try to attract workers. There are, however, other workforce barriers such as transportation, dependent care, housing affordability, and the uncertainty of workplace safety surrounding COVID-19 that also need to be overcome.

Supply logistics interruptions have been a factor through the pandemic. Disruptions in global supply chains have forced input shortages in many industries, raising prices and curtailing production. Most notable has been the lack of semiconductors, affecting almost every industry, particularly the automobile manufacturers. Sorting out and readjusting the global supply chain will take time. Further disruptions cannot be ruled out depending on additional COVID waves.

The supply bottlenecks have put unwelcome upward pressure on inflation, sending the price of raw materials, food, and energy higher, increasing the PPI (Producer Price Index) and the CPI (Consumer Price Index). U.S. PPI final demand index rose 8.3% for the 12 months ended in August, the largest advance since 12-month data were first calculated in November 2010. Likewise, over the last 12 months, the all-items CPI increased 5.3% before seasonal adjustment.

Expectations are for inflation pressures to ease as supply chains are reconstructed and altered; however, the timing of that is uncertain.



Long-run Challenge?

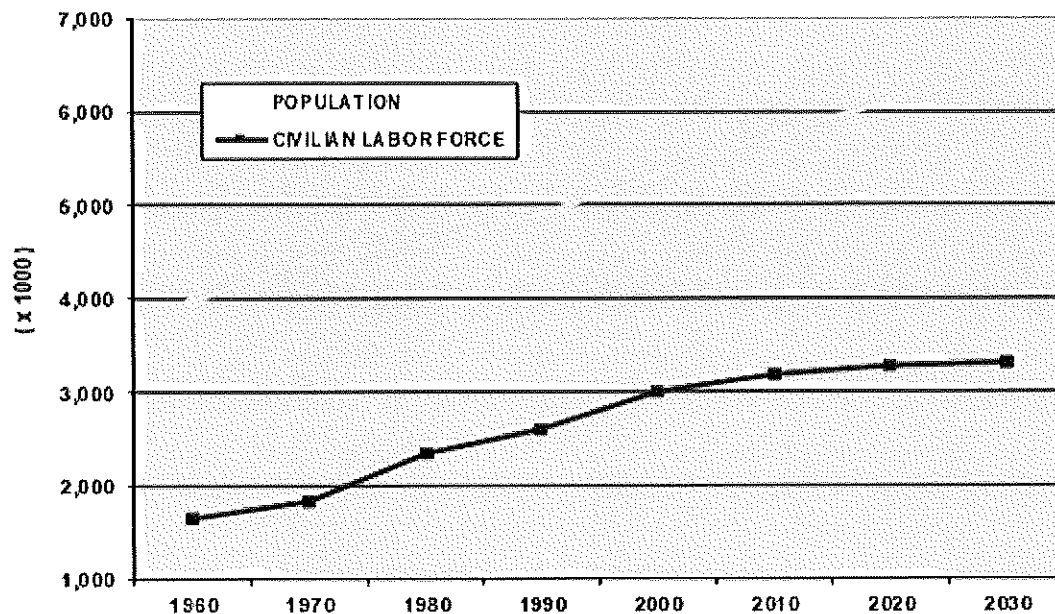
The primary long-term challenge facing Wisconsin's economic future remains workforce quantity. The demographic situation facing the state, other upper-Midwest states, and most of the western economies will advance unaltered in the coming decades.

While Wisconsin's population will continue to grow over the next 20 years, the workforce faces serious constraints. The labor force trend began to flatten in 2008 as the first Baby Boomers (those born in 1946) reached age 62 and began to leave the workforce. Baby Boomers continue to exit the workforce in great numbers.

And, with home prices surging and investment portfolio values at historic highs, older workers may decide, as many did before the housing bubble burst in 2007, to leave the workforce now and permanently.

The number of retiring Baby Boomers nearly matches the influx of new workers, resulting in a slow-growing workforce and placing constraints on the ability of employers across industries to secure talent. Many businesses report that the lack of available workers has hindered expansion, and in some cases, even curtailed the ability to meet current business needs.

Graphic 2: Wisconsin Population and Labor Force



There are four solutions to the macroeconomic labor quantity challenge: 1) offshoring production, 2) immigration, 3) mitigating barriers to employment of the chronically unemployed, and 4) technological advancement. Critical to the technology solution is the concomitant match of labor skills with technologies' sophistication. This is true for designing, building, installing, operating, and maintaining the advanced equipment as well as for development of the infrastructure and facilities needed to support technological progress.

Worker skills must align with skills demanded by the position. If you have the talent and not the job, the talent goes elsewhere. If you have the job and not the talent, the job goes elsewhere. For Wisconsin to successfully compete in the global economy, the state needs to attract and retain everybody it can and educate and train everybody to match the requirements of the new technologies.



Outagamie County

Population and Demographics

Over the course of the 2010s, population growth in Outagamie County was faster than Wisconsin but slower than the national rate. During the previous decade, the county's population grew by 10,966 residents (6.2%). This rate of population growth is more than three percentage points lower than the 9.7% growth experienced in the 2000s. Much like Wisconsin as a whole, the decelerating population growth is very much at the heart of the long-run workforce challenges that are expected to persist after the pandemic. Within the county, 39% of the population growth was accounted for by the towns of Grand Chute and Greenville. Appleton itself accounted for 12% of the county's overall growth.

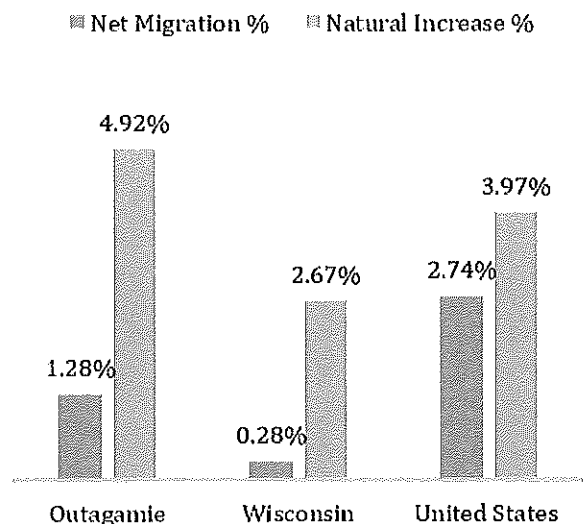
Graphic 3: 10 Most Populous Municipalities in County

	2010 Census	2020 Final Estimate	Numeric Change	Percent Change
Appleton, City	60,045	61,317	1,272	2.12%
Grand Chute, Town	20,919	23,227	2,308	11.03%
Kaukauna, City	15,462	16,363	901	5.83%
Greenville, Town	10,309	12,267	1,958	18.99%
Little Chute, Village	10,449	11,947	1,498	14.34%
Kimberly, Village	6,468	7,137	669	10.34%
Buchanan, Town	6,755	7,055	300	4.44%
Freedom, Town	5,842	6,088	246	4.21%
Oneida, Town	4,678	4,739	61	1.30%
Center, Town	3,402	3,648	246	7.23%
Outagamie County	176,695	187,661	10,966	6.21%
Wisconsin	5,686,986	5,854,594	167,608	2.95%
United States	308,745,538	329,484,123	20,738,585	6.72%

Source: Demographic Services Center, Wisconsin Department of Administration

Compounding the state's workforce issues is the fact that, in recent memory, Wisconsin has experienced near-zero net migration, and to a lesser extent, that is also true in Outagamie County. Since 2010, the net migration rates were 0.3% and 1.3% in Wisconsin and Outagamie County, respectively. Natural increase (the difference between births and deaths) was responsible for much of the recent population growth. The county's natural increase rate over the past decade was 4.9%, which is over two percentage points higher than the state. However, natural increase is expected to decline in the coming decades because the state's fertility rate has been below replacement level since 1975.

Graphic 4: Components of Population Change



Employment by Industry

Over the course of 2020, employment in the county decreased by 5,801 jobs (5.3%) across all industries. Unsurprisingly, these employment losses were primarily caused by the pandemic and the many changes in work and daily life that followed. One summary table attempting to provide a single snapshot of annual employment dynamics does not fully portray the monthly volatilities experienced to date; however, it helps to illustrate the relative size of various sectors of the local economy and how they were uniquely affected.

Graphic 5: 2020 Annual Employment by Industry

	2020 Average Monthly Employment	1-year Numeric Change	1-year Percent Change	Percent of Total Employment	Total Payroll	Percent of Total Payroll
Construction	8,010	-320	-3.84%	7.77%	\$ 564,816,254	10.48%
Education & Health Services	19,956	-373	-1.83%	19.35%	\$ 1,004,632,814	18.64%
Financial Activities	6,472	34	0.53%	6.28%	\$ 500,203,290	9.28%
Information	920	-88	-8.73%	0.89%	\$ 55,405,222	1.03%
Leisure & Hospitality	8,307	-2,239	-21.23%	8.06%	\$ 137,137,153	2.54%
Manufacturing	19,531	-684	-3.38%	18.94%	\$ 1,231,705,747	22.85%
Natural Resources & Mining	810	-27	-3.23%	0.79%	\$ 37,214,501	0.69%
Other Services	3,236	-836	-20.53%	3.14%	\$ 112,509,820	2.09%
Professional & Business Services	12,612	6	0.05%	12.23%	\$ 678,853,811	12.59%
Public Administration	3,232	-42	-1.28%	3.13%	\$ 165,892,578	3.08%
Trade, Transportation, Utilities	20,036	-1,231	-5.79%	19.43%	\$ 901,632,175	16.73%
All Industries	103,121	-5,801	-5.33%	100.00%	\$ 5,390,003,365	100.00%

Source: WI DWD, Labor Market Information, QCEW 2020

As was common throughout many other counties across the state in 2020, the Leisure and Hospitality industry in Outagamie County experienced the greatest employment losses in both numeric and percentage terms. Even though it only made up 8.1% of total employment and 2.5% of total payroll, it accounted for 38.6% of the decline in overall employment. Additionally, the industry was more adversely impacted in Outagamie County compared to the state as a whole. Statewide, the industry's employment declined by 19.9% and accounted for 37.9% of the overall annual decrease.

Over the course of 2020, employment in the county decreased by 5,801 jobs (5.3%) across all industries.

While much of the attention regarding the economic impacts of the pandemic was concentrated on Leisure and Hospitality (L&H), and deservedly so, it is worth noting that employment losses were also widely felt in many other industries in the county, albeit with lesser degrees of severity.

