

# NOTES

TO: Honorable Mayor and City Council Members

FROM: Ann E. Wall, City Manager

DATE: February 16, 2022

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Leah Futrell, Director of Human Resources, regarding the 2021 Affirmative Action Program annual report
2. Chart outlining building permits issued during January for new residential and commercial construction
3. Monthly inspections division report for January


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Attachments



*Find yourself in good company*

# Memorandum

**To:** Ann E. Wall, City Manager  
**From:** Leah B. Futrell, Director of Human Resources   
**Date:** February 15, 2021  
**Subject:** **2021 Affirmative Action Program Annual Report**

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The City of Greenville is committed to the principles of equal employment opportunity, diversity, and inclusiveness. The attached 2021 Affirmative Action Program Annual Report details the status of the City's efforts to recruit, hire, and retain a diverse and inclusive workforce.

Many employers, including the City of Greenville, continued to face recruitment and retention challenges due to the ongoing coronavirus pandemic and the tight labor market in 2021. Faced with these unprecedented challenges, however, the City continued to take proactive steps to attract diverse and well-qualified applicants for positions in 2021. Compared to 2020, the City experienced a 63% increase in the number of new hires for full-time positions. Of those new hires, 42% were minorities and 25% were females.

As the attached 2021 Affirmative Action Program Annual Report indicates, nearly 25% of the applicants in 2021 were seeking employment opportunities within the Public Works Department, while a third of the applicants were seeking employment opportunities within the Fire/Rescue and Police Departments. These numbers are impressive given the supply and demand factor for talent in these critical City departments.

Ever cognizant of the talent that exists within the City's workforce, the City continued to develop employees for promotional opportunities. Compared to 2020, the City experienced a 53% increase in the number of promotions in 2021. Overall, 25% of promotions in 2021 were females and 33% were minorities. As examples, minority employees were promoted into positions such as Human Resources Manager, Assistant Streets Superintendent, and Assistant Recreation and Parks Superintendent; female employees were promoted into positions such as Fire/Rescue Officer II, Systems Analyst II, Facilities Maintenance Supervisor, and Recreation and Parks Superintendent. Continuing to nurture and develop talent is a priority for the City, with the City's inclusive training and development opportunities serving as the conduit.

The City strives to take diversity beyond the legal mandates and maintains an environment that is inclusive of all groups, thereby maximizing the potential of all employees. Thank you for your continued commitment and support of the City's Affirmative Action Program.

Attachment

# **AFFIRMATIVE ACTION PROGRAM ANNUAL REPORT**



**CALENDAR YEAR 2021**

**City of Greenville  
Affirmative Action Program Annual Report  
January 1, 2021 – December 31, 2021**

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**CITY OF GREENVILLE  
2021 AFFIRMATIVE ACTION PROGRAM  
ANNUAL REPORT**

**I. INTRODUCTION**

The following report summarizes the various actions and activities undertaken to develop a workforce that reflects the diversity of the Greenville community labor force. In accordance with federal laws and City policy, the City of Greenville does not discriminate in its hiring procedures because of the individual applicant's race, color, religion, gender, age, national origin, disability, sexual orientation, genetic information, gender identity/reassignment or expression, military or veteran status, or marital status. The City declares and reaffirms to its employees and to the public its firm commitment to the policy of fair employment practices based on qualifications and merit. The purpose of this report is to evaluate past efforts and to establish future commitments to this program.

**II. UTILIZATION ANALYSIS**

**A. Pitt County Labor Force Information**  
*(Population and labor force 16 years and over)*

	<u>2020</u> <u>Census</u>	<u>2010</u> <u>Census</u>	<u>%</u> <u>Change</u>
Labor force population	92,180	91,486	+1%
Percentage of Blacks in the population	35.5%	32.4%	+10%
Percentage of Black males in the labor force	16.2%	15.2%	+7%
Percentage of Black females in the labor force	19.1%	18.2%	+5%
Percentage of females in the population	57.3%	54.0%	+6%
Percentage of females in the labor force	49.8%	49.9%	-.2%
Percentage of other minorities in the labor force	10.7%	6.4%	+67%

**B. City of Greenville employment status for five years as of December 31**

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
1. Filled full-time positions	672	697	720	720	726
2. Percentage of Blacks	29%	30%	30%	29%	30%
3. Percentage of Black males	22%	23%	22%	22%	23%
4. Percentage of Black females	7%	7%	7%	7%	7%
5. Percentage of females	21%	23%	23%	23%	24%
6. Percentage of other minorities	4%	4%	5%	5%	5%

**C. 2021 Applicant Information**

1. Total number of applicants*	=	4,425	
• Number of White applicants	=	1,978	(45% of total)
• Number of Black applicants	=	2,012	(45% of total)
• Number of non-Black minority applicants	=	299	(7% of total)
• Number of applicants who did not disclose race	=	136	(3% of total)
2. Number of female applicants*	=	1,831	(41% of total)
*for full-time positions			

III. PROGRAM MONITORING

- A. In past years, workforce data analysis has identified efforts to increase the number of female and minority applicants in specific occupational fields such as engineering, information technology, and protective services where, historically, there has been a lack of diversity. The hiring of minorities and women in these fields continues to be challenging due to the highly competitive demand in the labor market. Additionally, occupations such as engineers, computer programmers, and firefighters have been nontraditional occupations for women. The U.S. Department of Labor defines a nontraditional occupation for women as one in which women comprise 25 percent or less of total employment. Nonetheless, the City will continue to make good faith efforts in recruiting and advertising to minorities and women to overcome barriers and increase the number of females and minorities in those specific occupational fields. Targeted recruitment efforts and an increase in the total applicant pool have been identified as a promising avenue to accomplish this goal.
- B. The following is a comparison of historical recruiting efforts. The number of applicants varies based on the number of openings and number of recruitment cycles per year.

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>5-Yr % Change</u>
Total applicants	5,588	5,723	6,857	3,437	4,425	-21%
Total black applicants	2,610	2,725	3,324	1,704	1,978	-24%
Black female applicants	1,236	1,250	1,487	833	947	-23%
Black male applicants	1,374	1,475	1,837	861	1,059	-23%
Female applicants	2,015	2,236	2,623	1,458	1,831	-9%
Total minority applicants	2,867	3,017	3,758	1,929	2,311	-19%

\*\*subgroups may not equal total due to some applicants electing not to disclose their race and/or gender.

- C. The attached Workforce/Applicant Analysis provides workforce composition and applicant data by department. The attached charts in Appendix B provide workforce composition data graphically and the breakdown of applicants, new hires, and promotions for the past two years.
- D. Appendix A, Analysis of EEO Job Categories, details the numbers and percentages of minorities and women in the eight EEO job categories, determined by the Equal Employment Opportunity Commission. All City of Greenville job titles are placed into one of these categories.

IV. ONGOING EFFORTS

- A. The following initiatives have been carried forth from the previous program:
  1. Continue recruiting activities at colleges and universities in North Carolina with a significant minority enrollment. The Police and Fire/Rescue Departments visited several college BLET classes with an internal pool of employees attending various recruiting functions.
  2. Continue to solicit the assistance of minority and female employees in the recruitment and selection process. For example, the Human Resources Department continues to provide interviewer training to diverse interview panels in all of the City's departments. The training emphasizes effective and legal interviewing techniques. After completion of the interviewer training, employees serve on various interview panels for the City's hiring and promotion processes.
  3. Continually analyze recruitment materials such as vacancy announcements to ensure alignment with job descriptions and that job requirements are set at the minimum level needed for hire.

4. Continue to utilize recruitment sources targeting minorities and females.
5. Evaluate photographic images of City work sites and programs to ensure they are consistent with workforce diversity efforts.
6. Review and continue to monitor the selection process for discriminatory biases or practices, whether unintentional or intentional.
7. Continue to provide equal opportunity to all employees for training, promotion, and special assignments.
8. Continue to ensure that each advertisement of a vacant position states in clear, distinguishable type that the City of Greenville is an equal opportunity/affirmative action employer.

V. ACCOMPLISHMENTS 2021

A. An analysis of the 2021 applicant pool shows the following:

1. Compared to 2020, the City experienced a 29% increase in the total number of applicants for 2021. The number of applicants increased from 3,437 in 2020 to 4,425 in 2021. The hiring freeze imposed in 2020 due to COVID-19 was lifted and the majority of departments resumed hiring in 2021, contributing to the increase in the number of applicants. Despite the pandemic and the tight labor market, the City continued to demonstrate a positive trend in its ability to attract qualified, diverse applicants.

The combined recruitments of the City's three largest departments—Police, Fire/Rescue, and Public Works—accounted for the majority of the applicant pool in 2021. The 58% applicant allocation is broken down as follows: 25% for the Public Works Department, 18% for the Fire/Rescue Department, and 15% for the Police Department.

The Public Works Department recruited for various positions in 2021, with many of the positions within the skilled craft workers job category which includes Construction Worker, Heavy Equipment Operator, Master Mechanic, and Sanitation Crew Leader I. Given the robust labor market and the demand for skilled craft workers, the City was able to attract and hire qualified individuals for these difficult-to-fill positions. Of the applicants who self-identified in 2021, 62% of the applicants for positions within the Public Works Department were minorities and 23% were female.

The Police Department recruited for civilian positions such as Telecommunicator and Property and Evidence Technician and for both certified and trainee police officers, with 57% of the applicants identifying as minorities and 43% identifying as females. The Police Department continued to attract a diverse group of applicants for sworn and civilian positions, although it is becoming increasingly difficult to attract certified police officers.

The Fire/Rescue Department recruited cadets to fill two academies in 2021. Overall, 45% of applicants for positions within the Fire/Rescue Department were minorities and 52% were female. Other City departments such as Engineering, Human Resources, and Recreation and Parks also recruited for positions during 2021 that attracted diverse applicants. Approaches to recruitment for 2021 continued to appeal to a diverse audience, attracting minority and female applicants.

2. The number of black applicants decreased slightly, from 50% in 2020 to 45% in 2021. Non-Black minority applicants held steady at 7% in 2021. The number of female applicants decreased by only 1%, from 42% in 2020 to 41% in 2021. Although the percentages indicate slight decreases for black and female applicants, the decrease is minimal given the dramatic changes in the labor market that occurred during 2021.

The City maintains a continuous focus on increasing diversity in the applicant pools of recruitments. For example, the Police and Fire/Rescue Departments utilize minority and female employees to serve as recruiters. Sharing their work experiences with prospective applicants, these employees engage in open and honest communication regarding a career in public safety.

3. In summary, the City continued to attract a well-qualified and diverse applicant pool in 2021. Of the 4,425 applicants for full-time positions, 45% were Black, 7% were non-Black minorities, and 41% were female. These percentages are reflective of the diversity within the Pitt County labor force which consists of approximately 35% Blacks, 10% non-Black minorities, and 50% females, according to the 2020 US Census. The City will continue to expand its efforts to attract a diverse applicant pool by utilizing various recruitment options available for vacant positions.

B. One hundred and three (103) full-time employees were hired in 2021, compared to 63 full-time employees in 2020. Overall, 25% of new hires were females in 2021, unchanged from 2020. In total, 42% of new hires in 2021 were minorities compared to 48% of new hires in 2020. A breakdown of new hires by race and gender is shown below.

	<u>White male</u>	<u>White female</u>	<u>Black male</u>	<u>Black female</u>	<u>Non-Black Minority male</u>	<u>Non-Black Minority female</u>
<b>2021</b>	44 (43%)	16 (15%)	28 (27%)	8 (8%)	5 (5%)	2 (2%)
<b>2020</b>	21 (33%)	12 (19%)	19 (30%)	4 (6%)	7 (11%)	0 (0%)

C. Seventy-two (72) full-time employees (approximately 10% of the full-time workforce) were promoted in 2021, compared to 47 full-time employees in 2020. Overall, 26% of promotions in 2021 were females and 33% were minorities, with the breakdown by race and gender as follows:

	<u>White male</u>	<u>White female</u>	<u>Black male</u>	<u>Black female</u>	<u>Non-Black Minority male</u>	<u>Non-Black Minority female</u>
<b>2021</b>	39 (54%)	9 (13%)	14 (19%)	9 (13%)	0 (0%)	1 (1%)
<b>2020</b>	20 (43%)	4 (9%)	16 (34%)	6 (13%)	1 (2%)	0 (0%)

D. Retention of a diverse workforce is also a focus of this report. In 2021, the City had a total of 96 full-time employee separations (approximately 13% of the full-time workforce). Of these, 19% (18) were due to retirement and 7% (7) were due to discharge, disability, or death. Resignations made up the remainder of the separations, accounting for 74% (71). Females accounted for 24% (23) of the overall separations and 35% (34) were minorities.

