

City of Federal Way  
Equal Employment Opportunities Plan  
2026

I. Introduction

Grant Title: Various Federal Grants  
Grant Number: Varies

Address: 33325 8<sup>th</sup> Avenue S  
Federal Way, WA 98003

Contact: Julianne Briggs  
Human Resources Director  
(253) 835-2531

Date and effective  
Duration of EEOP: January 1, 2026 to December 31, 2027

The City employs approximately 389 regular full and part-time employees and approximately 247 seasonal/temporary employees in the following 10 departments and Municipal Court:

City Clerk  
Community Development Services  
Economic Development  
Finance  
Human Resources  
Information Technology  
Law  
Mayor's Office  
    • Emergency Management  
Parks  
Police  
Public Works

**Policy Statement:**

It is the policy of the City of Federal Way to treat all applicants and employees equally and without regard to race, religion, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, the presence of a physical, mental or sensory disability, genetic information, marital or veteran status, or any other basis or characteristic that is protected by local, state or federal law. It is also 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 creating a culture that promotes mutual respect, acceptance, cooperation and productivity among diverse people. Toward this end, racial, ethnic, religious or sexual slurs or comments demeaning national origin or individuals with disabilities by any employee to or about any employee, applicant or the public will not be tolerated. This policy is part of the City's commitment to diversity and inclusion, and a workplace that is free from harassment, disrespect, and divisiveness.

Violations of this policy may be cause for corrective action in accordance with City policy and applicable laws.

The City's commitment to this policy is reflected in its recruitment literature, position announcements, and application forms. The City firmly believes that the most effective government service delivery is achieved by governmental units whose employees are representative of the community served, encouraging the public to identify with and maintain confidence in "their" employees, as envisioned in the City's diversity theme, "A City for All of Us." To achieve true representation at all levels of the City, job-related, non-discriminatory selection processes are used for all job classifications. Throughout the hiring processes, results are monitored to identify any components that have adverse impact, and such findings lead to affirmative efforts to increase protected class applicant numbers and their success in gaining employment.

The City will review employment demographics biannually 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.

As Mayor of the City of Federal Way and appointing authority, I confirm that such policy exists and direct that this plan be implemented accordingly.

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Jim Ferrell  
Mayor

## II. Current City Workforce

The chart below lists the current total number and percentage of City of Federal Way employees by gender, ethnicity (using standard federal reporting terminology), and EEO job category. Percentage totals may be slightly greater or less than 100% due to rounding.

