

# 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:**

See Attachment.

Following File has been uploaded:Handbook EEO 2022.pdf

## Step 4b: Narrative of Interpretation

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

Professionals: White Females comprise 34.9% of city staff in this category versus a county average of 45%.

Technicians: White Females comprise 20.9% of city staff in this category versus a county average of 35.7%, Black Females comprise 9.9% versus 19.7%.

Protective Services Sworn: Black Males comprise 6.3% of city staff in this category versus a county average of 19.6%, White Females comprise 7.1% versus 9.8%, Black Females comprise 2% versus 12.1%, and Other Females comprise 0% versus 0.6%.

Administrative Support: White Males comprise 20.3% of city staff in this category versus a county average of 26.3% and White Females comprise 31.6% versus 44.5%.

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

Service/Maintenance: White Males comprise 24.5% of city staff in this category versus a county average of 27.3%, Hispanic Males comprise 0.5% versus 6.7%, White Females comprise 9.9% versus 19.6%, and Black Females comprise 0.5% versus 2.4%.

General Analysis: White Females are the most frequently 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.

## Step 5: Objectives and Steps

### 1. Expand overall recruitment efforts to achieve a larger and more diverse applicant pool.

- a. The Police Department has created a strategic plan for recruitment. The Fire Department has recently added a new position related to improving diversity throughout the Fire Department in addition to the dedicated recruiters who are continuing to building upon their current diversity efforts. The Fire Department recruiters are reviewing recruitment and applicant data following each Fire Department hiring class to ensure recruitment efforts are engaging a more diverse applicant pool and based on their findings are realigning diversity recruiting efforts as appropriate.
- b. Continue to make use of online application systems, posting job announcements on both the city's website and third party websites such as Indeed, LinkedIn, and Minority Job Boards to reach as many prospective applicants as possible.
- c. Increase attendance at minority conferences and build partnerships with minority colleges and churches to achieve a more diverse candidate pool for positions across all departments in the city.
- d. Annually review standard employee benefits to ensure benefits attract a variety of applicants. Continue to look at ways to improve compensation packages, both through improving salaries and benefits to appeal to a wider applicant pool.

### 2. 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 April 2021.
- 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.

### 3. Encourage White females to apply for vacancies in the Professionals, Technicians, Administrative Support, and Service/Maintenance job categories and White Males, White Females, Black Females, and Other females to apply for vacancies in the Protective Services category, and Black Females to apply for vacancies in Technicians and Service/Maintenance categories.

- a. Enhance outreach efforts that target White Female and Black 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. The Police Department, the city has continued their expanded recruitment efforts with two recruiters and created a strategic plan for recruitment. The Fire Department also has a diversity recruiter position 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
<b>Officials/Administrators</b>																
Workforce #/%	60/61%	0/0%	9/9%	0/0%	0/0%	0/0%	0/0%	0/0%	25/25%	0/0%	3/3%	1/1%	0/0%	0/0%	1/1%	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 #/%	11%	-1%	4%	-0%	-1%	0%	-0%	-0%	-9%	-1%	-3%	1%	-1%	-0%	1%	-0%
<b>Professionals</b>																
Workforce #/%	61/36%	0/0%	14/8%	0/0%	2/1%	0/0%	2/1%	0/0%	59/35%	1/1%	25/15%	0/0%	5/3%	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 #/%	2%	-1%	4%	-0%	-0%	-0%	1%	-0%	-10%	-1%	4%	-0%	2%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	42/46%	1/1%	18/20%	0/0%	0/0%	0/0%	1/1%	0/0%	19/21%	0/0%	9/10%	1/1%	0/0%	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 #/%	15%	-1%	14%	0%	-1%	0%	-0%	0%	-15%	-1%	-10%	1%	-2%	-1%	-0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	600/79%	23/3%	48/6%	2/0%	3/0%	1/0%	11/1%	0/0%	54/7%	3/0%	15/2%	0/0%	0/0%	0/0%	1/0%	0/0%
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 #/%	24%	1%	-13%	0%	0%	0%	1%	0%	-3%	0%	-10%	0%	-0%	0%	0%	-1%
<b>Protective Services: Non-sworn</b>																
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%	0/0%	35/18%	0/0%	50/26%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	64/20%	0/0%	38/12%	0/0%	0/0%	0/0%	2/1%	0/0%	100/32%	4/1%	96/30%	1/0%	3/1%	0/0%	8/3%	0/0%
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 #/%	-6%	-1%	6%	-0%	-0%	0%	0%	-0%	-13%	0%	11%	0%	0%	-0%	2%	-0%
<b>Skilled Craft</b>																
Workforce #/%	26/55%	0/0%	18/38%	0/0%	1/2%	0/0%	1/2%	0/0%	1/2%	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%	19%	-0%	1%	0%	1%	-1%	-2%	-0%	-2%	0%	0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	47/24%	1/1%	99/52%	0/0%	0/0%	0/0%	1/1%	0/0%	19/10%	1/1%	23/12%	0/0%	0/0%	0/0%	1/1%	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 #/%	-3%	-6%	30%	-0%	-1%	-0%	-0%	-0%	-10%	-2%	-7%	-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
<b>Professionals</b>									✓							
<b>Technicians</b>									✓		✓					
<b>Protective Services: Sworn</b>			✓						✓		✓					✓
<b>Administrative Support</b>	✓								✓							
<b>Skilled Craft</b>		✓														
<b>Service/Maintenance</b>		✓							✓		✓					

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.

Certified As Final By: Ryan Landry

Compensation and HR Data Manager

09-27-2022

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