E. City departments continue to employ interns from colleges and universities in North Carolina. Internships provide students with professional work experience and exposure to employment with the City.

F. Departmental Accomplishments:

**City Attorney's Office:**

- A black female was hired as an Assistant City Attorney and a white female was hired as Senior Administrative Assistant.

**City Clerk's Office:**

- A black female was hired as Administrative Assistant.



**City Manager's Office:**

The City Manager's Office employs a holistic approach to fostering and supporting a diverse workforce and community. Those efforts continued to be challenged in 2021 by the COVID-19 pandemic, which curtailed some activities that would normally be undertaken. The following activities occurred in 2021:

- A. Ensured position vacancies were posted internally/externally through appropriate means and for periods sufficiently long enough to provide traditionally under-represented job applicants a greater opportunity to seek employment with the City.
- B. Reviewed vacant positions, recruitment and retention strategies, hiring practices, and onboarding processes to determine effectiveness and opportunities for improvement.
- C. Continued employee performance review process.
- D. Promoted workforce diversity through the appointment of project teams to ensure leadership opportunities were available to employees in all departments. Examples in 2021 included the Personnel Advisory Review Committee, the City of Greenville United Way Campaign Committee, the Joint City/GUC Wellness Committee, and the MLK Day of Service Committee.
- E. Promoted employee development and retention internally through the following means:
  - 1. Met with new employees during orientation.
  - 2. Continued to have an "open-door policy" and met with employees to discuss issues of interest and/or concern.
  - 3. Provided guidance, job tools/resources, and appropriate workspaces (relocating employees when feasible) to strengthen work teams and improve job performance.
  - 4. Selected employees from various departments to attend the Greenville-Pitt County Chamber of Commerce Leadership Institute.
  - 5. Supported the City's in-house training program.
  - 6. Included budgetary funds to allow staff to attend outside professional training and conferences.
  - 7. Provided budgetary funds for the employee Educational Tuition Assistance Program and the Computer Purchase Program.
  - 8. Posted information on COGNET, an internal City computer network communications tool, to enable more convenient access to information about City policies, procedures, and resources.
  - 9. Held three Department/Division Heads meetings during the year to discuss various issues affecting the City organization and employees.
  - 10. Provided free bus passes to employees to help with transportation issues.
  - 11. Continued to expand the Employee Health Clinic, which employees may utilize for illness, injury, biometric screenings, flu shots, and other services while on duty, which reduces time spent away from work and the costs to employees and the City.
  - 12. Provided a variety of employee wellness programs and initiatives to educate them and encourage them to exercise and take steps to be healthy.
  - 13. Attended Fire/Rescue Academy Graduation on July 21<sup>st</sup>.
- F. Promoted employee recognition through the following:
  - 1. Attended employee service and retirement recognition events.
  - 2. Recognized new hires, promotions, retirements, and achievements at Department/Division Head meetings and in *Insight* employee newsletters.
  - 3. Recognized various employee achievements and retiring employees at City Council meetings.

4. Provided staff and equipment resources to produce high-quality photos and videos of City employees carrying out their duties and providing services to the community.
  5. Coordinated an appreciation lunch for the Employee Health Clinic staff on Nurses Day (May 6).
  6. Continued funding for the Attendance Incentive Program.
- G. Continued exposing college students to the work of and opportunities with the City of Greenville through the following:
1. Offered summer internships to college students to give them exposure to and real experience working in a local government environment. In 2021, materials were sent to ten (10) colleges/universities in North Carolina with MPA programs, and the City Manager's Office brought four (4) interns on board – two (2) MPA graduate students, one (1) MSA graduate student, and one (1) undergraduate student. They consisted of one (1) black female, one (1) white female, and two (2) white males. The interns worked on assignments and with staff in various departments, including Engineering, Financial Services, Fire/Rescue, Planning and Development Services, and the City Manager's Office and City Clerk's Office.
  2. Sponsored "The Intern Experience" program coordinated by the Chamber of Commerce, which is designed to engage college interns with different facets of the community, get plugged in with the City as young professionals, and build a network here which will encourage them to stay after graduation
  3. Worked with the Engineering staff and Environmental Advisory Commission members to craft and submit a successful application to Duke University, which has resulted in two (2) graduate students working on an environmental project with the City of Greenville.
- H. Participated in the Chamber of Commerce's Grow Local program for middle and high school students, exposing student participants to specific careers, companies, and industries. Information on the City organization, departments, events, services, and job opportunities was provided.
- I. Continued efforts with Pitt Community College, East Carolina University, the Lucille W. Gorham Inter-generational Community Center, and others on workforce development initiatives. The City contributed \$20,000 and various surplus vehicles/equipment to the workforce development initiative at Pitt Community College.
- J. Continued coordinating with Greenville Utilities Commission on pay and benefits issues to assist in attracting, fairly compensating, and retaining a quality and diverse workforce.
- K. Continued conducting job interviews by Skype, which is more cost-effective and efficient and allows staff to include more candidates to interview.
- L. Developed cablecast programming on the City of Greenville's government access channel, GTV-9, which promotes diversity and fosters an inclusive community.
- M. Continued providing funding for Greenville Public Access Television (GPAT), which provides an inclusive opportunity for all citizens and groups to develop programming for broadcast through a local cable TV channel.
- N. Provided funding for the Small Business Plan Competition and small business support through the MWBE program; also allocated American Rescue Plan funds for assistance to small businesses and non-profits.
- O. Provided economic development incentives through Job Creation Grants to assist local businesses with locating and/or expanding in our area to create additional jobs for our community.

- P. Used various methods, including social media, "City Beat" radio show, and advertising in *The Daily Reflector* and *The East Carolinian* and on local radio stations, to recruit diverse pool of applicants for the City's boards and commissions and promote City events.
- Q. Participated in the Community Unity Breakfast on Martin Luther King, Jr. Day (City was a sponsor of this event), which promoted diversity and inclusiveness.
- R. Continued funding for and led planning efforts for Greenville Grooves (African-American music festival), which is evolving into a Juneteenth celebration; 2021 saw the addition of MWBE events on Saturday, June 19. Additionally, City Council added Juneteenth as a holiday for City employees.
- S. Continued efforts for utilization of the Lucille W. Gorham Intergenerational Center in West Greenville by working with the Boys and Girls Club, the HYPE Team, the Pitt County Council on Aging, and American Legion Post 160
- T. The City Manager continued serving on the ECU MPA Advisory Board and met with MPA students when requested.
- U. The City Manager, Deputy City Manager, and Assistant City Manager serve on various other boards and help foster fairness and inclusiveness in their work: Greenville Eastern North Carolina Alliance, Greenville Utilities Commission, North Carolina Water Treatment Facility Operators Certifications Board, Greenville-Pitt County Chamber of Commerce, United Way of Pitt County, Partnership for Progress, Pitt County Arts Council, and Uptown Greenville
- V. Worked with other City representatives to evaluate professional services contracts to ensure vendors support the City's Affirmative Action Program (i.e., bank depository services, business application needs, software assessments).

#### Engineering:

- Two black males were promoted to fill the skilled position of Equipment Operator, one black male was promoted to Traffic Control Worker, and a white female was promoted to the role of Senior Administrative Assistant.
- Participated in the City's Employee Tuition Assistance Program, thereby affording employees the opportunity to further their education and qualify for positions which may require higher levels of education.
- Partnered with Human Resources to ensure job postings were advertised in a variety of sources to attract a diverse pool of applicants.
- Continued to participate in courses and workshops to aid employees with maintaining certifications and professional licenses.

#### Financial Services:

- Hired a white female as a Buyer I; promoted a black female to the Buyer II position.
- The Purchasing Division's MWBE Program launched the new Incubate to Accelerate program. The initiative promotes business growth and expansion strategy designed to provide a number of resources to small and micro businesses in the Greenville area.
  - **Revolving Loan Fund:** MWBE provided \$50,000 in financial assistance through the Revolving Loan Fund.
  - **Shared Kitchen Space:** The MWBE set up a shared kitchen space in the West Greenville area which is a revitalization district in the city.
  - **Small Business Co-Op Space:** The MWBE Program welcomed its first tenant in the Co-Op Space located in the heart of downtown Greenville.
- Juneteenth Celebration: On June 19<sup>th</sup>, the MWBE Program hosted a cultural celebration and open house to showcase the Incubate to Accelerate resources. A food truck rally was held in

support of MWBE entrepreneurs located in West Greenville which consists of a majority-minority population within the city.

- MED Week: The MWBE hosted its annual MED Week Celebration from September 20<sup>th</sup> through September 26<sup>th</sup>. With the theme, "Putting our Words to Work", event and activities were held throughout the week to recognize the outstanding contributions of MWBE firms.

#### **Fire/Rescue:**

- Hired 35 Fire/Rescue Trainees. Fire/Rescue Trainees attend an academy whereby they receive the academic and physical training required for transition into a certified Fire/Rescue position. Of those hired, 4 (11%) were females (1 black, 1 Hispanic, and 2 white), 13 (37%) were black males, and 18 (51%) were white males.
- Hired a female Paramedic and a female to serve as the department's Life Safety Educator.
- Promoted 2 females to the rank of Fire/Rescue Officer II.
- Promoted 4 black males to the rank of EMS Specialist.
- Partnered with the Salvation Army as well as other Pitt County agencies to deliver toys and food items to needy community members through Operation Santa Claus. Efforts for 2021 resulted in receiving donations in excess of \$70,000, which was turned over to the Pitt County Salvation Army to support outreach for families in Greenville and Pitt County.
- Attended the City of Greenville Holiday Luncheon Drive-Thru at Drew Steele Center.
- Coordinated the annual United Way Chili Cook-off at Fire/Rescue Station 1 and raised over \$4,800 to support inclusive community organizations throughout Pitt County.
- Continued the implementation of EMS Squad Leader positions to recognize EMS Specialists in leadership roles and serve as a career ladder.
- Participated in the Intergenerational Community Center Family Day and spoke to approximately 120 participants regarding fire safety and other fire/rescue related topics.
- Participated in National Night Out activities/festivities throughout the City. Although National Night Out was created to increase awareness about police programs in communities, National Night Out allows Fire/Rescue personnel to interact with citizens and spotlight firefighting and emergency medical services as potential career choices.
- Continued to support promoting a diverse workforce through various means, including through the work of a dedicated Recruitment and Retention Officer. Through this position, the department is able to provide greater outreach to the community and to seek out opportunities to recruit minorities for Fire/Rescue positions.
- Sponsored the 8<sup>th</sup> annual Jr. Fire Marshal Academy which included numerous minority participants and provided participants and their families the opportunity to learn about careers in the fire and EMS industry as well as providing an opportunity for department members to interact with minority populations within the community. The Academy was held virtually in 2020 due to COVID-19; however, participation was not impacted.
- The F/R Department has 26 current officers who have participated in the City's Supervisory Training and Refresher (STAR) program. This program consists of multiple classes completed over several months and includes training related to inclusiveness and equal employment opportunity practices. Additionally, in December 2021, 7 newly promoted supervisors registered to attend STAR training in early 2022.
- Sponsored leadership staff to attend the Greenville-Pitt County Chamber of Commerce Leadership Institute. This program connects many different business leaders throughout the community and promotes diversity, inclusiveness, and giving back to our community.
- Partnered in a fund drive sponsored by Inner Banks Media and Great Harvest Bread Company where all proceeds were donated to The Salvation Army to support numerous needy families in our community. This event was held in support of the annual Operation Santa Claus event and the Salvation Army of Pitt County. Due to the extreme generosity of our community, over \$60,000 was raised for several community-based outreach endeavors.

#### **Human Resources:**

- Promoted an American Indian male to HR Manager and a Hispanic female to HR Specialist III.

