

EEOP Utilization Report



Wed Oct 12 14:00:32 EDT 2016

Step 1: Introductory Information

Grant Title:	BJA FY 13 Smart Probation: Reducing Prison Populations, Saving Money, and Creating Safer Communities	Grant Number:	2013-SM-BX-0005
Grantee Name:	County of Monroe	Award Amount:	\$574,255.00
Grantee Type:	Local Government Agency		
Address:	39 West Main Street Rochester, New York 14614-0000		
Contact Person:	Eric Leinenbach	Telephone #:	585-753-3229
Contact Address:	33 North Fitzhugh Street Rochester, New York 14614		
DOJ Grant Manager:	Ania Dobrzanska	DOJ Telephone #:	202-353-2155

Grant Title:	OVW FY 2014 Grants to Encourage Arrest Policies and Enforcement of Protection Orders	Grant Number:	2014-WE-AX-0029
Grantee Name:	County of Monroe	Award Amount:	\$650,000.00
Grantee Type:	Local Government Agency		
Address:	39 West Main Street Rochester, New York 14614-0000		
Contact Person:	Eric Leinenbach	Telephone #:	585-753-3229
Contact Address:	33 North Fitzhugh Street Rochester, New York 14614		
DOJ Grant Manager:	Rudelle Handy	DOJ Telephone #:	202-305-7493

Policy Statement:

Non-Discrimination Policy

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, creed, veteran status, military status, genetic predisposition or carrier status, or retaliation with respect to hiring, compensation, terms, conditions or privileges of employment.

Monroe County services and programs are located in accessible facilities. Reasonable disability related accommodations needed to apply for or receive services, or for employment, may be requested of the applicable department, preferably five to seven days in advance. Examples include, but are not limited to, requests for sign language interpreters, requests that information be provided in alternative formats, or requests for staff assistance.

On-line at <http://www2.monroecounty.gov/hr-index.php#NonDiscriminationPolicy>

Step 4b: Narrative Underutilization Analysis

Monroe County has reviewed its Utilization Analysis Chart and has noted underutilization in the following categories: 1) White males as Professionals, Administrative Support, and Service/Maintenance, 2) Hispanic males as Sworn Protective Services, 3) Black males as Sworn Protective Services and Administrative Support, 4) Asian males as Professionals and Technicians, 5) White females as Technicians and Service/Maintenance, and 6) Asian females as Professionals. The primary area of concern is the number of black males in the Sworn Protective Services category, in which Monroe County is 12% less than the County-wide percentage. Aside from the County's Sheriff's Office, the other significant employer for sworn protective services in the Monroe County area is the City of Rochester Police Department. To better understand why black males are underutilized in Sworn Protective Services, Monroe County will review its recruitment and retention policies in comparison to those of the City of Rochester in the area of black males in Sworn Protective Services.

Step 5 & 6: Objectives and Steps

1. Monroe County's objective is to provide equal employment opportunities for Black or African American males when our organization fills vacancies that become available in the Sworn Protective Services job category. This is consistent with Monroe County's objective of having its workforce represent the demographics of the entire available workforce in the County of Monroe.

- a. Ensure Job Postings and Civil Service Exam announcements are distributed to all County Departments, other community organizations, and are also available on the Monroe County website.
- b. Maintain Career ladders within Civil Service Law to permit the movement of capable lower level employees to higher classes through demonstrated merit and fitness, and contribute to the promotion and retention of minority applicant groups.
- c. Encourage individual departments to participate in career information programs and job fairs within the community, such as those sponsored by "RochesterWorks! Career Center" and to consider alternative recruitment sources for the purpose of reaching a diverse group of applicants. Monroe County will also encourage departments to contact the deans of the appropriate colleges to inform them of career opportunities and civil-service exam announcements. Monroe County will work with local educational institutions. Within relative proximity to Monroe County are the following: Rochester Institute of Technology, the University of Rochester, Nazareth College, Roberts Wesleyan College, Monroe Community College, the Finger Lakes Community College, Genesee Community College, the State University of New York (SUNY) at Geneseo and SUNY at Brockport.
- d. Provide dedicated resources to promote equality in economic opportunity for minority and women business enterprises within Monroe County.
- e. Review and expand recruitment list for county wide job announcements and civil service exams being held for the purpose of recruiting historically disadvantaged groups.
- f. Eliminate unnecessary barriers in the form of non-related qualification requirements for higher level classes through ongoing review of job descriptions by the Classification section of the Human Resources Department.
- g. Ensure the process of obtaining contract opportunities for M/WBE companies is easily available and accessible.
- h. Conduct exit interviews with Monroe County employees to determine if any barrier or discrimination was encountered during their employment.
- i. Review applicant pool data, civil-service test results, canvass process, interview process, and selection process to ensure that no barriers exist for any demographic of applicants.

Step 7a: Internal Dissemination

A copy of the Monroe County Equal Employment Opportunity Program Utilization Report (Report) will be available to all employees on the Monroe County intranet. The policies within the Report will be re-emphasized to managers and supervisors on a continuous basis, and provided to new employees during new-employee orientation. The policies will also be posted in County departments in break rooms and other employee-notice areas. Human Resources will provide electronic copies and hard copies to employees who make their request either remotely or in person at the Department of Human Resources.

