

EEOP Utilization Report



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Step 1: Introductory Information

Grant Title:	VOCA Crime Victim Assistance	Grant Number:	2014-258
Grantee Name:	City of Phoenix Human Services Department	Award Amount:	\$505,175.00
Grantee Type:	Local Government Agency		
Address:	200 West Washington Street, 18th floor Phoenix, Arizona 85003		
Contact Person:	Riann Balch	Telephone #:	602-534-3070
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DOJ Grant Manager:	Sheri Doll	DOJ Telephone #:	602-223-2491

Policy Statement:

The Human Services Department Staff fully endorses and supports the concept of equal business and employment opportunities for all individual, regardless of race, color, age, sex, religion, national origin, disability, or sexual orientation. The department also fully endorses, supports, and intends to comply with all requirements of the Americans with Disabilities (ADA) and ensure that sexual harassment in the workplace is not tolerated. The purpose of this statement is to affirm our commitment to compliance with all ADA requirements and to the concepts of Equal Employment Opportunity and Fair Housing Standards.

Furthermore, members of management are also responsible for removing any obstacles that limit the hiring opportunities of any person due to their race, color, age, sex, religion, national origin, disability, or sexual orientation. Through continued training and positive reinforcement, we ensure that each member of the Human Services Department accepts responsibility for maintaining a positive work environment that is free of discrimination.

Every member of our department has something meaningful to contribute so that we can provide innovative and effective services to our internal and external customers and partners. Civility is not only part of our culture, but the cornerstone of our department's culture. We are committed not only to guard our words and actions, but to show respect in our daily interactions with each other.

It is our firm belief that the principles of equal employment opportunity parallel and complement the principles of sound, effective personnel management. We fully intend to support equal employment opportunity and comply with all ADA requirements through our recruitment and employment practices.

See attachment for full statement.

Step 4b: Narrative Underutilization Analysis

The Human Services Department(HSD), in conjunction with the City's Equal Opportunity Department(EOD), reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

1. White females were significantly under-represented in the following job categories: Professionals(-18%) and Administrative Support(-15%).
2. White males were significantly under-represented in the following job categories: Professionals(-32%), and Administrative Support(-27%).
3. Asian males were under-represented in the Professionals category(-3%).

Note related to 2. HSD experiences difficulty attracting males to the predominately female oriented classifications that make up the department, including Clerk I, Secretary II & III, Caseworker (Social Worker) I, II & III, and various Head Start classifications.

The City of Phoenix, including the Human Services Department, has been reducing the number of positions due to budget cuts and doing minimal hiring since 2008.

Step 5 & 6: Objectives and Steps

1. Provide equal employment opportunity for White or Asian men when our organization fills vacancies that become available in the Professionals job category

- a. The Human Services Department will work with the Human Resources Department to examine current outreach efforts. After review, the departments will identify other organizations where outreach can be performed.
- b. The Human Services Department will have all selection process reviewed and monitored by an Administrative Assistant with HR experience to ensure a skilled and diverse group of individuals are invited to interview processes.

2. Provide equal employment opportunity for White or Asian men when our organization fills vacancies that become available in the Administrative Support job category

- a. The Human Services Department will work with the Human Resources Department to examine current outreach efforts. After review, the departments will identify other organizations where outreach can be performed.
- b. The Human Services Department will have all selection process reviewed and monitored by an Administrative Assistant with HR experience to ensure a skilled and diverse group of individuals are invited to interview processes.

3. Provide equal employment opportunity for Asian females when our organization fills vacancies that become available in the Professionals job category

- a. The Human Services Department will work with the Human Resources Department to examine current outreach efforts. After review, the departments will identify other organizations where outreach can be performed.
- b. The Human Services Department will have all selection process reviewed and monitored by an Administrative Assistant with HR experience to ensure a skilled and diverse group of individuals are invited to interview processes.

Step 7a: Internal Dissemination

The Human Services Department (HSD) Management Services Division plans to disseminate the EEOP Utilization Report to the department's Management Team to review and provide input moving forward. The Human Services Department will also post a copy of the EEOP Utilization report on its intranet site. Finally, HSD will have hard copies of the EEOP Utilization Report available at the receptionist desk and HSD HR Office as well as post information in receptionist area, HSD HR Office and on bulletin boards in employee break areas about how to obtain a copy of the EEOP Utilization Report.