- Hired a black female to serve as the City's Training and Development Specialist and a Hispanic female in the role of Staff Support Specialist III.
- Coordinated training related to diversity, equity, and inclusion for all full-time employees to better understand and respect the perspectives and differences of all their team members. Supervisors and managers completed additional training titled "Respect and Responsibility in the Workplace".
- Required mandatory training for all new hires related to unlawful workplace harassment and workplace violence prevention.
- Provided training on Equal Employment Opportunity and effective interviewing practices to employees who may serve on an interview panel as an assessor. In accordance with the City's personnel policies, all individuals must receive this training before serving as an assessor on an interview panel to ensure that the City's Equal Employment Opportunity practices are followed, and that selection processes are free from discriminatory biases or practices whether unintentional or intentional.
- Assisted all City departments with various recruitment and selection processes.
- Partnered with the Recreation and Parks Department to utilize billboard advertising to reach a larger and more diverse prospective applicant pool.
- HR Director collaborated monthly with Vidant Health management resulting in expansion of the services and staffing of the employee health clinic.
- Posted all job openings—full-time, part-time, and seasonal—on the City's website and governmentjobs.com to reach a larger audience, including media sources that reach minorities and women to ensure that prospective applicants are informed of employment opportunities with the City of Greenville and have an opportunity to apply.
- Worked with departments to develop selection criteria that do not discriminate or screen out women, minorities, and other protected class applicants.
- Made job descriptions available to applicants and to all involved in the screening and selection processes.
- Placed job opportunities advertisement, when appropriate, in minority news media and women's interest media.
- Posted promotional opportunities for employees before considering external candidates, when appropriate.
- Posted job vacancies for a minimum of two weeks. When appropriate, job vacancies were posted for longer periods to allow sufficient time to establish a qualified and diverse applicant pool.
- Assisted in recommending panel members for interview panels and provided technical assistance on interviewing and selection.
- Provided training on the City's performance management system. The performance management system is designed to ensure the accurate and consistent evaluation of employee performance throughout the organization and to identify specific employee development goals.
- Provided customer service training with an emphasis on respectful treatment of all customers. Provided department-specific training and training on a variety of other topics such as defeating unconscious bias, communicating effectively, and trust.
- Training and Development Specialist provided and/or coordinated training for STAR participants on a variety of leadership topics including, but not limited to, effective supervision, defeating unconscious bias, ethics, employment law, and performance management.
- Expanded safety training to include an extended orientation for new employees to ensure workplace safety.
- Assisted City departments with promotional processes.
- Provided reasonable accommodation to job applicants and employees with disabilities when requested and appropriate.
- Recommended recruitment sources and strategies to departments to ensure that the widest possible range of applicants are informed of available positions and encouraged to apply.

- In observance of National Employee Appreciation Day on March 5, 2021, coordinated an employee appreciation event to show appreciation and gratitude for employees' contributions.
- Communicated information regarding the City's educational tuition assistance and computer purchase programs and encouraged employees to take advantage of the valuable benefits.
- The Safety/Risk Manager, who also serves as the City's ADA Coordinator, worked collaboratively with City departments to help ensure accessibility to City facilities and infrastructure.
- Participated in the MWBE Mix-n-Meet program.
- Participated in the Street Summit Job Fair held at J.H. Rose High School that brought employers and job seekers together regarding a wide array of employment opportunities.
- Participated in the "Better Skills, Better Jobs Fair 2021" held at the Greenville Convention Center which was open to soon-to-be high school graduates and the general public. HR and Police Department representatives spoke to many interested individuals. A black male and black female who attended the job fair were later offer employment as a Police Officer Trainee and a Telecommunicator, respectively.
- The HR Director met with Tradesformers representatives regarding the youth apprenticeship program. The goal of Tradesformers is to provide opportunities for training so that the future workforce will be well-equipped with the skills to grow a successful career.

#### **Information Technology:**

- Promoted a black female from Systems Analyst I to Systems Analyst II.
- Partnered with East Carolina University and Pitt Community College to recruit interns to work within the IT Department Support Group. Interns assist the City's help desk staff by answering phone calls, troubleshooting problems, and following up with submitted service tickets. The internship program prepares students for full-time positions in the Information Technology field.
- IT staff took over 20 training opportunities, both internal and external, throughout the year.

#### **Planning and Development Services:**

- Promoted a black female from Custodian to Staff Support Specialist II and a black male from Building Facilities Tech II (a position within the Public Works Department) to Building Inspector Trainee. The Building Inspector Trainee position provides a career ladder for promotion into Building Inspector positions upon attainment of State-required certifications.
- Hired 1 black female and three 3 white females in professional Planner positions.
- Provided internship opportunities for students, with increased recruitment efforts targeting minorities and females.
- Hosted a drive-through Senior Citizens Holiday Luncheon with majority-minority participation.

#### **Police Department:**

- Diverse recruitment teams attended job/career fairs at East Carolina University and various community colleges (i.e., Pitt, Edgecombe, Lenoir, Wilson, Craven, New Hanover, Beaufort, Wayne, Nash, Johnston, and Coastal Plains).
- Expanded on digital marketing to reach a wider demographic. With the implementation of Redshark Digital, the department saw an increase in attracting applicants from areas that traditional recruitment methods did not typically reach.
- Hired 20 Police Officer Trainees and/or certified officers. Of the 20 hired, 4 (20%) were black males, 5 (25%) were Hispanic males, 3 (15%) were females, and 8 (40%) were white males.
- Promoted three minority females to the role of Lead Telecommunicator.
- Maintained career-focused website, [www.joiningpdnc.com](http://www.joiningpdnc.com), to assist with recruitment efforts and provide information regarding the department and the hiring process to prospective individuals considering a career in law enforcement.
- Participated in National Night Out, a turkey give-a-way, and several other community events held throughout the year.

- Participated in various programs such as Cops and Barbers, Police Athletic League (PAL), Police Community Relations Committee (PCRC), Minority and Women Business Enterprise (MWBE), North Carolina Law Enforcement Women's Association (NCLEWA), and the National Organization of Black Law Enforcement Executives (NOBLE).

**Public Works:**

- Hired a black male as a Sanitation Supervisor. Three males (2 white and 1 black) were hired as Master Mechanics, while a black female and a white male were hired as Sanitation Crew Leaders.
- Promoted black males to the supervisory positions of Streets Supervisor and Assistant Streets Superintendent.
- Promoted a white female to the Facilities Maintenance Supervisor position and promoted 3 black females to the positions of Transit Driver, Transit Supervisor, and Administrative Services Specialist.
- Ensured job advertisements for vacancies were advertised in multiple and diverse outlets to attract a diverse applicant pool.
- Continued to promote in-house training for employees. Training was offered on-site, as well as at other City facilities to accommodate employees' work schedules and to promote an atmosphere of team building. These educational opportunities were also held to increase employee job knowledge to prepare employees for career advancement.
- Partnered with temporary agencies for temporary labor, exposing participants to careers within Public Works. This exposure also served as a potential recruitment source for future vacancies.
- Continued to partner with the Community Service Work Program, enabling residents to complete required service hours and gain exposure to services provided by the department.
- Continued to participate in courses and workshops to help employees maintain certifications and professional licenses at various levels throughout the department.
- Participated in STAR, the City's supervisory training program.
- Promoted participation in the City's Employee Tuition Assistance Program to assist employees in furthering their education.

**Recreation and Parks:**

- Former Assistant Director of Recreation and Parks was promoted to Director of Recreation and Parks.
- Hired 4 black males in various positions, including Recreation Manager. Hired 2 females as Recreation Supervisors and promoted a female to Recreation Manager.
- Promoted a white female and black female to the positions of Recreation and Parks Superintendent and Assistant Recreation and Parks Superintendent, respectively. Both positions are senior leadership positions within the department.
- Utilized a diverse panel of employees on interview panels for full-time and part-time positions.
- Continued to include Pitt Community College and other diverse resources in the current list of advertising contacts for positions.
- Posted "Hiring Now" banners throughout the community for the advertisement of seasonal employment opportunities.
- Posted job announcements on "Hire a Pirate" via East Carolina University's website.
- Placed seasonal employment opportunities in *The East Carolinian*.
- Continued to work with North Carolina High School Association to recruit basketball officials.
- Posted jobs online via greenvillenc.gov and in all recreation centers.
- Added two new social media platforms increasing awareness of internships and job opportunities.
- Cross-posted jobs on social media forums and on various community groups pages.
- Filled internship opportunities in various facilities and program areas (e.g., Sports Connection, Eppes Recreation Center, South Greenville Recreation Center, Center for Arts & Crafts).
- Held two Recreation Division meetings to share information and for teambuilding purposes.

- Four Recreation and Parks employees attended the North Carolina Recreation and Parks Association's State Conference and one employee attended the Athletic Directors Workshop.
- Worked with staff from the ECU intramurals office to recruit officials and scorekeepers for youth and adult programs.
- Worked with various staff at Pitt Community College to share employment and volunteer opportunities with students.
- Continued to contact previous Recreation and Parks staff about current employment opportunities.
- Incorporated staff and community organizations into the training curriculum for Summer Camp part-time staff and added additional hours of instruction.

VI. PROGRAM FOR 2022

- A. As vacancies occur, the City of Greenville will strive to meet the following:
1. Make efforts to recruit a ratio of minority candidates that is representative of the makeup of the available workforce in the community.
  2. Increase the City of Greenville's total 2022 applicant pool compared to 2021 in order to provide a broader spectrum of applicants.
  3. Promote the recruitment, employment, and advancement of a diverse workforce, including gender, race, disability, religion, and sexual orientation.
  4. Continue to use the City's communication tools (e.g., website, GTV-9, Facebook, Twitter, YouTube, employee newsletter) to reinforce the City's commitment to diversity.
  5. Continue the internship recruitment program with local colleges to better serve City departments. Human Resources will continue to work with departments to post internship opportunities on the City's website, in addition to providing postings to college and university career centers.
  6. Continue focused recruitment efforts to attract, retain, and promote females and minorities within the organization. Some examples include:

**City Clerk's Office:**

- Continue to encourage staff to seek internal and external opportunities for professional development.
- Implement cross-training to enhance the skill set of all staff members.
- Make efforts to seek opportunities for diversity training.
- Deputy City Clerk will continue to attend the School of Government's Clerk Certification Institute.

**City Manager's Office:**

- Make efforts to recruit a ratio of women and minority that is represent the make-up of the Greenville metropolitan area.
- Create recruitment efforts to attract women and minorities to the City and departments when vacancies exist and to retain and promote women and minorities from within when applicable.
- Promote the recruitment, employment, and advancement of a diverse workforce, including gender, race, disability, religion, and sexual orientation.
- Continue participation and support of the City's MWBE program and participation in the Minority Business Roundtable.
- Continue to encourage diverse special project work team formation.
- Continue to use the City's communication tools (e.g., website, GTV-9, Facebook, Twitter, YouTube, employee newsletter) to reinforce the City's commitment to diversity.
- Continue to foster employment training opportunities through partnership with Pitt Community College to provide entry-level opportunities for minority and disadvantaged residents in the Greenville community.



- Continue supporting the City Council's adoption of the National League of Cities Inclusive Communities Program by working with the Community Development Department's Human Relations Officer and the Human Relations Council.
- Recruit interns from a diverse pool of applicants from universities across the state.

**Engineering:**

- Continue to provide in-house training for all employees.
- Continue to engage in educational opportunities to stay abreast of industry standards and achieve departmental goals.
- Continue to promote career advancement by encouraging employees to participate in the City's Employee Tuition Assistance Program.
- Continue to work with the Human Resources Department to advertise open positions in areas that increase visibility to minority candidates.
- Continue to participate in the MWBE Mix-n-Meet program and attend MWBE contractor orientation.

**Financial Services Department:**

- Move the MWBE Mix-n-Meet to a virtual event if needed due to COVID-19 safety measures.
- Continue to host the Annual MED week celebration.
- Collaborate with the Recreation and Parks Department for the 2<sup>nd</sup> Annual Juneteenth Celebration.

**Fire/Rescue Department:**

- Continue departmental diversity outreach by seeking the assistance of minority and female officers in the recruitment and selection process.
- Continue to build upon the department's marketing plan that includes using the Internet, television, radio, and other media outlets targeting minorities and other non-traditional Fire/Rescue candidates.
- Continue partnership with Martin Community College to provide non-traditional Fire/Rescue candidates opportunities to receive firefighting and EMT certifications.

**Human Resources Department:**

- Continue to identify and implement non-traditional recruitment sources to increase the number of qualified and diverse applicants applying for City positions.
- Continue to offer the City's supervisory/management training program (STAR) for new supervisors and managers while implementing LEAD (Leadership Enhancement and Development) for experienced managers and supervisors.
- Continue to provide various training to employees on topics such as equal employment opportunity and anti-harassment.
- Continue to attend job/career fairs to promote the City as an employer of choice.
- Offer face-to-face and online discrimination and harassment prevention training.
- Implement the true up market study recommendations as approved by Council to continue to pay employees at market, retain employees, and attract well-qualified applicants.

**Information Technology Department:**

- Continue to partner with local colleges for an intern recruitment program for the City and provide work experience opportunities in the IT field to members of diverse backgrounds.
- Continue to partner with the Human Resources Department to ensure a diverse recruitment process is established and followed to make certain that all qualified applicants and employees are receiving an equal opportunity for recruitment, selection, advancement, and all other opportunities associated with employment.

