


CITY OF BREMERTON HUMAN RESOURCES POLICY		WORKFORCE DIVERSITY & INCLUSION POLICY	
INDEX Human Resources Administration 3-20-22	EFFECTIVE DATE: March 4, 2020 REVIEW DATE: REVISED DATE: October 26, 2020	APPROVED 	

REFERENCE

Americans with Disabilities Act, as amended by the ADA Amendments Act of 2008
 Title 6 and 7 of the Civil Rights Act of 1964 as amended
 The Equal Employment Opportunity Act of 1972
 Chapter 60 of Title 41 CFR Part 60-2
 RCW 49.60 - Washington State Law Against Discrimination
 Bremerton Municipal Code 2.28

POLICY STATEMENT

Equal Employment Opportunity Statement

It is the policy of the City of Bremerton to offer equal employment opportunity to all individuals. The City of Bremerton will administer all actions with respect to employment practices in compliance with federal, state and local laws, and will not discriminate in any employment practice on the basis of age (40+), sex, race, creed, color, national origin, sexual orientation/gender identity, marital status, military status, or the presence of any physical, mental or sensory disability.

ADA Statement

The City of Bremerton does not discriminate on the basis of disability in programs and activities, which it operates pursuant to the requirements of the Americans with Disabilities Act of 1990, and ADA Amendments Act. This policy extends to both employment and admission to participation in the programs, services and activities of the City of Bremerton. Reasonable accommodation for employees or applicants for employment will be provided.

VISION

It is the desire of the City to reflect the diverse community that we serve. As an organization we are committed to seeking diverse applicant pools for our vacant positions and to create a culture that promotes mutual respect, acceptance, cooperation, and a supportive work environment which enables us to attract and retain a diverse workforce.

GOAL & OBJECTIVES

The City of Bremerton has implemented this Workforce Diversity and Inclusion Policy to assure equality in employment, and to achieve and maintain a workforce which reflects the diversity of our community.

Through the consistent application of the practices and procedures required by this policy, we strive to:

- Maintain a highly qualified workforce comprised of skilled and committed employees through the consistent application of job-related employment standards.
- Build a workforce which reflects the diversity of the community in culture, race, gender and disability at all levels of compensation and responsibility in City government.
- Establish an effective program of community outreach and communication with diverse cultural groups.
- Create an environment in which individual differences and the contributions of all team members are recognized and valued.
- Create a working environment that promotes dignity and respect for every employee.
- Not tolerate any form of intimidation, bullying, or harassment, and to discipline those who breach this policy.
- Ensure employment practices have the effect of providing employment opportunities to qualified individuals regardless of age, sex, race, creed, color, protected health status information, military status, political affiliation, national origin, sexual orientation, marital status, pregnancy, or the presence of any physical, mental or sensory disability.
- Regularly review all our employment practices and procedures so that fairness is maintained at all times.
- Inform all employees that this Workforce Diversity and Inclusion Policy is in operation and that they are obligated to comply with its requirements and promote equality in the workplace.

ROLES & RESPONSIBILITIES

The Mayor is responsible for communicating the City's commitment to equal employment opportunity and workforce diversity. The Mayor will ensure that all City employees and representatives carry forth the spirit of this commitment.

The Human Resources Manager is responsible for ensuring all actions and policies relating to employment practices are in accordance with applicable federal, state and local laws, accepted employment selection standards and the City of Bremerton Workforce Diversity and Inclusion Policy.

Human Resources is responsible for establishing procedures for adequate monitoring of the Workforce Diversity and Inclusion Policy to ensure program effectiveness.

Human Resources will regularly review and update its community-based organizations email list to ensure they are mailing job

announcements to organizations that serve diverse populations such as Kitsap Pride, Kitsap Immigrant Assistance Center and National Association for the Advancement of Colored People.

Human Resources will review employment demographics annually to assess the utilization level of protected groups and ensure fair consideration in all aspects of employment, including recruitment, selection, compensation, training, promotion, benefits and layoffs. The results of this review will be presented to the Mayor annually and attached to this policy as Appendix B.

City officials, managers, supervisors and employees are responsible for creating an employment environment free from discrimination and ensuring equal employment opportunities are available to all qualified individuals.

All employees are responsible for conducting themselves in a manner free of implied or actual discriminatory practices in the provision of services or in the treatment of other employees, vendors, and the public.

All employees have the responsibility to maintain an environment that is safe, respectful and productive.

