

EEOP Utilization Report



Fri Feb 17 12:09:02 EST 2017

Step 1: Introductory Information

Grant Title:	COPS Grant	Grant Number:	2015UMWXO164
Grantee Name:	City of Newark	Award Amount:	\$250,000.00
Grantee Type:	Local Government Agency		
Address:	40 West Main Newark, Ohio 43055		
Contact Person:	Barbara Gilkes	Telephone #:	740-670-7569
Contact Address:	40 West Main Newark, Ohio 43055		
DOJ Grant Manager:	Barbara Gilkes	DOJ Telephone #:	740-670-7569

Policy Statement:

February 16, 2017

RE: Equal Employment Opportunity

All Employees:

I reaffirm the City of Newark, Ohio's commitment to Equal Opportunity and bring to the attention of all employees that these objectives are reflected in all aspects of our daily operations. We shall continue to recruit, hire, train and promote in all areas of employment without regard to race, color, religion, national origin, sex, age, veterans status, disability, sexual orientation or genetics, except where disability is a bona fide occupational disqualification. We shall continue to provide Equal Employment Opportunity for qualified disabled veterans and veterans of the Vietnam era.

Every effort is being made to ensure that all employment decisions, City programs and personnel actions are administered in conformance with the principle of Equal Employment Opportunity. Each of us has an individual responsibility to support these objectives and to ensure that this policy is fully implemented and carried out within our organization. We will continue to advertise as an equal employment opportunity employer and to provide applications so that they are easily accessible to all applicants on our website at www.newarkohio.net.

We all share the responsibility of meeting the challenges of our business objectives. Equally, we all must assume a leading role in being accountable for making our Equal Opportunity Policy work effectively.

If you have any questions, concerns, or would simply like to review our Equal Employment Opportunity Plan, please contact Mike Buskirk, Director of Human Resources during regular business hours.

Sincerely,

Step 4b: Narrative Underutilization Analysis

The City of Newark has hired 3 females in our Protective Services area in the last two years. We are continuing our efforts to recruit additional female candidates in Administrative Support and Officials and Administrators as these positions become available. In Skilled Craft, we have recruited a white male and he will begin employment on February 27, 2017.

Step 5 & 6: Objectives and Steps

- 1. Our objective is to recruit and hire qualified females in the Officials/Administrators, Protective Services, and Administrative Support categories as these positions become available.**
 - a. We will attempt to find qualified candidates by speaking with our current female work force and ask them for recommendations. We are now posting our openings on social media and find that this helps.
- 2. Our objective is to provide equal employment opportunities for women when our organization fills vacancies that become available in the Officials/Administrators, Protective Services, and Administrative Support categories.**
- 3. Our objective is to provide equal employment opportunities for women when our organization fills vacancies that become available in the Officials/Administrative Protective Services, and Administrative Support job categories.**

Step 7a: Internal Dissemination

I will have a meeting with the Mayor and his Directors. They in turn will have meeting with their supervisors to make sure that the supervisors and Management are aware and in tune with our plan. Each posting has our EEO statement.

All of our job openings are posted internally on our intranet, job posting boards within the City, posted externally on Ohio Means Jobs web site, Central Ohio Technical College, Ohio State University, local churches, rehabilitation services, Licking County Developmentally Disabled, our Police and Fire social media pages, and for Police only, we use the National Testing Network, which is seen in all 50 states.

Step 7b: External Dissemination

We will continue to talk with our contacts where we post our openings and go to some of the schools to talk with the students during job days.

Utilization Analysis Chart
Relevant Labor Market: Licking County, Ohio

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 #/%	28/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,745/58%	0/0%	155/2%	0/0%	25/0%	0/0%	34/1%	0/0%	2,330/36%	15/0%	70/1%	0/0%	25/0%	0/0%	15/0%	20/0%
Utilization #/%	32%	0%	-2%	0%	-0%	0%	-1%	0%	-27%	-0%	-1%	0%	-0%	0%	-0%	-0%
Professionals																
Workforce #/%	15/68%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,460/37%	85/1%	240/3%	0/0%	135/1%	0/0%	10/0%	0/0%	5,165/55%	40/0%	105/1%	0/0%	115/1%	0/0%	29/0%	0/0%
Utilization #/%	31%	-1%	-3%	0%	-1%	0%	-0%	0%	-23%	-0%	-1%	0%	-1%	0%	-0%	0%
Technicians																
Workforce #/%	26/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,15/40%	0/0%	95/6%	0/0%	10/1%	0/0%	4/0%	0/0%	795/52%	4/0%	0/0%	0/0%	0/0%	0/0%	15/1%	0/0%
Utilization #/%	50%	0%	-6%	0%	-1%	0%	-0%	0%	-41%	-0%	0%	0%	0%	0%	-1%	0%
Protective Services:																
Sworn-Officials																
Workforce #/%	15/100%	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 #/%	800/83%	0/0%	20/2%	0/0%	0/0%	0/0%	4/0%	0/0%	120/13%	0/0%	0/0%	0/0%	15/2%	0/0%	0/0%	0/0%
Utilization #/%	17%	0%	-2%	0%	0%	0%	-0%	0%	-13%	0%	0%	0%	-2%	0%	0%	0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	46/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	4,205/58%	95/1%	75/1%	0/0%	0/0%	0/0%	66/1%	15/0%	2,660/36%	25/0%	84/1%	0/0%	10/0%	0/0%	45/1%	10/0%
Utilization #/%	34%	-1%	-1%	0%	0%	0%	-1%	-0%	-28%	-0%	-1%	0%	-0%	0%	-1%	-0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	10/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	60/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

Significant Underutilization Chart

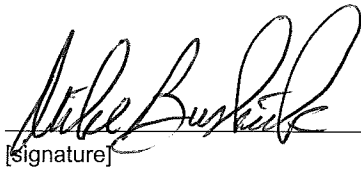
Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators									✓							
Protective Services: Sworn-Patrol Officers									✓							
Administrative Support									✓							
Skilled Craft	✓															

Law Enforcement Category Rank 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
Chief																
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%
Deputy Chief																
Workforce #/%	3/100%	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%
Sergeant																
Workforce #/%	11/100%	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%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	46/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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.


[signature]

H.R. DIRECTOR
[title]

2/17/2017
[date]