

EEOP Utilization Report



Wed Oct 19 16:40:17 EDT 2016

Step 1: Introductory Information

| | | | |
|-------------------------|--|----------------------|-----------------|
| Grant Title: | To encourage arrest policies& enforcement of protection orders program | Grant Number: | 2011-we-ax-0042 |
| Grantee Name: | County of Essex | Award Amount: | \$1,400,000.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 465 Martin luther king Blvd Newark, New Jersey 07102 | | |
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Policy Statement:

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

POLICY

It is the policy of the County of Essex to ensure that this manual contains an orderly explanation of Office of Human Resources regulations which aids in assuring equitable and fair treatment of applicants and employees in selection and promotion without regard to race, color, religion, creed, national origin, ancestry, age, sex, affectional or sexual orientation, marital or domestic partnership, or civil union, gender identity or expression, political affiliation, military service, physical or mental disability that, with reasonable accommodation, does not significantly interfere with the ability of a qualified individual to perform the essential functions of the job, status as a veteran, or atypical cellular or blood trait, or genetic information, or any other characteristic protected by local, State or Federal Law.

This policy shall be applied to all phases of employment such as recruitment, selection, appointment, placement, promotion, demotion, transfer, training's, wages, benefits, working conditions; and such Office of Human Resources actions as layoff, recall, discharge, disciplinary action, and performance evaluation.

Age or sex shall be a factor for employment only where they are bona- fide occupational qualifications as provided by law.

GENERAL

1. This policy shall apply to all terms, conditions, and privileges of employment including, but not limited to hiring, probationary period, training, placement and employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination, and retirement.
2. The County of Essex has established a written Equal Employment Opportunity Statement (See Policy on Policy, Purpose, Objectives, Applicability and Disclaimer, Chapter I - Section 1), as well as an Office of Small Business Development and Affirmative Action.

Step 4b: Narrative Underutilization Analysis

Utilization Analysis of Data

The County's office of Human resources reviewed the Utilization Analysis, and noted the following.

1. White males were under represented in two areas (-14%) in the professional category and (-9%) in administrative support.
2. White females were under represented in several categories, (-4%) in the area of officials/Administrators, (-10%) in the Professional department, (-10%) in technicians and (-9%) in service and maintenance
3. African American males are underutilized in sworn Protective services area (-2%), and (-3%) in the Non-sworn area as well.
4. African American females are underutilized in the technician area (-14%)
5. Asian males were also underrepresented as technicians (10%).
6. Asian females are underutilized in the following areas (-2%) in Official/administrators, (-5%) Professionals and (-7%) in technicians.
- 7 Hispanic Men are underrepresented in the skilled craft area (-21%), AND Service/Maintenance area (-11%).
8. Hispanic women are underutilized (-11%) in Service/Maintenance,(-5%) for technicians, and (-1%) in non-sworn Protective Services.

Steps 5 & 6: Objectives and Steps

1. To increase our exposure to various minority groups and become a potential employer to these candidates.
 - a. The County has established a working relationship with local Institutes and Universities (NJIT, Rutgers, and Seton Hall) consisting of both professors and students. These relationships enable Essex County to recruit and attract diverse candidates. In fact, the relationship with NJIT has resulted in the County and students working together on several projects.
 - b. The County has created online accounts with the above mentioned school's career centers. These centers are designed to help alumni of the school view any job opportunities at the County. In addition to posting jobs, the career centers let the County get involved with networking events and any career fairs that may be held throughout the year. Lastly, the County has the opportunity to produce an Employer Profile, used to enhance our branding as an Equal Opportunity Employer with a diverse workforce.
 - c. The County will also continue to participate at the Essex County Job Fairs (e.g. Essex County College, PSE&G).. Representatives from the County are on hand to:
 - a. answer any questions possible applicants may have,
 - b. accept applications for employment
 - c. Provide information with regards to the New Jersey Civil Service Commission.
 - d. Provide a copy of the EEOP Utilization Report.
 - d. Continue our internship program with local schools, giving students the opportunity to work and make contacts within the County. Also, to obtain a better understanding of the process when applying for employment.
 - e. Provide information to Unions and Minority Employer Organizations (e.g. minority police, minority firefighters and minority engineers).
 - f. While most positions at the County (Protective Services and Maintenance 100%) are Civil Service positions, the County will continue to:

- a. Encourage white females, African American males and females, and Asian men and women to apply for positions with the County in the field of technicians.
- b. Correct the underrepresentation of Hispanic males and females in service/maintenance positions through internships for the recruitment of students.
- g. Both Essex County and the New Jersey Civil Service Commission provide Equal Opportunity for potential employees.
- h. Post job opportunities on the County website.
- i. Have a link on all bid documents.