|                                                     | total |     | Male | H   | W   | B   | NA | A   | PI | T   | Female | H  | W   | B   | NA | A   | PI | T  |
|-----------------------------------------------------|-------|-----|------|-----|-----|-----|----|-----|----|-----|--------|----|-----|-----|----|-----|----|----|
| Management, business and financial workers          | 45    | 7%  | 33   | 1   | 27  | 1   | 0  | 4   | 0  | 0   | 12     | 0  | 7   | 2   | 0  | 2   | 0  | 1  |
|                                                     |       |     | 73%  | 2%  | 60% | 2%  | 0% | 9%  | 0% | 0%  | 27%    | 0% | 16% | 4%  | 0% | 4%  | 0% | 2% |
| Science, engineering and computer prof.             | 20    | 3%  | 15   | 0   | 10  | 0   | 0  | 3   | 0  | 2   | 5      | 0  | 4   | 0   | 0  | 1   | 0  | 0  |
|                                                     |       |     | 75%  | 0%  | 50% | 0%  | 0% | 15% | 0% | 10% | 25%    | 0% | 20% | 0%  | 0% | 5%  | 0% | 0% |
| Other professional workers                          | 79    | 12% | 30   | 0   | 25  | 2   | 0  | 0   | 0  | 3   | 48     | 4  | 30  | 3   | 1  | 4   | 1  | 5  |
|                                                     |       |     | 38%  | 0%  | 32% | 3%  | 0% | 0%  | 0% | 4%  | 62%    | 5% | 39% | 4%  | 1% | 5%  | 1% | 6% |
| Technicians                                         | 8     | 1%  | 8    | 1   | 3   | 1   | 0  | 2   | 0  | 1   | 0      | 0  | 0   | 0   | 0  | 0   | 0  | 0  |
|                                                     |       |     | 100% | 13% | 38% | 13% | 0% | 25% | 0% | 13% | 0%     | 0% | 0%  | 0%  | 0% | 0%  | 0% | 0% |
| Administrative support workers                      | 61    | 10% | 7    | 0   | 1   | 1   | 2  | 0   | 2  | 1   | 54     | 2  | 39  | 3   | 1  | 6   | 0  | 3  |
|                                                     |       |     | 11%  | 0%  | 2%  | 2%  | 3% | 0%  | 3% | 2%  | 89%    | 3% | 64% | 5%  | 2% | 10% | 0% | 5% |
| Installation, maintenance, and repair craft workers | 20    | 3%  | 19   | 2   | 11  | 1   | 0  | 0   | 1  | 4   | 1      | 0  | 1   | 0   | 0  | 0   | 0  | 0  |
|                                                     |       |     | 95%  | 10% | 55% | 5%  | 0% | 0%  | 5% | 20% | 5%     | 0% | 5%  | 0%  | 0% | 0%  | 0% | 0% |
| Laborers and Helpers                                | 55    | 9%  | 52   | 7   | 31  | 2   | 1  | 2   | 3  | 6   | 3      | 1  | 1   | 0   | 0  | 0   | 0  | 1  |
|                                                     |       |     | 95%  | 13% | 56% | 4%  | 2% | 4%  | 5% | 11% | 5%     | 2% | 2%  | 0%  | 0% | 0%  | 0% | 2% |
| Protective service workers                          | 183   | 29% | 145  | 13  | 95  | 7   | 1  | 15  | 4  | 10  | 38     | 1  | 28  | 1   | 0  | 3   | 0  | 5  |
|                                                     |       |     | 79%  | 7%  | 52% | 4%  | 1% | 8%  | 2% | 5%  | 21%    | 1% | 15% | 1%  | 0% | 2%  | 0% | 3% |
| Service workers, except protective                  | 165   | 26% | 62   | 8   | 31  | 9   | 0  | 6   | 0  | 8   | 103    | 13 | 51  | 16  | 0  | 12  | 1  | 10 |
|                                                     |       |     | 38%  | 5%  | 19% | 5%  | 0% | 4%  | 0% | 5%  | 62%    | 8% | 31% | 10% | 0% | 7%  | 1% | 6% |
| Total                                               | 636   |     | 371  | 32  | 234 | 24  | 4  | 32  | 10 | 35  | 265    | 21 | 162 | 25  | 2  | 28  | 2  | 25 |
|                                                     |       |     | 58%  | 5%  | 37% | 4%  | 1% | 5%  | 2% | 6%  | 42%    | 3% | 25% | 4%  | 0% | 4%  | 0% | 4% |

### III. Community Workforce

The chart below shows the total labor force population and percentages by EEO category in the King County statistical area. The source was the U.S. Census Bureau EEO tabulation 2014-2018 (EEO Occupational Groups by Sex and Race/Ethnicity for Worksite Geography). Percentage totals may be slightly greater or less than 100% due to rounding.

