

EXHIBIT A**City of Napa
Utilization Analysis**

Job Group: 01 - Officials Administrators
Total Employees: 37

	Male	Female	Hispanic or Latino	Black or African American	Asian	Native American or Alaskan Native	Native Hawaiian or Pacific Islander	Multi- Ethnic or Other	White
Employees (#)	30	7	3	2	3	0	0	0	29
Employees (%)	81.1%	18.9%	8.1%	5.4%	8.1%	0.0%	0.0%	0.0%	78.4%
Availability (%)	73.0%	27.0%	9.0%	3.2%	5.0%	0.5%	0.10%	1.9%	80.3%
Meets 80/20 Rule	Yes	No	Yes	Yes	Yes	*	*	*	Yes

2018 - Underutilization of Female, Multi-Ethnic or Other.

2019 - Underutilization of Female.

The *Uniform Guidelines on Employee Selection Procedures* under the Equal Employment Opportunity Commission indicates that the 4/5ths rule is the preferred method for determining adverse impact unless samples are very small or very large.

The method includes:

- Calculate the rate of selection for each group (divide the number of persons selected from a group by the number of applicants from that group).
- Observe which group has the highest selection rate.
- When community availability is less than 1%, field is denoted with *
- Calculate the impact ratios, by comparing the selection rate for each group with that of the highest group (divide the selection rate for a group by the selection rate for the highest group).
- Observe whether the selection rate for any group is substantially less (i.e., usually less than 4/5ths or 80%) than the selection rate for the highest group, to determine adverse impact.