

# EEOP Utilization Report



Mon Sep 15 12:26:19 EDT 2014

## Step 1: Introductory Information

<b>Grant Title:</b>	Juvenile Accountability Block Grant - Year 16 (JABG XVI)	<b>Grant Number:</b>	2013-JB-11-24981
<b>Grantee Name:</b>	City of Philadelphia	<b>Award Amount:</b>	\$162,107.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	Three South Penn Square, Widener Building, Philadelphia, Pennsylvania 19107		
<b>Contact Person:</b>	Jan Bass	<b>Telephone #:</b>	215-686-6302
<b>Contact Address:</b>	Three South Penn Square, Widener Building, Philadelphia, Pennsylvania 19107		
<b>DOJ Grant Manager:</b>	George Mosee	<b>DOJ Telephone #:</b>	215-686-6302

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### Policy Statement:

#### MAYOR'S STATEMENT OF POLICY

It is the policy of the City of Philadelphia to assure equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. In accordance with the principles of civil and equal rights legislation, each employee and prospective employee of the City will be afforded fair and equitable treatment in all terms and conditions of employment.

Equal employment opportunity will be incorporated into the personnel policy that governs the employment procedures of the City of Philadelphia. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment. However, positive affirmative measures shall be taken to recruit qualified minorities, females, and handicapped persons to all levels of City employment where under-utilization is reflected.

My administration endorses the comprehensive efforts outlined in the Equal Employment Opportunity Plan, which the Director of Human Resources has prepared. I will hold the heads of all Departments, Agencies, Boards and Commissions accountable for the development and implementation of a biannual review of Equal Employment Opportunity plans necessary to achieve the City's goals.

This policy is effective immediately.

DATE: 7/15/11 Michael A. Nutter, Mayor

## Step 4b: Narrative Underutilization Analysis

### Step 4b: Narrative Underutilization Analysis

An analysis of the City of Philadelphia's workforce as compared to the CLS for the Philadelphia Metropolitan Statistical Area revealed underrepresentation in the following race/ethnicity gender groups:

African American females are underrepresented in Service/Maintenance (-6%), Protective Services (Non-Sworn (-5%) & (Sworn) (-4%); Hispanic females are underrepresented in Service/Maintenance (-4%), Officials/Administrators, Professionals, Protective Services (Non-Sworn), and Technicians (-1%); Asian females are underrepresented in Technicians (-5%), Administrative Support (-3%), Service/Maintenance (-3%), Professionals (-2%); White females are underrepresented in Protective Services (Non-Sworn) (-22%), Professionals (-19%), Technicians (-17%), Administrative Support (-12%), Service/Maintenance (-11%), Officials/Administrators (-4%); African American males are underrepresented in Protective Services (Sworn) (-9%); Hispanic males are underrepresented in Skilled Craft (-6%), Service/Maintenance (-5%), Administrative Support (-2%), Officials/Administrators (-1%); Asian Males are underrepresented in Service/Maintenance (-4%), Technicians (-3%), Professionals (-2%), Skilled Crafts (-1%)

## Step 5 & 6: Objectives and Steps

**1. Step 5: Objectives-To Increase gender/race representation in all underrepresented job categories. To Increase underrepresentation in both Professionals & Officials/Administrators job categories the Upward Mobility Program is for employees to develop their careers from office/clerical to the professional ranks. The City no longer limits recruitment to City residents; the new recruitment area is a larger demographic area. As the public becomes more aware of the new requirement through recruitment and public announcements the effect on the workforce composition will become more evident.**

a. Step 6: Steps-To increase Black or African American Male representation in the Protective Services (Sworn) job category. To increase Black or African American (male & female) representation in the Protective Services (Sworn) job category. The Philadelphia Police Department established a Recruitment Unit. The Unit plays a major role in actively recruiting members of protected classes for the position of Police Officer Recruit. The Police Department recruits military personnel to increase minority representation in the applicant pool and provide the City with well qualified applicants.

## Step 7a: Internal Dissemination

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#### Internal Dissemination

The City of Philadelphia will post the EEO Short Form on the Office of Human Resources intranet site.

## Step 7b: External Dissemination

### Step 7b: External Dissemination

#### External Dissemination

The City of Philadelphia, Office of Human Resources will post the EEO Short on its website that anyone can access and/or download.