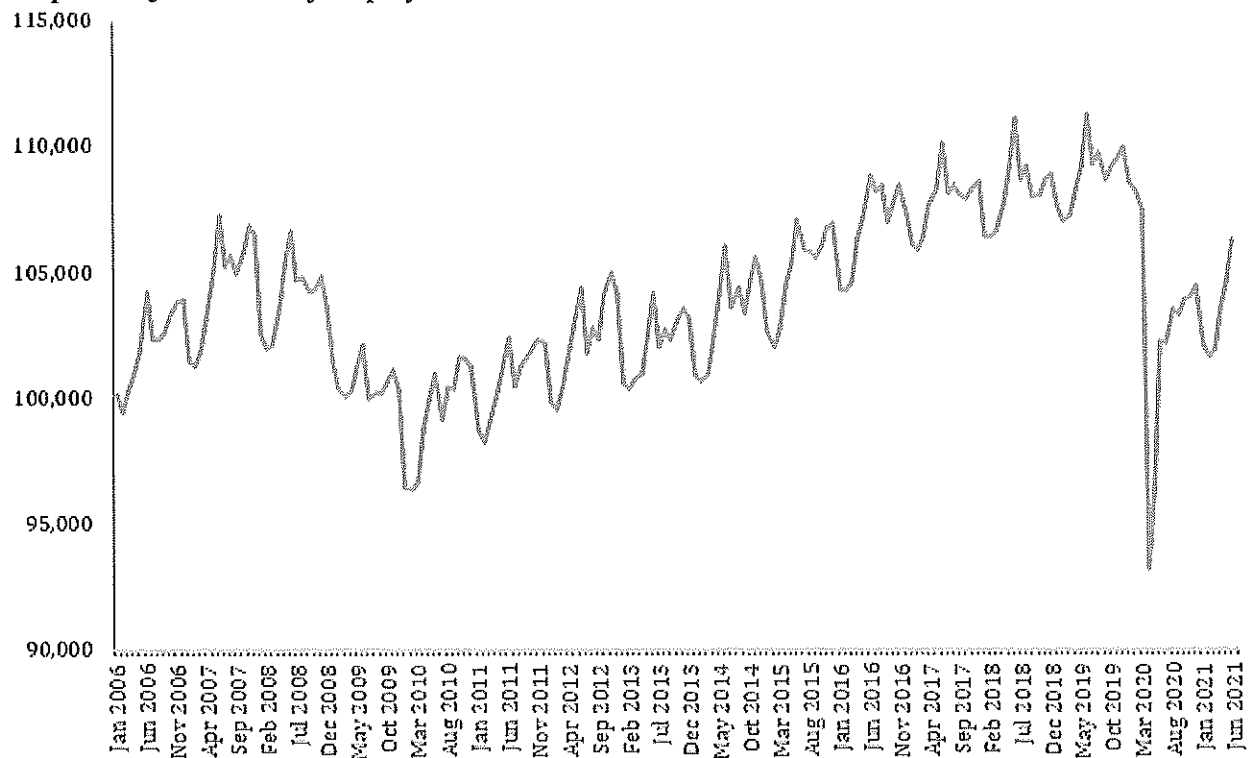
Collectively, employment in Outagamie County's three largest industries: (1) Education & Health Services, (2) Manufacturing, and (3) Trade, Transportation, & Utilities) declined by 2,288 in 2020. To put that into perspective, the employment losses in those three industries (3,526) were roughly equivalent to those experienced in L&H (2,239). However, all of the top three industries are significantly larger than L&H, so the proportional losses were more moderate –less than 10%.



Total Monthly Employment

Ongoing economic disruption and volatility driven by the COVID-19 pandemic complicate efforts to separate structural economic shifts from short-term changes. One important thing to note is that Outagamie County's annual employment grew by about 1,200 jobs on average over the course of the 2010s. When one fully considers the scope of economic impacts caused by the pandemic, it is necessary to consider the growth that likely would have occurred if recent trends continued.

Graphic 6: QCEW Monthly Employment



Source: WI DWD, Labor Market Information, QCEW Second Quarter; Outagamie County

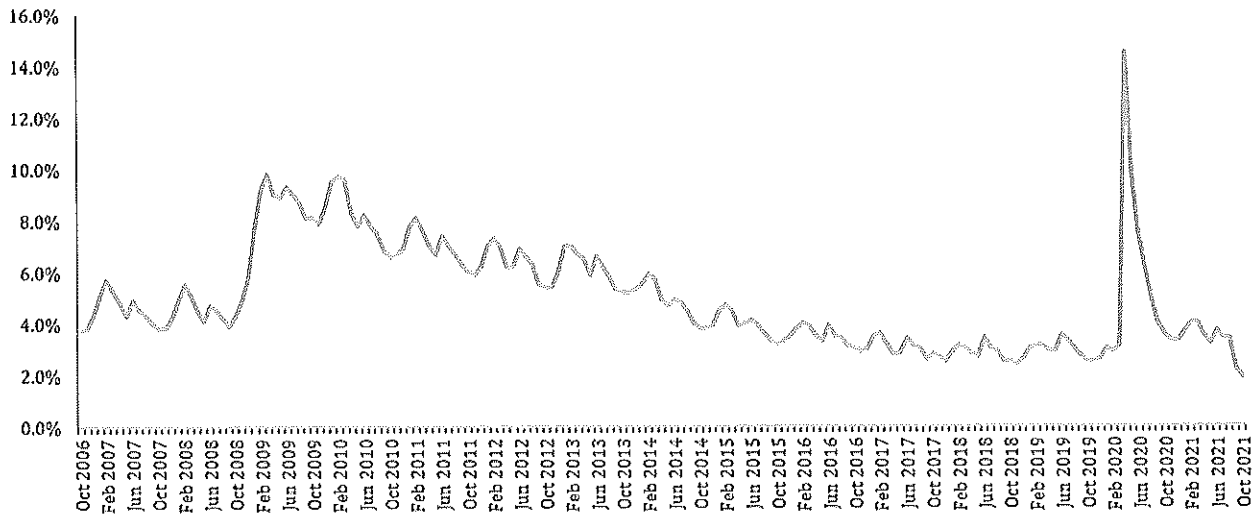
Looking more closely at March 2020 and beyond, it is not difficult to see that this period stands in sharp contrast to the relative stability of the previous decade. Local employment declined by over 14,000 jobs (13.3%) in just one month, and the subsequent recovery period has been inconsistent. The most rapid rebound occurred in the spring and early summer of 2020, but the following winter experienced more employment declines than normal in the midst of a new COVID wave at the time. As of June 2021 (the latest month county-level jobs data are available), Outagamie County recovered approximately 91% of those lost jobs. If accurate inferences can be drawn from state level data, which are more current, employment growth continued through the summer of 2021. Newly-released jobs reports suggest that the labor market recovery is still very much ongoing as of this writing. However, future surges of COVID-19 are a potential threat to continuing economic growth.



Unemployment and Labor Force Participation

In contrast to the Great Recession, the increase in unemployment that occurred at the onset of the pandemic was more severe but less persistent. While Outagamie County's unemployment rate never exceeded 10% in the aftermath of the 2008 financial crisis, in April 2020 it climbed up by over 11 percentage points to 14.5%. And while it took about six years after 2008 for the unemployment rate to return to its pre-recessionary level, six months after the initial spike in April 2020, it was already down to 3.5%. Additionally, the unemployment decline has been more pronounced in the second half of 2021, from 3.4% in August to 1.9% in October. While this is widely recognized as a period of rapid labor market tightening, declines in labor force participation cause the unemployment rate to underestimate the extent of joblessness.

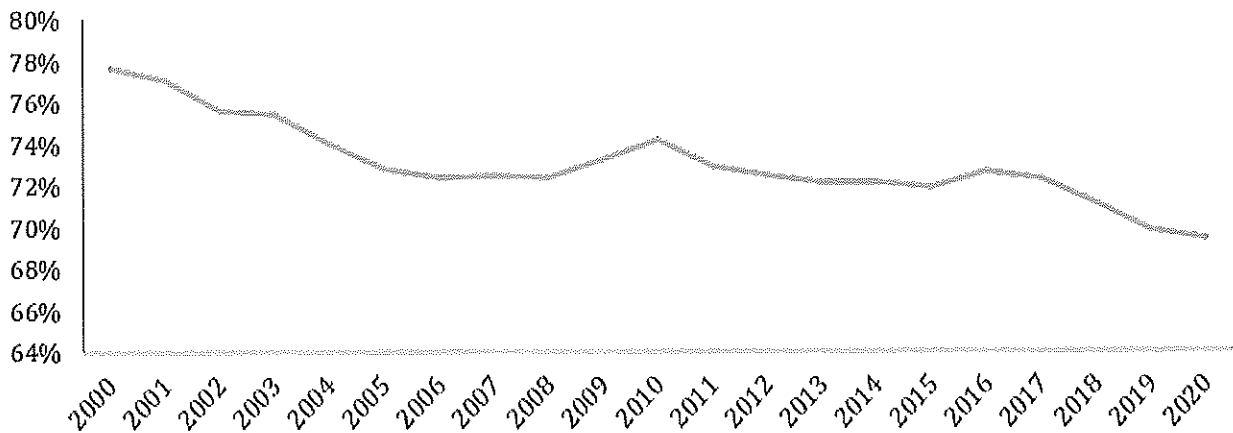
Graphic 7: Unemployment Rate



Source: Local Area Unemployment Statistics (LAUS), Bureau of Labor Statistics, Outagamie County

Even though much of the recent attention on the labor market has focused on the difficulty employers face with finding and retaining workers, it is important to remember that some of those pressures were building up well before the pandemic – and will likely persist afterwards. Outagamie County's labor force participation rate (LFPR) has been trending steadily downward since 2000, the time when the oldest members of the Baby Boomer generation were in the latest stages of their prime working years. In 2020, the local LFPR was at 69.4%. The annual rate of decline in 2020 was slower compared to recent years but still represents a challenge to future economic growth.