Step 7b: External Dissemination

A copy of the Monroe County Equal Employment Opportunity Program Utilization Report (Report) will be available to the public through the County's public website (monroecounty.gov). Electronic copies will be provided to external organizations or individuals upon request, either in electronic or hard copy form, and whether the request is made electronically or in person at the Department of Human Resources. Vendors and subcontractors shall be made aware of Monroe County's EEOP policies by incorporating the policies within the standard clauses of its contracts.

Utilization Analysis Chart
Relevant Labor Market: Monroe County, New York

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 #/%	43/63%	0/0%	4/6%	0/0%	0/0%	0/0%	0/0%	0/0%	21/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	24,555/54%	600/1%	915/2%	25/0%	585/1%	0/0%	114/0%	100/0%	16,135/36%	710/2%	930/2%	15/0%	220/0%	0/0%	114/0%	100/0%
Utilization #/%	9%	-1%	4%	-0%	-1%	0%	-0%	-0%	-5%	-2%	-2%	-0%	-0%	0%	-0%	-0%
Professionals																
Workforce #/%	368/24%	16/1%	59/4%	1/0%	1/0%	0/0%	0/0%	0/0%	717/47%	73/5%	275/18%	5/0%	12/1%	0/0%	0/0%	0/0%
CLS #/%	34,825/39%	870/1%	2,310/3%	35/0%	2,205/2%	15/0%	234/0%	480/1%	41,635/46%	1,725/2%	3,410/4%	115/0%	1,490/2%	15/0%	210/0%	215/0%
Utilization #/%	-15%	0%	1%	0%	-2%	-0%	-0%	-1%	1%	3%	14%	0%	-1%	-0%	-0%	-0%
Technicians																
Workforce #/%	162/48%	2/1%	10/3%	2/1%	1/0%	0/0%	0/0%	0/0%	121/36%	3/1%	35/10%	0/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	4,980/36%	220/2%	395/3%	45/0%	255/2%	0/0%	30/0%	0/0%	6,405/47%	225/2%	825/6%	25/0%	260/2%	0/0%	10/0%	15/0%
Utilization #/%	12%	-1%	0%	0%	-2%	0%	-0%	0%	-11%	-1%	4%	-0%	-1%	0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	712/79%	11/1%	21/2%	1/0%	3/0%	0/0%	0/0%	0/0%	133/15%	4/0%	17/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,255/65%	270/4%	970/15%	20/0%	30/0%	0/0%	55/1%	30/0%	700/11%	0/0%	195/3%	15/0%	0/0%	0/0%	0/0%	15/0%
Utilization #/%	14%	-3%	-12%	-0%	-0%	0%	-1%	-0%	4%	0%	-1%	-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 #/%	295/35%	45/5%	95/11%	0/0%	0/0%	0/0%	10/1%	0/0%	255/31%	0/0%	110/13%	0/0%	0/0%	0/0%	25/3%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	46/10%	3/1%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	345/78%	8/2%	30/7%	1/0%	5/1%	0/0%	0/0%	0/0%
CLS #/%	30,395/30%	1,390/1%	3,285/3%	25/0%	685/1%	50/0%	305/0%	110/0%	53,370/53%	2,875/3%	6,665/7%	165/0%	855/1%	0/0%	525/1%	145/0%

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 #/%	-20%	-1%	-2%	-0%	-1%	-0%	-0%	-0%	25%	-1%	0%	0%	0%	0%	0%	-1%	-0%
Skilled Craft																	
Workforce #/%	136/84%	4/2%	11/7%	0/0%	0/0%	0/0%	0/0%	0/0%	8/5%	0/0%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%	
CLS #/%	23,565/82%	1,120/4%	1,300/5%	75/0%	345/1%	0/0%	165/1%	30/0%	1,510/5%	60/0%	275/1%	0/0%	205/1%	0/0%	45/0%	0/0%	
Utilization #/%	2%	-1%	2%	-0%	-1%	0%	-1%	-0%	-0%	-0%	-0%	0%	-0%	0%	-0%	0%	
Service/Maintenance																	
Workforce #/%	75/30%	19/8%	38/15%	0/0%	2/1%	0/0%	0/0%	0/0%	38/15%	10/4%	62/25%	1/0%	2/1%	0/0%	0/0%	0/0%	
CLS #/%	39,035/42%	4,165/4%	6,940/7%	95/0%	1,695/2%	4/0%	485/1%	170/0%	28,005/30%	3,240/3%	8,160/9%	110/0%	1,395/1%	30/0%	285/0%	195/0%	
Utilization #/%	-11%	3%	8%	-0%	-1%	-0%	-1%	-0%	-14%	1%	16%	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
Professionals	✓				✓			✓					✓			
Technicians					✓				✓							
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.

A handwritten signature in black ink, appearing to be "B. J. [unclear]".

HR Director

10/12/2016

[signature]

[title]

[date]