

EEOP Utilization Report



Step 1: Introductory Information

Grant Title:	COPS Hiring Grant Program	Grant Number:	2015UMWX0102
Grantee Name:	City of Waterbury	Award Amount:	\$1,500,000.00
Grantee Type:	Local Government Agency		
Address:	236 Grand Street Waterbury, Connecticut 06702		
Contact Person:	Scott Morgan	Telephone #:	203-574-6761
Contact Address:	236 Grand Steet Waterbury, Connecticut 06702		
DOJ Grant Manager:		DOJ Telephone #:	

Grant Title:	COPS Hiring Grant Program	Grant Number:	2012UMWX0049
Grantee Name:	City of Waterbury	Award Amount:	\$1,750,000.00
Grantee Type:	Local Government Agency		
Address:	236 Grand Street Waterbury, Connecticut 06702		
Contact Person:	Scott Morgan	Telephone #:	203-574-6761
Contact Address:	236 Grand Street Waterbury, Connecticut 06702		
DOJ Grant Manager:	Angel Winters	DOJ Telephone #:	

Policy Statement:

The City of Waterbury does not discriminate in admission to, access to, treatment in, or employment in its services, programs, and activities, hiring, promotion, compensation and other terms, conditions and privileges of employment on the basis of race, color, sex, religion, age, disability or national origin.

City Ordinance:

§ 37.102 DISCRIMINATION AND ETHICAL CONDUCT.

(A) No person in the classified service of the city or seeking admission thereto shall be appointed, promoted, reduced, removed or in any way favored or discriminated against because of his race, national origin, sexual orientation, disability, religious beliefs, opinions or affiliations except those that advocate the overthrow of the government by force.

(B) No person shall willfully or corruptly make any false statement, certification, mark, rating or report in regard to any test, certification, promotion, reduction, removal or appointment held or made under the provisions of this subchapter, or in any manner commit or attempt to commit any fraud preventing the impartial execution hereof or of the rules and regulations made in accordance herewith. No person shall either directly or indirectly pay, render or give any money, service or other valuable thing to any person for or on account of, or in connection with any test, appointment, promotion, reduction or removal in which he is concerned. (Ord. passed 12-22-2003)

See attached Non-discrimination Policy Statement.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resources Office for the City of Waterbury has made the following observations:

Professionals: There is an underutilization of White (-21%) and Asian (-3%) males as well as Asian females (-2%)

Protective Services-Sworn: This is addressed in our Utilization Report for the City of Waterbury Police Department.

Protective Services-Non-Sworn: This category represents the City's Fire Department as well as the Police Department's non-sworn personnel. There is an underutilization of White females (-34%), Black females (-7%) and Hispanic females (7%).

Administrative Support: There is an underutilization of White men (-15%)

Skilled Craft: There is an underutilization of Hispanic males (-9%).

Service/Maintenance: There is an underutilization of Hispanic males (-4%), Asian males (-2%) and Asian females (-2%).

Although there appears to be underutilization in several of the categories listed above, it is difficult to draw a solid conclusion as there is very limited turnover within several of these classifications.

In addition, Civil Service Rules for our Fire Department positions have a rule of 1. Standard Civil Service Rules there is a rule of 3.

Step 5 & 6: Objectives and Steps

1. Objective Remove Potential Barriers

- a. The City will work to ensure that any identified barriers are removed which may be having an adverse impact on the applicants where underutilization has been identified.
- b. We will review our various testing procedures and selection processes to ensure that all employment practices do not disproportionately exclude members of a protected group with respect to all employment hiring and promotional opportunities. This would include providing applicants with study guides whenever possible.
- c. The City will work to expand their testing hours to include after hour and weekend exams to better accommodate potential employees who are currently working.
- d. For qualified candidates who do not show up or respond to examination, Human Resources will generate and send them a questionnaire soliciting the reason for the non-attendance. We will request that they return it via email, fax, regular or hand delivered whichever is most convenient for the candidate. This will allow us to better identify why applicants are not attending their scheduled civil service examination.
- e. Salary constraints due to Union Contracts, limit the amount of money a potential qualified applicant can earn when initially hired. Their starting pay is at the beginning of the salary range. To encourage qualified applicant to apply, we can indicate contractual increases on the job announcement.