Step 7b: External Dissemination

The City of Phoenix is an Equal Opportunity employer. We are committed to diversity and inclusion. A copy of the EEOP Utilization Report will be posted on the department's public website. The Human Services Department (HSD) will notify contractors and vendors in writing that HSD had developed an EEOP Utilization Report and that it is available on request for review. Finally, HSD will have hard copies of the EEOP Utilization Report available at the receptionist desk and HSD HR Office as well as post information in receptionist area and HSD HR Office about how to obtain a copy of the EEOP Utilization Report.

Utilization Analysis Chart
Relevant Labor Market: Maricopa County, Arizona

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 #/%	1/20%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	115,545/48%	16,880/7%	4,225/2%	905/0%	4,340/2%	185/0%	960/0%	550/0%	73,205/30%	14,950/6%	4,105/2%	990/0%	3,055/1%	155/0%	795/0%	335/0%
Utilization #/%	-28%	13%	-2%	-0%	-2%	-0%	-0%	-0%	30%	-6%	-2%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	10/5%	9/4%	7/3%	0/0%	3/1%	0/0%	0/0%	0/0%	49/22%	107/48%	19/9%	6/3%	6/3%	0/0%	5/2%	0/0%
CLS #/%	115,995/36%	13,970/4%	6,550/2%	1,260/0%	12,920/4%	145/0%	1,220/0%	605/0%	128,930/40%	19,060/6%	7,475/2%	1,920/1%	8,075/3%	360/0%	1,650/1%	815/0%
Utilization #/%	-32%	-0%	1%	-0%	-3%	-0%	-0%	-0%	-18%	42%	6%	2%	0%	-0%	2%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	17,545/37%	3,420/7%	720/2%	355/1%	1,670/4%	30/0%	255/1%	90/0%	16,670/35%	3,435/7%	1,165/2%	475/1%	1,360/3%	35/0%	215/0%	95/0%
Utilization #/%																
Protective Services:																
Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	19,495/57%	4,685/14%	1,850/5%	440/1%	350/1%	145/0%	290/1%	65/0%	4,470/13%	1,645/5%	530/2%	305/1%	45/0%	15/0%	29/0%	45/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	1,065/43%	180/7%	45/2%	55/2%	0/0%	0/0%	20/1%	0/0%	820/33%	235/10%	10/0%	20/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	1/2%	4/7%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	15/26%	26/45%	5/9%	0/0%	1/2%	0/0%	4/7%	1/2%

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
CLS #/%	143,520/28%	36,400/7%	8,865/2%	1,710/0%	4,760/1%	355/0%	1,745/0%	810/0%	207,140/41%	69,345/14%	13,805/3%	5,260/1%	7,990/2%	600/0%	3,335/1%	1,280/0%
Utilization #/%	-27%	-0%	-0%	-0%	-1%	-0%	-0%	-0%	-15%	31%	6%	-1%	0%	-0%	6%	1%
Skilled Craft																
Workforce #/%	1/100%	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%	0/0%	0/0%
CLS #/%	79,770/49%	64,725/40%	3,870/2%	2,650/2%	1,845/1%	450/0%	895/1%	435/0%	4,390/3%	2,870/2%	300/0%	135/0%	765/0%	70/0%	60/0%	0/0%
Utilization #/%	51%	-40%	-2%	-2%	-1%	-0%	-1%	-0%	-3%	-2%	-0%	-0%	-0%	-0%	-0%	0%
Service/Maintenance																
Workforce #/%	0/0%	2/100%	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%	0/0%
CLS #/%	108,540/26%	117,670/28%	10,850/3%	4,520/1%	6,140/1%	505/0%	1,860/0%	650/0%	87,055/20%	66,680/16%	7,170/2%	3,830/1%	7,100/2%	430/0%	1,520/0%	790/0%
Utilization #/%	-26%	72%	-3%	-1%	-1%	-0%	-0%	-0%	-20%	-16%	-2%	-1%	-2%	-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	✓				✓				✓							
Administrative Support	✓								✓							

