

EEOP Utilization Report



Wed Dec 21 17:05:52 EST 2016

Step 1: Introductory Information

Grant Title:	Safety Audit Grant	Grant Number:	2009-WE-AX-0055
Grantee Name:	City of Northampton	Award Amount:	\$687,000.00
Grantee Type:	Local Government Agency		
Address:	210 Main St Northampton, Massachusetts 01060		
Contact Person:		Telephone #:	
Contact Address:			
DOJ Grant Manager:	Susan Pugliese	DOJ Telephone #:	202-305-1660

Policy Statement:

POLICY OF NON-DISCRIMINATION & GRIEVANCE PROCEDURE POLICY:

This is to notify all persons that it is the policy of the City of Northampton to refrain from discriminating against any person because of her/his race, color, religious creed, national origin, gender, sexual orientation, age, ancestry, disability, genetics or marital status in the provision of, or access to, services, employment and activities.

This is in accordance with all applicable federal and state law, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, as amended, the Civil Rights Act of 1964, as amended, Article 114 of the Massachusetts Constitution, Chapters 151B, GL 272, (sections 92, 98, and 98A), GL 149 (sections 24A and 105A) of the Massachusetts General Laws and Executive order 452.

Glenda G. Stoddard, Human Resources Director, shall administer compliance with the law and regulations.

Step 4b: Narrative Underutilization Analysis

The City of Northampton Mayors Office, in consultation with the Human Resources Department, reviewed the Utilization Analysis (comparing the City's workforce to the relevant labor market), and noted the following:

1. White males were under-represented in the Professionals category (-4%).
2. Asian males were under-represented in the Professionals category (-3%).
3. White males were under-represented in the Administrative Support category (-5%).
4. White females were under-represented in Protective Services: Sworn category (-6%).
5. Hispanic or Latino females were under-represented in the Service/Maintenance category (-3%).
6. Black or African American females were under-represented in the Professionals category (-1%).
7. Asian females were under-represented in the following job categories: Professionals (-2%), Protective Services: Sworn (-5%), and Administrative Support (-2%).

This is the first EEOP Utilization Report that City of Northampton has completed. This will be the baseline we will use going forward. Now that our deficient categories have been identified we will work toward closing the gap in those areas.

Step 5 & 6: Objectives and Steps

1. 1. To encourage White males to apply for vacancies in the professionals and administrative support job categories.

- a. The City of Northampton's Human Resources Department (HRD) will review the composition of the applicant pool for all vacancies in these job categories during the last fiscal year to determine whether White male applicants were under-represented.
- b. The HRD will review the applicant flow data that it is required to keep under the EEOP regulations for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out White male applicants. The HRD will produce a written report of its findings; and based on the results consider modifying its candidate selection process.
- c. The HRD will conduct a more detailed analysis to identify particular job positions that represent significant underutilization of White males in these categories. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, the HRD will create a recruitment action plan for implementation by the end of FY2018.
- d. The HRD will enhance outreach efforts that target White male applicants in these job categories (e.g. attendance at trade associations, job fairs, and educational institutions). The HRD will begin working with the Northampton Area Young Professionals group, and all area colleges and universities.

2. 2. To encourage Asian males to apply for vacancies in the Professionals job category.

- a. By the end of FY17 the HRD will identify and meet with representatives from Professional organizations, including the National Association of Asian American Professionals, with a significant Asian member base, to solicit advice on the development of a City of Northampton recruitment action plan for Asian male Professionals. Based on these consultations, as well as other data, the HRD will produce a detailed, written recruitment action plan for Asian male Professionals by the end of FY2018.
- b. By the end of FY17 the HRD will examine patterns of hiring professional in all city departments in the last two fiscal years, including applicant flow data, to see whether Asian males were present in the applicant pool or whether there were any identifiable obstacles in the selection process that may have had an adverse effect on Asian male candidates. The HRD will use this research to inform the creation of a recruitment action plan for Asian male Professionals.

3. 3. To encourage White females to apply for vacancies in the Protective Services: Sworn job category.

- a. The HRD, working with the NPD, will review the applicant flow data that it is required to keep under the EEOP regulations for all vacancies in the last fiscal year in this job category to determine whether any step in the selection process for these positions may have had a significant impact on screening out White female applicants. The HRD will produce a written report of its findings; and based on the results, and in consultation with the NPD, consider modifying its candidate selection process.