2. Objective Employee Retention

- a. To better understand the reasons employees are seeking employment elsewhere, the City of Waterbury HR Dept will conduct exit interviews whenever possible to gain valuable feedback from our exiting employees.
- b. The City of Waterbury has begun participation in the Connecticut Conference of Municipalities Excellence Award Program where we recognize employees for their workforce contributions. CCMs Municipal Excellence Awards recognize innovative projects and individuals that have significantly improved the quality of life for citizens,

established partnerships, and built community support. The competition applauds the achievements of leaders and municipalities and encourages others to strive for excellence.

c. The City of Waterbury is in the planning stages for the creation of an employee recognition program. This program is being designed to acknowledge and show appreciation for our valued City workers. That would include an appreciation ceremony whereby nominated employees receive an award. Community, political, and local media will be in attendance.

3. Objective - Better Recruitment Efforts

a. The City recruitments follow the guidelines set forth by our Civil Service Rules. All Open Competitive and Promotional Positions are posted on the City of Waterbury's Website and on our Newsfeed. We will make every attempt to expand our recruitment efforts to attract and retain applicants where underutilization has been noted.

b. Job Postings are also posted in Human Resources, on bulletin boards in our reception and front lobby areas. Mass emails are also sent to all City employees regarding open competitive and promotional positions.

c. HR will work to expand their participation in regional job fairs and at local colleges. We will advertise locally and regionally using a variety of mediums including but not limited to the City's Website, Facebook, Linked-In, Job Posting Boards, Churches, Community Groups and inner City Recreation Centers.

d. The City will expand their recruitment efforts to continue and expand efforts to reach and solicit applicants from all the underutilized areas. We will continue to send recruitment brochures/flyers to organizations, colleges (NVCC, UNH, UCONN, Quinnipiac, etc.), Veteran groups, and other interested parties. We will continue to work with the DOL's Job Bank and submit job postings.

e. We will expand our efforts to post open jobs on the various electronic job posting boards such as Monster, Career Builder, Facebook, Craigs List or Indeed. For Police and Fire, we will continue to post jobs on FireApps.com and PoliceApps.com.

f. We will publish all job openings in the Waterbury Republican Newspaper which includes publication in their on-line edition.

g. We will expand our recruitment to publish job openings in the Advocate and Observer Newspapers whenever possible.

h. The City of Waterbury has recently increased their residency points from 5 to 10 to encourage and attract City residents to apply for open competitive positions. We currently are working towards dissemination of this information to all City residents.

Step 7a: Internal Dissemination

- 1) The City of Waterbury will distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.
- 2) The City will email a copy to all Department Heads to be made available to employees without email access.
- 2) A copy of the report will be emailed all employees with email access.
- 3) Inform all new employees during their new hire orientation that the EEOP Utilization Report is available upon request.
- 4) A copy of the EEOP Utilization report will be posted in the Human Resources Department.
- 5) We will notify all contractors and vendors that the EEOP Utilization Report is available upon request.
- 6) We will include a statement in all Procurement Agreements and RFPs that the EEOP Utilization Report is available upon request.
- 7) Since we do not have an Intranet, we will physically post on all internal bulletin boards, in the buildings elevators, in various reception areas that EEOP Utilization Report is available upon request to all interested parties.8) We will post on the City's, Human Resources Department and Police Departments Facebook pages that EEOP Utilization Report is

available upon request.

Step 7b: External Dissemination

- 1) Post on the City of Waterbury's Website that a copy of the EEOP Utilization Report is available for review upon request in all City Departments.
- 2) Post on the City of Waterbury's Human Resources Website that a copy of the EEOP Utilization Report is available upon request
- 3) Include in all job announcements and recruitment brochures/flyers for Civil Service Positions that applicants may obtain a copy of the EEOP Utilization Report upon request.
- 4) Post a copy of the EEOP Utilization report in the Human Resources Department and various reception areas for all incoming applicants and employees.
- 5) We will notify all contractors and vendors that the EEOP Utilization Report is available upon request.
- 6) We will include a statement in all Procurement Agreements and RFPs that the EEOP Utilization Report is available upon request.
- 7) Since we do not have an Intranet, we will physically post on all internal bulletin boards, in the buildings elevators, in various reception areas that EEOP Utilization Report is available upon request to all interested parties.
- 8) We will post on the City, Human Resources Department and Police Department's Facebook pages that EEOP Utilization Report is available upon request.

