

EEOP Utilization Report



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Step 1: Introductory Information

Grant Title:	2013 COPS Hiring Grant	Grant Number:	2013UMWX0223
Grantee Name:	City of Charleston	Award Amount:	\$1,000,000.00
Grantee Type:	Local Government Agency		
Address:	80 Broad Street Charleston, South Carolina 29401		
Contact Person:	Cherrie-Ann Caton, Grants Compliance Manager	Telephone #:	843-965-4055
Contact Address:	2 George Street, Suite 2601 Charleston, South Carolina 29401		
DOJ Grant Manager:	Girale Takahashi	DOJ Telephone #:	202-307-3427

Policy Statement:

The City of Charleston is firmly committed to Equal Employment Opportunity as a fundamental policy to be implemented and observed in our daily operation. We will not tolerate discrimination in employment based on age, sex, race, religion, color, disability, national origin, veteran status, political affiliation, or any other characteristic protected by federal, state, and local laws. In addition to its commitment to compliance with State and Federal laws relating to unlawful harassment, the City also strives to create and preserve a work environment free from discomfort or pressure relating to any personal characteristics such as personal appearance, sexual orientation, or family obligations. Sexual orientation means a persons real or perceived heterosexuality, homosexuality or bisexuality or gender identity or expression.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, compiled by the report tool on the Office of Justice Programs website, the City of Charleston observed:

Officials/Administrators: White Females comprise of 25.8%, vs. 34.4%. The City is above average with African-American Males (14.4% vs. 4.7%).

Professionals: White Females comprise of 13.7% , vs. 45% within Charleston (CHS) County.

Analysis: Majority of top managers nearing retirement. May trend male due to historically male-gendered roles/access. The diverse array of mid-level managers will shift these statistics with overturn.

Protective Services Sworn: White Females comprise of 5.9%, vs. 9.8% within CHS County and; African-American Women at 2.4%, vs. 12.1% within CHS County.

Protective Non-Sworn: African-American Female we are at 18.9%, vs. 25.6% within CHS County.

Analysis: Recruiting for minority/female officers is a challenge for police nationwide. Police lowered min. education to HS Diploma to better match average education of local minority applicants. Approved salary increases in 2015 for sworn officers to attract more applicants.

Administrative Support: White Males (8.4% vs. 26.3% in CHS County) and Females (31.9% vs. 44.5% in CHS County).

Technicians: White Females comprise of 23.5%, vs. 35.7% within CHS County.

Service/Maintenance: White Male & Females, Hispanic Males, and African-American Females were all 5% or more below CHS County.

Analysis: Technician/Service & Maintenance categories include traditionally male fields, e.g. drafters, traffic signal techs, etc. The Parks Dept. has large number of male employees that may skew data. Male veterans may bring qualifying skills from military service. Often, the City receives few female applicants in this category.

General Analysis: Underutilization of females may relate to high cost of child care against lower public sector salaries.

The City is committed to developing a workforce representative of the community it serves.

Step 5 & 6: Objectives and Steps

1. Ensure that the application process does not inadvertently exclude minority and non-traditional applicants.

- a. Periodically review educational, credit, physical and background requirements, as well as the application process and testing, to guard against barriers to diverse applicant groups.
- b. Annually review standard employee benefits to ensure benefits attract a variety of applicants, e.g. women, families, single-parents.
- c. Continue customer service training to instill respectful work environments for both colleagues and clients.
- d. Continue comprehensive new employee and managerial training to ensure that both managers and subordinates are aware of grievance, whistleblower, privacy and anti-retaliation policies.

2. Utilize technology to reach a greater number of potential employees.

- a. The City began posting using an on-line application system in 2013. This has made the process easier for applicants to apply for positions. In addition, the postings are now picked up by websites like Indeed. The City also will continue to post jobs to specialized sites, such as the International Association of Women in Fire Fighting & Emergency Services, to reach a more diverse audience.
- b. Continue to post employment opportunities on the organizational website and through email alerts.
- c. Post EEO Utilization Report for public viewing on both internal and external websites.

3. Increase job advertisement for larger and more diverse numbers of applicants.

- a. The City has identified positions such as firefighter where there is underutilization by minorities, veterans and women. We will continue using additional avenues such as targeted radio advertisements and job fairs focusing on these groups.
- b. Continue to advertise employment opportunities in local newspapers in order to reach a diversity of viewers.
- c. Continue to analyze applicant pool and improve upon ways reach diverse applicants in both initial and promotional hiring processes.

Step 7a: Internal Dissemination

The City of Charleston will internally disseminate the EEOP Utilization Report in the following ways:

Posting a copy of the EEOP Utilization Report and EEO Policy on the Citys Human Resources internal website.

Posting information on the Citys EEO boards (located at team office reception rooms, breakrooms) notifying employees that the EEOP Utilization Report is available on the Citys Human Resources internal website. The notice will also state that for employees without access to a computer to call Human Resources to receive a paper copy of the report by mail.

Step 7b: External Dissemination

The City of Charleston will externally disseminate the EEOP Utilization Report in the following ways:

Posting a copy of the EEOP Utilization Report and EEO Policy on the Citys external public Human Resources website.