Graphic 8: Labor Force Participation Rate



Source: WI DWD, Office of Economic Advisors (OEA), Outagamie County



Outagamie County, Wisconsin					
Label	Estimate	Estimate	Estimate	Estimate	Estimate
	White alone or in combination with one or more other races	Black or African American alone or in combination with one or more other races	American Indian and Alaska Native alone or in combination with one or more other races (300, A01-299) & (100-299) or (300, A01-299) or (400-999)	Asian alone or in combination with one or more other races (400-499) & (100-299) or (300, A01-299) or (400-999)	Some other race alone or in combination with one or more other races
Total:	90,158	980	1,802	3,042	1,620
Male:	46,893	644	967	1,627	979
Female:	43,275	336	835	1,415	641
Management, business, science, and arts occupations:	13,924	200	224	593	231
Management, business, and financial occupations:	7,985	54	87	229	121
Management	4,944	11	77	113	97
Business and financial operations occupations	2,141	43	10	116	24
Computer, engineering, and science occupations:	3,315	35	62	148	110
Computer and mathematical	1,468	20	13	90	45
Architecture and engineering occupations	1,596	0	47	35	33
Life, physical, and social science occupations	251	15	2	23	32
Education, legal, community service, arts, and media occupations:	2,590	88	61	101	0
Community and social service occupations	491	0	11	18	0
Legal occupations	172	0	0	0	0
Education, training, and library occupations	1,092	81	9	30	0
Arts, design, entertainment, sports, and media occupations	815	7	41	53	0
Healthcare practitioners and technical occupations:	994	23	14	35	0
Health diagnosing and treating practitioners and other technical occupations	814	4	0	28	0
Health technologists and technicians	180	19	14	27	0
Service occupations:	4,594	139	197	286	218
Healthcare support occupations	90	0	5	46	0
Protective service occupations:	793	17	65	38	35

Table: ACSDT5YSP12015.C24010

Outagamie County, Wisconsin					
Label	Estimate	Estimate	Estimate	Estimate	Estimate
prevention, and other protective service workers including supervisors	314	17	54	10	8
Law enforcement workers including	479	0	11	28	27
Food preparation and serving related occupations	1,946	87	36	141	99
Building and grounds cleaning and maintenance occupations	1,419	35	58	44	84
Personal care and service occupations	346	0	33	17	0
Sales and office occupations:	8,352	87	136	164	22
Sales and related occupations	5,344	70	94	74	0
Office and administrative support occupations	3,008	17	42	90	22
Natural resources, construction, and maintenance occupations:	7,615	32	177	165	103
Farming, fishing, and forestry occupations	289	0	0	0	30
Construction and extraction occupations	4,207	10	146	45	73
Installation, maintenance, and repair occupations	3,119	22	31	119	0
Production, transportation, and material moving occupations:	12,398	186	233	479	405
Production occupations	7,520	76	68	296	233
Transportation occupations	2,579	37	70	30	0
Material moving occupations	2,299	73	95	153	172
Female:	43,275	336	835	1,445	641
Management, business, science, and arts occupations:	16,112	142	277	444	98
Management, business, and financial occupations:	5,866	35	67	67	12
Management	3,089	29	52	40	12
Business and financial operations occupations	2,797	6	15	27	0
Computer, engineering, and science occupations:	770	0	22	45	17



Outagamie County, Wisconsin								
Label	Estimate	Estimate	Estimate	Estimate	Estimate			
White alone or in combination with one or more other races		Black or African American alone or in combination with one or more other races		American Indian and Alaska Native alone or in combination with one or more other races (300, A01-299) & (100-299) or (300, A01-299) or (400-999)		Asian alone or in combination with one or more other races (400-499) & (100-299) or (300, A01-299) or (400-999)		Some other race alone or in combination with one or more other races
Computer and mathematical	432	0	0	35	0	0	0	
Architecture and engineering occupations	157	0	0	0	17	0	0	
Life, physical, and social science occupations	181	0	22	10	0	0	0	
Education, legal, community service, arts, and media occupations:	5,713	94	118	214	52	0	0	
Community and social service occupations	1,000	26	11	14	0	0	0	
Legal occupations	208	11	7	14	0	0	0	
Education, training, and library occupations	3,659	51	84	155	40	0	0	
Arts, design, entertainment, sports, and media occupations	846	5	16	31	12	0	0	
Healthcare practitioners and technical occupations:	3,763	13	70	118	17	0	0	
Health diagnosing and treating practitioners and other technical occupations	2,892	0	21	57	17	0	0	
Health technologists and technicians	1,071	13	49	61	0	0	0	
Service occupations:	8,204	67	195	232	194	0	0	
Healthcare support occupations	1,931	28	15	52	0	0	0	
Protective service occupations:	280	0	10	14	17	0	0	
Prevention, and other protective service workers including supervisors	189	0	10	14	17	0	0	
Law enforcement workers including supervisors	91	0	0	0	0	0	0	
Food preparation and serving related occupations	3,112	27	90	89	100	0	0	
Building and grounds cleaning and maintenance occupations	794	0	37	0	38	0	0	
Personal care and service occupations	2,087	12	43	77	39	0	0	
Sales and office occupations:	14,679	68	191	412	192	0	0	
Sales and related occupations	4,659	24	41	174	124	0	0	

Outagamie County, Wisconsin					
label	Estimate	Estimate	Estimate	Estimate	Estimate
Office and administrative support occupations	10,020	44	150	238	68
Natural resources, construction, and maintenance occupations:	419	0	36	35	29
Farming, fishing, and forestry occupations	123	0	19	0	20
Construction and extraction occupations	159	0	0	35	0
Installation, maintenance, and repair occupations	137	0	17	0	9
Production, transportation, and material moving occupations:	3,861	59	136	292	128
Production occupations	2,521	51	84	282	91
Transportation occupations	483	8	31	0	0
Material moving occupations	857	0	21	10	37
DATA NOTES					
TABLE ID:	C24Q10				
SURVEY/PROGRAM:	American Community Survey				
INTAGE:	2015				
DATASET:	ACSDT3/SPT2015				
RODUCT:	ACS 5-Year Estimates Selected Population				
UNIVERSE:	Civilian employed population 15 years and over				
TP URL:	None				
PI URL:	https://api.census.gov/data/2015/acs/acs5/spt				

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

**OMB Control No.
3046-0008**

**STATE AND LOCAL GOVERNMENT INFORMATION REPORT (EEO-4)
EEOC Form 164**

Control Number: 55300160
Reporting Year: 2021

A. TYPE OF GOVERNMENT (Check one box only)

1. State
 2. County
 3. City
 4. Township
 5. Special District
 6. Other (Specify)

B. IDENTIFICATION

1. NAME OF POLITICAL JURISDICTION
APPLETON CITY

2. MAILING ADDRESS	CITY/TOWN	COUNTY	STATE	ZIP
100 N APPLETON STREET	APPLETON	OUTAGAMIE	WI	54911

C. FUNCTION

<input checked="" type="checkbox"/> 1. FINANCIAL ADMINISTRATION. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and; <input checked="" type="checkbox"/> GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, et al.)	<input checked="" type="checkbox"/> 8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.
<input checked="" type="checkbox"/> 2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways, and bridges.	<input checked="" type="checkbox"/> 9. HOUSING. Code enforcement, low-rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.
<input checked="" type="checkbox"/> 3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy; administration of public assistance. (Hospitals should be reported under function 7.)	<input checked="" type="checkbox"/> 10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.
<input checked="" type="checkbox"/> 4. POLICE PROTECTION. Duties of a police department, sheriff's, constable's, coroner's office, etc. Including technical and clerical employees engaged in police activities.	<input checked="" type="checkbox"/> 11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities.
<input checked="" type="checkbox"/> 5. FIRE PROTECTION. Duties of the uniformed fireforce and clerical employees. (Forest fire protection activities should be reported under function 6.)	<input checked="" type="checkbox"/> 12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.
<input checked="" type="checkbox"/> 6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and; <input checked="" type="checkbox"/> PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.	<input checked="" type="checkbox"/> 13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.
<input type="checkbox"/> 7. HOSPITALS. Operation and maintenance of institutions for inpatient medical care.	<input checked="" type="checkbox"/> 14. EMPLOYMENT SECURITY. State governments only. <input checked="" type="checkbox"/> 15. OTHER (Specify.) Elected officials, election workers and library staff

Control Number: 55300160

Reporting Year: 2021

Jurisdiction: APPLETON CITY

D. EMPLOYMENT DATA AS OF JUNE 30

Function 1 - FINANCIAL ADMINISTRATION/GENERAL CONTROL

1. FULL-TIME EMPLOYEES

JOB CATEGORY	ANNUAL SALARY (In thousands 000)	RACE/ETHNICITY													TOTALS		
		HISPANIC OR LATINO		NOT-HISPANIC OR LATINO													
		MALE	FEMALE	MALE							FEMALE						
				WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE		TWO OR MORE RACES	
OFFICIALS - ADMINISTRATORS	1. \$0.1 - 15.9																0
	2. \$16.0 - 19.9																0
	3. \$20.0 - 24.9																0
	4. \$25.0 - 32.9																0
	5. \$33.0 - 42.9																0
	6. \$43.0 - 54.9																0
	7. \$55.0 - 69.9																0
	8. \$70.0 PLUS			3													3
PROFESSIONALS	9. \$0.1 - 15.9																0
	10. \$16.0 - 19.9																0
	11. \$20.0 - 24.9																0
	12. \$25.0 - 32.9																0
	13. \$33.0 - 42.9																0
	14. \$43.0 - 54.9																0
	15. \$55.0 - 69.9			2						1							3
	16. \$70.0 PLUS			5	1					8		1					
TECHNICIANS	17. \$0.1 - 15.9																0
	18. \$16.0 - 19.9																0
	19. \$20.0 - 24.9																0
	20. \$25.0 - 32.9																0
	21. \$33.0 - 42.9																0
	22. \$43.0 - 54.9																0
	23. \$55.0 - 69.9			3		1											4
	24. \$70.0 PLUS			2						1		1					4
PROTECTIVE SERVICE	25. \$0.1 - 15.9																0
	26. \$16.0 - 19.9																0
	27. \$20.0 - 24.9																0
	28. \$25.0 - 32.9																0
	29. \$33.0 - 42.9																0
	30. \$43.0 - 54.9																0
	31. \$55.0 - 69.9																0
	32. \$70.0 PLUS																0
PARAPROFESSIONALS	33. \$0.1 - 15.9																0
	34. \$16.0 - 19.9																0
	35. \$20.0 - 24.9																0
	36. \$25.0 - 32.9																0
	37. \$33.0 - 42.9																0
	38. \$43.0 - 54.9									1							1
	39. \$55.0 - 69.9			2						1							3
	40. \$70.0 PLUS									1							1