**Planning and Development Services Department:**

- Host property seminars for low-income and /or predominantly minority property owners.

- Initiate activities with the Human Relations Council and their partners/sponsors geared towards the minority population.
- Coordinate Community Development week event to benefit primarily low and moderate-income citizens.
- Continue to host the non-profit funding workshop annually.
- Continue to host the financial literacy workshop for the Community Crossroads Center to target the homeless population.
- Continue to host the financial literacy workshop for the Center for Family Violence Prevention and their Safe House residents.
- Educate the public in the minority neighborhoods during meetings by distributing educational information pertaining to steps to obtain employment.
- Host various meetings, seminars, and luncheons including: Fair Housing Seminars, Homebuyers Education Workshop, Inclusive Community Breakfast GAME P.L.A.Y, Senior Citizens Luncheon, and the Annual Awards Ceremony, all with majority-minority participation.
- Continue to participate in available activities, partnerships and/or strategies to target minorities for educational opportunities, internships, and job recruitment for the City.
- The Greenville Human Relations Council and its partners will decide what initiatives and activities will take place in 2022 and which will be hosted virtually.

**Police Department:**

- Update all recruitment efforts virtually to assist with the recruitment process and increase diversity in the applicant pool.
- Develop a recruiting team to attend even more events and career fairs.
- Maintain a diverse recruitment team to deploy to various colleges with predominantly minority representation.
- Partner with the Army's Pay Program to recruit soldiers as they transition out of the Army.
- Contact local businesses and schools to post recruiting posters and brochures.
- Bring back our internship program and promote ride-a-longs.
- Participate in area university online career fairs.
- Continue to attend local and regional career fairs with increased potential for minority applicants after lifting of some of the COVID-19 restrictions.
- Continue to advertise employment vacancies in local/regional newspapers, local minority radio stations, social media, and other online postings to attract a more inclusive pool of applicants.
- Continue building relationships with minority-based churches and community leaders.
- Continue to partner with Cops and Barbers to provide recruitment material to future applicants.
- Advertise vacancies with military DORS (Defense Outplacement Referral System) and TBB (Transition Bulletin Radio Board) website.
- Continue to develop recruitment videos to attract minorities and women.
- Continue to develop a "How to" video on the hiring process for the department to be advertised through social media platforms and various career fairs and community events.
- Continue to recruit and hire diverse individuals to attend Basic Law Enforcement Training (BLET). This strategy serves as a means to eliminate competition from other agencies by investing in the training of interested and qualified individuals.

**Public Works Department:**

- Continue oversight of departmental hiring procedures to ensure a diverse candidate pool. Additionally, the department will advertise internally when appropriate before considering external candidates to support employee advancement.
- Continue to work with Human Resources to advertise positions in sources that increase the visibility of positions to female and minority candidates.
- Continue to provide in-house training for all employees.
- Continue to engage in educational opportunities to remain with industry standards and achieve departmental goals.

- Continue to participate in courses and workshops to help employees maintain certifications and professional licenses at various levels throughout the department.
- Continue to participate in City-wide Supervisory Training Program.
- Continue to participate in City's Employee Tuition Assistance Program.
- Continue to participate in local programs to assist citizens as they strive to re-enter the workforce.
- Continue to participate in the MWBE Mix-n-Meet and contractor orientations.
- Host a job fair at Public Works to assist with finding diverse, qualified applicants to fill vacancies.

**Recreation and Parks Department:**

- Continue to work with the North Carolina High School Association to recruit flag football and basketball officials.
- Post job opportunities on GRPD Facebook page - Hiring Now.
- Post "Hiring Now" banners throughout the Greenville community.
- Increase usage of billboard advertising to reach mass markets for seasonal job opportunities.
- Continue to work with local newspapers and radio stations.
- Continue to work with ECU intramurals.
- Continue to speak with various student groups/classes/organizations (PCC, ECU, high schools).
- Post jobs on relevant websites such as NCRPA, NRPA, greenvillenc.gov, and various educational institutions in North Carolina.
- Offer various internships throughout the department.
- Continue the goal to expand training opportunities for part-time staff, including the use of Zoom and/or Microsoft Teams.

VII. ACTION STEPS

In order to achieve its Affirmative Action Mission Statement, the City of Greenville will take the following steps.

- A. Continue to distribute recruitment brochures and flyers as follows:
  1. To any individual expressing an interest in employment with the Greenville Police Department in a sworn capacity or with the Greenville Fire/Rescue Department.
  2. To regional educational institutions sponsoring criminal justice degree programs, fire science technology, or liberal arts program.
  3. To local minority churches, social organizations, businesses, and various agencies.
  4. To military bases.
- B. Continue to advertise employment vacancies in local/regional newspapers, minority publications, and radio stations identifying itself as an equal opportunity/affirmative action employer.
- C. After reviewing departmental data, it is recommended that the Greenville Police Department and the Greenville Fire/Rescue Department continue to attend job fairs prior to or during major recruitment efforts to promote the City as a progressive employer providing equal employment opportunities for all persons.

- D. Post vacancies for all departments on the City's website, providing continuous access by employees and members of the public and ensuring the widest possible dissemination of available job listings.
- E. Post vacancies on the Chamber of Commerce website where they are accessible to local businesses, the Young Professionals group, and the Minority Business Roundtable.
- F. Enhance recruiting efforts by attending more local and regional community events where prospective minority applicants may be present.
- G. Post vacancies on websites, in publications, and other media targeting minority and female candidates.
- H. Ensure job vacancy notices provide the position's full pay range in addition to starting or expected hiring range.
- I. Periodically advertise public safety vacancies on radio stations with predominantly minority/women listening audiences.
- J. Offer training opportunities for hiring managers so that they will fully understand the City's Affirmative Action policy and are effective in carrying it out.
- K. Where feasible, explore the creation of career development and/or mentoring programs to prepare employees for promotions.
- L. Recognize employees through performance reviews, service awards, and when appropriate and available, merit increases.
- M. Continue to promote workforce diversity through the appointment of project teams to ensure opportunities are available to employees.
- N. Continue to promote workforce development by (1) offering training opportunities to employees at all levels of the organization to help advance their knowledge, skills, and abilities; (2) selecting employees from various departments to attend the Municipal Administration Course at the UNC School of Government and the Greenville-Pitt County Chamber of Commerce Leadership Institute course; (3) supporting the City of Greenville's in-house training program; (4) budgeting funds to allow for staff to attend outside professional training and conferences; and (5) continuing to offer the Employee Tuition Assistance Program and the Employee Computer Purchase Program to employees; and (6) recognizing employee successes and achievements.
- O. Continue to use various methods to recruit diverse pools of applicants for the Citizens Academy and the City's boards and commissions.
- P. Continue membership in the National Forum for Black Public Administrators and use this organization to post appropriate managerial and executive level vacancies.
- Q. Continue to identify other opportunities to promote the City's Affirmative Action Program.
- R. Continue to partner with East Carolina University and Pitt Community College to promote work study, internship, and volunteer opportunities including involvement in advisory committees.
- S. Continue to reach applicants from the community and within the City's workforce by posting vacancies in various City locations such as recreation facilities.

- T. Continue to ensure compliance with City policy with oversight of hiring and promotional processes with multiple layers of oversight.
- U. Continue to support efforts that foster workforce development, diversity, and inclusiveness by event participation.
- V. Continue to advertise, hold workshops and information sessions to inform the community of programs and services provided by the City.
- W. Continue involvement in ECU and PCC advisory committees.
- X. Continue participation in community events that foster workforce development, diversity, and inclusiveness.

VIII. BUDGET ESTIMATES

A. **Media advertisements**

1. Newspapers/publications/professional associations	\$3,000
2. Radio/TV	\$0
3. Job fairs and billboards	\$4,000
4. Recruitment brochures/flyers	\$0
5. Internet websites	<u>\$25,000</u>
Total	<u>\$32,000</u>

The above figures do not reflect the cost of postage or total hours spent preparing and disseminating literature and ads, nor the number of hours involved in attending job fairs.

IX. PROGRAM EVALUATION

This program will be evaluated in January, 2023 by the Human Resources Director to determine whether any issues need to be addressed or changed, with the final report submitted in February, 2023. Program strategies will be continued or revised as necessary to meet the City of Greenville's affirmative action mission statement.

City of Greenville Workforce Analysis as of 12/31/21

	Total White		Total White Male		Total White Female		Total Black		Total Black Male		Total Black Female		Total Non-Black Minority	
	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total
<b>City Attorney</b>														
Employees	4	50%	1	25%	1	25%	2	50%	1	25%	1	25%	2	50%
Applicants	99	41%	10	10%	31	31%	48	48%	4	4%	44	44%	82	83%
<b>City Clerk</b>														
Employees	3	0%	0	0%	0	0%	2	67%	0	0%	2	67%	3	100%
Applicants	173	43%	7	4%	66	39%	84	48%	13	7%	71	41%	149	86%
<b>City Manager</b>														
Employees	12	75%	4	33%	5	42%	3	25%	2	17%	1	8%	6	50%
Applicants	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
<b>Engineering</b>														
Employees	31	21%	18	58%	3	10%	9	29%	8	26%	1	3%	4	13%
Applicants	286	59%	125	44%	43	15%	65	23%	36	13%	29	10%	83	29%
<b>Financial Services</b>														
Employees	18	10%	2	11%	8	44%	8	44%	1	5%	7	39%	15	83%
Applicants	68	34%	9	13%	14	21%	40	59%	9	13%	31	46%	47	69%
<b>Fire/Rescue</b>														
Employees	175	70%	109	62%	14	8%	47	26%	41	23%	6	3%	22	13%
Applicants	803	52%	228	28%	190	24%	311	39%	121	15%	189	24%	419	52%
<b>Human Resources</b>														
Employees	10	50%	0	0%	5	50%	2	20%	0	0%	2	20%	9	90%
Applicants	348	41%	49	12%	103	29%	165	48%	28	7%	136	41%	261	77%
<b>Information Technology</b>														
Employees	18	78%	9	50%	5	28%	4	22%	3	17%	1	5%	6	33%
Applicants	110	43%	37	35%	9	8%	48	40%	37	31%	11	9%	20	17%
<b>Planning &amp; Development Services</b>														
Employees	40	23%	12	30%	11	28%	16	40%	6	15%	10	25%	22	55%
Applicants	269	53%	105	39%	39	14%	93	35%	58	22%	35	13%	85	32%
<b>Police</b>														
Employees	234	79%	132	56%	47	20%	36	15%	26	11%	10	4%	60	25%
Applicants	676	42%	193	29%	90	13%	315	47%	141	21%	174	26%	288	43%
<b>Public Works</b>														
Employees	121	34%	38	31%	4	3%	75	62%	67	55%	8	7%	12	10%
Applicants	1096	34%	314	29%	59	5%	628	57%	446	41%	178	16%	247	23%
<b>Recreation and Parks</b>														
Employees	60	44%	32	53%	12	20%	16	27%	14	24%	2	3%	14	24%
Applicants	497	49%	153	30%	92	19%	215	43%	166	33%	49	10%	150	30%
<b>City of Greenville (all departments)</b>														
Employees	726	47%	357	49%	115	16%	220	30%	169	23%	51	7%	175	24%
Applicants	4425	45%	1230	28%	736	17%	2012	45%	1059	24%	947	21%	1831	41%

Note: Application total figures may not equal sums from category totals due to some applicants not disclosing gender and/or race

## **Appendix A: Analysis of EEO Job Categories For Calendar Year 2021**

The following eight job categories have been established by the Equal Employment Opportunity Commission (EEOC) and are used by the City of Greenville. All City of Greenville job titles are placed into one of these categories.

