

# EEOP Utilization Report



Fri Oct 28 13:24:38 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	COPS Grant	<b>Grant Number:</b>	2012-UL-WX0034
<b>Grantee Name:</b>	City of Chesapeake	<b>Award Amount:</b>	\$536,119.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	306 Cedar Road Chesapeake, Virginia 23322		
<b>Contact Person:</b>	Kelvin Foye	<b>Telephone #:</b>	757-382-6055
<b>Contact Address:</b>	306 Cedar Road Chesapeake, Virginia 23322		
<b>DOJ Grant Manager:</b>	David Walker	<b>DOJ Telephone #:</b>	757-382-6096

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### Policy Statement:

It is the policy of the City to be an equal opportunity employer, to maintain a diverse workforce representative of the population of the City of Chesapeake, and to create and maintain a working environment free from discrimination/harassment. Any form of unlawful discrimination, including harassment based on race, religion, age, color, sex, national origin, disability, marital status or sexual orientation or any other characteristic protected by applicable law is strictly prohibited.

Our organizations commitment in this regard goes well beyond meeting legal requirements. We believe that the personal uniqueness of each employee is an asset of great worth. As such, we are dedicated to creating a work environment where all employees are afforded the opportunity to develop, perform and advance to their maximum potential without regard to race, religion, age, color, sex, national origin, disability, marital status or sexual orientation.

## Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resources Department for the City of Chesapeake made the following observations:

1. White males were under represented in the following categories: Professionals (-8%), Protective Services Non-Sworn (-12%), Administrative Support (-13%), Skilled Craft (-32%) and Service/Maintenance (-23%)
2. Black Males were under represented in the following category: Protective Services Sworn (9%)
3. White females were under represented in the following categories: Professionals (-15%), Protective Services: Non-sworn (-18%) and Service/Maintenance (-11%)
4. Hispanic females were under represented in the following categories: Technicians (-4%) and Protective Services Sworn (-4%).
5. Black females were under represented in the following category: Officials/Administrators (-8%).

Some of the job categories that have the highest under representation of females are nontraditional occupations in which has been difficult to recruit females such as Protective Services/Sworn, Protective Services/Non-Sworn, Service/Maintenance and Technicians. White males are significantly under represented in the Administrative Support job category, which is a nontraditional occupation for males. The demographics of our geographic location are such that it has been a challenge to recruit minorities in the above mentioned categories. The City of Chesapeake is committed to having a workforce that reflects the community it serves and will, on an ongoing basis, identify opportunities to diversify its applicant pools.

## Step 5 & 6: Objectives and Steps

### 1. 1. To encourage White males to apply for vacancies in the Professionals, Protective Services Non-Sworn, Administrative Support, Skilled Craft and Service/Maintenance job categories.

- a. The Human Resources Department will enhance outreach efforts that target applicants in the above- mentioned job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). Organizations that the City will approach in this outreach effort are as follows: Maintenance and Industrial Technology department of Tidewater Community College, Bryant Stratton College, Strayer University, East Coast Polytechnic Institute, local high schools and universities and recruitment announcements with local print and broadcast media.
- b. The Human Resources Department will continue to review its overall recruitment process to include the language used in its job postings and job descriptions, interview questions and selection of candidates for all vacancies in the identified job categories to determine whether any step in the recruitment process may have had a significant impact on the screening out of applicants in the associated classifications.

### 2. 2. To encourage Black Males to apply for vacancies in the Protective Services Sworn category.

- a. The Human Resources Department will enhance outreach efforts that target applicants in the above- mentioned job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). Organizations that the City will approach in this outreach effort are as follows: Local Chapter of the NAACP, local high schools and universities, especially those with significant Black male memberships to include Hampton and Norfolk State Universities, recruitment announcements with local print and broadcast media that reach African American communities and continue to develop relationships with local community organizations that serve the City's African American Community.
- b. The Human Resources Department will continue to review its overall recruitment process to include the language used in its job postings and job descriptions, interview questions and selection of candidates for all vacancies in the

identified job categories to determine whether any step in the recruitment process may have had a significant impact on the screening out of applicants in the associated classifications.

c. The City will continue to embrace diversity on its interview panels with regards to race, ethnicity, color and gender.

