

EEOP Utilization Report



Fri Jul 15 11:29:20 EDT 2016

Step 1: Introductory Information

| | | | |
|---------------------------|--|-------------------------|-----------------|
| Grant Title: | Town of Newtown Department of Justice Antiterrorism and Emergency Assistance Grant | Grant Number: | 2015-RF-GX-K001 |
| Grantee Name: | Town of Newtown | Award Amount: | \$775,914.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 3 Primrose Street Newtown, Connecticut 06470 | | |
| Contact Person: | Robert Tait | Telephone #: | 203-270-4226 |
| Contact Address: | 3 Primrose Street Newtown, Connecticut 06470 | | |
| DOJ Grant Manager: | Eugenia Pedley | DOJ Telephone #: | 202-616-5121 |

Policy Statement:

Section 1.4 (b)(2)(i) of the regulations of the United States Department of Housing and Urban Development (HM) issued pursuant to Title VI requires that: "A recipient, in determining the types of housing, accommodations, facilities, services, financial aid or other benefits which will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, national origin, sex, religion, age, disability or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, national origin, sex, religion, age or disability.

Be it therefore the policy of the Town of Newtown that no person or business concern shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity or program on the grounds of their race, color, national origin, sex, religion, age or disability

Be it further confirmed that the Town of Newtown shall be held to the standards against discrimination pursuant to Title VI of the Civil Rights Act of 1964 and shall commit to compliance with Section 1.4 (b)(2)(i) of the regulations of the United States Department of Housing and Urban Development.

This policy reaffirms the Town's commitment to enforce the laws against discrimination.

Step 4b: Narrative Underutilization Analysis

The Town's Human Resource Office reviewed the Utilization Analysis (comparing the Town's workforce to the relevant labor market), and noted the following:

1. Black males were under-represented in the protective services - sworn category.
2. White, hispanic & black females were under-represented in the service/maintenance category.
3. White males are under-represented in the administrative support category.

There is very little turn over occurring at the Town. However the last two hiring resulted in the increase of a black male in the skilled craft category and a hispanic male in the skilled craft category.

The Town is diligently working to set a diverse workforce.

Step 5 & 6: Objectives and Steps

1. Our objective is to provide equal employment opportunities for White men when our organization fills vacancies that become available in the Administrative Support job category

a. Our organization will review all employment organizational data related to the Administrative Support job category to identify any issues that may pose barriers for White men (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertizing practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).

2. "Our objective is to provide equal employment opportunities for Black or African American men when our organization fills vacancies that become available in the Protective Services job category

a. Our organization will review all employment organizational data related to the Professional job category to identify any issues that may pose barriers for Black or African American women (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertizing practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).

3. "Our objective is to provide equal employment opportunities for Black or African American; Hispanic and White women when our organization fills vacancies that become available in the service /maintenance job category. Our objective is to provide equal employment opportunities for Black or African American women when our organization fills vacancies that become available in the Service/Maintenance job category

a. Our organization will review all employment organizational data related to the Professional job category to identify any issues that may pose barriers for Black or African American women (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertizing practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).

Step 7a: Internal Dissemination

Posting information on bulletin boards in employee break areas, human resource employee website and the main town website about how to obtain a copy of the EEOP Utilization Report.

Step 7b: External Dissemination

Posting a copy of the EEOP Utilization Report on the Town's public website, at the human resource department, at a public gathering area at the Newtown municipal center and by notifying vendors.