1. Officials and Administrators  
This group is of particular importance in affirmative action planning in that these employees exercise overall responsibility for execution of broad policies or direct individual departments or special phases of the City's operations. Positions in this category include City Manager, Deputy and Assistant City Manager, City Attorney, City Clerk, and department heads. Persons in this category are generally at the upper end of the pay classification system. At the end of calendar year 2021, Officials and Administrators made up approximately 2% (13) of the City's 726 full-time employees. Females held 31% (4) of this category's positions and minorities held 38% (5) of the positions.
2. Professionals  
Employees in this category are required to have specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes a variety of professions, such as systems analysts, engineers, Police Captains, and Fire/Rescue Captains. Professionals comprised approximately 11% (78) of the City's full-time employees. Females held 25 (32%) of all professional positions, while minorities held 18 (23%) of the positions.
3. Technicians  
Employees in this category are required to have a combination of basic scientific or technical knowledge and manual skills which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Police Sergeants, Fire/Rescue Lieutenants, and Building Inspectors are among the occupations in this category. At the end of calendar year 2021, approximately 22% (159) of the City's workforce was classified as Technicians. Minorities comprised 37 (23%) of the positions held and 21 (13%) were female.
4. Protective Service Workers  
Protective service workers accounted for the largest occupational category of employees, representing approximately 35% (251) of the City's full-time workforce. Employees in this category are entrusted with public safety, security, and protection from destructive forces. Police and Fire/Rescue Officers are among the occupations in this category. At the end of 2021, females comprised 41 (16%) of the positions while minorities held 79 (31%) of the positions.
5. Paraprofessionals  
Employees in this category 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. Examples of paraprofessional positions include Recreation and Parks program assistants. There were 39 (5%) paraprofessionals at the end of 2021, of which 23 (59%) were female and 13 (33%) were minorities.
6. Administrative Support  
This category consists of employees responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Included in this category are Staff Support Specialists, Administrative Assistants, Telecommunicators, and Communications Technicians. Administrative support employees accounted for 60 (8%) of the total workforce in 2021. Females comprised 53 (88%) of the administrative support positions while minorities comprised 21 (35%).

7. Skilled Craft Workers

Skilled craft 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. Included in this occupational category are skilled Equipment Operators, Master Mechanics, and Welders. Of the 62 (9%) skilled craft workers at the end of 2021, minorities held 38 (61%) positions while females comprised 1 (1%).

8. Service-Maintenance

Included in the Service-Maintenance category are positions such as Animal Protective Services Officers, Custodians, Laborers, Refuse Collectors, and Transit Drivers. These and other service-maintenance 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. There were 64 (9%) employees in this category at the end of 2021. Seven (11%) of this category were female and 43 (67%) were minorities.



**EEO JOB CATEGORIES**  
**Full-Time Employees**  
**As of 12/31/21**

Job Category	ALL EMPLOYEES				RACE/ETHNIC CATEGORIES											
	Total	Male		Female	MALE						FEMALE					
					W	B	H	API	AIAN	W	B	H	API	AIAN		
Officials & Administrators	13	9	4	4	6	3	0	0	0	2	1	0	1	0		
Professionals	2%	69%	31%	31%	46%	23%	0%	0%	0%	15%	8%	0%	8%	0%		
Technicians	78	53	25	25	44	6	2	0	1	16	9	0	0	0		
Protective Service Workers	11%	68%	32%	32%	56%	8%	3%	0%	1%	21%	12%	0%	0%	0%		
Paraprofessionals	159	138	21	21	107	29	2	0	0	15	5	1	0	0		
Administrative Support	22%	87%	13%	13%	67%	18%	1%	0%	0%	9%	3%	1%	0%	0%		
Skilled Craft Workers	251	210	41	41	142	50	14	1	3	30	8	3	0	0		
Service-Maintenance	35%	84%	16%	16%	57%	20%	6%	<1%	1%	12%	3%	1%	0%	0%		
TOTAL	39	16	23	23	10	6	0	0	0	16	7	0	0	0		
	5%	41%	59%	59%	26%	15%	0%	0%	0%	41%	18%	0%	0%	0%		
	60	7	53	53	5	2	0	0	0	34	15	3	0	1		
	8%	12%	88%	88%	8%	3%	0%	0%	0%	57%	25%	5%	0%	2%		
	62	61	1	1	24	36	1	0	0	0	1	0	0	0		
	9%	98%	2%	2%	39%	58%	2%	0%	0%	0%	2%	0%	0%	0%		
	64	57	7	7	19	37	1	0	0	2	5	0	0	0		
	9%	89%	11%	11%	30%	58%	2%	0%	0%	3%	8%	0%	0%	0%		
	726	551	175	175	357	169	20	1	4	115	51	7	1	1		
	100%	76%	24%	24%	49%	23%	3%	<1%	<1%	16%	7%	<1%	<1%	<1%		

**Race/Ethnic Categories:**

**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.

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

## 2021 Workforce Composition by EEO Job Category – Net Change from 2020

<b>OFFICIALS &amp; ADMINISTRATORS</b>			
	<i>Dec. 2020</i>	<i>Dec. 2021</i>	<i>Net Change</i>
Male	10	9	-1
Female	4	4	0
Non-Minority	8	8	0
Minority	6	5	-1
Black	5	4	-1
Hispanic	0	0	0
Asian/PI	1	1	0
AI/AN	0	0	0
<b>TOTALS</b>	<b>14</b>	<b>13</b>	<b>-1</b>

<b>PARAPROFESSIONALS</b>			
	<i>Dec. 2020</i>	<i>Dec. 2021</i>	<i>Net Change</i>
Male	13	16	+3
Female	23	23	0
Non-Minority	25	26	+1
Minority	11	13	+2
Black	10	13	+3
Hispanic	0	0	0
Asian/PI	0	0	0
AI/AN	1	0	-1
<b>TOTALS</b>	<b>36</b>	<b>39</b>	<b>+3</b>

<b>PROFESSIONALS</b>			
	<i>Dec. 2020</i>	<i>Dec. 2021</i>	<i>Net Change</i>
Male	52	53	+1
Female	22	25	+3
Non-Minority	55	60	+5
Minority	19	18	-1
Black	15	15	0
Hispanic	3	2	-1
Asian/PI	0	0	0
AI/AN	1	1	0
<b>TOTALS</b>	<b>74</b>	<b>78</b>	<b>+4</b>

<b>ADMINISTRATIVE SUPPORT</b>			
	<i>Dec. 2020</i>	<i>Dec. 2021</i>	<i>Net Change</i>
Male	9	7	-2
Female	49	53	+4
Non-Minority	40	39	-1
Minority	18	21	+3
Black	15	17	+2
Hispanic	3	3	0
Asian/PI	0	0	0
AI/AN	0	1	+1
<b>TOTALS</b>	<b>58</b>	<b>60</b>	<b>+2</b>

<b>TECHNICIANS</b>			
	<i>Dec. 2020</i>	<i>Dec. 2021</i>	<i>Net Change</i>
Male	128	138	+10
Female	18	21	+3
Non-Minority	114	122	+8
Minority	32	37	+5
Black	29	34	+5
Hispanic	3	3	0
Asian/PI	0	0	0
AI/AN	0	0	0
<b>TOTALS</b>	<b>146</b>	<b>159</b>	<b>+13</b>

<b>SKILLED CRAFT WORKERS</b>			
	<i>Dec. 2020</i>	<i>Dec. 2021</i>	<i>Net Change</i>
Male	72	61	-11
Female	0	1	+1
Non-Minority	30	24	-6
Minority	42	38	-4
Black	41	37	-4
Hispanic	1	1	0
Asian/PI	0	0	0
AI/AN	0	0	0
<b>TOTALS</b>	<b>72</b>	<b>62</b>	<b>-10</b>

<b>PROTECTIVE SERVICE WORKERS</b>			
	<i>Dec. 2020</i>	<i>Dec. 2021</i>	<i>Net Change</i>
Male	215	210	-5
Female	41	41	0
Non-Minority	185	172	-13
Minority	71	79	+8
Black	52	58	+6
Hispanic	15	17	+2
Asian/PI	3	1	-2
AI/AN	1	3	+2
<b>TOTALS</b>	<b>256</b>	<b>251</b>	<b>-5</b>

<b>SERVICE-MAINTENANCE</b>			
	<i>Dec. 2020</i>	<i>Dec. 2021</i>	<i>Net Change</i>
Male	54	57	+3
Female	10	7	-3
Non-Minority	21	21	0
Minority	43	43	0
Black	41	42	+1
Hispanic	2	1	-1
Asian/PI	0	0	0
AI/AN	0	0	0
<b>TOTALS</b>	<b>64</b>	<b>64</b>	<b>0</b>