### **3. 3. To encourage White females to apply for vacancies in the Professionals, Protective Services: Non-sworn and Service/Maintenance categories.**

a. The Human Resources Department will enhance outreach efforts that target applicants in the above- mentioned job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). Organizations that the City will approach in this outreach effort are as follows: Local Chapter of the National Association of Professional Women, The Hampton Roads Professionals Network, Maintenance and Industrial Technology department of Tidewater Community College, East Polytechnic Institute, local high schools and universities and recruitment announcements with local print and broadcast media.

b. The Human Resources Department will continue to review its overall recruitment process to include the language used in its job postings and job descriptions, interview questions and selection of candidates for all vacancies in the identified job categories to determine whether any step in the recruitment process may have had a significant impact on the screening out of applicants in the associated classifications.

c. The City will continue to embrace diversity on its interview panels with regards to race, ethnicity, color and gender.

### **4. 4. To encourage Hispanic females to apply for vacancies in the Technicians and Protective Services Sworn categories.**

a. The Human Resources Department will enhance outreach efforts that target applicants in the above- mentioned job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). Organizations that the City will approach in this outreach effort are as follows: The Hampton Roads Hispanic Chamber of Commerce, Sabor Hampton Roads Latinos in Virginia, The Mechanical and Industrial Technology department of Tidewater Community College, East Polytechnic Institute, local high schools and universities and recruitment announcements with local print and broadcast media focusing on the Hispanic communities.

b. The Human Resources Department will continue to review its overall recruitment process to include the language used in its job postings and job descriptions, interview questions and selection of candidates for all vacancies in the identified job categories to determine whether any step in the recruitment process may have had a significant impact on the screening out of applicants in the associated classifications.

c. The City will continue to embrace diversity on its interview panels with regards to race, ethnicity, color and gender.

### **5. 5. To encourage Black females to apply for vacancies in the Officials/Administrators category.**

a. The Human Resources Department will enhance outreach efforts that target applicants in the above- mentioned job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). Organizations that the City will approach in this outreach effort are as follows: Local Chapter of the NAACP, local chapter of the National Association of Professional Women, Local Chapter of the Urban League, local high schools and universities, especially those with significant Black female memberships to include Hampton and Norfolk State Universities, recruitment announcements with local print and broadcast media that reach African American communities and continue to develop relationships with local community organizations that serve the City's African American Communities.

b. The Human Resources Department will continue to review its overall recruitment process to include the language used in its job postings and job descriptions, interview questions and selection of candidates for all vacancies in the identified job categories to determine whether any step in the recruitment process may have had a significant impact on the screening out of applicants in the associated classifications.

c. The City will continue to embrace diversity on its interview panels with regards to race, ethnicity, color and gender.

## **Step 7a: Internal Dissemination**

1. Review and disseminate the results of the City of Chesapeake EEOP Utilization Report to all Department Directors and the City Manager.

2. Send an email and hard copy memo to all employees to let them know that a copy of the City of Chesapeake's EEOP Utilization Report is available upon request from the Human Resources Department.

3. Post a copy of the City of Chesapeake EEOP Utilization Report on the Chesapeake internal website.
4. Provide copies of the EEOP Utilization Report upon request from the Human Resources Department.

**Step 7b: External Dissemination**

1. Notify all contractors and vendors that do business with the City of Chesapeake that a copy of the EEOP Utilization Report is available upon request from the Human Resources Department.
2. Post a copy of the City's EEOP Utilization Report on the City of Chesapeake external website.
3. Provide copies of the City's EEOP Utilization Report upon request from the Human Resources Department.