- b. The HRD will conduct a more detailed analysis to identify particular job positions that represent significant underutilization of White females in this category. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, the HRD and NPD will create a recruitment action plan for implementation by the end of FY2018.
- c. The NPD will enhance outreach efforts that target White female applicants in this job category by visiting colleges without criminal justice programs, including all women colleges in the area, Smith College and Mount Holyoke College.
- d. In addition to extended outreach efforts at women's colleges, NPD has made two additional steps and will continue to exercise these efforts. NPD has modified its website and social media accounts to include more women officers and supervisors, knowing that women are more likely to work for police agencies where women are already working successfully and are moving up the ranks. NPD has also been sure to include diverse members of our staff on our recruitment team so that potential applicants see diverse candidates at the table and can approach them, meet them, and ask specific questions about working for the agency as a non-traditional candidate.
- e. The City of Northampton's Human Resources Department (HRD) and the Northampton Police Department (NPD) will review the composition of the applicant pool for all vacancies in this job category during the last fiscal year to determine whether White female applicants were under-represented.

4. 4. To encourage Hispanic or Latino females to apply for vacancies in the Service/Maintenance job category.

- a. The HRD will conduct a more detailed analysis to identify particular job positions that represent significant underutilization of Hispanic or Latino females in this job category. To aid in drafting a recruitment action plan the HRD will identify and meet with representatives from organizations who represent positions in the Service/Maintenance job category, as well as the Hampshire Franklin Regional Employment, to solicit advice on the development of the recruitment action plan for Hispanic or Latino females. Based on these consultations, as well as other data, the HRD will produce a detailed, written recruitment action plan for Hispanic or Latino females by the end of FY2018.
- b. By the end of FY17 the HRD will examine patterns of hiring for vacancies in the Service/Maintenance job category in all city departments in the last two fiscal years, including applicant flow data, to see whether Hispanic or Latino females were present in the applicant pool or whether there were any identifiable obstacles in the selection process that may have had an adverse effect on Hispanic or Latino female candidates. The HRD will use this research to inform the creation of a recruitment action plan for Hispanic or Latino females in the Service/Maintenance job category.

5. 5. To encourage Black or African American females to apply for vacancies in the Professionals job category.

- a. The HRD will review the applicant flow data that it is required to keep under the EEOP regulations for all vacancies in the last fiscal year in this job category to determine whether any step in the selection process for these positions may have had a significant impact on screening out Black or African American female applicants. The HRD will produce a written report of its findings; and based on the results consider modifying its candidate selection process.
- b. The HRD will conduct a more detailed analysis to identify particular job positions that represent significant underutilization of Black or African American females in this job category. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, the HRD will create a recruitment action plan for implementation by the end of FY2018.
- c. The HRD will enhance outreach efforts that target Black or African American female applicants in this job category (e.g. attendance at trade associations, job fairs, and educational institutions). The HRD will begin working with the Northampton Area Young Professionals group, and all area colleges and universities.
- d. The City of Northampton's Human Resources Department (HRD) will review the composition of the applicant pool for all vacancies in this job category during the last fiscal year to determine whether Black or African American female applicants were under-represented.

6. 6. To encourage Asian females to apply for vacancies in the Professionals; Protective Services: Sworn, and Administrative Support job categories.

- a. The HRD will review the applicant flow data that it is required to keep under the EEOP regulations for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian female applicants. The HRD will produce a written report of its findings; and based on the results consider modifying its candidate selection process.

- b. The HRD will conduct a more detailed analysis to identify particular job positions that represent significant underutilization of Asian females in these job categories. To aid in drafting a recruitment action plan the HRD will identify and meet with representatives from Professional organizations, including the National Association of Asian American Professionals, who have a significant Asian member base, to solicit advice on the development of the recruitment action plan for Asian females. Based on these consultations, as well as other data, the HRD will produce a detailed, written recruitment action plan for Asian females by the end of FY2018.
- c. Specifically for the Protective Services: Sworn job category the NPD will enhance outreach efforts that target Asian female applicants by visiting colleges without criminal justice programs, including all women colleges in the area, Smith College and Mount Holyoke College.
- d. In addition to extended outreach efforts at women's colleges, NPD has made two additional steps and will continue to exercise these efforts. NPD has modified its website and social media accounts to include more women officers and supervisors, knowing that women are more likely to work for police agencies where women are already working successfully and are moving up the ranks. NPD has also been sure to include diverse members of our staff on our recruitment team so that potential applicants see diverse candidates at the table and can approach them, meet them, and ask specific questions about working for the agency as a non-traditional candidate.
- e. The City of Northampton's Human Resources Department (HRD) will review the composition of the applicant pool for all vacancies in these job categories during the last fiscal year to determine whether Asian female applicants were under-represented.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEOP Utilization Report to all city hiring managers.
2. Send an email and a hard-copy memorandum to all employees, to let them know that a copy of the EEOP Utilization Report is available on request.
3. Post a copy of the EEOP Utilization Report on the City of Northampton website under the Human Resources Department page.
4. Include a bound copy of the EEOP Utilization Report in the lobby of the Human Resources Department.