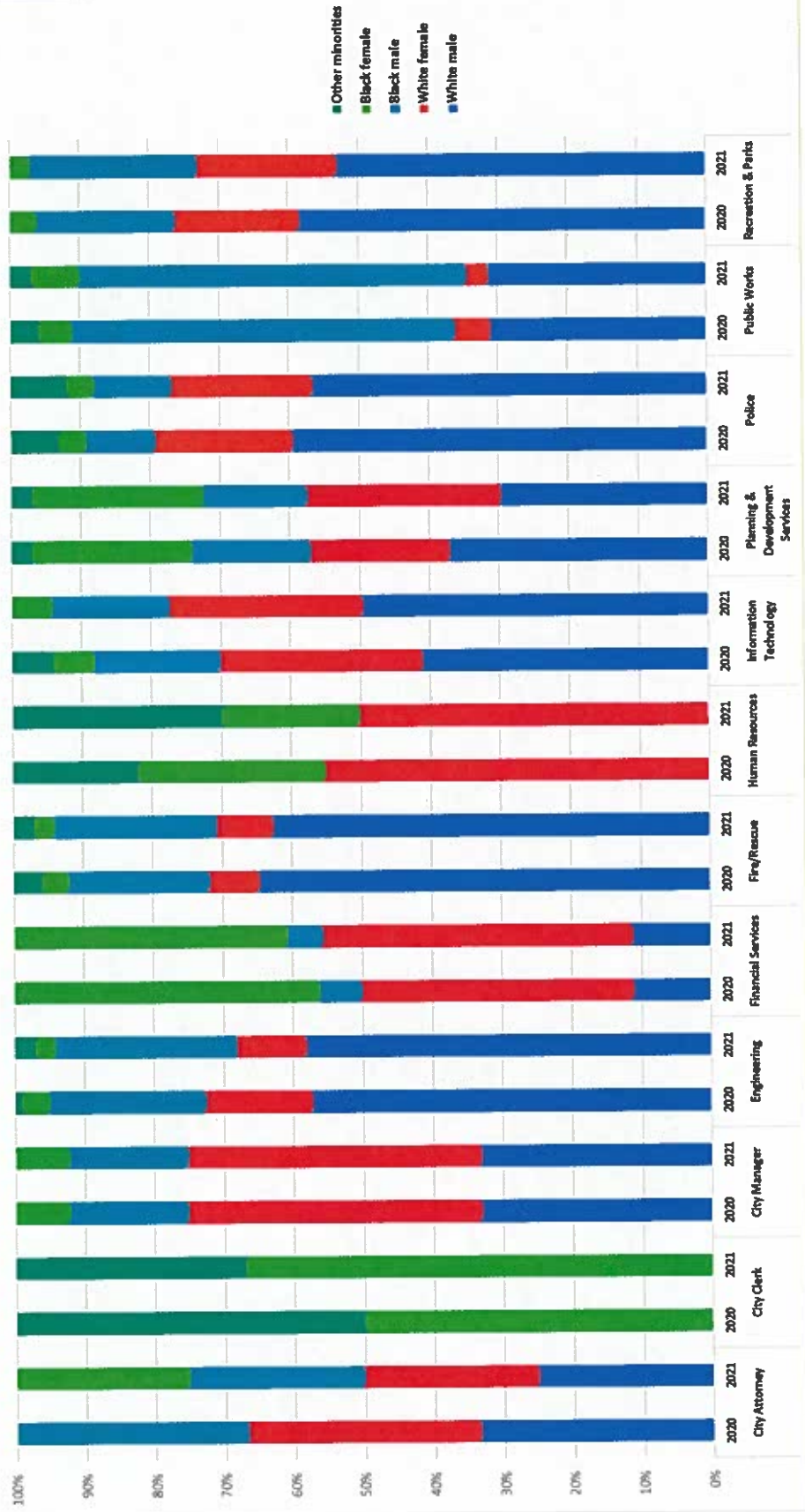
Appendix B: Charts

# City of Greenville New Hire Demographics for 2020 & 2021

■ 2020 ■ 2021

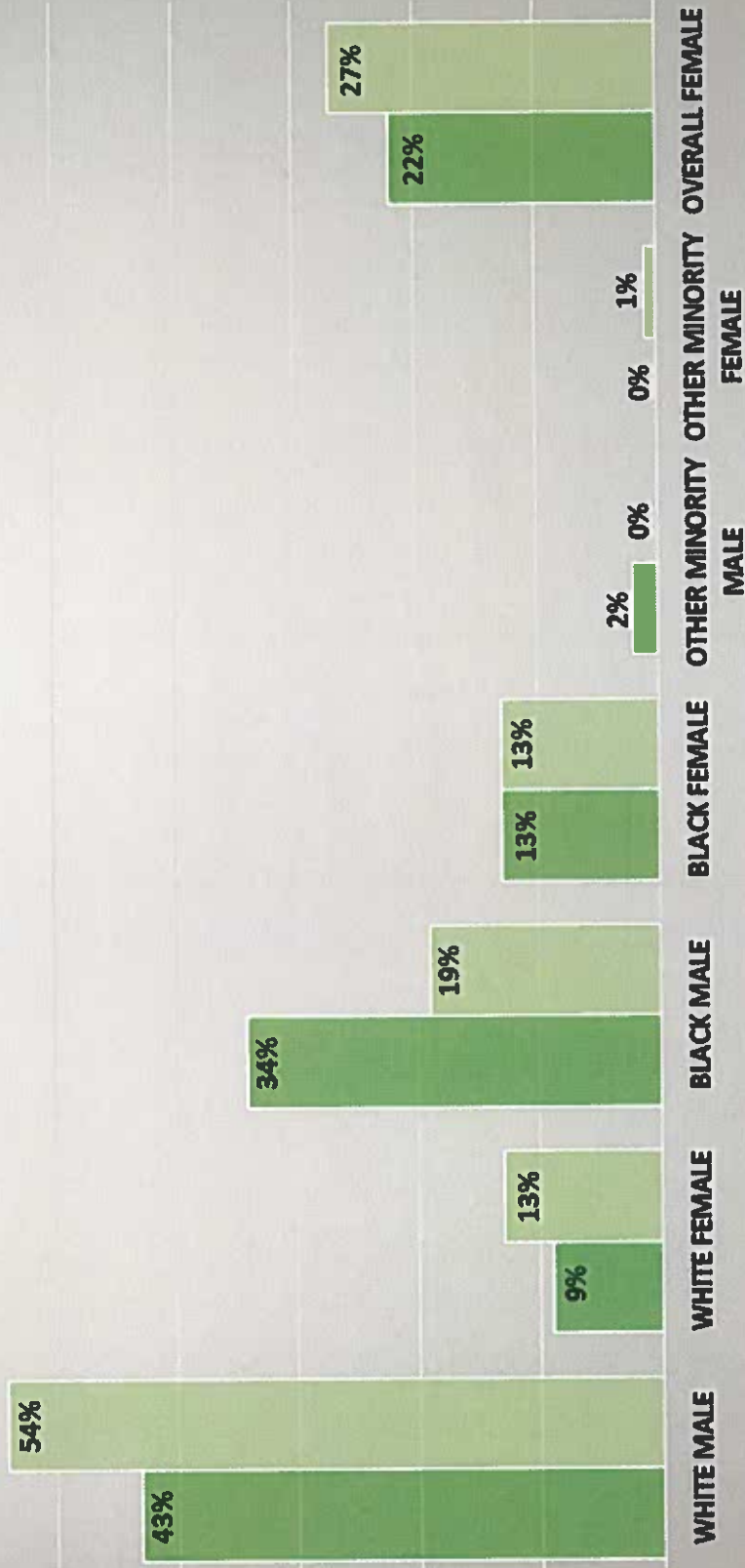


### City of Greenville Departmental Workforce Analysis for 2020 & 2021



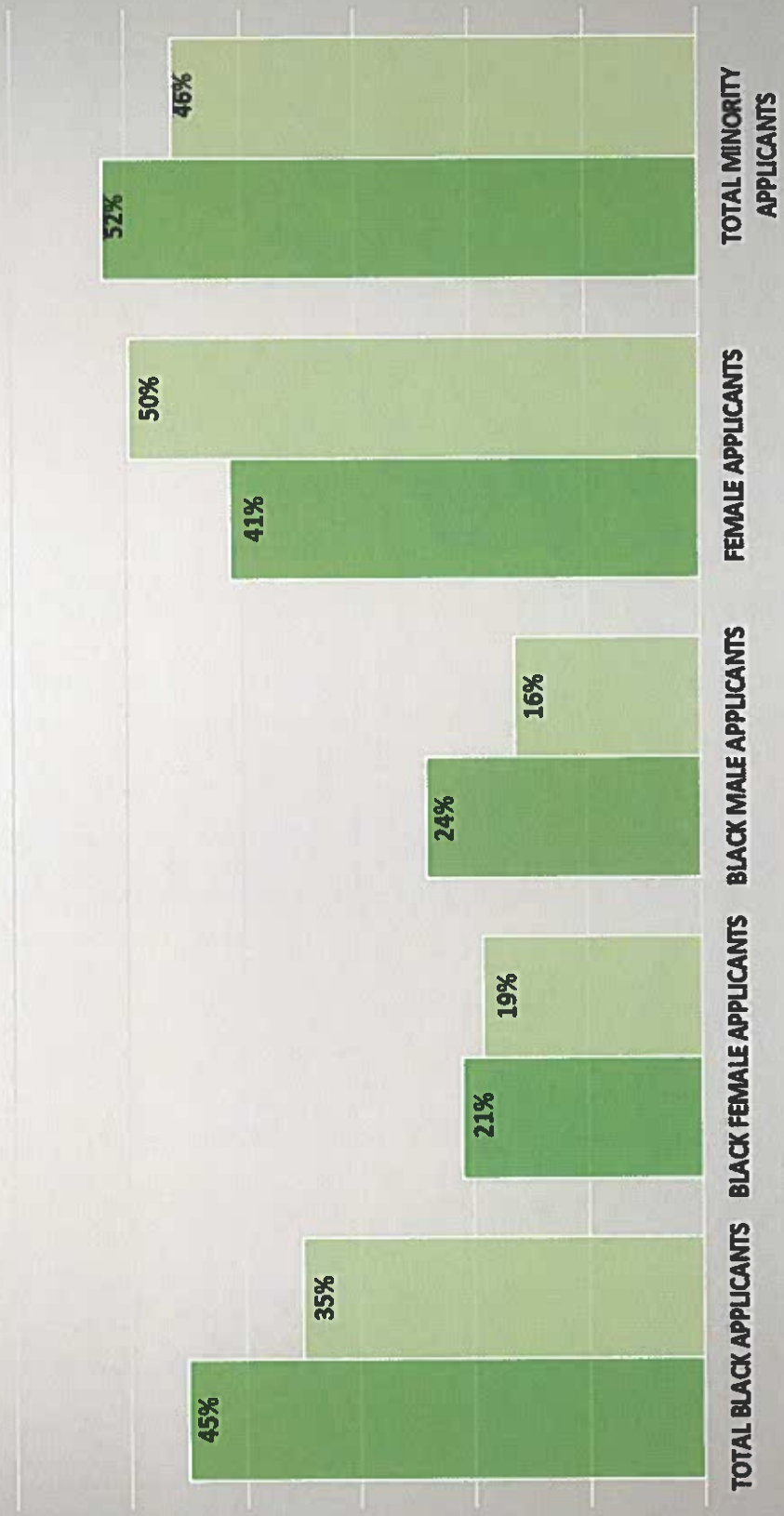
# City of Greenville Employee Promotions Demographic for 2020 & 2021

■ 2020 ■ 2021



# Comparison of City of Greenville Full-Time Applicants to Pitt County Labor Force Census

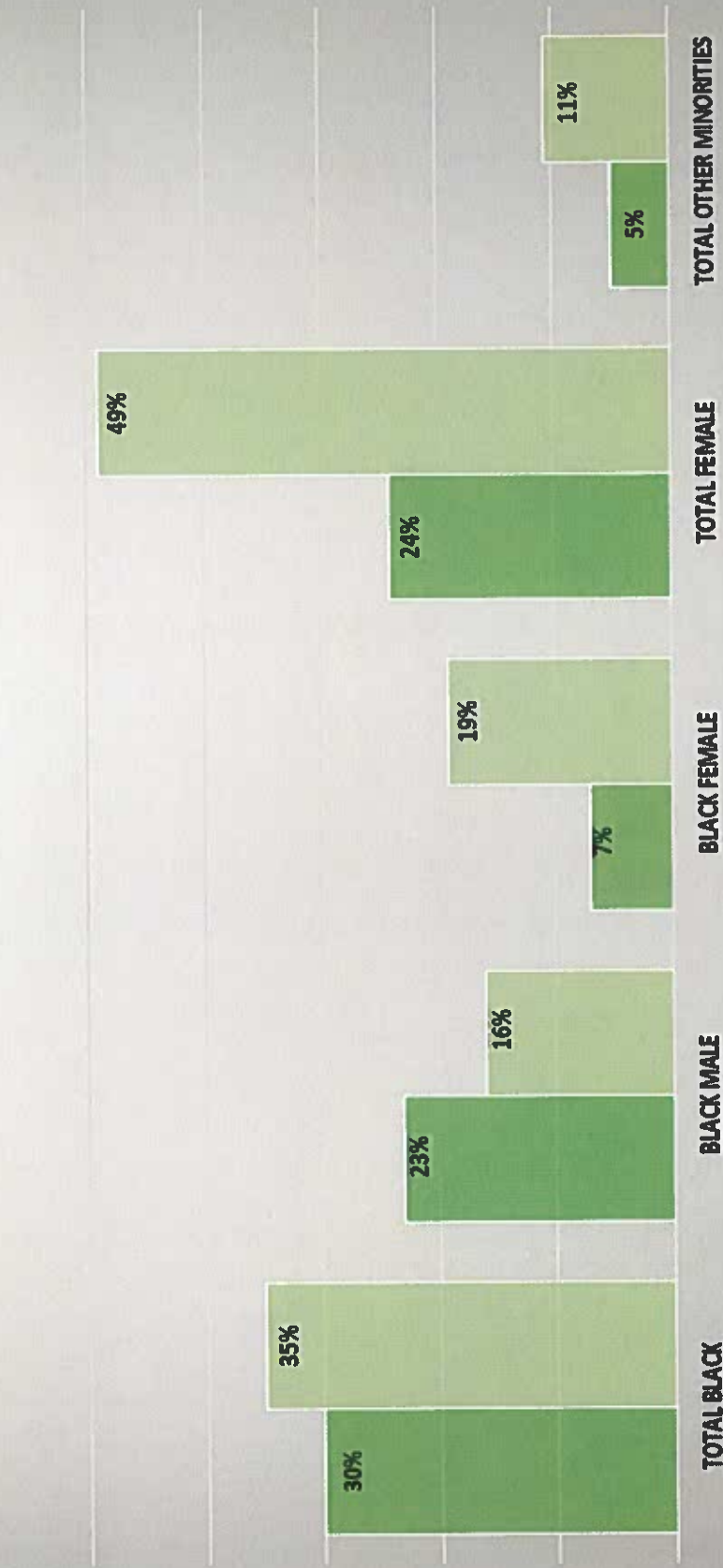
■ 2021 City Full-Time Applicants ■ 2020 Pitt County Census