**Utilization Analysis Chart**  
**Relevant Labor Market: Virginia**

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 #/%	42/51%	2/2%	6/7%	0/0%	1/1%	0/0%	0/0%	3/4%	23/28%	1/1%	4/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	251,905/47%	12,950/2%	28,345/5%	535/0%	16,870/3%	165/0%	2,265/0%	1,100/0%	157,660/30%	8,440/2%	38,310/7%	440/0%	11,015/2%	110/0%	1,780/0%	835/0%
Utilization #/%	4%	0%	2%	-0%	-2%	-0%	-0%	3%	-2%	-0%	-2%	-0%	-2%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	184/22%	4/0%	101/12%	0/0%	11/1%	0/0%	0/0%	5/1%	235/28%	9/1%	274/33%	1/0%	7/1%	0/0%	0/0%	6/1%
CLS #/%	264,370/34%	12,735/2%	39,615/5%	605/0%	32,990/4%	255/0%	3,945/1%	1,975/0%	308,410/40%	14,010/2%	63,595/8%	495/0%	26,275/3%	325/0%	4,210/1%	1,780/0%
Utilization #/%	-12%	-1%	7%	-0%	-3%	-0%	-1%	0%	-12%	-1%	25%	0%	-3%	-0%	-1%	0%
<b>Technicians</b>																
Workforce #/%	124/34%	2/1%	29/8%	0/0%	11/3%	0/0%	0/0%	3/1%	125/34%	1/0%	59/16%	0/0%	6/2%	0/0%	0/0%	3/1%
CLS #/%	31,535/30%	1,830/2%	6,410/6%	40/0%	3,845/4%	80/0%	565/1%	245/0%	38,560/37%	1,965/2%	15,170/14%	170/0%	3,930/4%	0/0%	505/0%	275/0%
Utilization #/%	4%	-1%	2%	-0%	-1%	-0%	-1%	1%	-2%	-2%	2%	-0%	-2%	0%	-0%	1%
<b>Protective Services: Sworn</b>																
Workforce #/%	730/66%	23/2%	138/12%	2/0%	20/2%	0/0%	0/0%	5/0%	120/11%	7/1%	59/5%	1/0%	5/0%	0/0%	0/0%	0/0%
CLS #/%	43,155/52%	3,115/4%	15,830/19%	160/0%	1,135/1%	10/0%	655/1%	215/0%	9,540/11%	850/1%	8,540/10%	60/0%	235/0%	0/0%	90/0%	90/0%
Utilization #/%	14%	-2%	-6%	-0%	0%	-0%	-1%	0%	-1%	-0%	-5%	0%	0%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	30/33%	2/2%	17/19%	0/0%	0/0%	0/0%	0/0%	0/0%	26/29%	1/1%	13/14%	0/0%	1/1%	0/0%	0/0%	1/1%
Civilian Labor Force #/%	3,250/38%	290/3%	685/8%	0/0%	275/3%	15/0%	90/1%	10/0%	2,980/35%	140/2%	700/8%	35/0%	65/1%	0/0%	15/0%	10/0%
Utilization #/%	-5%	-1%	11%	0%	-3%	-0%	-1%	-0%	-6%	-1%	6%	-0%	0%	0%	-0%	1%
<b>Administrative Support</b>																
Workforce #/%	45/7%	1/0%	66/10%	0/0%	3/0%	0/0%	0/0%	3/0%	265/41%	12/2%	242/37%	0/0%	9/1%	0/0%	0/0%	7/1%

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
CLS #/%	218,585/23%	15,885/2%	61,060/7%	555/0%	18,370/2%	345/0%	3,470/0%	1,550/0%	413,610/44%	34,225/4%	132,605/14%	1,440/0%	26,020/3%	525/0%	6,260/1%	2,395/0%
Utilization #/%	-16%	-2%	4%	-0%	-2%	-0%	-0%	0%	-4%	-2%	23%	-0%	-1%	-0%	-1%	1%
<b>Skilled Craft</b>																
Workforce #/%	112/37%	5/2%	150/49%	1/0%	5/2%	0/0%	0/0%	2/1%	10/3%	0/0%	20/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	221,070/65%	45,820/13%	42,990/13%	760/0%	6,705/2%	55/0%	2,295/1%	980/0%	11,690/3%	1,510/0%	4,095/1%	25/0%	1,720/1%	0/0%	60/0%	125/0%
Utilization #/%	-28%	-12%	37%	0%	-0%	-0%	-1%	0%	-0%	-0%	5%	-0%	-1%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	15/7%	1/0%	73/33%	0/0%	1/0%	0/0%	0/0%	0/0%	31/14%	1/0%	94/43%	0/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	264,480/30%	63,405/7%	123,895/14%	885/0%	18,360/2%	180/0%	4,470/1%	2,235/0%	209,575/24%	48,270/6%	106,885/12%	1,070/0%	21,900/3%	275/0%	3,225/0%	2,110/0%
Utilization #/%	-23%	-7%	19%	-0%	-2%	-0%	-1%	-0%	-10%	-5%	31%	-0%	-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
<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 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: Kelvin Foye

HR Manager

10-28-2016

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[signature]

[title]

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