|                                                    | total   |     | Male    | H      | W       | B     | NA   | A      | PI   | T     | Female  | H      | W      | B      | NA   | A      | PI    | T     |
|----------------------------------------------------|---------|-----|---------|--------|---------|-------|------|--------|------|-------|---------|--------|--------|--------|------|--------|-------|-------|
| Management, business and financial workers         | 248,145 | 24% | 139,460 | 6,895  | 104,130 | 4,050 | 420  | 18,890 | 410  | 4,665 | 108,685 | 5,140  | 79,605 | 3,220  | 325  | 15,385 | 190   | 4,815 |
|                                                    |         |     | 56%     | 3%     | 42%     | 2%    | 0.2% | 8%     | 0.2% | 2%    | 44%     | 2%     | 32%    | 1%     | 0.1% | 6%     | 0.1%  | 2%    |
| Science, engineering and computer professionals    | 85,010  | 8%  | 62,955  | 2,565  | 43,275  | 1,880 | 120  | 12,680 | 75   | 2,360 | 22,055  | 1,280  | 14,055 | 650    | 35   | 5,095  | 0     | 945   |
|                                                    |         |     | 74%     | 3%     | 51%     | 2%    | 0.1% | 15%    | 0.1% | 3%    | 26%     | 2%     | 17%    | 1%     | 0%   | 6%     | 0%    | 1%    |
| Other professional workers                         | 232,505 | 23% | 129,270 | 5,950  | 85,410  | 2,895 | 200  | 30,285 | 175  | 4,350 | 103,235 | 5,465  | 71,045 | 3,245  | 385  | 18,765 | 195   | 4,135 |
|                                                    |         |     | 56%     | 3%     | 37%     | 1%    | 0.1% | 13%    | 0.1% | 2%    | 44%     | 2%     | 31%    | 1%     | 0.2% | 8%     | 0.1%  | 2%    |
| Technicians                                        | 26,115  | 3%  | 11,560  | 855    | 7,470   | 585   | 4    | 2,140  | 230  | 1,040 | 14,555  | 1,010  | 8,880  | 1,075  | 55   | 2,775  | 140   | 630   |
|                                                    |         |     | 44%     | 3%     | 29%     | 2%    | 0%   | 8%     | 1%   | 4%    | 56%     | 4%     | 34%    | 4%     | 0.2% | 11%    | 1%    | 2%    |
| Administrative support workers                     | 147,260 | 14% | 44,505  | 3,105  | 26,945  | 4,020 | 190  | 7,580  | 490  | 2,180 | 102,760 | 7,275  | 69,725 | 5,590  | 895  | 13,215 | 1,095 | 4,960 |
|                                                    |         |     | 30%     | 2%     | 18%     | 3%    | 0.1% | 5%     | 0.3% | 1%    | 70%     | 5%     | 47%    | 4%     | 1%   | 9%     | 1%    | 3%    |
| Installation, maintenance and repair craft workers | 31,005  | 3%  | 29,125  | 3,050  | 19,770  | 1,270 | 200  | 3,120  | 235  | 1,475 | 1,880   | 250    | 980    | 255    | 55   | 220    | 10    | 110   |
|                                                    |         |     | 94%     | 10%    | 64%     | 4%    | 1%   | 10%    | 1%   | 5%    | 6%      | 1%     | 3%     | 1%     | 0.2% | 1%     | 0%    | 0.4%  |
| Laborers and Helpers                               | 43,655  | 4%  | 32,435  | 7,530  | 16,480  | 2,940 | 220  | 2,900  | 550  | 1,815 | 11,220  | 1,980  | 5,290  | 1,180  | 90   | 1,980  | 260   | 440   |
|                                                    |         |     | 74%     | 17%    | 38%     | 7%    | 1%   | 7%     | 1%   | 4%    | 26%     | 5%     | 12%    | 3%     | 0.2% | 5%     | 1%    | 1%    |
| Protective service workers                         | 19,090  | 2%  | 15,230  | 1,000  | 10,355  | 1,545 | 255  | 1,305  | 110  | 660   | 3,860   | 300    | 2,530  | 480    | 65   | 270    | 110   | 105   |
|                                                    |         |     | 80%     | 5%     | 54%     | 8%    | 1%   | 7%     | 1%   | 3%    | 20%     | 2%     | 13%    | 3%     | 0.3% | 1%     | 1%    | 1%    |
| Service workers, except protective                 | 184,260 | 18% | 68,670  | 13,290 | 32,365  | 6,865 | 240  | 11,510 | 555  | 3,840 | 115,590 | 17,140 | 60,630 | 10,335 | 670  | 19,515 | 1,050 | 6,250 |
|                                                    |         |     | 37%     | 7%     | 18%     | 4%    | 0.1% | 6%     | 0.3% | 2%    | 63%     | 9%     | 33%    | 6%     | 0.4% | 11%    | 1%    | 3%    |

\*Civilian labor force 16 years and over. Job categories not represented by the City of Federal Way workforce are not included in the King County table.