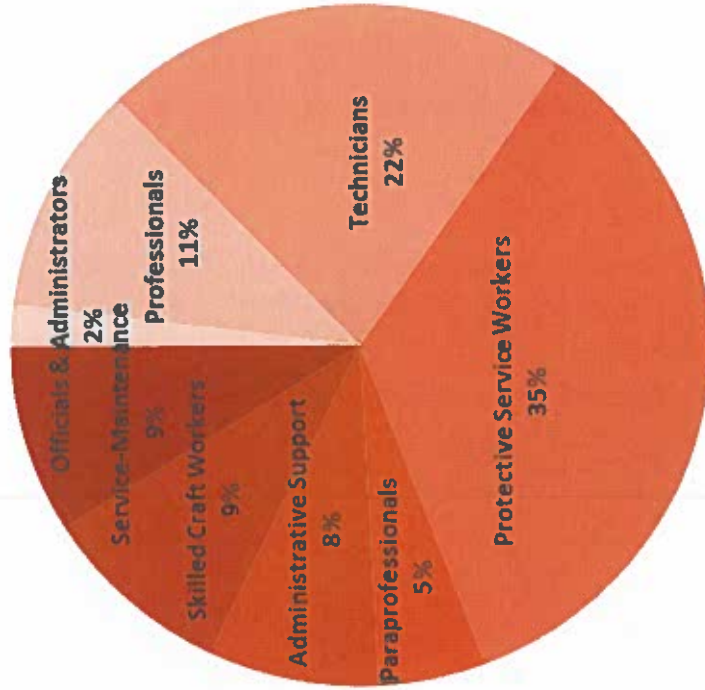


# Comparison of City Full-Time Employees to 2020 Pitt County Labor Force Census

■ 2021 City Full-Time Employees   ■ 2020 Pitt County Census



# City of Greenville EEO Job Categories for 2021

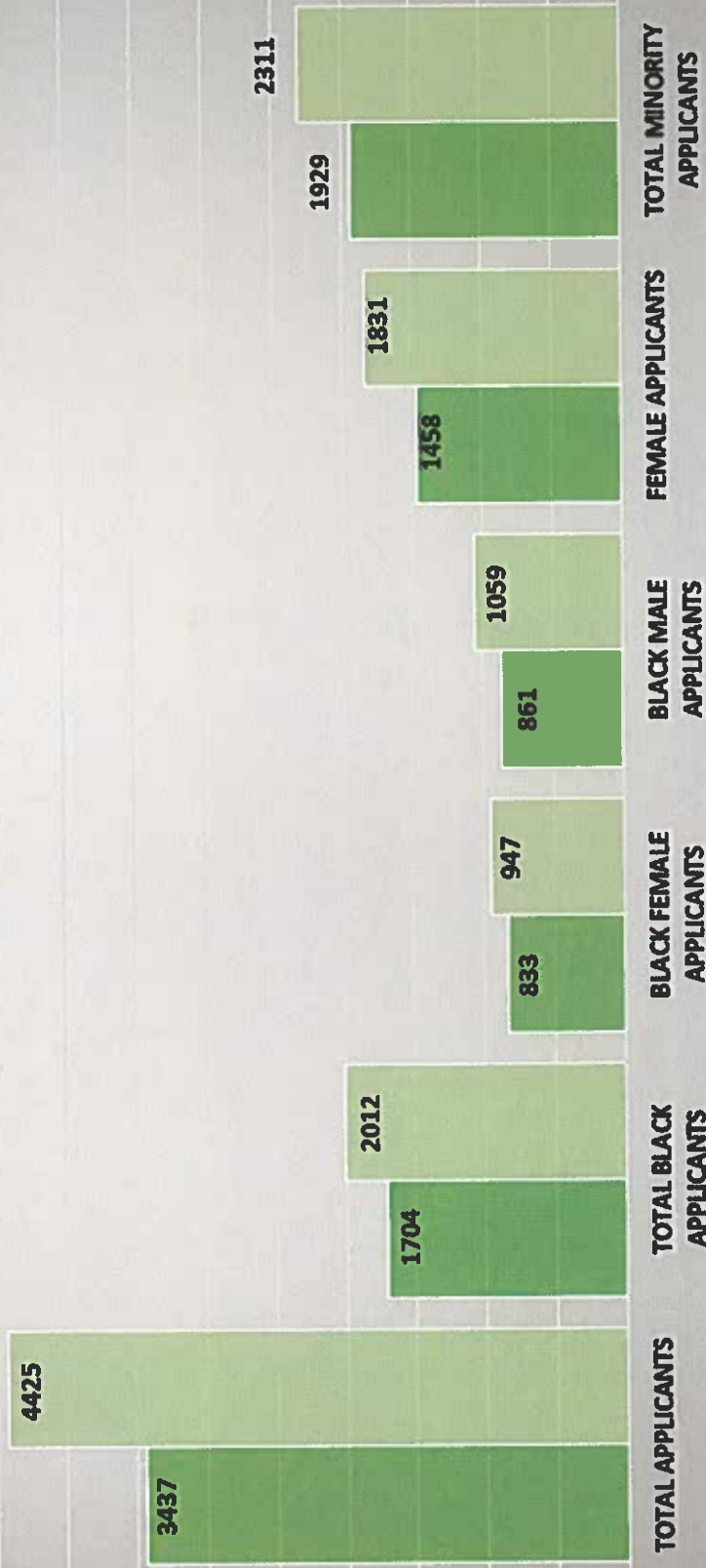


- Officials & Administrators
- Paraprofessionals
- Professionals
- Administrative Support
- Skilled Craft Workers
- Protective Service Workers
- Service-Maintenance



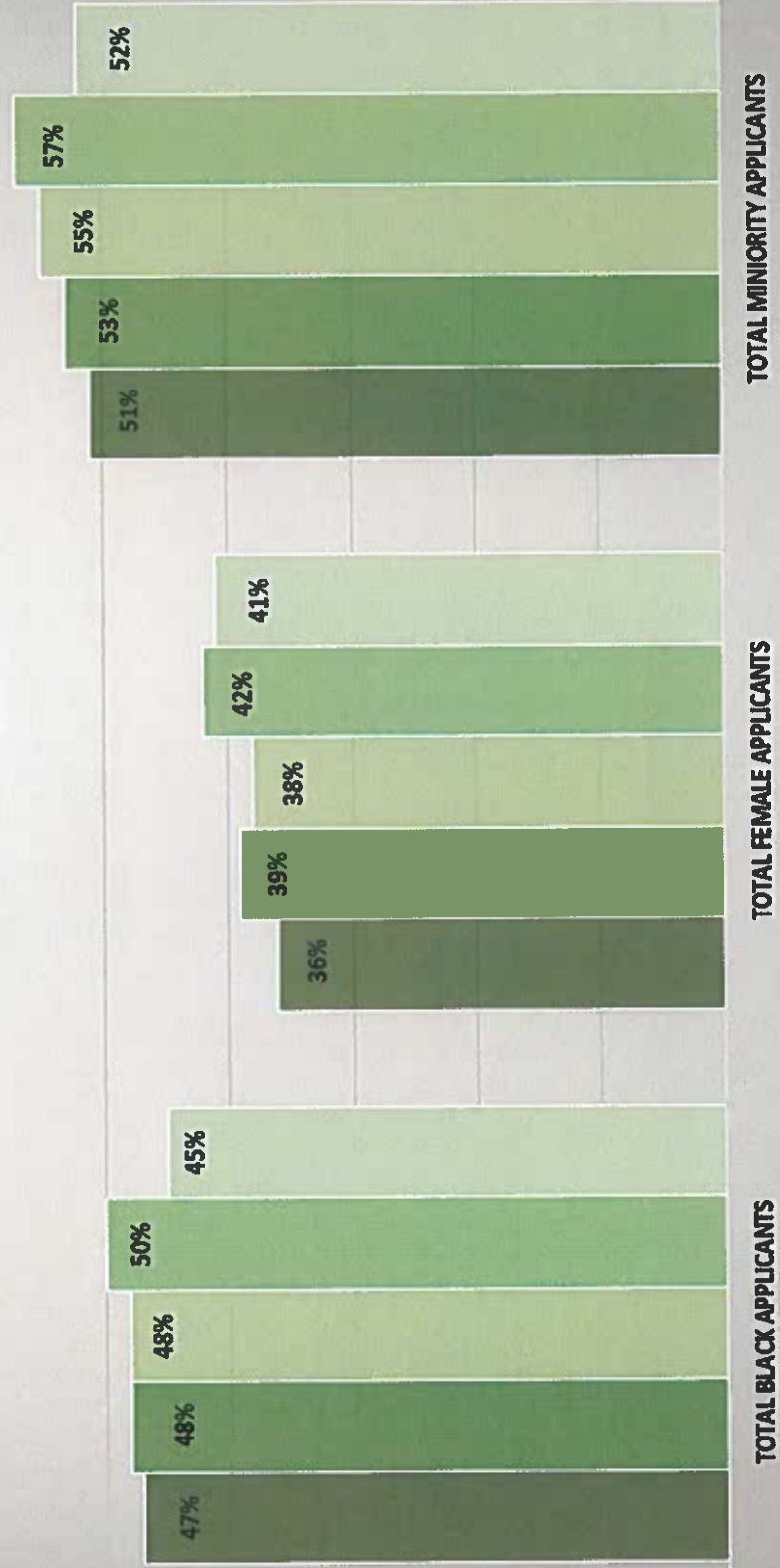
# City of Greenville Applicant Demographics for 2020 & 2021

■ 2020 ■ 2021



# City of Greenville Demographic Percentages of Yearly Applicant Pools for 2017 - 2021

■ 2017 ■ 2018 ■ 2019 ■ 2020 ■ 2021



# PERMITS ISSUED BY PERMIT TYPE (01/01/2022 TO 01/31/2022)

## Selected Permit Type: Building Commercial - Additions Alterations, Building Commercial, Building Residential, Building Residential - Additions Alterations

Permit Type	Permit Number	Work Class	Issue Date	Address	Contractor	Owner	Value
Building Commercial	BLD-COM-2021-0210	Commercial	01/04/2022	4400 10Th St E Greenville, NC 27858	Berry Construction Co., Inc.		650,000.00
	BLD-COM-2022-0014	Commercial	01/31/2022	3299 Frog Level Rd Greenville, NC 27834	T.D. Goodwin Construction, LLC		300,000.00
	BLD-COM-2021-0237	Storage/Accessory Structure	01/18/2022	1431 Evans St Greenville, NC 27858	Ansco & Associates, LLC		29,000.00
	BLD-COM-2021-0245	Storage/Accessory Structure	01/24/2022	3842 10Th St E Greenville, NC 27858	Glasgow Designs		29,000.00
	BLD-COM-2021-0231	Z Multi-family Townhome	01/05/2022	3709 Harlow Dr A Greenville, NC 27834	A Elks Construction, Inc.		818,880.00
<b>TOTAL VALUATION FOR BUILDING COMMERCIAL:</b>							<b>1,826,880.00</b>
<b>TOTAL PERMITS FOR BUILDING COMMERCIAL:</b>							<b>5</b>
Building Commercial - Additions Alterations	BLD-AAC-2021-0235	Commercial Additions	01/05/2022	1077 Rock Spring Rd Greenville, NC 27834	Home Brothers Construction, Inc.		29,000.00
	BLD-AAC-2021-0127	Commercial Alterations	01/04/2022	3020 Evans St Greenville, NC 27834	M4 Construction LLC		140,000.00
	BLD-AAC-2022-0001	Commercial Alterations	01/05/2022	425 Greenville Bv Se A Greenville, NC 27858	TW Construction llc		137,500.00
	BLD-AAC-2021-0270	Commercial Alterations	01/07/2022	3701 Charles Bv 112 Greenville, NC 27858	Pamlico Painting		55,000.00
	BLD-AAC-2021-0267	Commercial Alterations	01/10/2022	4320 10Th St E H Greenville, NC 27858			66,000.00
	BLD-AAC-2021-0272	Commercial Alterations	01/10/2022	514 Greenville Bv Se Greenville, NC 27858	Rodgers Builders, Inc.		747,010.00
	BLD-AAC-2022-0005	Commercial Alterations	01/13/2022	114 3Rd St E Greenville, NC 27858	Stocks & Taylor Construction		181,500.00
	BLD-AAC-2022-0006	Commercial Alterations	01/13/2022	2201 Greenville Bv Ne Clhs Greenville, NC 27858	dixon builders		46,750.00
	BLD-AAC-2022-0007	Commercial Alterations	01/14/2022	611 South Square Dr Winterville, NC 28590			29,000.00
	BLD-AAC-2021-0217	Commercial Alterations	01/19/2022	425 Greenville Bv Se D Greenville, NC 27858	Forrest Grove		400,191.00

**PERMITS ISSUED BY PERMIT TYPE (01/01/2022 TO 01/31/2022)**

Permit Type	Permit Number	Work Class	Issue Date	Address	Contractor	Owner	Value
	BLD-AAC-2022-0012	Commercial Alterations	01/24/2022	1928 Tara Ct 201 Greenville, NC 27858	Bleau Investments LLC DBA Complete Property Maintenance		5,500,000.00
	BLD-AAC-2022-0009	Commercial Alterations	01/25/2022	2050 Fire Tower Rd E Greenville, NC 27858	Lift Deployment Services		25,000.00
	BLD-AAC-2022-0010	Commercial Alterations	01/25/2022	4730 County Home Rd Winterville, NC 28590	Crown Castle		25,000.00
	BLD-AAC-2022-0013	Commercial Alterations	01/26/2022	201 Government Ci Greenville, NC 27834	P. West Company, Inc. DBA Custom Building Company		1,594,065.00
	BLD-AAC-2021-0269	Roofing	01/04/2022	2200 5Th St E Greenville, NC 27858	Curtis Construction Co., Inc.		275,000.00
	BLD-AAC-2021-0268	Roofing	01/05/2022	201 Government Ci Greenville, NC 27834	Curtis Construction Co., Inc.		1,622,500.00
	BLD-AAC-2022-0015	Roofing	01/28/2022	1942 Tara Ct 204 Greenville, NC 27858	Bleau Investments LLC DBA Complete Property Maintenance		2,288,000.00
<b>TOTAL VALUATION FOR BUILDING COMMERCIAL - ADDITIONS ALTERATIONS:</b>							<b>13,161,516.00</b>
<b>TOTAL PERMITS FOR BUILDING COMMERCIAL - ADDITIONS ALTERATIONS:</b>							<b>17</b>
Building Residential	BLD-RES-2021-0510	Duplex	01/03/2022	337 South Pointe Dr A Winterville, NC 28590	JC HAZELTON		114,300.00
	BLD-RES-2021-0504	Duplex	01/03/2022	3933 Sedona Dr A Winterville, NC 28590	JC HAZELTON		114,300.00
	BLD-RES-2021-0506	Duplex	01/03/2022	321 South Pointe Dr A Winterville, NC 28590	JC HAZELTON		114,300.00
	BLD-RES-2021-0512	Single-family	01/05/2022	421 Wade Dr Greenville, NC 27858	Cherry Construction Company		550,000.00
	BLD-RES-2021-0482	Single-family	01/10/2022	401 Wade Dr Greenville, NC 27858	Cherry Construction Company		550,000.00
	BLD-RES-2022-0002	Single-family	01/12/2022	214 Donald Dr Winterville, NC 28590	BILL CLARK HOMES OF GREENVILLE, LLC		272,550.00
	BLD-RES-2022-0009	Single-family	01/12/2022	4533 Sandstone Dr Greenville, NC 27858	D.R. Horton Inc.		236,100.00
	BLD-RES-2022-0015	Single-family	01/12/2022	4536 Sandstone Dr Greenville, NC 27858	D.R. Horton Inc.		228,750.00