Utilization Analysis Chart
Relevant Labor Market: 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 #/%	36/56%	5/8%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	16/25%	3/5%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	119,050/52%	5,590/2%	5,360/2%	110/0%	5,830/3%	0/0%	690/0%	465/0%	78,985/34%	4,800/2%	5,495/2%	130/0%	3,235/1%	50/0%	725/0%	520/0%
Utilization #/%	5%	5%	1%	-0%	-3%	0%	-0%	-0%	-9%	3%	1%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	94/15%	9/1%	15/2%	1/0%	2/0%	0/0%	5/1%	0/0%	331/54%	68/11%	69/11%	4/1%	1/0%	0/0%	10/2%	0/0%
CLS #/%	135,175/37%	6,860/2%	9,190/2%	180/0%	12,835/3%	0/0%	1,045/0%	765/0%	166,995/45%	10,340/3%	12,755/3%	145/0%	9,590/3%	65/0%	1,520/0%	745/0%
Utilization #/%	-21%	-0%	-0%	0%	-3%	0%	1%	-0%	9%	8%	8%	1%	-2%	-0%	1%	-0%
Technicians																
Workforce #/%	9/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/23%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	16,680/34%	1,365/3%	1,350/3%	45/0%	1,565/3%	0/0%	145/0%	75/0%	21,360/43%	1,850/4%	3,000/6%	35/0%	1,100/2%	100/0%	260/1%	185/0%
Utilization #/%	35%	-3%	-3%	-0%	-3%	0%	-0%	-0%	-20%	4%	-6%	-0%	-2%	-0%	-1%	-0%
Protective Services: Sworn																
Workforce #/%	204/73%	33/12%	17/6%	1/0%	2/1%	0/0%	2/1%	0/0%	14/5%	2/1%	2/1%	0/0%	0/0%	0/0%	2/1%	0/0%
CLS #/%	19,910/66%	2,665/9%	2,915/10%	75/0%	175/1%	0/0%	185/1%	70/0%	2,555/8%	535/2%	1,035/3%	25/0%	25/0%	0/0%	100/0%	15/0%
Utilization #/%	7%	3%	-4%	0%	0%	0%	0%	-0%	-3%	-1%	-3%	-0%	-0%	0%	0%	-0%
Protective Services: Non-sworn																
Workforce #/%	203/85%	12/5%	13/5%	1/0%	0/0%	0/0%	3/1%	0/0%	3/1%	1/0%	2/1%	0/0%	0/0%	0/0%	1/0%	0/0%
Civilian Labor Force #/%	1,535/38%	235/6%	215/5%	4/0%	0/0%	0/0%	45/1%	15/0%	1,390/35%	145/4%	300/8%	0/0%	10/0%	30/1%	49/1%	20/1%
Utilization #/%	46%	-1%	0%	0%	0%	0%	0%	-0%	-34%	-3%	-7%	0%	-0%	-1%	-1%	-1%
Administrative Support																
Workforce #/%	23/13%	2/1%	4/2%	0/0%	0/0%	0/0%	1/1%	0/0%	110/61%	14/8%	20/11%	0/0%	2/1%	0/0%	3/2%	0/0%

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
CLS #/%	124,890/27%	15,080/3%	14,090/3%	395/0%	5,380/1%	80/0%	1,040/0%	910/0%	224,165/49%	29,515/6%	27,710/6%	340/0%	6,375/1%	215/0%	2,945/1%	1,605/0%
Utilization #/%	-15%	-2%	-1%	-0%	-1%	-0%	0%	-0%	12%	1%	5%	-0%	-0%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	117/91%	6/5%	5/4%	1/1%	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 #/%	106,105/74%	18,950/13%	6,420/4%	265/0%	1,775/1%	0/0%	900/1%	1,285/1%	5,500/4%	1,385/1%	595/0%	0/0%	355/0%	20/0%	50/0%	30/0%
Utilization #/%	17%	-9%	-1%	1%	-1%	0%	-1%	-1%	-4%	-1%	-0%	0%	-0%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	261/36%	59/8%	44/6%	0/0%	2/0%	0/0%	9/1%	0/0%	225/31%	80/11%	39/5%	0/0%	3/0%	0/0%	12/2%	0/0%
CLS #/%	143,040/34%	49,865/12%	25,755/6%	415/0%	8,155/2%	45/0%	1,835/0%	2,020/0%	114,260/27%	37,010/9%	28,070/7%	295/0%	8,430/2%	160/0%	2,115/0%	2,160/1%
Utilization #/%	2%	-4%	-0%	-0%	-2%	-0%	1%	-0%	4%	2%	-1%	-0%	-2%	-0%	1%	-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
Professionals	✓				✓								✓			
Protective Services: Sworn			✓						✓		✓					
Protective Services: Non-sworn									✓	✓	✓					
Administrative Support	✓															
Skilled Craft		✓							✓							
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: Laura Webb

HRIS Manager

07-14-2016

[signature]

[title]

[date]