D. EMPLOYMENT DATA AS OF JUNE 30

Function 1 - FINANCIAL ADMINISTRATION/GENERAL CONTROL

1. FULL-TIME EMPLOYEES

JOB CATEGORY	ANNUAL SALARY (In thousands 000)	RACE/ETHNICITY														TOTALS	
		HISPANIC OR LATINO		NOT-HISPANIC OR LATINO									FEMALE				
		MALE	FEMALE	MALE						FEMALE							
				WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES		
ADMINISTRATIVE SUPPORT	41. \$0.1 - 15.9																0
	42. \$16.0 - 19.9																0
	43. \$20.0 - 24.9																0
	44. \$25.0 - 32.9																0
	45. \$33.0 - 42.9			1							6						7
	46. \$43.0 - 54.9										8						8
	47. \$55.0 - 69.9										4						4
	48. \$70.0 PLUS										1						1
SKILLED CRAFT	49. \$0.1 - 15.9																0
	50. \$16.0 - 19.9																0
	51. \$20.0 - 24.9																0
	52. \$25.0 - 32.9																0
	53. \$33.0 - 42.9																0
	54. \$43.0 - 54.9																0
	55. \$55.0 - 69.9																0
	56. \$70.0 PLUS																0
SERVICE - MAINTENANCE	57. \$0.1 - 15.9																0
	58. \$16.0 - 19.9																0
	59. \$20.0 - 24.9																0
	60. \$25.0 - 32.9																0
	61. \$33.0 - 42.9																0
	62. \$43.0 - 54.9																0
	63. \$55.0 - 69.9																0
	64. \$70.0 PLUS																0
65. TOTAL FULL-TIME (LINES 1-64)		0	0	18	1	1	0	0	0	32	0	2	0	0	0	64	
2. OTHER THAN FULL-TIME EMPLOYEES																	
66. OFFICIALS - ADMINISTRATORS				2						1						3	
67. PROFESSIONALS										1						1	
68. TECHNICIANS																0	
69. PROTECTIVE SERVICE																0	
70. PARAPROFESSIONALS																0	
71. ADMINISTRATIVE SUPPORT										2						2	
72. SKILLED CRAFT																0	
73. SERVICE - MAINTENANCE																0	
74. TOTAL OTHER THAN FULL-TIME (LINES 66 - 73)		0	0	2	0	0	0	0	0	4	0	0	0	0	0	6	

D. EMPLOYMENT DATA AS OF JUNE 30

Function 1 - FINANCIAL ADMINISTRATION/GENERAL CONTR

	HISPANIC OR LATINO		RACE/ETHNICITY												TOTALS
			NOT-HISPANIC OR LATINO												
			MALE				FEMALE								
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	
3. NEW HIRES DURING EEO-4 FISCAL YEAR (JULY 1 - JUNE 30)															
75. OFFICIALS - ADMINISTRATORS															0
76. PROFESSIONALS			1	1							1				3
77. TECHNICIANS					1										1
78. PROTECTIVE SERVICE															0
79. PARAPROFESSIONALS									1						1
80. ADMINISTRATIVE SUPPORT									3						3
81. SKILLED CRAFT															0
82. SERVICE - MAINTENANCE															0
83. TOTAL NEW HIRES (LINES 75 - 82)	0	0	1	1	1	0	0	0	4	0	1	0	0	0	8

WI0450100

E. DEPARTMENTS/AGENCIES INCLUDED IN THIS FUNCTION REPORT

F. DEPARTMENTS/AGENCIES NOT INCLUDED IN THIS FUNCTION REPORT

G. REMARKS ABOUT THIS FUNCTION REPORT

D. EMPLOYMENT DATA AS OF JUNE 30

Function 2 - STREETS AND HIGHWAYS

1. FULL-TIME EMPLOYEES

JOB CATEGORY	ANNUAL SALARY (In thousands 000)	RACE/ETHNICITY													TOTALS
		HISPANIC OR LATINO		NOT-HISPANIC OR LATINO											
		MALE	FEMALE	MALE					FEMALE						
		WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES		
ADMINISTRATIVE SUPPORT	41. \$0.1 - 15.9														0
	42. \$16.0 - 19.9														0
	43. \$20.0 - 24.9														0
	44. \$25.0 - 32.9														0
	45. \$33.0 - 42.9		1												0
	46. \$43.0 - 54.9								1						2
	47. \$55.0 - 69.9								4						4
	48. \$70.0 PLUS				1										1
SKILLED CRAFT	49. \$0.1 - 15.9														1
	50. \$16.0 - 19.9														0
	51. \$20.0 - 24.9														0
	52. \$25.0 - 32.9														0
	53. \$33.0 - 42.9														0
	54. \$43.0 - 54.9														0
	55. \$55.0 - 69.9														0
	56. \$70.0 PLUS														0
SERVICE - MAINTENANCE	57. \$0.1 - 15.9														0
	58. \$16.0 - 19.9														0
	59. \$20.0 - 24.9														0
	60. \$25.0 - 32.9														0
	61. \$33.0 - 42.9														0
	62. \$43.0 - 54.9														0
	63. \$55.0 - 69.9														6
	64. \$70.0 PLUS														17
65. TOTAL FULL-TIME (LINES 1-64)	1	1	78	0	0	0	0	0	12	0	0	0	0	0	92
2. OTHER THAN FULL-TIME EMPLOYEES															
66. OFFICIALS - ADMINISTRATORS															0
67. PROFESSIONALS															0
68. TECHNICIANS				1											1
69. PROTECTIVE SERVICE															0
70. PARAPROFESSIONALS															0
71. ADMINISTRATIVE SUPPORT										1					1
72. SKILLED CRAFT															0
73. SERVICE - MAINTENANCE				9		1				2					12
74. TOTAL OTHER THAN FULL-TIME (LINES 66 - 73)	0	0	10	0	1	0	0	0	3	0	0	0	0	0	14

D. EMPLOYMENT DATA AS OF JUNE 30

Function 2 - STREETS AND HIGHWAYS

	RACE/ETHNICITY														TOTALS
	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO												
			MALE						FEMALE						
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	
3. NEW HIRES DURING EEO-4 FISCAL YEAR (JULY 1 - JUNE 30)															
75. OFFICIALS -- ADMINISTRATORS															0
76. PROFESSIONALS			1												1
77. TECHNICIANS															0
78. PROTECTIVE SERVICE															0
79. PARAPROFESSIONALS															0
80. ADMINISTRATIVE SUPPORT		1													1
81. SKILLED CRAFT			1												1
82. SERVICE - MAINTENANCE			4												4
83. TOTAL NEW HIRES (LINES 75 - 82)	0	1	6	0	0	0	0	0	0	0	0	0	0	0	7

E. DEPARTMENTS/AGENCIES INCLUDED IN THIS FUNCTION REPORT

WI0450100

F. DEPARTMENTS/AGENCIES NOT INCLUDED IN THIS FUNCTION REPORT

G. REMARKS ABOUT THIS FUNCTION REPORT

D. EMPLOYMENT DATA AS OF JUNE 30

Function 4 - POLICE PROTECTION

1. FULL-TIME EMPLOYEES

JOB CATEGORY	ANNUAL SALARY (In thousands 000)	RACE/ETHNICITY														TOTALS	
		HISPANIC OR LATINO		NOT-HISPANIC OR LATINO													
		MALE	FEMALE	MALE						FEMALE							
				WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES		
ADMINISTRATIVE SUPPORT	41. \$0.1 - 15.9																0
	42. \$16.0 - 19.9																0
	43. \$20.0 - 24.9																0
	44. \$25.0 - 32.9																0
	45. \$33.0 - 42.9					1					2						3
	46. \$43.0 - 54.9										8						8
	47. \$55.0 - 69.9										10						10
	48. \$70.0 PLUS										1						1
SKILLED CRAFT	49. \$0.1 - 15.9																0
	50. \$16.0 - 19.9																0
	51. \$20.0 - 24.9																0
	52. \$25.0 - 32.9																0
	53. \$33.0 - 42.9																0
	54. \$43.0 - 54.9																0
	55. \$55.0 - 69.9																0
	56. \$70.0 PLUS																0
SERVICE - MAINTENANCE	57. \$0.1 - 15.9																0
	58. \$16.0 - 19.9																0
	59. \$20.0 - 24.9																0
	60. \$25.0 - 32.9																0
	61. \$33.0 - 42.9																0
	62. \$43.0 - 54.9																0
	63. \$55.0 - 69.9																0
	64. \$70.0 PLUS																0
65. TOTAL FULL-TIME (LINES 1-64)		5	0	86	3	5	0	1	0	34	0	0	0	0	0	0	134
2. OTHER THAN FULL-TIME EMPLOYEES																	
66. OFFICIALS - ADMINISTRATORS																	0
67. PROFESSIONALS																	0
68. TECHNICIANS																	0
69. PROTECTIVE SERVICE																	0
70. PARAPROFESSIONALS				9		1				1							11
71. ADMINISTRATIVE SUPPORT																	0
72. SKILLED CRAFT																	0
73. SERVICE - MAINTENANCE																	0
74. TOTAL OTHER THAN FULL-TIME (LINES 66 - 73)		0	0	9	0	1	0	0	0	1	0	0	0	0	0	0	11

D. EMPLOYMENT DATA AS OF JUNE 30

Function 4 - POLICE PROTECTION

	HISPANIC OR LATINO		RACE/ETHNICITY												TOTALS
			NOT-HISPANIC OR LATINO												
			MALE						FEMALE						
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	
3. NEW HIRES DURING FEO-4 FISCAL YEAR (JULY 1 - JUNE 30)															
75. OFFICIALS -- ADMINISTRATORS															0
76. PROFESSIONALS															0
77. TECHNICIANS															0
78. PROTECTIVE SERVICE	1		5	1					1						8
79. PARAPROFESSIONALS															0
80. ADMINISTRATIVE SUPPORT									2						2
81. SKILLED CRAFT															0
82. SERVICE -- MAINTENANCE															0
83. TOTAL NEW HIRES (LINES 75 -- 82)	1	0	5	1	0	0	0	0	3	0	0	0	0	0	10

WI0450100

E. DEPARTMENTS/AGENCIES INCLUDED IN THIS FUNCTION REPORT

F. DEPARTMENTS/AGENCIES NOT INCLUDED IN THIS FUNCTION REPORT

G. REMARKS ABOUT THIS FUNCTION REPORT

D. EMPLOYMENT DATA AS OF JUNE 30

Function 5 - FIRE PROTECTION

1. FULL-TIME EMPLOYEES

JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY														TOTALS	
		HISPANIC OR LATINO		NOT-HISPANIC OR LATINO													
		MALE	FEMALE	MALE							FEMALE						
				WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES		
ADMINISTRATIVE SUPPORT	41. \$0.1 - 15.9																0
	42. \$16.0 - 19.9																0
	43. \$20.0 - 24.9																0
	44. \$25.0 - 32.9																0
	45. \$33.0 - 42.9																0
	46. \$43.0 - 54.9																0
	47. \$55.0 - 69.9																0
	48. \$70.0 PLUS																0
SKILLED CRAFT	49. \$0.1 - 15.9																0
	50. \$16.0 - 19.9																0
	51. \$20.0 - 24.9																0
	52. \$25.0 - 32.9																0
	53. \$33.0 - 42.9																0
	54. \$43.0 - 54.9																0
	55. \$55.0 - 69.9	1															0
	56. \$70.0 PLUS																0
SERVICE - MAINTENANCE	57. \$0.1 - 15.9																0
	58. \$16.0 - 19.9																0
	59. \$20.0 - 24.9																0
	60. \$25.0 - 32.9																0
	61. \$33.0 - 42.9																0
	62. \$43.0 - 54.9																0
	63. \$55.0 - 69.9																0
	64. \$70.0 PLUS																0
65. TOTAL FULL-TIME (LINES 1-64)		1	0	88	0	1	0	1	0	4	0	0	0	0	0		95
2. OTHER THAN FULL-TIME EMPLOYEES																	
66. OFFICIALS -- ADMINISTRATORS																	0
67. PROFESSIONALS																	0
68. TECHNICIANS																	0
69. PROTECTIVE SERVICE																	0
70. PARAPROFESSIONALS																	0
71. ADMINISTRATIVE SUPPORT										1							1
72. SKILLED CRAFT																	0
73. SERVICE - MAINTENANCE																	0
74. TOTAL OTHER THAN FULL-TIME (LINES 66 - 73)		0	0	0	0	0	0	0	0	1	0	0	0	0	0		1