All employees are expected to carry out the City's commitment to workforce diversity and inclusion and to participate in diversity training.

Everyone has the right to be treated fairly within the workplace in an environment that recognizes and accepts diversity.

All directors, managers and supervisors will contribute by displaying a positive commitment to workplace diversity and inclusion, being role models, fostering an inclusive workplace culture, dealing quickly and effectively with inappropriate behavior and participating in diversity training.

The City of Bremerton will utilize procedures as discussed in this section to ensure equal employment opportunity and that all provisions in this Workforce Diversity and Inclusion Policy are met.

Communication

In order to ensure that the public, persons doing business with the City, applicants for employment, and City employees are informed of the City's commitment to workforce diversity, the Workforce Diversity and Inclusion Policy will be distributed in the following manner.

PRACTICES & PROCEDURES

Internal Notification

- Copies of the Workforce Diversity and Inclusion Policy will be posted on the City's website and in all breakrooms, it will also be maintained in the offices of the Mayor and each Department Director. Additional copies will be available from Human Resources upon request.
- The Workforce Diversity and Inclusion Policy will be distributed to City employees at the supervisory and management levels. Employees in the capacity of supervisor or manager are responsible to communicate the provisions of the Workforce Diversity and Inclusion Policy to employees. New employees will be advised of the provisions of the Workforce Diversity and Inclusion Policy and receive a copy of it during their orientation.
- Copies of the Policy will be distributed to representatives of the employee bargaining units.
- Human Resources will ensure that those persons involved in hiring, selection and employment related issues are informed of the provisions of the Workforce Diversity and Inclusion Policy and that all employment and selection practices are conducted in compliance with federal, state and local laws.
- Human Resources is responsible for ensuring that all City employees are instructed, trained or advised of the objectives of the Workforce Diversity and Inclusion Policy.

External Notification

- The Workforce Diversity and Inclusion Policy will be shared with our network of community leaders. Their assistance in communicating our commitment to Workforce Diversity will be sought.
- Copies of the Policy will be available to the public on the City's website and in the Human Resources Office upon request.
- All City contracts and bid documents will contain statements of the City's commitment to equal opportunity in employment and/or contracting.
- All recruitment materials will contain the City of Bremerton's Equal Employment Opportunity Statement and ADA Statement.

Community Outreach

The City of Bremerton will establish effective community outreach to individuals and groups emphasized in the Workforce Diversity and Inclusion Policy. Community outreach will enhance communication and information sharing, promote local government as a career opportunity, expand recruitment efforts, and encourage employment with the City.

Human Resources will be responsible for developing mechanisms to implement and maintain community outreach. City administrative and management staff are responsible for assisting in community outreach through ongoing communication and support of the City's Workforce Diversity and Inclusion Policy when representing the City in the community.

Classification Plan

The City will utilize a classification plan, which identifies positions through job analysis by level of responsibility, job duties and necessary qualifications.

Each regular, part-time, and seasonal position in the City will be assigned a classification.

A classification specification will be developed, incorporating the general duties of the position, the knowledge, skills and abilities necessary to perform the duties, required education and experience or special requirements (example: licenses and certifications), working conditions and any other information deemed necessary to classify the position.

Classification specifications will be closely monitored and reviewed to ensure positions are allocated to the appropriate classification and qualifications are job-related.

The classification plan should be used as a management tool to identify and establish career paths and promotional opportunities to provide upward mobility for employees, training and/or transfer opportunities.

ATTACHMENTS

Appendix A - Acknowledgement of Receipt
Appendix B - Annual Utilization Report

APPENDIX A

**Acknowledgement
Workforce Diversity & Inclusion Policy**

By signing below, I am demonstrating my agreement with the following:

1. I was provided a copy of and read the City's Workforce Diversity & Inclusion Policy.
2. I understand that I can contact Human Resources if I have any questions related to this policy.
3. I will comply fully with the City's Workforce Diversity & Inclusion Policy.

Print Name

Signature

Date

APPENDIX B

WORKFORCE DIVERSITY AND INCLUSION REPORT - OCTOBER 2020

The City of Bremerton employs 334 regular full and part-time employees and approximately 23 seasonal/part-time/temporary employees in the following departments:

Executive	Community Development
City Council	Parks & Recreation
Financial Services	Public Works & Utilities
Legal	Police
Municipal Court	Fire

The Chart below lists the current total number and percentage of City of Bremerton employees by gender, ethnicity (using standard federal reporting terminology), and EEO job categories. Total percentages may be slightly more or less than 100% due to rounding.