\*Abbreviations used in charts: H = Hispanic/Latino; W = White; B = Black; NA = Native American/Alaskan Indian; A = Asian; PI = Pacific Islander; T = Two or more races

#### IV. Utilization Analysis

| Workforce %                        |                                                     |             |             |            |
|------------------------------------|-----------------------------------------------------|-------------|-------------|------------|
| Category                           | EEO Job Category                                    | Federal Way | King County | Difference |
| Female                             | Management, business, and financial workers         | 27%         | 44%         | -17%       |
|                                    | Science, engineering, and computer professionals    | 25%         | 26%         | -1%        |
|                                    | Other professional                                  | 62%         | 44%         | +18%       |
|                                    | Technicians                                         | 0%          | 56%         | -56%       |
|                                    | Administrative support workers                      | 89%         | 70%         | +19%       |
|                                    | Installation, maintenance, and repair craft workers | 5%          | 6%          | -1%        |
|                                    | Laborers and helpers                                | 5%          | 26%         | -21%       |
|                                    | Protective service                                  | 21%         | 20%         | +1%        |
|                                    | Service workers, except protective                  | 62%         | 63%         | -1%        |
| Hispanic/Latino                    | Management, business, and financial workers         | 2%          | 5%          | -3%        |
|                                    | Science, engineering, and computer professionals    | 0%          | 5%          | -5%        |
|                                    | Other professional                                  | 5%          | 5%          | +/-0%      |
|                                    | Technicians                                         | 13%         | 7%          | +6%        |
|                                    | Administrative support workers                      | 3%          | 7%          | -4%        |
|                                    | Installation, maintenance, and repair craft workers | 10%         | 11%         | -1%        |
|                                    | Laborers and helpers                                | 15%         | 22%         | -7%        |
|                                    | Protective service                                  | 8%          | 7%          | +1%        |
|                                    | Service workers, except protective                  | 13%         | 16%         | -3%        |
| Black                              | Management, business, and financial workers         | 6%          | 3%          | +3%        |
|                                    | Science, engineering, and computer professionals    | 0%          | 3%          | -3%        |
|                                    | Other professional                                  | 7%          | 2%          | +5%        |
|                                    | Technicians                                         | 13%         | 6%          | +7%        |
|                                    | Administrative support workers                      | 7%          | 7%          | +/-0%      |
|                                    | Installation, maintenance, and repair craft workers | 5%          | 5%          | +/-0%      |
|                                    | Laborers and helpers                                | 4%          | 10%         | -6%        |
|                                    | Protective service                                  | 5%          | 11%         | -6%        |
|                                    | Service workers, except protective                  | 15%         | 10%         | +5%        |
| Native American/<br>Alaskan Indian | Management, business, and financial workers         | 0%          | 0.3%        | -0.3%      |
|                                    | Science, engineering, and computer professionals    | 0%          | 0.1%        | -0.1%      |
|                                    | Other professional                                  | 1%          | 0.3%        | +0.7%      |
|                                    | Technicians                                         | 0%          | 0.2%        | -0.2%      |
|                                    | Administrative support workers                      | 5%          | 1%          | +4%        |
|                                    | Installation, maintenance, and repair craft workers | 0%          | 1%          | -1%        |
|                                    | Laborers and helpers                                | 2%          | 1%          | +1%        |
|                                    | Protective service                                  | 1%          | 1%          | +/-0%      |
|                                    | Service workers, except protective                  | 0%          | 1%          | -1%        |