**Utilization Analysis Chart**  
**Relevant Labor Market: Philadelphia city, Pennsylvania**

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 #/%	253/37%	11/2%	94/14%	1/0%	14/2%	0/0%	3/0%	0/0%	163/24%	12/2%	102/15%	1/0%	21/3%	0/0%	8/1%	0/0%
CLS #/%	36,535/41%	1,915/2%	7,360/8%	0/0%	2,590/3%	0/0%	375/0%	135/0%	24,925/28%	1,700/2%	10,180/12%	25/0%	2,020/2%	0/0%	380/0%	215/0%
Utilization #/%	-4%	-1%	5%	0%	-1%	0%	0%	-0%	-4%	-0%	3%	0%	1%	0%	1%	-0%
<b>Professionals</b>																
Workforce #/%	1810/32%	92/2%	833/15%	3/0%	155/3%	0/0%	28/0%	0/0%	875/16%	108/2%	1554/28%	6/0%	141/2%	0/0%	40/1%	0/0%
CLS #/%	52,785/31%	2,875/2%	11,055/6%	70/0%	7,290/4%	15/0%	525/0%	385/0%	59,320/35%	4,510/3%	22,130/13%	155/0%	7,960/5%	0/0%	955/1%	845/0%
Utilization #/%	1%	-0%	8%	0%	-2%	-0%	0%	-0%	-19%	-1%	15%	0%	-2%	0%	0%	-0%
<b>Technicians</b>																
Workforce #/%	1118/37%	73/2%	698/23%	6/0%	58/2%	0/0%	13/0%	0/0%	301/10%	51/2%	692/23%	1/0%	33/1%	0/0%	17/1%	0/0%
CLS #/%	5,745/24%	430/2%	2,300/10%	0/0%	1,055/4%	0/0%	85/0%	80/0%	6,260/27%	690/3%	5,420/23%	35/0%	1,360/6%	0/0%	85/0%	35/0%
Utilization #/%	12%	1%	13%	0%	-3%	0%	0%	-0%	-17%	-1%	-0%	-0%	-5%	0%	0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	2466/46%	335/6%	1176/22%	3/0%	77/1%	0/0%	7/0%	0/0%	424/8%	131/2%	679/13%	3/0%	11/0%	0/0%	3/0%	0/0%
CLS #/%	8,875/37%	1,295/5%	7,490/31%	15/0%	270/1%	0/0%	135/1%	25/0%	1,370/6%	350/1%	3,970/17%	0/0%	35/0%	0/0%	14/0%	0/0%
Utilization #/%	9%	1%	-9%	-0%	0%	0%	-0%	-0%	2%	1%	-4%	0%	0%	0%	-0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	1187/26%	244/5%	1201/26%	4/0%	118/3%	1/0%	6/0%	0/0%	488/11%	93/2%	1278/28%	4/0%	4/0%	0/0%	2/0%	0/0%
Civilian Labor Force #/%	325/16%	65/3%	215/11%	0/0%	10/0%	0/0%	10/0%	0/0%	655/32%	70/3%	660/33%	0/0%	15/1%	0/0%	0/0%	0/0%
Utilization #/%	10%	2%	15%	0%	2%	0%	-0%	0%	-22%	-1%	-5%	0%	-1%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	240/8%	36/1%	333/11%	2/0%	20/1%	0/0%	9/0%	0/0%	618/20%	130/4%	1639/53%	1/0%	23/1%	0/0%	23/1%	0/0%
CLS #/%	34,035/19%	4,815/3%	17,730/10%	80/0%	4,445/2%	0/0%	455/0%	245/0%	57,470/32%	8,665/5%	43,370/24%	245/0%	6,135/3%	20/0%	775/0%	790/0%

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 #/%	-11%	-2%	1%	0%	-2%	0%	0%	-0%	-12%	-1%	29%	-0%	-3%	-0%	0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	624/34%	57/3%	691/37%	3/0%	49/3%	0/0%	16/1%	0/0%	167/9%	19/1%	211/11%	0/0%	9/0%	1/0%	8/0%	0/0%
CLS #/%	29,415/60%	4,505/9%	9,485/19%	55/0%	1,790/4%	35/0%	305/1%	225/0%	1,420/3%	340/1%	845/2%	10/0%	255/1%	0/0%	25/0%	0/0%
Utilization #/%	-27%	-6%	18%	0%	-1%	-0%	0%	-0%	6%	0%	10%	-0%	-0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	525/15%	121/3%	2225/62%	4/0%	15/0%	0/0%	26/1%	0/0%	133/4%	23/1%	481/13%	1/0%	7/0%	0/0%	13/0%	0/0%
CLS #/%	37,475/22%	14,905/9%	36,615/21%	230/0%	7,670/4%	10/0%	960/1%	530/0%	25,265/15%	8,695/5%	32,785/19%	115/0%	5,705/3%	40/0%	485/0%	485/0%
Utilization #/%	-7%	-5%	41%	-0%	-4%	-0%	0%	-0%	-11%	-4%	-6%	-0%	-3%	-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>Officials/Administrators</b>	✓								✓							
<b>Professionals</b>					✓			✓	✓	✓			✓			✓
<b>Technicians</b>					✓			✓	✓	✓			✓			✓
<b>Protective Services: Sworn</b>			✓				✓	✓			✓					
<b>Protective Services: Non-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.

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[signature]

[title]

[date]