Abbreviations used in charts:

W = White	F = Female
B = Black	AI/NA = American Indian/Native American
A/PI = Asian/Pacific Islander	H = Hispanic
M = Male	

DESCRIPTION OF JOB CATEGORIES

Officials and Administrators - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis.

Professionals - Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through specialized post-secondary school education or through equivalent on-the-job training.

Protective Service Workers - Occupations in which workers are entrusted with public safety, security, and protection from destructive forces.

Administrative Support - Occupations in which workers are responsible for internal or external communication, recording and retrieval of data and/or information and other paperwork required in an office.

Skilled Craft Workers - Occupations in which workers perform jobs which require special manual skill and a 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.

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.

Technicians – Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Utilization Analysis 2019 & 2020 Comparison

Category	2020			
	Bremerton	Kitsap County	Difference	Bremerton
EEO Category				Bremerton
Officials/Administration	22.22%	42.07%	-19.85%	29.41%
Professionals	39.44%	52.95%	-13.51%	38.98%
Technicians	32.56%	51.81%	-19.25%	32.50%
Protective Services	7.78%	10.59%	-2.81%	4.71%
Administrative Support	91.30%	67.77%	23.53%	92.89%
Skilled Craft	3.64%	6.39%	-2.75%	2.00%
Services/Maintenance	9.67%	46.65%	-36.98%	7.89%
Officials/Administration	0.00%	1.87%	-1.87%	0.00%
Professionals	3.63%	0.73%	2.90%	3.39%
Technicians	2.33%	2.43%	-0.10%	2.50%
Protective Services	1.11%	4.79%	-3.68%	2.35%
Administrative Support	6.52%	1.90%	4.62%	4.76%
Skilled Craft	0.00%	3.64%	-3.64%	2.00%
Services/Maintenance	4.35%	4.39%	-0.04%	2.63%
Officials/Administration	0.00%	2.58%	-2.58%	0.00%
Professionals	7.69%	2.57%	5.12%	8.47%
Technicians	2.33%	4.71%	-2.38%	0.00%
Protective Services	2.70%	6.33%	-3.63%	1.18%
Administrative Support	0.00%	5.15%	-5.15%	7.14%
Skilled Craft	3.64%	4.01%	-0.37%	10.00%
Services/Maintenance	10.87%	9.74%	1.13%	10.53%
Asian/Pacific Islander				
Officials/Administration	6.67%	3.39%	3.28%	5.88%
Professionals	0.00%	4.45%	-4.45%	0.00%
Technicians	0.00%	9.58%	-9.58%	0.00%
Protective Services	1.11%	11.18%	-10.07%	1.18%
Administrative Support	2.70%	6.51%	-3.81%	7.14%
Skilled Craft	10.90%	3.83%	7.07%	10.00%
Services/Maintenance	8.70%	8.24%	0.46%	10.53%
American Indian/Native American				
Officials/Administration	6.67%	1.10%	5.57%	5.88%
				6.67%

Professionals	0.00%	0.95%	-0.95%	0.00%	0.00%
Technicians	0.00%	0.12%	-0.12%	0.00%	0.00%
Protective Services	0.00%	2.13%	-2.13%	0.00%	0.00%
Administrative Support	0.00%	1.25%	-1.25%	0.00%	0.00%
Skilled Craft	1.92%	1.49%	0.43%	0.00%	1.92%
Services/Maintenance	0.00%	1.44%	-1.44%	0.00%	0.00%

Appendix B

Kitsap County Workforce

Job Category	Total	Male						Female					
		W	B	H	A/PI	AI/NA	W	B	H	A/PI	AI/NA		
Officials/Administration	11,220	6,000 52.1%	120 1.0%	155 1.4%	125 1.0%	100 0.9%	4,215 36.6%	90 0.8%	135 1.1%	255 1.8%	25 0.2%		
Professionals	17,865	7,500 41.4%	90 0.5%	275 1.5%	500 2.6%	40 0.2%	8,810 48.6%	40 0.2%	185 1.0%	295 1.5%	130 0.7%		
Technicians	3,289	1,310 38.2%	80 2.3%	75 2.2%	120 3.5%	0 0.0%	1,425 41.5%	0 0.0%	80 3.3%	195 5.1%	4 0.1%		
Protective Services	1,897	1,245 61.5%	90 4.4%	105 5.2%	200 8.4%	40 2.0%	175 8.6%	0 0.0%	14 0.7%	10 0.5%	0 0.0%		
Admin Support	23,205	6,480 27%	130 0.5%	325 1.4%	480 2.0%	65 0.3%	13,285 55.3%	315 1.3%	870 3.6%	1,030 4.3%	225 0.9%		
Skilled Craft	10,709	8,735 79.9%	390 3.6%	425 3.9%	315 2.9%	160 1.5%	585 6.4%	0 0.0%	4 0.0%	95 0.9%	0 0.0%		
Services/Maintenance	25,305	10,415 39.7%	605 2.3%	1,355 5.2%	875 3.3%	250 1.0%	8,865 33.8%	505 1.9%	1,110 4.3%	1,210 4.7%	115 0.4%		