|                   |                                                     |     |      |       |
|-------------------|-----------------------------------------------------|-----|------|-------|
| Asian             | Management, business, and financial workers         | 13% | 14%  | -1%   |
|                   | Science, engineering, and computer professionals    | 20% | 21%  | -1%   |
|                   | Other professional                                  | 5%  | 21%  | -16%  |
|                   | Technicians                                         | 25% | 19%  | +6%   |
|                   | Administrative support workers                      | 10% | 14%  | -4%   |
|                   | Installation, maintenance, and repair craft workers | 0%  | 11%  | -11%  |
|                   | Laborers and helpers                                | 4%  | 12%  | -8%   |
|                   | Protective service                                  | 10% | 8%   | +2%   |
|                   | Service workers, except protective                  | 11% | 17%  | -6%   |
| Pacific Islander  | Management, business, and financial workers         | 0%  | 0.3% | -0.3% |
|                   | Science, engineering, and computer professionals    | 0%  | 0.1% | -0.1% |
|                   | Other professional                                  | 1%  | 0.2% | +0.8% |
|                   | Technicians                                         | 0%  | 2%   | -2%   |
|                   | Administrative support workers                      | 3%  | 1.3% | +1.7% |
|                   | Installation, maintenance, and repair craft workers | 5%  | 1%   | +4%   |
|                   | Laborers and helpers                                | 5%  | 2%   | +3%   |
|                   | Protective service                                  | 2%  | 2%   | +/-0% |
|                   | Service workers, except protective                  | 1%  | 1%   | +/-0% |
| Two or more races | Management, business, and financial workers         | 2%  | 4%   | -2%   |
|                   | Science, engineering, and computer professionals    | 10% | 4%   | +6%   |
|                   | Other professional                                  | 10% | 4%   | +6%   |
|                   | Technicians                                         | 13% | 6%   | +7%   |
|                   | Administrative support workers                      | 7%  | 4%   | +3%   |
|                   | Installation, maintenance, and repair craft workers | 20% | 9%   | +11%  |
|                   | Laborers and helpers                                | 13% | 5%   | +8%   |
|                   | Protective service                                  | 8%  | 4%   | +4%   |
|                   | Service workers, except protective                  | 11% | 5%   | +6%   |

In analyzing Federal Way's work force, statistics were developed using employee data from April, 2026. This data will be updated regularly to enable the City to comply with federal reporting requirements.

The above chart shows the percent of each EEO category found in Federal Way's work force compared to the King County statistical areas' actual labor force. All the discrepancies of 3% or greater are highlighted.

As the chart indicates, there are significant discrepancies (10% and greater underutilization) in the following categories:

Female:

|                                             |      |
|---------------------------------------------|------|
| Management, business, and financial workers | -17% |
| Technicians                                 | -56% |
| Laborers and helpers                        | -21% |

Asian:

|                                                     |      |
|-----------------------------------------------------|------|
| Other professional                                  | -16% |
| Installation, maintenance, and repair craft workers | -11% |

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

Hispanic/Latino:

|                                                 |     |
|-------------------------------------------------|-----|
| Management, business, and financial workers     | -3% |
| Science, engineering and computer professionals | -5% |
| Administrative support workers                  | -4% |
| Laborers and helpers                            | -7% |
| Service workers, except protective              | -3% |

Black:

|                                                 |     |
|-------------------------------------------------|-----|
| Science, engineering and computer professionals | -3% |
| Laborers and helpers                            | -6% |
| Protective service                              | -6% |

Asian:

|                                    |     |
|------------------------------------|-----|
| Administrative support workers     | -4% |
| Laborers and helpers               | -8% |
| Service workers, except protective | -6% |

Federal Way also employs a higher percentage of workers as compared to the labor force (3% or greater discrepancy) in the following areas:

Female:

|                                |      |
|--------------------------------|------|
| Other professional             | +18% |
| Administrative support workers | +19% |

Hispanic/Latino:

|             |     |
|-------------|-----|
| Technicians | +6% |
|-------------|-----|