D. EMPLOYMENT DATA AS OF JUNE 30										Function 5 - FIRE PROTECTION					
RACE/ETHNICITY															
HISPANIC OR LATINO		NOT-HISPANIC OR LATINO											TOTALS		
MALE	FEMALE	MALE						FEMALE							
		WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE		TWO OR MORE RACES	
3. NEW HIRES DURING EEO-4 FISCAL YEAR (JULY 1 - JUNE 30)															
75. OFFICIALS - ADMINISTRATORS															0
76. PROFESSIONALS															0
77. TECHNICIANS															0
78. PROTECTIVE SERVICE			4												4
79. PARAPROFESSIONALS															0
80. ADMINISTRATIVE SUPPORT															0
81. SKILLED CRAFT															0
82. SERVICE - MAINTENANCE															0
83. TOTAL NEW HIRES (LINES 75 - 82)	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4
E. DEPARTMENTS/AGENCIES INCLUDED IN THIS FUNCTION REPORT															
WI0450100															
F. DEPARTMENTS/AGENCIES NOT INCLUDED IN THIS FUNCTION REPORT															
G. REMARKS ABOUT THIS FUNCTION REPORT															

D. EMPLOYMENT DATA AS OF JUNE 30

Function 6 - NATURAL RESOURCES/PARKS AND RECREATION

1. FULL-TIME EMPLOYEES

JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY														TOTALS
		HISPANIC OR LATINO		NOT-HISPANIC OR LATINO							NOT-HISPANIC OR LATINO					
		MALE	FEMALE	MALE	FEMALE			MALE		FEMALE						
		WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES			
ADMINISTRATIVE SUPPORT	41. \$0.1 - 15.9														0	
	42. \$16.0 - 19.9														0	
	43. \$20.0 - 24.9														0	
	44. \$25.0 - 32.9														0	
	45. \$33.0 - 42.9														0	
	46. \$43.0 - 54.9														0	
	47. \$55.0 - 69.9								1						1	
	48. \$70.0 PLUS														0	
SKILLED CRAFT	49. \$0.1 - 15.9														0	
	50. \$16.0 - 19.9														0	
	51. \$20.0 - 24.9														0	
	52. \$25.0 - 32.9														0	
	53. \$33.0 - 42.9														0	
	54. \$43.0 - 54.9														0	
	55. \$55.0 - 69.9														0	
	56. \$70.0 PLUS			1											1	
SERVICE - MAINTENANCE	57. \$0.1 - 15.9														0	
	58. \$16.0 - 19.9														0	
	59. \$20.0 - 24.9														0	
	60. \$25.0 - 32.9														0	
	61. \$33.0 - 42.9														0	
	62. \$43.0 - 54.9			1											1	
	63. \$55.0 - 69.9			12											12	
	64. \$70.0 PLUS														0	
65. TOTAL FULL-TIME (LINES 1-64)		0	0	23	0	0	0	0	0	4	0	0	0	0	27	
2. OTHER THAN FULL-TIME EMPLOYEES																
66. OFFICIALS -- ADMINISTRATORS																0
67. PROFESSIONALS			1						1							2
68. TECHNICIANS																0
69. PROTECTIVE SERVICE																0
70. PARAPROFESSIONALS																0
71. ADMINISTRATIVE SUPPORT			1						4							5
72. SKILLED CRAFT																0
73. SERVICE -- MAINTENANCE	4	1	90				1	1	117						1	215
74. TOTAL OTHER THAN FULL-TIME (LINES 66 - 73)	4	1	92	0	0	0	1	1	122	0	0	0	0	1	222	

D. EMPLOYMENT DATA AS OF JUNE 30

Function 6 - NATURAL RESOURCES/PARKS AND RECREATIC

	HISPANIC OR LATINO		RACE/ETHNICITY												TOTALS
			NOT-HISPANIC OR LATINO												
			MALE						FEMALE						
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	
3. NEW HIRES DURING EEO-4 FISCAL YEAR (JULY 1 - JUNE 30)															
75. OFFICIALS -- ADMINISTRATORS															0
76. PROFESSIONALS									1						1
77. TECHNICIANS															0
78. PROTECTIVE SERVICE															0
79. PARAPROFESSIONALS															0
80. ADMINISTRATIVE SUPPORT															0
81. SKILLED CRAFT															0
82. SERVICE -- MAINTENANCE			1												1
83. TOTAL NEW HIRES (LINES 75 - 82)	0	0	1	0	0	0	0	0	1	0	0	0	0	0	2

WI0450100

E. DEPARTMENTS/AGENCIES INCLUDED IN THIS FUNCTION REPORT

F. DEPARTMENTS/AGENCIES NOT INCLUDED IN THIS FUNCTION REPORT

G. REMARKS ABOUT THIS FUNCTION REPORT

D. EMPLOYMENT DATA AS OF JUNE 30

Function 8 - HEALTH

1. FULL-TIME EMPLOYEES

JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY														TOTALS	
		HISPANIC OR LATINO		NOT-HISPANIC OR LATINO													
		MALE	FEMALE	MALE							FEMALE						
				WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES		
ADMINISTRATIVE SUPPORT	41. \$0.1 - 15.9																0
	42. \$16.0 - 19.9																0
	43. \$20.0 - 24.9																0
	44. \$25.0 - 32.9																0
	45. \$33.0 - 42.9																0
	46. \$43.0 - 54.9									1							1
	47. \$55.0 - 69.9																0
	48. \$70.0 PLUS																0
SKILLED CRAFT	49. \$0.1 - 15.9																0
	50. \$16.0 - 19.9																0
	51. \$20.0 - 24.9																0
	52. \$25.0 - 32.9																0
	53. \$33.0 - 42.9																0
	54. \$43.0 - 54.9																0
	55. \$55.0 - 69.9																0
	56. \$70.0 PLUS																0
SERVICE - MAINTENANCE	57. \$0.1 - 15.9																0
	58. \$16.0 - 19.9																0
	59. \$20.0 - 24.9																0
	60. \$25.0 - 32.9																0
	61. \$33.0 - 42.9																0
	62. \$43.0 - 54.9																0
	63. \$55.0 - 69.9																0
	64. \$70.0 PLUS																0
65. TOTAL FULL-TIME (LINES 1-64)		0	0	3	0	0	0	0	0	3	0	0	0	0	0	0	6
2. OTHER THAN FULL-TIME EMPLOYEES																	
66. OFFICIALS - ADMINISTRATORS																	0
67. PROFESSIONALS			1							20				1	1		23
68. TECHNICIANS			1														1
69. PROTECTIVE SERVICE																	0
70. PARAPROFESSIONALS																	0
71. ADMINISTRATIVE SUPPORT																	0
72. SKILLED CRAFT																	0
73. SERVICE - MAINTENANCE																	0
74. TOTAL OTHER THAN FULL-TIME (LINES 66 - 73)		0	0	2	0	0	0	0	0	20	0	0	0	1	1		24

D. EMPLOYMENT DATA AS OF JUNE 30

Function 8 - HEALTH

	RACE/ETHNICITY														TOTALS
	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO												
	MALE	FEMALE	MALE						FEMALE						
WHITE			BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES		
3. NEW HIRES DURING EEO-4 FISCAL YEAR (JULY 1 - JUNE 30)															
75. OFFICIALS -- ADMINISTRATORS															0
76. PROFESSIONALS															0
77. TECHNICIANS															0
78. PROTECTIVE SERVICE															0
79. PARAPROFESSIONALS															0
80. ADMINISTRATIVE SUPPORT															0
81. SKILLED CRAFT															0
82. SERVICE -- MAINTENANCE															0
83. TOTAL NEW HIRES (LINES 75 - 82)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

E. DEPARTMENTS/AGENCIES INCLUDED IN THIS FUNCTION REPORT

WI0450100

F. DEPARTMENTS/AGENCIES NOT INCLUDED IN THIS FUNCTION REPORT

G. REMARKS ABOUT THIS FUNCTION REPORT

D. EMPLOYMENT DATA AS OF JUNE 30

Function 9 - HOUSING

	HISPANIC OR LATINO		RACE/ETHNICITY												TOTALS
			NOT-HISPANIC OR LATINO												
			MALE						FEMALE						
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	
3. NEW HIRES DURING EEO-4 FISCAL YEAR (JULY 1 - JUNE 30)															
75. OFFICIALS - ADMINISTRATORS															0
76. PROFESSIONALS															0
77. TECHNICIANS															0
78. PROTECTIVE SERVICE															0
79. PARAPROFESSIONALS															0
80. ADMINISTRATIVE SUPPORT															0
81. SKILLED CRAFT															0
82. SERVICE - MAINTENANCE															0
83. TOTAL NEW HIRES (LINES 75 - 82)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

WI0450100

E. DEPARTMENTS/AGENCIES INCLUDED IN THIS FUNCTION REPORT

F. DEPARTMENTS/AGENCIES NOT INCLUDED IN THIS FUNCTION REPORT

G. REMARKS ABOUT THIS FUNCTION REPORT

D. EMPLOYMENT DATA AS OF JUNE 30

Function 10 - COMMUNITY DEVELOPMENT

	RACE/ETHNICITY														TOTALS
	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO												
			MALE						FEMALE						
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	
3. NEW HIRES DURING EEO-4 FISCAL YEAR (JULY 1 - JUNE 30)															
75. OFFICIALS - ADMINISTRATORS															0
76. PROFESSIONALS															0
77. TECHNICIANS															0
78. PROTECTIVE SERVICE															0
79. PARAPROFESSIONALS															0
80. ADMINISTRATIVE SUPPORT															0
81. SKILLED CRAFT															0
82. SERVICE - MAINTENANCE															0
83. TOTAL NEW HIRES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(LINES 75 - 82)															