Step 7b: External Dissemination

1. Post a copy of the EEOP Utilization Report on the City of Northampton website under the Human Resources Department page.
2. Distribute bound copies of the EEOP Utilization Report to local public libraries for display in their reading rooms.
3. Include on all job announcements for City of Northampton positions that applicants can view a copy of the City's EEOP Utilization Report on the City website or at the Human Resources Department.
4. Notify all contractors and vendors that do business with the City that a copy of the City's EEOP Utilization Report is available on the City website or at the Human Resources Department.

Utilization Analysis Chart
Relevant Labor Market: Hampshire County, Massachusetts

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 #/%	33/46%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	38/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,350/43%	100/1%	55/1%	0/0%	95/1%	0/0%	4/0%	60/1%	3,750/48%	160/2%	110/1%	0/0%	90/1%	0/0%	39/0%	15/0%
Utilization #/%	4%	-1%	-1%	0%	-1%	0%	-0%	-1%	6%	-2%	-1%	0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	183/32%	7/1%	4/1%	0/0%	2/0%	0/0%	0/0%	1/0%	364/64%	5/1%	2/0%	0/0%	2/0%	0/0%	0/0%	3/1%
CLS #/%	6,695/36%	110/1%	260/1%	10/0%	665/4%	0/0%	70/0%	35/0%	9,285/50%	370/2%	295/2%	0/0%	490/3%	0/0%	110/1%	45/0%
Utilization #/%	-4%	1%	-1%	-0%	-3%	0%	-0%	-0%	13%	-1%	-1%	0%	-2%	0%	-1%	0%
Technicians																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	750/36%	0/0%	0/0%	0/0%	120/6%	0/0%	10/0%	0/0%	1,130/54%	40/2%	0/0%	0/0%	25/1%	0/0%	0/0%	0/0%
Utilization #/%	47%	0%	0%	0%	-6%	0%	-0%	0%	-38%	-2%	0%	0%	-1%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	123/86%	5/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/10%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	790/69%	85/7%	0/0%	0/0%	4/0%	0/0%	10/1%	0/0%	185/16%	0/0%	0/0%	0/0%	65/6%	0/0%	0/0%	0/0%
Utilization #/%	17%	-4%	0%	0%	-0%	0%	-1%	0%	-6%	0%	0%	0%	-5%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	3/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/75%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	95/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	140/56%	15/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-19%	0%	0%	0%	0%	0%	0%	0%	19%	-6%	6%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	60/21%	6/2%	0/0%	0/0%	3/1%	0/0%	0/0%	0/0%	19/1/65%	22/8%	4/1%	0/0%	1/0%	0/0%	0/0%	5/2%
CLS #/%	4,800/26%	230/1%	125/1%	0/0%	300/2%	0/0%	55/0%	15/0%	11,215/61%	450/2%	450/2%	35/0%	485/3%	0/0%	145/1%	155/1%

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 #/%	-5%	1%	-1%	0%	-1%	0%	-0%	-0%	5%	-1%	-0%	-0%	-2%	0%	-1%	1%
Skilled Craft																
Workforce #/%	45/88%	4/8%	1/2%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,260/85%	200/4%	90/2%	0/0%	0/0%	0/0%	60/1%	25/0%	310/6%	0/0%	30/1%	0/0%	15/0%	0/0%	0/0%	10/0%
Utilization #/%	3%	4%	0%	0%	0%	0%	-1%	1%	-6%	0%	-1%	0%	-0%	0%	0%	-0%
Service/Maintenance																
Workforce #/%	86/48%	9/5%	0/0%	0/0%	1/1%	0/0%	0/0%	3/2%	78/43%	1/1%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	8,115/41%	1,070/5%	280/1%	15/0%	405/2%	0/0%	39/0%	135/1%	7,995/41%	730/4%	280/1%	10/0%	415/2%	0/0%	175/1%	50/0%
Utilization #/%	7%	-0%	-1%	-0%	-1%	0%	-0%	1%	3%	-3%	-1%	-0%	-2%	0%	-1%	-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	✓				✓					✓			✓			
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.

Certified As Final By: Glenda Stoddard

Human Resources Director

12-02-2016

[signature]

[title]

[date]