Black:

|                                             |     |
|---------------------------------------------|-----|
| Management, business, and financial workers | +3% |
| Other professional                          | +5% |
| Technicians                                 | +7% |
| Service workers, except protective          | +5% |

Native American/Alaskan Indian:

|                                |     |
|--------------------------------|-----|
| Administrative support workers | +4% |
|--------------------------------|-----|

Asian:

|             |     |
|-------------|-----|
| Technicians | +6% |
|-------------|-----|

|                    |     |
|--------------------|-----|
| Protective Service | +2% |
|--------------------|-----|

Pacific Islander:

|                                                     |     |
|-----------------------------------------------------|-----|
| Installation, maintenance, and repair craft workers | +4% |
|-----------------------------------------------------|-----|

|                      |     |
|----------------------|-----|
| Laborers and helpers | +3% |
|----------------------|-----|

Two or more races:

|                                                 |     |
|-------------------------------------------------|-----|
| Science, engineering and computer professionals | +6% |
|-------------------------------------------------|-----|

|                    |     |
|--------------------|-----|
| Other professional | +6% |
|--------------------|-----|

|             |     |
|-------------|-----|
| Technicians | +7% |
|-------------|-----|

|                                                     |      |
|-----------------------------------------------------|------|
| Installation, maintenance, and repair craft workers | +11% |
|-----------------------------------------------------|------|

|                      |     |
|----------------------|-----|
| Laborers and helpers | +8% |
|----------------------|-----|

|                    |     |
|--------------------|-----|
| Protective Service | +4% |
|--------------------|-----|

|                                    |     |
|------------------------------------|-----|
| Service workers, except protective | +6% |
|------------------------------------|-----|

V. Objectives

The City of Federal Way is an Equal Employment Opportunity Employer and is committed to employing a diverse workforce, reflective of the community it services and the greater metropolitan areas from which it recruits.

It is the responsibility of the Human Resources Department to implement and manage the EEO Plan. A continuing compliance review will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the Equal Employment Opportunity policies and that these decisions are based upon valid relevant factors with respect to ability, performance, potential and bona fide occupational qualifications.

The City will review and update our EEO information and goals every two years to ensure the City maintains an effective and meaningful equal employment opportunity program.



## VI. Steps to Achieve Objectives

1. Continue to send job opening announcements to the local Workforce Services, post job openings on the City of Federal Way website, and advertise openings on various websites to maximize outreach to all potential applicants.
2. Periodically review the City of Federal Way recruitment and hiring methods, practices and policies, ensuring that minorities and females have an equal opportunity for employment with the City of Federal Way.
3. Continually evaluate the employee selection process including the application forms, interviewing procedures, and the final selection process to strengthen job relatedness and validity.
4. Continue to utilize female and minority employees in recruitment and selection activities.
5. Continue to provide harassment prevention and diversity training to employees to ensure appropriate work behaviors and understanding of cultural differences.

## VII. Dissemination Plan

### External

1. All applicants who apply through our Career page hosted by GovernmentJobs.com will receive a confirmation email that contains our EEO policy statement. Paper applications for employment will contain an Equal Employment Opportunity (EEO) policy statement.
2. The City of Federal Way website will contain the message "Equal Opportunity Employer" and employment advertisements will contain the statement, "EEO".
3. The Human Resources Department will post the EEO Plan on the City of Federal Way website to ensure easy access by the community.
4. Job announcements will be distributed to the recruiting sources, encouraging them to refer qualified applicants, and to assist in the implementation of the city of Federal Way Equal Employment Opportunity Plan.

### Internal

1. "Equal Employment Opportunity is the Law" posters will be posted on appropriate employee bulletin boards.
2. Supervisors and employees involved in recruiting will be trained in the EEO policies and procedures and applicable laws.
3. A memo will be posted on employee bulletin boards regarding how to obtain a copy of the EEO Plan at any time.
4. Elected officials, department heads and supervisory personnel will be given a copy of the EEO Plan to ensure they are familiar with the EEO Plan objectives.