E. DEPARTMENTS/AGENCIES INCLUDED IN THIS FUNCTION REPORT

WI0450100

F. DEPARTMENTS/AGENCIES NOT INCLUDED IN THIS FUNCTION REPORT

G. REMARKS ABOUT THIS FUNCTION REPORT

D. EMPLOYMENT DATA AS OF JUNE 30

Function 12 - UTILITIES AND TRANSPORTATION

1. FULL-TIME EMPLOYEES

JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY														TOTALS
		HISPANIC OR LATINO		NOT-HISPANIC OR LATINO							NOT-HISPANIC OR LATINO					
		MALE	FEMALE	MALE	FEMALE				MALE	FEMALE						
		WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES			
ADMINISTRATIVE SUPPORT	41. \$0.1 - 15.9														0	
	42. \$16.0 - 19.9														0	
	43. \$20.0 - 24.9														0	
	44. \$25.0 - 32.9														0	
	45. \$33.0 - 42.9								2						2	
	46. \$43.0 - 54.9								2						2	
	47. \$55.0 - 69.9														0	
	48. \$70.0 PLUS														0	
SKILLED CRAFT	49. \$0.1 - 15.9														0	
	50. \$16.0 - 19.9														0	
	51. \$20.0 - 24.9														0	
	52. \$25.0 - 32.9														0	
	53. \$33.0 - 42.9														0	
	54. \$43.0 - 54.9			1											1	
	55. \$55.0 - 69.9			5											5	
	56. \$70.0 PLUS			3					1						4	
SERVICE - MAINTENANCE	57. \$0.1 - 15.9														0	
	58. \$16.0 - 19.9														0	
	59. \$20.0 - 24.9														0	
	60. \$25.0 - 32.9														0	
	61. \$33.0 - 42.9			5					1	1					7	
	62. \$43.0 - 54.9	1		16					6	1					24	
	63. \$55.0 - 69.9			6	1				1						8	
	64. \$70.0 PLUS			5				2							7	
65. TOTAL FULL-TIME (LINES 1-64)		1	0	54	1	0	0	2	0	16	2	0	0	0	78	
2. OTHER THAN FULL-TIME EMPLOYEES																
66. OFFICIALS - ADMINISTRATORS															0	
67. PROFESSIONALS															0	
68. TECHNICIANS															0	
69. PROTECTIVE SERVICE															0	
70. PARAPROFESSIONALS															0	
71. ADMINISTRATIVE SUPPORT															0	
72. SKILLED CRAFT															0	
73. SERVICE - MAINTENANCE			8						2						10	
74. TOTAL OTHER THAN FULL-TIME (LINES 66 - 73)		0	0	8	0	0	0	0	0	2	0	0	0	0	10	

D. EMPLOYMENT DATA AS OF JUNE 30

Function 12 - UTILITIES AND TRANSPORTATION

	HISPANIC OR LATINO		RACE/ETHNICITY											TOTALS	
			NOT-HISPANIC OR LATINO												
			MALE				FEMALE								
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE		TWO OR MORE RACES
3. NEW HIRES DURING EEO-4 FISCAL YEAR (JULY 1 - JUNE 30)															
75. OFFICIALS - ADMINISTRATORS															0
76. PROFESSIONALS															0
77. TECHNICIANS															0
78. PROTECTIVE SERVICE															0
79. PARAPROFESSIONALS															0
80. ADMINISTRATIVE SUPPORT									1						1
81. SKILLED CRAFT			1												1
82. SERVICE - MAINTENANCE			5	1					2	1					9
83. TOTAL NEW HIRES (LINES 75 - 82)	0	0	6	1	0	0	0	0	3	1	0	0	0	0	11

WI0450100

E. DEPARTMENTS/AGENCIES INCLUDED IN THIS FUNCTION REPORT

F. DEPARTMENTS/AGENCIES NOT INCLUDED IN THIS FUNCTION REPORT

G. REMARKS ABOUT THIS FUNCTION REPORT

D. EMPLOYMENT DATA AS OF JUNE 30

Function 13 - SANITATION AND SEWAGE

1. FULL-TIME EMPLOYEES

JOB CATEGORY	ANNUAL SALARY (in thousands 000)	RACE/ETHNICITY														TOTALS
		HISPANIC OR LATINO		NOT-HISPANIC OR LATINO												
		MALE	FEMALE	MALE					FEMALE							
		WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES			
ADMINISTRATIVE SUPPORT	41. \$0.1 - 15.9														0	
	42. \$16.0 - 19.9														0	
	43. \$20.0 - 24.9														0	
	44. \$25.0 - 32.9														0	
	45. \$33.0 - 42.9														0	
	46. \$43.0 - 54.9								1						1	
	47. \$55.0 - 69.9			1											1	
	48. \$70.0 PLUS			1											1	
SKILLED CRAFT	49. \$0.1 - 15.9														0	
	50. \$16.0 - 19.9														0	
	51. \$20.0 - 24.9														0	
	52. \$25.0 - 32.9														0	
	53. \$33.0 - 42.9														0	
	54. \$43.0 - 54.9														0	
	55. \$55.0 - 69.9			4					2						6	
	56. \$70.0 PLUS														0	
SERVICE - MAINTENANCE	57. \$0.1 - 15.9														0	
	58. \$16.0 - 19.9														0	
	59. \$20.0 - 24.9														0	
	60. \$25.0 - 32.9														0	
	61. \$33.0 - 42.9														0	
	62. \$43.0 - 54.9			2		1			1						3	
	63. \$55.0 - 69.9			15											16	
	64. \$70.0 PLUS			5											5	
65. TOTAL FULL-TIME (LINES 1-64)		0	0	35	0	1	0	0	0	4	0	0	0	0	40	
2. OTHER THAN FULL-TIME EMPLOYEES																
66. OFFICIALS - ADMINISTRATORS																0
67. PROFESSIONALS																0
68. TECHNICIANS																0
69. PROTECTIVE SERVICE																0
70. PARAPROFESSIONALS																0
71. ADMINISTRATIVE SUPPORT																0
72. SKILLED CRAFT																0
73. SERVICE - MAINTENANCE			1						1							2
74. TOTAL OTHER THAN FULL-TIME (LINES 66 - 73)		0	0	1	0	0	0	0	0	1	0	0	0	0	0	2

D. EMPLOYMENT DATA AS OF JUNE 30

Function 13 - SANITATION AND SEWAGE

	RACE/ETHNICITY														TOTALS
	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO												
	MALE	FEMALE	MALE						FEMALE						
WHITE			BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES		
3. NEW HIRES DURING EEO-4 FISCAL YEAR (JULY 1 - JUNE 30)															
75. OFFICIALS - ADMINISTRATORS															0
76. PROFESSIONALS															0
77. TECHNICIANS															0
78. PROTECTIVE SERVICE															0
79. PARAPROFESSIONALS															0
80. ADMINISTRATIVE SUPPORT															0
81. SKILLED CRAFT															0
82. SERVICE - MAINTENANCE															0
83. TOTAL NEW HIRES (LINES 75 - 82)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

E. DEPARTMENTS/AGENCIES INCLUDED IN THIS FUNCTION REPORT

WI0450100

F. DEPARTMENTS/AGENCIES NOT INCLUDED IN THIS FUNCTION REPORT

G. REMARKS ABOUT THIS FUNCTION REPORT

D. EMPLOYMENT DATA AS OF JUNE 30

Function 15 - OTHER

1. FULL-TIME EMPLOYEES

JOB CATEGORY	ANNUAL SALARY (In thousands 000)	RACE/ETHNICITY														TOTALS
		HISPANIC OR LATINO		NOT-HISPANIC OR LATINO							FEMALE					
		MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	
ADMINISTRATIVE SUPPORT	41. \$0.1 - 15.9															0
	42. \$16.0 - 19.9															0
	43. \$20.0 - 24.9															0
	44. \$25.0 - 32.9															0
	45. \$33.0 - 42.9									1		1				2
	46. \$43.0 - 54.9			1						4						5
	47. \$55.0 - 69.9									1						1
	48. \$70.0 PLUS															0
SKILLED CRAFT	49. \$0.1 - 15.9															0
	50. \$16.0 - 19.9															0
	51. \$20.0 - 24.9															0
	52. \$25.0 - 32.9															0
	53. \$33.0 - 42.9															0
	54. \$43.0 - 54.9															0
	55. \$55.0 - 69.9			3												3
	56. \$70.0 PLUS			3												3
SERVICE - MAINTENANCE	57. \$0.1 - 15.9															0
	58. \$16.0 - 19.9															0
	59. \$20.0 - 24.9															0
	60. \$25.0 - 32.9															0
	61. \$33.0 - 42.9				1											1
	62. \$43.0 - 54.9			1												1
	63. \$55.0 - 69.9															0
	64. \$70.0 PLUS															0
65. TOTAL FULL-TIME (LINES 1-64)		0	2	14	1	0	0	0	0	24	0	3	0	0	0	44
2. OTHER THAN FULL-TIME EMPLOYEES																
66. OFFICIALS - ADMINISTRATORS				3						4						7
67. PROFESSIONALS																0
68. TECHNICIANS																0
69. PROTECTIVE SERVICE																0
70. PARAPROFESSIONALS										2						2
71. ADMINISTRATIVE SUPPORT		2		56		2				114	1	5				180
72. SKILLED CRAFT																0
73. SERVICE - MAINTENANCE				1						2						3
74. TOTAL OTHER THAN FULL-TIME (LINES 66 - 73)		2	0	60	0	2	0	0	0	122	1	5	0	0	0	192

D. EMPLOYMENT DATA AS OF JUNE 30

Function 15 - OTHER

	HISPANIC OR LATINO		RACE/ETHNICITY												TOTALS
	MALE	FEMALE	NOT-HISPANIC OR LATINO								FEMALE				
			MALE								WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	TWO OR MORE RACES	
WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	TWO OR MORE RACES				
3. NEW HIRES DURING EEO-4 FISCAL YEAR (JULY 1 - JUNE 30)															
75. OFFICIALS -- ADMINISTRATORS															0
76. PROFESSIONALS			1						1						2
77. TECHNICIANS															0
78. PROTECTIVE SERVICE															0
79. PARAPROFESSIONALS									1						1
80. ADMINISTRATIVE SUPPORT			1						1		1				3
81. SKILLED CRAFT															0
82. SERVICE -- MAINTENANCE															0
83. TOTAL NEW HIRES (LINES 75 - 82)	0	0	2	0	0	0	0	0	3	0	1	0	0	0	6