The chart above shows the total labor force population and percentages by EEO category in the Kitsap County statistical area. The information includes the civilian workforce age 16 and older. The source was the United States Census Bureau EEO Tabulation 2006 - 2010. Percentage totals may be slightly greater or less than 100% due to rounding.

Appendix B

City of Bremerton Workforce - October 2020

Job Category	Total	Male						Female					
		W	B	H	A/PI	AI/NA	W	B	H	A/PI	AI/NA		
Officials/Administration	15	10 66.7%	0 0.0%	0 0.0%	0 0.0%	1 6.7%	3 20.0%	0 0.0%	0 0.0%	1 6.7%	0 0.0%		
Professionals	69	37 53.6%	1 1.4%	4 5.8%	0 0.0%	0 0.0%	25 36.2%	1 1.4%	1 1.4%	0 0.0%	0 0.0%		
Technicians	43	27 62.8%	1 2.3%	1 2.3%	0 0.0%	0 0.0%	14 32.6%	0 0.0%	0 0.0%	0 0.0%	0 0.0%		
Protective Services	90	81 90.0%	1 1.1%	1 1.1%	1 1.1%	0 0.0%	6 6.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%		
Admin Support	42	2 4.8%	1 2.4%	0 0.0%	0 0.0%	0 0.0%	35 83.3%	1 2.4%	0 0.0%	3 7.1%	0 0.0%		
Skilled Craft	55	45 81.8%	0 0.0%	2 3.6%	5 9.1%	1 1.8%	1 1.8%	0 0.0%	0 0.0%	1 1.8%	0 0.0%		
Services/Maintenance	47	30 63.8%	2 4.3%	5 10.6%	4 8.5%	0 0.0%	5 10.6%	0 0.0%	0 0.0%	0 0.0%	0 0.0%		

The chart above shows the City of Bremerton labor force and percentages by EEO category.

The above chart shows the percent of each EEO category found in the City of Bremerton's workforce compared to that of Kitsap County. As the chart indicates there are significant discrepancies (10% and greater underutilization) in the following areas:

FEMALE

	2019	2020
Officials/Administration	-12.66%	-19.85%
Professionals	-13.97%	-13.51%
Technicians	-19.31%	-19.25%
Service/Maintenance	-38.76%	-36.98%

ASIAN/PACIFIC ISLANDER

	2019	2020
Protective Services	-10.00%	-10.07%
Technicians	-9.58%	-10.07%

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

FEMALES

	2019	2020
Protective Services	-5.88%	-2.81%
Skilled Craft	-4.39%	-2.75%

HISPANIC

	2019	2020
Protective Services	-5.15%	-3.63%
Administrative Support	-5.15%	5.15%

ASIAN/PACIFIC ISLANDER

	2019	2020
Professionals	-4.45%	-4.45%
Administrative Support	0.63%	-3.81%

BLACK/AFRICAN AMERICAN

Protective Service	-2.44%	-3.68%
Skilled Craft	-1.64%	-3.64%

Areas with discrepancies of less than 3% are as follows:

BLACK/AFRICAN AMERICAN

	2019	2020
Officials/Administration	-1.87%	-1.87%
Service/Maintenance	-1.76%	-0.04%

HISPANIC

	2019	2020
Officials/Administration	-2.58%	-2.58%
Skilled Craft	-2.01%	-0.37%
Technicians	-4.71%	-2.38%

AMERICAN INDIAN/NATIVE AMERICAN

	2019	2020
Professionals	-0.95%	-0.95%
Technicians	-0.12%	-0.12%
Protective Services	-2.13%	-2.13%
Administrative Support	-1.25%	-1.25%
Skilled Craft	-1.49%	0.43%
Services/Maintenance	-1.44%	-1.44%