

EEOP Utilization Report



Fri Dec 02 09:36:16 EST 2016

Step 1: Introductory Information

Grant Title:	Performance-Based Prosecution Project	Grant Number:	2010-DB-BX-K083
Grantee Name:	Philadelphia District Attorney's Office	Award Amount:	\$641,695.00
Grantee Type:	Local Government Agency		
Address:	Three South Penn Square, Widener Building Philadelphia, Pennsylvania 19107		
Contact Person:	Jan Bass	Telephone #:	215-686-5782
Contact Address:	Three South Penn Square, Widener Building Philadelphia, Pennsylvania 19107		
DOJ Grant Manager:	Jodi Lobel	DOJ Telephone #:	215-686-8026

Policy Statement:

MAYOR'S STATEMENT OF POLICY

City of Philadelphia

District Attorney Office

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, color, religion, national origin, political affiliation, handicap, sex, sexual orientation, perception of sexual orientation or age (except where age is a bona fide occupational qualification).

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 Personnel Director 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: 1/4/16 Jim Kenney, Mayor

Step 4b: Narrative Underutilization Analysis

An analysis of the Philadelphia District Attorneys Offices workforce as compared to the CLS for the Philadelphia Metropolitan Area revealed under-representation in the following race/ethnicity/gender groups:

Asian males are under-represented in the job category of Professionals (-3%)

White Males are under-represented in the job category of Administrative Support (-12%)

The District Attorneys Office will continue to monitor the Underutilization Analysis to ensure the underrepresented race and gender categories are given attention in the recruitment and retention process.

The Philadelphia District Attorneys Office recognizes the value of a diverse workforce as a benefit to understand and meet the needs of its citizens and is committed to ensuring its workforce reflects the diverse community it serves.

Step 5 & 6: Objectives and Steps

1. Our objective is to provide equal employment opportunities for minority men and women when our organization fills vacancies that become available in the Professionals job category.

- a. To increase Asian male representation in the job category of Professionals, the District Attorneys Office has an established Diversity Recruitment Committee which reaches out to diverse student groups and placement offices in an effort to increase the minority representation of candidates for professional positions in the Office. The Office participates in annual on-campus interview events at Law Schools around the country to recruit prospective candidates. A few of the Law Schools our office attends are; The University of Pittsburgh School of Law, Drexel University, University Thomas R. Kline School of Law, Rutgers Law School, Temple University Beasley School of Law, Georgetown University School of Law, and University of Virginia Law School. In addition, members of our hiring committee also attend the following events: NBPA-National Black Prosecutors Association-Conference and Job Fair, PADJF-Philadelphia Area Diversity Job Fair, Lavender Law Career Fair and Conference.
- b. In addition hiring panel is composed of Deputy District Attorneys, Chiefs, Assistant Chiefs and Assistant District Attorney's. Our office ensures that our hiring panels are diverse in terms of male/female, minority and other diversity population to ensure there are no barriers to prevent any qualified applicant from being considered. Seasoned prosecutors interview prospective applicants, on-campus, and invite individuals for a formal interview. Selected applicants are then invited to a full panel interview. A panel is composed of 5 to 8 people who evaluate the applicant based on the responses to questions and overall qualifications. Applicants may then be recommended for an early offer by a unanimous vote of the panel. If the applicant is not recommended for an early offer, his/her application will again be reviewed at the hiring meeting when the rest of the offers are discussed.
- c. Candidates for Administrative Support positions are provided by the City of Philadelphia's Office of Human Resources and Civil Service. The Office does not receive many white male applicants for civil service administrative support/clerical positions.

Step 7a: Internal Dissemination

The District Attorneys Office is an equal opportunity employer and the Office of Human Resources will make the EEOP Utilization Report available in our desktop Electronic Office Manual along with our Personnel Policies. The staff will be notified via email where to find the report and copies will also be available upon request in Human Resources.

Step 7b: External Dissemination

The District Attorneys Office will post the EEOP Utilization Report on our external website which is accessible to the public including prospective employees, vendors and contractors. Copies will be available upon request in Human Resources. In addition, the City of Philadelphia, Office of Procurement, will post the Philadelphia District Attorney's Office EEOP Utilization Report in its entirety on its website for vendors and contractors.

Utilization Analysis Chart
Relevant Labor Market: Philadelphia County, 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
Officials/Administrators																
Workforce #/%	4/31%	0/0%	3/23%	0/0%	0/0%	0/0%	0/0%	0/0%	4/31%	0/0%	1/8%	0/0%	1/8%	0/0%	0/0%	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 #/%	-11%	-2%	15%	0%	-3%	0%	-0%	-0%	3%	-2%	-4%	-0%	5%	0%	-0%	-0%
Professionals																
Workforce #/%	145/34%	3/1%	24/6%	0/0%	5/1%	0/0%	1/0%	0/0%	176/41%	11/3%	50/12%	0/0%	17/4%	0/0%	0/0%	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 #/%	3%	-1%	-1%	-0%	-3%	-0%	-0%	-0%	6%	-0%	-1%	-0%	-1%	0%	-1%	-0%
Technicians																
Workforce #/%	4/57%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	1/14%	0/0%	1/14%	0/0%	0/0%	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 #/%	33%	-2%	-10%	0%	-4%	0%	-0%	-0%	-12%	-3%	-9%	-0%	9%	0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	7/54%	1/8%	4/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	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 #/%	17%	2%	-1%	-0%	-1%	0%	-1%	-0%	-6%	-1%	-9%	0%	-0%	0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	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 #/%																
Administrative Support																
Workforce #/%	4/7%	0/0%	8/14%	0/0%	0/0%	0/0%	0/0%	0/0%	23/39%	0/0%	23/39%	0/0%	0/0%	0/0%	1/2%	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 #/%	-12%	-3%	4%	-0%	-2%	0%	-0%	-0%	7%	-5%	15%	-0%	-3%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	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 #/%																
Service/Maintenance																
Workforce #/%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	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 #/%	-22%	-9%	29%	-0%	-4%	-0%	-1%	-0%	-15%	-5%	31%	-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
Professionals					✓											
Administrative Support	✓															

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: Kathleen E. Martin

Chief of Staff, General Counsel, Chief Integrity Officer 12-02-2016

[signature]

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[date]