## PERMITS ISSUED BY PERMIT TYPE (01/01/2022 TO 01/31/2022)

Permit Type	Permit Number	Work Class	Issue Date	Address	Contractor	Owner	Value
	BLD-RES-2022-0017	Single-family	01/12/2022	4540 Sandstone Dr Greenville, NC 27858	D.R. Horton Inc.		172,125.00
	BLD-RES-2022-0019	Single-family	01/12/2022	4521 Sandstone Dr Greenville, NC 27858	D.R. Horton Inc.		197,550.00
	BLD-RES-2022-0010	Single-family	01/12/2022	4537 Sandstone Dr Greenville, NC 27858	D.R. Horton Inc.		197,700.00
	BLD-RES-2022-0011	Single-family	01/12/2022	4524 Sandstone Dr Greenville, NC 27858	D.R. Horton Inc.		228,750.00
	BLD-RES-2022-0014	Single-family	01/12/2022	4532 Sandstone Dr Greenville, NC 27858	D.R. Horton Inc.		197,550.00
	BLD-RES-2022-0013	Single-family	01/12/2022	4517 Sandstone Dr Greenville, NC 27858	D.R. Horton Inc.		236,100.00
	BLD-RES-2022-0012	Single-family	01/12/2022	4528 Sandstone Dr Greenville, NC 27858	D.R. Horton Inc.		172,125.00
	BLD-RES-2022-0007	Single-family	01/12/2022	3841 Baywood Ln E Greenville, NC 27834	WILL KUHN HOMES LLC		197,925.00
	BLD-RES-2022-0024	Single-family	01/24/2022	4541 Sandstone Dr Greenville, NC 27858	D.R. Horton Inc.		219,675.00
	BLD-RES-2022-0023	Single-family	01/24/2022	4529 Sandstone Dr Greenville, NC 27858	D.R. Horton Inc.		219,675.00
	BLD-RES-2022-0008	Single-family	01/24/2022	4525 Sandstone Dr Greenville, NC 27858	D.R. Horton Inc.		236,100.00
	BLD-RES-2022-0028	Single-family	01/24/2022	3801 Alma Lee Dr Greenville, NC 28590	BILL CLARK HOMES OF GREENVILLE, LLC		341,400.00
	BLD-RES-2022-0021	Single-family	01/24/2022	2301 Dovedale Dr A Greenville, NC 27834	Aldridge & Southerland Builders Inc.		175,000.00
	BLD-RES-2022-0022	Single-family	01/24/2022	2301 Dovedale Dr B Greenville, NC 27834	Aldridge & Southerland Builders Inc.		175,000.00
	BLD-RES-2022-0036	Single-family	01/28/2022	3838 Baywood Ln E Greenville, NC 27834	WILL KUHN HOMES LLC		227,025.00
	BLD-RES-2022-0037	Single-family	01/28/2022	253 Jack Pl Winterville, NC 28590	BILL CLARK HOMES OF GREENVILLE, LLC		264,675.00
	BLD-RES-2022-0005	Storage/Accessory Structure	01/10/2022	1900 Belles Fairy Ct Greenville, NC 28590		Calvin L Home	9,600.00



# PERMITS ISSUED BY PERMIT TYPE (01/01/2022 TO 01/31/2022)

Permit Type	Permit Number	Work Class	Issue Date	Address	Contractor	Owner	Value
	BLD-RES-2022-0020	Storage/Accessory Structure	01/14/2022	4000 Dunhagan Rd Greenville, NC 27858	Ainsley Construction, Inc.		15,000.00
	BLD-RES-2021-0522	Storage/Accessory Structure	01/24/2022	181 Holly Hills Rd Greenville, NC 27858	Tozer Builders, Inc.		280,333.00
	BLD-RES-2022-0025	Storage/Accessory Structure	01/26/2022	105 Hardee St Greenville, NC 27858		Jude E Schroeder	13,000.00
	BLD-RES-2021-0523	Storage/Accessory Structure	01/26/2022	138 Longmeadow Rd E Greenville, NC 27858	isgroup		12,000.00
	BLD-RES-2022-0026	Storage/Accessory Structure	01/31/2022	917 Cortland Rd Greenville, NC 27834		Eugenia M Lentz	7,200.00
	BLD-RES-2021-0497	Swimming Pools	01/24/2022	3921 Dunhagan Rd Greenville, NC 27858	Greenville Pool & Supply Co		48,500.00
	BLD-RES-2021-0500	Swimming Pools	01/25/2022	1109 Arnold Ct Greenville, NC 27858	Greenville Pool & Supply Co		54,150.00
	BLD-RES-2022-0038	Swimming Pools	01/28/2022	324 Boyne Wy Winterville, NC 28590	Bedrock Pools & Landscape, LLC		65,000.00
	BLD-RES-2021-0477	Swimming Pools	01/28/2022	4429 Lagan Ci Winterville, NC 28590	Bedrock Pools & Landscape, LLC		52,000.00
	BLD-RES-2021-0485	Townhome	01/05/2022	1815 Fox Den Wy 1 Greenville, NC 27858	DANCO BUILDERS		875,000.00
	BLD-RES-2021-0516	Townhome	01/05/2022	1819 Fox Den Wy 1 Greenville, NC 27858	DANCO BUILDERS		875,000.00
<b>TOTAL VALUATION FOR BUILDING RESIDENTIAL:</b>							<b>7,945,458.00</b>
<b>TOTAL PERMITS FOR BUILDING RESIDENTIAL:</b>							<b>36</b>
Building Residential - Additions Alterations	BLD-AAR-2022-0017	Duplex Alterations	01/31/2022	100 Summit St N Greenville, NC 27858	Pirates place dot com llc		55,000.00
	BLD-AAR-2021-0342	Residential Additions	01/03/2022	820 Knoll Ci Greenville, NC 27858		Latisha W Frzzell	10,000.00
	BLD-AAR-2021-0297	Residential Additions	01/11/2022	103 Catawba Rd E Greenville, NC 27834		Jesse t Brewington	7,500.00
	BLD-AAR-2021-0341	Residential Additions	01/18/2022	317 Boyne Wy Winterville, NC 28590		Margaret Kerr	6,960.00
	BLD-AAR-2021-0288	Residential Additions	01/19/2022	525 Westminster Ci Greenville, NC 27858	Fox Brothers Construction Inc		121,500.00

**PERMITS ISSUED BY PERMIT TYPE (01/01/2022 TO 01/31/2022)**

Permit Type	Permit Number	Work Class	Issue Date	Address	Contractor	Owner	Value
	BLD-AAR-2021-0218	Residential Additions	01/20/2022	1017 3Rd St W Greenville, NC 27834		Jermaine Pitt	1,500.00
	BLD-AAR-2022-0009	Residential Additions	01/24/2022	1113 Ellery Dr Greenville, NC 27834	Carolina East Home Improvements, LLC		19,184.00
	BLD-AAR-2022-0016	Residential Additions	01/28/2022	4205 Cady Dr Greenville, NC 27834	Haddock & Hardison Construction		29,500.00
	BLD-AAR-2021-0338	Residential Alterations	01/03/2022	1302 Bloomsbury Rd Greenville, NC 27858	Justice Home Improvements, Inc.		197,835.00
	BLD-AAR-2022-0003	Residential Alterations	01/07/2022	1412 Evergreen Dr Greenville, NC 27858	E & S HOMES CONSTRUCTION LLC		106,425.00
	BLD-AAR-2021-0315	Residential Alterations	01/10/2022	1505 Woodwind Dr Greenville, NC 27858	Aldridge & Southerland Builders Inc.		13,750.00
	BLD-AAR-2022-0004	Residential Alterations	01/11/2022	4005 Dunhagan Rd Greenville, NC 27858	Ainsley Construction, Inc.		77,935.00
	BLD-AAR-2022-0005	Residential Alterations	01/11/2022	124 Oxford Rd Greenville, NC 27858	East Carolina Kitchen & Bath Lic		148,500.00
	BLD-AAR-2021-0339	Residential Alterations	01/11/2022	301 Campden Wy D22 Greenville, NC 27858			28,750.00
	BLD-AAR-2022-0007	Residential Alterations	01/12/2022	3301 Country Wood Ln Greenville, NC 27858	Southeast Foundation & Crawl Space Repair		20,000.00
	BLD-AAR-2022-0008	Residential Alterations	01/25/2022	104 Woodside Rd Greenville, NC 27834	Strictly Business Builders LLC		79,750.00
	BLD-AAR-2022-0011	Residential Alterations	01/26/2022	1204 Battle St Greenville, NC 27834	Chance Unlimited Construction, Inc.		73,775.00
	BLD-AAR-2022-0012	Residential Alterations	01/26/2022	1000 3Rd St W Greenville, NC 27834	MCKESSON PROPERTIES		85,250.00
	BLD-AAR-2021-0343	Storage Additions	01/19/2022	3405 Star Hill Farm Rd Greenville, NC 27834	John Paul Corey Construction		90,500.00
	BLD-AAR-2022-0014	Storage Additions	01/28/2022	213 Churchhill Dr Greenville, NC 27858		Susan Phelps	7,000.00
<b>TOTAL VALUATION FOR BUILDING RESIDENTIAL - ADDITIONS ALTERATIONS:</b>							<b>1,180,614.00</b>
<b>TOTAL PERMITS FOR BUILDING RESIDENTIAL - ADDITIONS ALTERATIONS:</b>							<b>20</b>

**PERMITS ISSUED BY PERMIT TYPE (01/01/2022 TO 01/31/2022)**

Permit Type	Permit Number	Work Class	Issue Date	Address	Contractor	Owner	Value
<b>GRAND TOTAL OF VALUATION OF ISSUED PERMITS:</b>							<b>24,114,468.00</b>
<b>GRAND TOTAL OF ISSUED PERMITS:</b>							<b>78</b>



## PDS INSPECTIONS Monthly Report Information

**Current Year  
2021-2022**

**January**

	For Month	YTD
<b>Building Permits</b>	118	867
<b>Mechanical Permits</b>	230	1352
<b>Plumbing Permits</b>	62	549
<b>Electrical Permits</b>	237	1861
<b>Total Permits</b>	647	4629
<b>Building Inspections</b>	272	2966
<b>Plumbing Inspections</b>	223	1787
<b>Mech. Inspections</b>	312	2673
<b>Elect. Inspections</b>	349	2823
<b>Fire Inspections</b>	6	28
<b>Stop Work Orders</b>	0	5
<b>Condemnations</b>	0	5
<b>ABC Lic. Insp</b>	1	25
<b>Total Inspections</b>	1163	10312
<b>Commercial Plan Reviews</b>	30	338
<b>Residential Plan Reviews</b>	56	436
<b>Demolition Plan Reviews</b>	4	30
<b>Site Plan Reviews</b>	7	50
<b>BOA Reviews</b>	12	64
<b>Turnover</b>	\$ 101,195.72	\$ 967,068.22
		0
<b>Valuation</b>	\$ 24,114,468.00	\$ 178,842,075.79

**Prior Year  
2020-2021**

**January**

	For Month	YTD
	71	571
	183	1346
	49	384
	58	1601
	361	3902
	0	
	337	2682
	194	1578
	361	2455
	336	2667
	6	34
	1	6
	0	0
	2	21
	1237	9443
	0	
	0	
	37	214
	35	356
	1	0
	9	54
	9	39
	\$ 94,976.65	\$ 1,041,581.76
	\$ 14,439,229.19	\$ 234,690,391.63



# PERMITS ISSUED BY TYPE (01/01/2022 TO 01/31/2022) FOR GREENVILLE, NC