Utilization Analysis Chart
Relevant Labor Market: Fairfield County, Connecticut

| Job Categories | Male | | | | | | | | Female | | | | | | | |
|---------------------------------------|------------|--------------------|---------------------------|----------------------------------|----------|---|-------------------|--------|------------|--------------------|---------------------------|----------------------------------|----------|---|-------------------|--------|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| Officials/Administrators | | | | | | | | | | | | | | | | |
| Workforce #/% | 4/27% | 1/7% | 2/13% | 0/0% | 0/0% | 0/0% | 0/0% | 1/7% | 7/47% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 39,430/53% | 2,725/4% | 1,580/2% | 20/0% | 2,305/3% | 0/0% | 280/0% | 225/0% | 23,055/31% | 1,860/2% | 1,680/2% | 10/0% | 1,185/2% | 0/0% | 180/0% | 95/0% |
| Utilization #/% | -26% | 3% | 11% | -0% | -3% | 0% | -0% | 6% | 16% | -2% | -2% | -0% | -2% | 0% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 9/60% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 6/40% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 37,625/38% | 2,285/2% | 2,325/2% | 75/0% | 4,225/4% | 0/0% | 150/0% | 265/0% | 41,730/42% | 3,415/3% | 3,355/3% | 40/0% | 3,325/3% | 20/0% | 345/0% | 165/0% |
| Utilization #/% | 22% | -2% | -2% | -0% | -4% | 0% | -0% | -0% | -2% | -3% | -3% | -0% | -3% | -0% | -0% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 1/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 3,315/33% | 360/4% | 455/4% | 4/0% | 420/4% | 0/0% | 25/0% | 55/1% | 3,490/34% | 610/6% | 970/10% | 0/0% | 235/2% | 10/0% | 60/1% | 110/1% |
| Utilization #/% | 67% | -4% | -4% | -0% | -4% | 0% | -0% | -1% | -34% | -6% | -10% | 0% | -2% | -0% | -1% | -1% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 35/78% | 3/7% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 7/16% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 4,510/62% | 925/13% | 940/13% | 0/0% | 40/1% | 0/0% | 60/1% | 25/0% | 305/4% | 155/2% | 280/4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 15% | -6% | -13% | 0% | -1% | 0% | -1% | -0% | 11% | -2% | -4% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| Civilian Labor Force #/% | 335/32% | 65/6% | 60/6% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 335/32% | 110/11% | 75/7% | 0/0% | 0/0% | 30/3% | 35/3% | 0/0% |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 1/3% | 0/0% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 28/93% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 33,550/27% | 5,885/5% | 4,555/4% | 160/0% | 1,665/1% | 10/0% | 215/0% | 425/0% | 54,535/45% | 9,370/8% | 8,735/7% | 75/0% | 2,265/2% | 0/0% | 460/0% | 425/0% |

| Job Categories | Male | | | | | | | | Female | | | | | | | |
|----------------------------|------------|--------------------|---------------------------|----------------------------------|----------|---|-------------------|--------|------------|--------------------|---------------------------|----------------------------------|----------|---|-------------------|--------|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| | % | | | | | | | | % | | | | | | | |
| Utilization #/% | -24% | -5% | -0% | -0% | -1% | -0% | -0% | -0% | 49% | -8% | -7% | -0% | -2% | 0% | -0% | -0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 5/56% | 1/11% | 0/0% | 0/0% | 1/11% | 0/0% | 0/0% | 0/0% | 2/22% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 24,560/63% | 8,715/22% | 1,900/5% | 25/0% | 495/1% | 0/0% | 90/0% | 845/2% | 1,090/3% | 610/2% | 260/1% | 0/0% | 150/0% | 20/0% | 15/0% | 15/0% |
| Utilization #/% | -8% | -11% | -5% | -0% | 10% | 0% | -0% | -2% | 19% | -2% | -1% | 0% | -0% | -0% | -0% | -0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 44/92% | 4/8% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 26,670/26% | 18,345/18% | 7,145/7% | 135/0% | 1,935/2% | 20/0% | 410/0% | 975/1% | 20,830/20% | 14,030/14% | 8,560/8% | 50/0% | 1,885/2% | 0/0% | 310/0% | 935/1% |
| Utilization #/% | 66% | -10% | -7% | -0% | -2% | -0% | -0% | -1% | -20% | -14% | -8% | -0% | -2% | 0% | -0% | -1% |

Significant Underutilization Chart

| Job Categories | Male | | | | | | | | Female | | | | | | | |
|-----------------------------------|-------|--------------------|---------------------------|----------------------------------|-------|---|-------------------|-------|--------|--------------------|---------------------------|----------------------------------|-------|---|-------------------|-------|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races | Other |
| Protective Services: Sworn | | | ✓ | | | | | | | | | | | | | |
| Administrative Support | ✓ | | | | | | | | | | | | | | | |
| Service/Maintenance | | | | | | | | | ✓ | ✓ | ✓ | | | | | |

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: ROBERT TAIT

FINANCE DIRECTOR

06-17-2016

[signature]

[title]

[date]