Step 7a: Internal Dissemination –

1. It is the Counties goal to provide barrier free access of the EEOP Utilization Report to our employees. It will be the Counties policy to:
 - a. Distribute a memo notifying all employees that the EEOP Utilization Report is available to view on the Counties shared drive.
 - b. Have both hard and electronic copies of the EEOP Utilization Report available at the Office of Human Resources to be made available to employees and the public.
 - c. Have both hard and electronic copies of the EEOP Utilization Report sent to the Human Resources Liaisons in each of our 26 departments to be made available to any employee who requests a copy. Liaison will be required to post the full EEOP Utilization Report on a designated board.
 - d. The Office of Human Resources will send out a reminder at least twice per year, encouraging our employees to review all available positions and promotions.
 - e. As a large majority of opportunities within Essex County are governed by the rules of the New Jersey Civil Service Commission and its examination procedures we strive to make sure that every potential candidate is made aware of the exam announcements for both open competitive and promotional exams. Currently if an exam is announced we notify the department where the provisional (probationary) employee is located to ensure the candidate applies to take the exam. Moving forward we will notify all departments where eligible candidates are employed by sending them a hard copy to post on or around sign in areas, break rooms, etc...For promotional opportunities Essex County currently uses varying approaches which are determined by the departments themselves. These include but are not limited to notifying eligible candidates by posting the announcement on job boards, reading the announcement aloud during lineup and having eligible candidates report to their supervisor's office where they sign for a copy of the announcement. Essex County will continue to employ these approaches.

Step 7b: External Dissemination –

1. A new strategy being developed is that Essex County will create and maintain a LinkedIn account available to job seekers that will:
 - a. Contain a link to view the EEOP Utilization Report
 - b. Post all available opportunities within the County, employment applications as well as links to the New Jersey Civil Service Commission job postings, the rights of a potential employee and the responsibilities of the employer.
2. Essex County recognizes that internet access may be limited in certain areas and will:
 - a. Provide the administrations of all 22 municipalities within the County a hard copy of the EEOP Utilization Report as well as applications for employment and contact information for the New Jersey Civil Service Commission.
 - b. Work with the libraries of each of the 22 municipalities to display the EEOP Utilization Report as well as information on how to search for jobs and hard copies of employment applications.
3. The County will post a copy of the EEOP Utilization Report on the County website.
4. Provide a link to the EOPP Utilization Report on all bid documents.

| Job Categories | Male | | | | | | | |
|---------------------------|----------------|--------------------|---------------------------|----------------------------------|--------------|---|-------------------|-------------|
| | 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 #/% | 9% | -2% | 0% | 0% | -2% | 0% | 0% | 0% |
| Skilled Craft | | | | | | | | |
| Work force #/% | 36/77% | 3/6% | 4/9% | 1/2% | 0/0 | 0/0 | 0/0 | 0/0% |
| CLS#/% | 13765/50 % | 7525/27 % | 4025/15 % | 0/0 % | 630/2 % | 55/0 % | 135/0 % | 480/2 % |
| Utilization #/% | 27% | -21% | -6% | 2% | 0% | 0% | 0% | 2% |
| Service/Mainenance | | | | | | | | |
| Workforce #/% | 51/23% | 22/10% | 70/31% | 2/1% | 3/1% | 0/0 | 0/0% | 0/0% |
| CLS#/% | 17,490/17 % | 21,455/21 % | 13,815/14 % | 155/0 % | 2,825/3 % | 15/0 % | 385/ 0 % | 900/1 % |
| Utilization #/% | 6% | (-11%) | 18% | 1% | (-1%) | 0% | 0% | 1% |

| Job Categories | 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 |
| | % | | | | | | | |
| Utilization #/% | (-3%) | 5% | 14% | 0% | (-3%) | 0% | 0% | (-1%) |
| Skilled Craft | | | | | | | | |
| Work force #/% | 2/4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS#/% | 320/1% | 310/1 % | 370/1 % | 0/0 % | 20/0% | 0/0% | 135/0% | 20/0% |
| Utilization #/% | 3% | (-1)% | (-1%) | 0% | 0% | 0% | 0% | 0% |
| Service/Mainenance | | | | | | | | |
| Workforce #/% | 7/3% | 6/3% | 58/26% | 2/1% | 2/1% | 0/0% | 0/0% | 0/0% |
| CLS#/% | 11,995/12 % | 14,005/14 % | 15,125/15 % | 70/0 % | 2,050/2 % | 45/0 % | 195/ 0 % | 605/1 % |
| Utilization #/% | 6% | (-11%) | 18% | 1% | (-1%) | 0% | 0% | 1% |

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: Robert Jackson

Director of Human Resources

09-13-2016

[signature]

[title]

[date]