

EEO Utilization Report

Organization Information

Name: City Of Charleston

City: Charleston

State: SC

Zip: 29401

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

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. For purposes of this policy, the term sex includes an individuals gender, sexual orientation, and gender identification. 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 or family obligations.

Following File has been uploaded:DOJ EEOP - Handbook Excerpt.pdf

Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart, the City of Charleston noted the following underrepresentation in each category.

Officials/Administrators: White Females comprise 19.4% of city staff in this category versus a county average of 34.4%.

Professionals: White Females comprise 36.9% of city staff in this category versus a county average of 45%.

Technicians: White Females comprise 23.3% of city staff in this category versus a county average of 35.7%.

Protective Services Sworn: Black Males comprise 9.9% of city staff in this category versus a county average of 19.6%, White Females comprise 6.6% versus 9.8%, Black Females comprise 2.2% versus 12.1%, and Other Females comprise 0% versus 0.6%.

Administrative Support: White Males comprise 18.6% of city staff in this category versus a county average of 26.3% and White Females comprise 31% versus 44.5%. While utilization of White Males remains low in this category, this reflects a noticeable increase from 8% per the City's 2016 EEO Utilization Report.

Skilled Craft: Hispanic Males comprise 0% of city staff in this category versus a county average of 11.9%.

Service/Maintenance: White Males comprise 20.8% of city staff in this category versus a county average of 27.3%, Hispanic Males comprise 0% versus 6.7%, White Females comprise 6.8% versus 19.6%, and Black Females comprise 0% versus 2.4%.

General Analysis: White Females are the most frequent underrepresented group, showing underrepresentation in all job categories except for Skilled Craft. Overall underrepresentation of females may be a reflection of the high cost of child care as compared to relatively low public sector salaries. In addition, the Charleston County unemployment rate has been steadily declining, reaching 2.9% in July 2018 with the State rate at 3.5% and the national rate at 4.1% for that same month. The below average unemployment rate impacts the availability of candidates.

Step 5: Objectives and Steps

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

- a. Annually review city policies to include the EEO policy, most recently updated in August 2018.
- b. Periodically review educational, credit, physical, and background requirements, as well as the application process and testing, to guard against barriers to diverse applicant groups.
- 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. Expand overall recruitment efforts to achieve a larger and more diverse applicant pool.

- a. Annually review standard employee benefits package to ensure benefits attract a variety of applicants as well as to provide family-oriented benefits; recent additions to our benefits plan include employer paid short term disability.
- b. Expand attendance at local job fairs and partnerships with minority colleges and churches to cover general HR recruitment, police recruitment, and fire recruitment utilizing a diverse representation of current employees.
- c. Continue to make use of online application systems, posting job announcements on both the city's website and third party websites such as Indeed and LinkedIn to reach as many prospective applicants as possible.
- d. In addition to our current minority female recruiter for the Police Department, the city hired a minority recruiter in May 2018 for the Fire Department so that both departments that comprise the Protective Services job category are able to drive targeted recruitment and outreach efforts.
- e. Review recruitment and applicant data following each Fire Department hiring class to ensure recruitment efforts are engaging a more diverse applicant pool and changing efforts as appropriate as part of the natural evolution of the new recruiter position.
- f. Continue to look at ways to improve compensation packages, both through improving salaries and benefits to appeal to a wider applicant pool.

3. Encourage White females to apply for vacancies in the Officials/Administrators, Professionals, Technicians, Administrative Support, and Service/Maintenance job categories and White, Black, and Other females to apply

for vacancies in the Protective Services category.

- a. Enhance outreach efforts that target White female applicants in these job categories as part of a broader outreach to female applicants. Organizations involved or that will be approached as part of this outreach include Women In Charge 101 Charleston Chapter, the American Association of University Women of South Carolina, the Center for Women, the Girl Scouts of South Carolina, the International Association of Women in Fire & Emergency Services, and Junior Achievement of Greater South Carolina.
- b. In addition to our current minority female recruiter for the Police Department, the city hired a minority recruiter in May 2018 for the Fire Department so that both departments are able to drive targeted recruitment and outreach efforts to improve diversity of the Protective Services category.