Posting information on the Citys EEO boards (located at team offices and breakrooms) and lobbies notifying citizens that the EEOP Utilization Report is available on the Citys Human Resources external website and, that it can also be mailed to the individual by calling and requesting this service through the Human Resource Department.

Adding a clause to the EEO language contained in the Procurement Departments public bids for services. This clause would notify potential service providers that the Utilization Report is available on the Citys external website and by mail.

Utilization Analysis Chart
Relevant Labor Market: Charleston County, South Carolina

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 #/%	52/54%	0/0%	14/14%	0/0%	0/0%	0/0%	0/0%	0/0%	25/26%	0/0%	5/5%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,830/50%	290/1%	1,305/5%	50/0%	295/1%	0/0%	70/0%	90/0%	9,560/34%	180/1%	1,690/6%	50/0%	180/1%	25/0%	95/0%	75/0%
Utilization #/%	4%	-1%	10%	-0%	-1%	0%	-0%	-0%	-9%	-1%	-1%	1%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	61/40%	0/0%	12/8%	0/0%	1/1%	0/0%	0/0%	1/1%	59/39%	0/0%	17/11%	0/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	13,580/34%	330/1%	1,705/4%	45/0%	555/1%	35/0%	105/0%	70/0%	17,965/45%	455/1%	4,360/11%	25/0%	510/1%	0/0%	175/0%	50/0%
Utilization #/%	6%	-1%	4%	-0%	-1%	-0%	-0%	0%	-6%	-1%	0%	-0%	0%	0%	-0%	-0%
Technicians																
Workforce #/%	28/33%	0/0%	20/24%	0/0%	0/0%	0/0%	0/0%	1/1%	20/24%	0/0%	15/18%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	2,275/31%	120/2%	405/5%	0/0%	70/1%	0/0%	95/1%	0/0%	2,650/36%	90/1%	1,460/20%	0/0%	145/2%	65/1%	25/0%	20/0%
Utilization #/%	2%	-2%	18%	0%	-1%	0%	-1%	1%	-12%	-1%	-2%	0%	-1%	-1%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	589/79%	11/1%	72/10%	0/0%	8/1%	0/0%	0/0%	1/0%	44/6%	0/0%	18/2%	0/0%	0/0%	0/0%	0/0%	2/0%
CLS #/%	2,365/54%	100/2%	850/20%	0/0%	15/0%	0/0%	0/0%	0/0%	425/10%	15/0%	525/12%	0/0%	20/0%	0/0%	0/0%	25/1%
Utilization #/%	25%	-1%	-10%	0%	1%	0%	0%	0%	-4%	-0%	-10%	0%	-0%	0%	0%	-0%
Protective Services: Non-sworn																
Workforce #/%	51/27%	1/1%	29/15%	0/0%	1/1%	0/0%	0/0%	2/1%	60/32%	5/3%	36/19%	1/1%	2/1%	0/0%	0/0%	2/1%
Civilian Labor Force #/%	100/51%	0/0%	10/5%	0/0%	0/0%	0/0%	0/0%	0/0%	35/18%	0/0%	50/26%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-24%	1%	10%	0%	1%	0%	0%	1%	14%	3%	-7%	1%	1%	0%	0%	1%
Administrative Support																
Workforce #/%	14/8%	0/0%	12/7%	0/0%	0/0%	0/0%	0/0%	0/0%	53/32%	1/1%	84/51%	0/0%	1/1%	0/0%	0/0%	1/1%
CLS #/%	15,400/26%	345/1%	3,350/6%	45/0%	270/0%	0/0%	154/0%	45/0%	26,025/45%	645/1%	11,280/19%	40/0%	465/1%	10/0%	345/1%	50/0%

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 #/%	-18%	-1%	1%	-0%	-0%	0%	-0%	-0%	-13%	-1%	31%	-0%	-0%	-0%	-1%	1%
Skilled Craft																
Workforce #/%	26/63%	0/0%	15/37%	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 #/%	12,990/60%	2,575/12%	4,185/19%	75/0%	165/1%	0/0%	160/1%	140/1%	895/4%	80/0%	435/2%	0/0%	0/0%	0/0%	20/0%	0/0%
Utilization #/%	4%	-12%	17%	-0%	-1%	0%	-1%	-1%	-4%	-0%	-2%	0%	0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	49/21%	1/0%	140/59%	0/0%	0/0%	0/0%	0/0%	0/0%	12/5%	0/0%	33/14%	0/0%	0/0%	0/0%	0/0%	1/0%
CLS #/%	15,160/27%	3,745/7%	11,800/21%	45/0%	475/1%	15/0%	380/1%	265/0%	10,915/20%	1,355/2%	10,360/19%	95/0%	745/1%	25/0%	210/0%	40/0%
Utilization #/%	-6%	-6%	38%	-0%	-1%	-0%	-1%	-0%	-15%	-2%	-5%	-0%	-1%	-0%	-0%	0%

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
Technicians									✓							
Protective Services: Sworn			✓						✓							
Protective Services: Non-sworn	✓									✓						
Administrative Support	✓								✓							
Skilled Craft																
Service/Maintenance	✓								✓							