E. DEPARTMENTS/AGENCIES INCLUDED IN THIS FUNCTION REPORT

WI0450100

F. DEPARTMENTS/AGENCIES NOT INCLUDED IN THIS FUNCTION REPORT

G. REMARKS ABOUT THIS FUNCTION REPORT

Control Number: 55300160
Jurisdiction: APPLETON CITY

Reporting Year: 2021

SUMMARY OF FUNCTIONS			
✓	1 - FINANCIAL ADMINISTRATION/GENERAL CONTROL	✓	9 - HOUSING
✓	2 - STREETS AND HIGHWAYS	✓	10 - COMMUNITY DEVELOPMENT
	3 - PUBLIC WELFARE		11 - CORRECTIONS
✓	4 - POLICE PROTECTION	✓	12 - UTILITIES AND TRANSPORTATION
✓	5 - FIRE PROTECTION	✓	13 - SANITATION AND SEWAGE
✓	6 - NATURAL RESOURCES/PARKS AND RECREATION		14 - EMPLOYMENT SECURITY
	7 - HOSPITALS	✓	15 - OTHER
✓	8 - HEALTH		
COMMENTS			
CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.)			
NAME OF CERTIFYING OFFICIAL Kim Kamp		TITLE Deputy Director of Human Resources	
MAILING ADDRESS 100 N APPLETON STREET APPLETON WI, 54911		TELEPHONE NUMBER 920-832-6426	
DATE 12/16/2021	EMAIL ADDRESS kim.kamp@appleton.org		TYPED NAME Kim Kamp

EXHIBIT IV. EEO CATEGORY CODE DEFINITIONS

OFFICIAL/ADMINISTRATORS: Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-housing, fire, transportation), assessors, tax appraisers and investigators, coroners, farm managers and kindred workers.

PROFESSIONALS: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists and kindred workers.

TECHNICIANS: Occupations that require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), inspectors (production or processing inspectors, testers and weighers), and kindred workers.

PROTECTIVE SERVICES: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance) and kindred workers.

PARA PROFESSIONALS: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemaker aides, home health aides, library assistant and clerks, ambulance drivers and attendants and kindred workers.

OFFICE/CLERICAL: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales worker, cashiers, toll collectors, and kindred workers.

SKILLED CRAFT: Occupations in which workers perform jobs which require special manual skill and thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

SERVICE/MAINTENANCE: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

OPERATIVE: Occupations included in this category are bus drivers.

EEO ETHNIC DEFINITIONS

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native (AIAN): All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

CITY OF APPLETON POLICY	TITLE: AFFIRMATIVE ACTION	
REVIEW DATE: December 2006	LAST UPDATE: March 2015 June 2023 (administrative change only)	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All employees & applicants	TOTAL PAGES: 5
Reviewed by Legal Services Department Date: April 2015	Committee Approval Date: May 11, 2015	Council Approval Date: May 20, 2015

I. PURPOSE

The purpose of this policy is to provide equal employment opportunities for all qualified and qualifiable persons.

II. POLICY

It is the official policy of the City of Appleton to provide equal employment opportunities for all qualified and qualifiable persons without regard to race, color, creed, religion, national origin, ancestry, age, sex/gender, handicap or disability, arrest/conviction record, marital status, sexual orientation, gender identity and gender expression, political affiliation, results of genetic testing, honesty testing, pregnancy, childbirth or related medical condition, military service, disabled veteran or covered veteran status, service in the U.S. Armed Forces, the State Defense force, National Guard of any state, or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification or substantially relate to the circumstances of a particular job or licensed activity, and with proper regard for privacy and constitutional rights as citizens. This equal employment opportunity is applicable to all phases of employment including job assignment, job restructuring, reasonable accommodation for disabled individuals, recruitment, selection, promotion, transfer, compensation, lay-off, re-call, training and development, corrective action, demotion, termination, leave or benefits, licensing or union membership, and all other components of the City of Appleton Human Resources system.

III. DISCUSSION

The Human Resources Director shall have responsibility for:

1. Designating an Affirmative Action Officer for the City of Appleton.
2. Developing, coordinating and administering the City's Affirmative Action Program.
3. Instructing department heads and supervisory personnel on provisions of the Equal Employment laws and the City's Affirmative Action Program especially in areas where contractual compliance with Affirmative Action provisions is required for

Federal and State funding purposes.

4. Implementing, monitoring and modifying the City's Affirmative Action Program reporting system to measure effectiveness and to determine where progress has been made and where further action is needed.
5. Analyzing all aspects of Human Resources policies and practices.
6. Coordinating a communication network that will provide the community and all City employees with information concerning the City's Affirmative Action Program.
7. Keeping department heads and appropriate City officials informed of changes in the law, relevant court cases, and administrative rulings that might affect the City's Affirmative Action Program.
8. Working with department heads to determine specific problem areas of their employment practices and resolving any problems that may exist.
9. Designing and maintaining audit and recordkeeping procedures for the collection of statistical data. Compiling and submitting Equal Employment Opportunity reports that may be required by law.
10. Reviewing and revising the contents of the program annually in order to identify new problems that might arise.
11. Handling any complaints that may arise out of implementation of the plan.

Department Heads shall have responsibility for:

1. Assisting in identifying problem areas and establishing agency and unit goals and objectives.
2. Being actively involved with local minority organizations, women's and disabled groups, community action organizations and community service programs designed to promote EEO.
3. Participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives.
4. Holding regular discussions with other managers, supervisors, and employees to assure the agency's policies and procedures are being followed.
5. Reviewing the qualifications of all employees to ensure that minorities, people with disabilities, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation.
6. Participating in the review and/or investigation of complaints alleging discrimination.

7. Conducting and supporting career counseling for all employees.
8. Participating in periodic audits to ensure that each agency unit is in compliance (e.g EEO posters are properly displayed on all employee bulletin boards).
9. Committing themselves and their department to comply with the Affirmative Action Program.
10. Assisting the Human Resources Director in the implementation of training and promotional programs within their department.
11. Implementing all aspects of the City of Appleton's Affirmative Action Program as it applies to their department, ensuring that policies and practices are non-discriminatory with regard to race, color, creed, ancestry, religion, national origin, age, marital status, arrest/conviction record, sex/gender, handicap or disability, sexual orientation, gender identity and gender expression, political affiliation or results of genetic testing , honesty testing, pregnancy or childbirth or related medical condition, military service, disabled veteran or covered veteran status, service in the U.S. Armed Forces, the State Defense force, National Guard of any state, or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours.
12. Ensuring that supervisors and staff in their department fully understand the Affirmative Action Program.

Employee Responsibility

1. All employees have the responsibility for carrying out their assigned duties and providing City services without regard to race, color, creed, ancestry, religion, national origin, age, marital status, arrest/conviction record, sex/gender, handicap or disability, sexual orientation, gender identity and gender expression, political affiliation, results of genetic testing, honesty testing, pregnancy, childbirth or related medical condition, military service, disabled veteran or covered veteran status, service in the U.S. Armed Forces, the State Defense force, National Guard of any state, or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours.

IV PROCEDURES

Records Review

The Human Resources Director shall have full access to all departmental policies and procedures, rules and regulations, including Human Resources files, documents, background investigation

reports and any other documents or information relating to job restructuring, recruitment and selection, promotion, transfer, compensation, lay-off, re-call, training and development, corrective action, termination and all other components of the City of Appleton Human Resources system.

Department Review

The Human Resources Director shall be as involved as he/she deems appropriate in all phases of job restructuring, recruitment and selection, promotion, transfer, compensation, lay-off, re-call, training and development, corrective action, demotion, termination and all other components of the City of Appleton Human Resources system where this policy may apply. This involvement shall be to insure that the City's Affirmative Action Program is fully understood and adhered to by all City departments and employees.

To ensure that the City of Appleton's Affirmative Action Program is communicated to all employees, applicants and citizens, the following steps shall be taken:

1. The Affirmative Action Plan shall be distributed to all City departments.
2. The policy statement shall be prominently displayed in conspicuous public places on City bulletin boards.
3. All employees shall receive annually the Equal Employment Opportunity/Affirmative Action statement to affirm the City's commitment to the Equal Employment Opportunity Policy and the Affirmative Action Plan.
4. All newly hired employees shall receive a copy of the Affirmative Action Policy.
5. All newly hired and existing employees shall receive Harassment and Discrimination training.
6. All employment applications along with other personnel documents will include the phrase "An Equal Opportunity Employer."
7. All advertisements for open positions shall include the phrase "An Equal Opportunity Employer."
8. The Open Positions list, a telephone Job Line recording of information regarding job openings, established for greater community access to this information shall include the phrase "An Equal Opportunity Employer."
9. The plan shall be reviewed on an annual basis.
10. This policy will be posted on the City's Human Resources web page.

Complaint Process

Each employee or applicant is responsible for bringing to the attention of their supervisor or the departments listed below, any employment decision that he or she feels conflicts with the letter or spirit of the law. Applicants and employees may bring their concerns by using the Employment Discrimination Complaint Form on the City's website or obtaining one from the Human

Resources Department, Legal Services Department, or the Mayor's office. Complaints may be filed with the Human Resources Department, the Legal Services Department or the Office of the Mayor.

Instructions for Adverse Impact Analysis Worksheets

2022

As explained on the EEOC website, adverse impact is determined by a four-step process:

- 1 - Calculate the rate of selection for each group (divide the number of persons selected from a group by the number of applicants from that group)
- 2 - Observe which group has the highest selection rate
- 3 - Calculate impact ratios by comparing the selection rate for each group with that of the highest group (divide the selection rate for a group by the selection rate for the highest group)
- 4 - Observe whether the selection rate for any group is substantially less (i.e., usually less than 4/5ths or 80 percent) than the selection rate for the highest group. If it is, adverse impact is indicated in most circumstances

See http://www.eeoc.gov/policy/docs/qanda_clarity_procedures.html

Users are limited to entering data into specific cells (dark yellow).

See <http://www.eeoc.gov/employers/eeo4survey/e4instruct.cfm>

Complete for promotions, hires, terminations, and training. For promotions and hires, also report the total number of applicants and employees who self-identify as having a disability and/or as a veteran.

F-1A does not require analysis for any groups constituting less than two percent of the applicable workforce. For terminations, FTA requires agencies to conduct department-level analyses that roll up into the 8 EEO-4 categories. FTA also requires additional narrative regarding discipline. See Section 2.2.6 of the EEO Circular

Instructions for Adverse Impact Analysis Worksheets

Enter the number of male and female employees in each group W–White, AI/AN–American Indian/Alaska Native, B–Black or African American, H/L–Hispanic or Latino, A–Asian American, NHOPi–Native Hawaiian and Other Pacific Islander, or Multi–Multiracial.