Step 6: 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 on the Citys internal and external Human Resources website.
- Posting information on the Citys EEOP boards, located at team offices, receptions rooms, break rooms, and lobbies notifying employees that the EEOP Utilization Report is available on the Citys internal and external Human Resources website. The notice will also state that for employees without access to a computer, they may call Human Resources to receive a paper copy of the report by mail.

Step 7: 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 on the Citys external Human Resources website
- Posting information on the Citys EEOP boards, located at team offices, receptions rooms, break rooms, and lobbies notifying citizens that the EEOP Utilization Report is available on the Citys external Human Resources website. The notice will also state that that the EEOP Utilization Report can be mailed to the individual by calling and requesting this service through the Human Resources Department.
- Adding a clause to the EEO language contained in the Procurement divisions 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 #/%	55/59%	1/1%	12/13%	0/0%	0/0%	0/0%	2/2%	0/0%	18/19%	0/0%	5/5%	0/0%	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%	9,560/34%	180/1%	1,690/6%	50/0%	180/1%	25/0%	95/0%	75/0%	0/0%
Utilization #/%	9%	0%	8%	-0%	-1%	0%	2%	-15%	-1%	-1%	-1%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	60/36%	0/0%	11/7%	0/0%	1/1%	0/0%	3/2%	62/37%	2/1%	24/14%	0/0%	4/2%	0/0%	1/1%	0/0%	0/0%
CLS #/%	13,580/34%	330/1%	1,705/4%	45/0%	555/1%	35/0%	105/0%	17,965/45%	455/1%	4,360/11%	25/0%	510/1%	0/0%	175/0%	50/0%	0/0%
Utilization #/%	2%	-1%	2%	-0%	-1%	-0%	2%	-8%	0%	3%	-0%	1%	0%	0%	-0%	-0%
Technicians																
Workforce #/%	29/34%	1/1%	18/21%	0/0%	0/0%	0/0%	0/0%	20/23%	0/0%	18/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,275/31%	120/2%	405/5%	0/0%	70/1%	0/0%	95/1%	2,650/36%	90/1%	1,460/20%	0/0%	145/2%	65/1%	25/0%	20/0%	0/0%
Utilization #/%	3%	-0%	15%	0%	-1%	0%	-1%	-12%	-1%	1%	0%	-2%	-1%	-0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	555/78%	12/2%	71/10%	1/0%	6/1%	0/0%	4/1%	47/7%	2/0%	16/2%	0/0%	0/0%	0/0%	2/0%	0/0%	0/0%
CLS #/%	2,365/54%	100/2%	850/20%	0/0%	15/0%	0/0%	0/0%	425/10%	15/0%	525/12%	0/0%	20/0%	0/0%	0/0%	0/0%	25/1%
Utilization #/%	23%	-1%	-10%	0%	0%	0%	1%	-3%	-0%	-10%	0%	0%	-0%	0%	0%	-1%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	100/51%	0/0%	10/5%	0/0%	0/0%	0/0%	0/0%	35/18%	0/0%	50/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	63/19%	1/0%	40/12%	0/0%	1/0%	0/0%	3/1%	105/31%	3/1%	111/33%	0/0%	4/1%	2/1%	6/2%	0/0%	0/0%
CLS #/%	15,400/26%	345/1%	3,350/6%	45/0%	270/0%	0/0%	154/0%	26,025/45%	645/1%	11,280/19%	40/0%	465/1%	10/0%	345/1%	50/0%	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 #/%	-8%	-0%	6%	-0%	-0%	0%	1%	-0%	-14%	-0%	13%	-0%	0%	1%	1%	-0%
Skilled Craft																
Workforce #/%	26/62%	0/0%	16/38%	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 #/%	2%	-12%	19%	-0%	-1%	0%	-1%	-1%	-4%	-0%	-2%	0%	0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	52/21%	0/0%	143/57%	0/0%	1/0%	0/0%	0/0%	0/0%	17/7%	0/0%	37/15%	0/0%	0/0%	0/0%	0/0%	0/0%
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%	-7%	36%	-0%	-0%	-0%	-1%	-0%	-13%	-2%	-4%	-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
Officials/Administrators									✓							
Professionals									✓							
Technicians									✓							
Protective Services: 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 EEO Utilization Report.

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

Deathea Pope Deputy Director of HR 10/3/18
[signature] [title] [date]