Enter data for applicants and employees who self identify as having a disability (see Section 1.6) and/or as a veteran. The information is required in summary form by sex and ethnicity and is not required for individual employment categories.

Four-Fifths Adverse Impact Analysis by Job Category Hires

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Notes:																

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NH/PI		M	
Number Applied	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Four-Fifths Adverse Impact Analysis by Job Category Promotions

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOP1		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Persons with Disabilities	Total		W		A/AN		B		H/L		A		NHOP1		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		A/AN		B		H/L		A		NHOP1		M	
Number Applied	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

**Four-Fifths Adverse Impact Analysis by Job Category
Training**

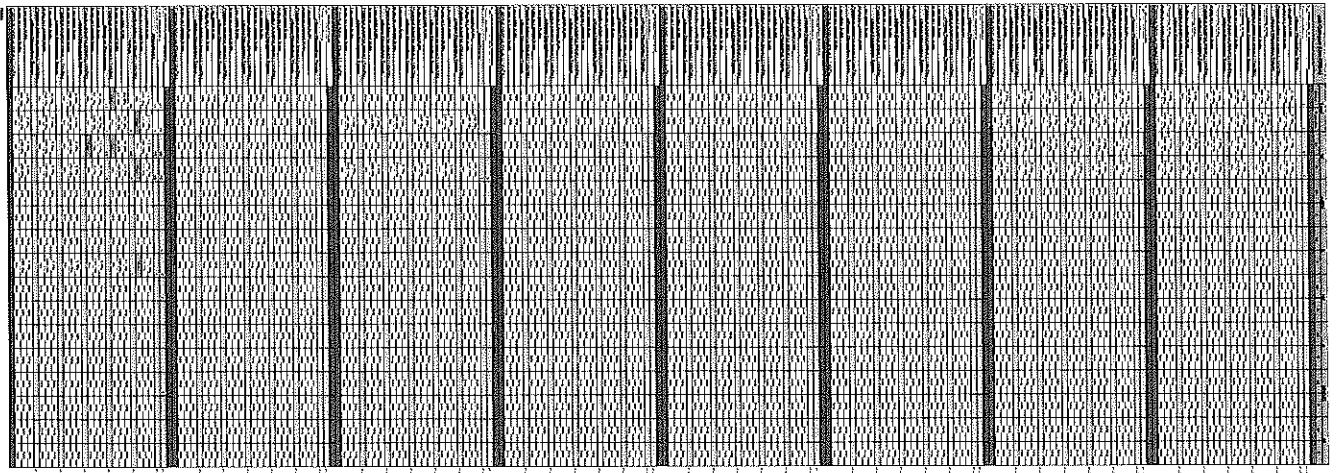
Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

**Four-Fifths Adverse Impact Analysis by Job Category
Terminations**

Job Category (Use EEO-4)	Total		M	W	F	M	A	B	M	H/L	M	A	M	NHOPI	F	M	F	
	Male	Female																
5 - Paraprofessional																		
Total Workforce	-	-																
Total Involuntary Terminations	-	-																
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																		
Total Workforce	-	-																
Total Involuntary Terminations	-	-																
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																		
Total Workforce	-	-																
Total Involuntary Terminations	-	-																
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																		
Total Workforce	43	18	40	1	15													
Total Involuntary Terminations	1	-	1															
Involuntary Termination Rate	2.3%	0.0%	2.5%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:



Instructions for Adverse Impact Analysis Worksheets

2021

As explained on the EEOC website, adverse impact is determined by a four-step process:

- 1 - Calculate the rate of selection for each group (divide the number of persons selected from a group by the number of applicants from that group)
- 2 - Observe which group has the highest selection rate
- 3 - Calculate impact ratios by comparing the selection rate for each group with that of the highest group (divide the selection rate for a group by the selection rate for the highest group)
- 4 - Observe whether the selection rate for any group is substantially less (i.e., usually less than 4/5ths or 80 percent) than the selection rate for the highest group. If it is, adverse impact is indicated in most circumstances

See http://www.eeoc.gov/policy/docs/qanda_clarify_procedures.html

Users are limited to entering data into specific cells (dark yellow).

See <http://www.eeoc.gov/employers/eeo4survey/e4instruct.cfm>

Complete for promotions, hires, terminations, and training. For promotions and hires, also report the total number of applicants and employees who self-identify as having a disability and/or as a veteran.

F-1A does not require analysis for any groups constituting less than two percent of the applicable workforce. For terminations, FTA requires agencies to conduct department-level analyses that roll up into the 8 EEO-4 categories. FTA also requires additional narrative regarding discipline. See Section 2.2.6 of the EEO Circular

Instructions for Adverse Impact Analysis Worksheets

Enter the number of male and female employees in each group W–White, A/AN–American Indian/Alaska Native, B–Black or African American, H/L–Hispanic or Latino, A–Asian American, NHOPI–Native Hawaiian and Other Pacific Islander, or Multi–Multiracial.

Enter data for applicants and employees who self identify as having a disability (see Section 1.6) and/or as a veteran. The information is required in summary form by sex and ethnicity and is not required for individual employment categories.

Four-Fifths Adverse Impact Analysis by Job Category Hires

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	44	11	38	9	3	1	1	1	1	1	1	1	1	1	1	
Total Hires	1	-	1	0	0	0	0	0	0	0	0	0	0	0	0	
Selection Rate	2.3%	0.0%	2.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Ratio to Highest Rate	100.0%	NA	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%	
Potential Adverse Impact (Yes/No)	No	No	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
6 - Administrative Support																
Number Applied	30	58	28	47	1	2	-	4	1	4	-	-	-	-	-	
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Selection Rate	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%	0.0%	0.0%	
Ratio to Highest Rate	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	No	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
8 - Service-Maintenance																
Number Applied	80	27	47	19	3	2	18	3	5	1	3	1	4	1	-	
Total Hires	5	4	4	2	-	-	1	2	-	-	-	-	-	-	-	
Selection Rate	6.3%	14.8%	8.5%	10.5%	0.0%	0.0%	5.6%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Ratio to Highest Rate	42.2%	100.0%	12.8%	15.8%	0.0%	N/A	8.3%	100.0%	0.0%	N/A	0.0%	N/A	0.0%	N/A	N/A	

Four-Fifths Adverse Impact Analysis by Job Category
Hires

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	Yes	N/A	Yes	No	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A

Notes:

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Four-Fifths Adverse Impact Analysis by Job Category Promotions

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOP1		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Persons with Disabilities	Total		W		A/AN		B		H/L		A		NHOP1		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		A/AN		B		H/L		A		NHOP1		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

**Four-Fifths Adverse Impact Analysis by Job Category
Training**

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Four-Fifths Adverse Impact Analysis by Job Category Terminations

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NH/BI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
5 - Paraprofessional																
Total Workforce	3	3	3	3												
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	-	2	2	2												
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	41	12	39	9	1	-	-	3	1	-	-	-	-	-	-	-
Total Involuntary Terminations	1	-	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Involuntary Termination Rate	2.4%	0.0%	2.6%	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Instructions for Adverse Impact Analysis Worksheets

2023

As explained on the EEOC website, adverse impact is determined by a four-step process:

- 1 - Calculate the rate of selection for each group (divide the number of persons selected from a group by the number of applicants from that group)
- 2 - Observe which group has the highest selection rate
- 3 - Calculate impact ratios by comparing the selection rate for each group with that of the highest group (divide the selection rate for a group by the selection rate for the highest group)
- 4 - Observe whether the selection rate for any group is substantially less (i.e., usually less than 4/5ths or 80 percent) than the selection rate for the highest group. If it is, adverse impact is indicated in most circumstances

See http://www.eeoc.gov/policy/docs/ganda_clarity_procedures.html

Users are limited to entering data into specific cells (dark yellow).

See <http://www.eeoc.gov/employers/eeo4survey/e4instruct.cfm>

Complete for promotions, hires, terminations, and training. For promotions and hires, also report the total number of applicants and employees who self-identify as having a disability and/or as a veteran.

FTA does not require analysis for any groups constituting less than two percent of the applicable workforce. For terminations, FTA requires agencies to conduct department-level analyses that roll up into the 8 EEO-4 categories. FTA also requires additional narrative regarding discipline. See Section 2.2.6 of the EEO Circular

Instructions for Adverse Impact Analysis Worksheets

Enter the number of male and female employees in each group W—White, AI/AN—American Indian/Alaska Native, B—Black or African American, H/L—Hispanic or Latino, A—Asian American, NH/PI—Native Hawaiian and Other Pacific Islander, or Multi—Multiracial.

Enter data for applicants and employees who self identify as having a disability (see Section 1.6) and/or as a veteran. The information is required in summary form by sex and ethnicity and is not required for individual employment categories.

Four-Fifths Adverse Impact Analysis by Job Category Hires

Job Category (Use EEO-4)	Total		W		A/WAN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Services																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	44	10	40	8	1	1	1	1	1	1	2	1	1	1	1	
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Selection Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	
6 - Administrative Support																
Number Applied	58	30	51	27	1	1	2	2	4	1	1	1	1	1	1	
Total Hires	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	
Selection Rate	0.0%	3.3%	0.0%	3.7%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Highest Rate	NA	100.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
8 - Service-Maintenance																
Number Applied	80	27	52	18	3	3	18	6	4	2	3	1	1	1	1	
Total Hires	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Selection Rate	2.5%	3.7%	1.9%	5.6%	33.3%	N/A	0.0%	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	
Ratio to Highest Rate	67.5%	100.0%	5.8%	16.7%	100.0%	N/A	0.0%	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	

Four-Fifths Adverse Impact Analysis by Job Category Hires

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	No	N/A	Yes	Yes	Yes	N/A	Yes	N/A	M	N/A	N/A	N/A

Notes:

Persons with Disabilities	Total		W		A/IAN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		A/IAN		B		H/L		A		NH/PI		M	
Number Applied	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Four-Fifths Adverse Impact Analysis by Job Category Promotions

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Persons with Disabilities	Total		W		A/IAN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		A/IAN		B		H/L		A		NH/PI		M	
Number Applied	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

**Four-Fifths Adverse Impact Analysis by Job Category
Training**

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Four-Fifths Adverse Impact Analysis by Job Category Terminations

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
5 - Paraprofessional																
Total Workforce	2	3	2	3												
Total Involuntary Terminations	-	-	-	-												
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	-	2	2	2												
Total Involuntary Terminations	-	-	-	-												
Involuntary Termination Rate	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	-	-	-	-												
Total Involuntary Terminations	-	-	-	-												
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	31	7	30	6			1	1								
Total Involuntary Terminations	-	-	-	-			-	-								
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

