

EEOP Utilization Report



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Step 1: Introductory Information

Grant Title:	RASA 2015-2016	Grant Number:	2014-VF-05 25535
Grantee Name:	City of Philadelphia	Award Amount:	\$1,572,872.00
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:	Tami Levin	DOJ Telephone #:	215-686-8026

Policy Statement:

CITY OF PHILADELPHIA

Mayors 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 disabled 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, Office 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: 1/4/16 Jim Kenney, Mayor

Step 4b: Narrative Underutilization Analysis

Step 4b: Narrative Underutilization Analysis

A review of the Utilization Analysis Chart comparing the City of Philadelphia's workforce to the relevant Community Labor Statistics indicates underutilization in the following (race/gender) groups: African American females: Protective Services Sworn (-5%), Technicians (-1%), Service Maintenance (-5%); Asian females: Professionals (-2%), Technicians (-5%), Protective Services Non-Sworn (-1%), Administrative Support (-2%), Service Maintenance (-3%); Hispanic females: Professionals (-1%); Technicians (-1%), Protective Services Non-Sworn (-1%), Service Maintenance (-4%); White females: Officials/Administrators (-7%), Professionals (-19%), Technicians (-17%), Protective Services Non-Sworn (-21%), Administrative Support (-14%), Service maintenance (-11%); African American males: Protective Services Sworn (-9%); Asian males: Professionals (-1%), Technicians (-2%), Administrative Support (-2%), Skilled Craft (-1%), Service maintenance (-4%); Hispanic males: Administrative Support (-2%), Skilled Craft (-6%), Service Maintenance (-5%); White males: Officials/Administrators (-7%), Administrative Support (-12%), Service Maintenance (-8%).

The City of Philadelphia enjoys a high rate of employee retention. Additionally, since many positions in the Civil Service System require current City employment and several years of experience there is frequently a lag time before increased numbers in current underutilization rates are realized.

The City of Philadelphia will continue to monitor the Underutilization Analysis to ensure that the underrepresented race and gender categories are given attention in the recruitment and retention process.

The City of Philadelphia recognizes the value of a diverse workforce as a benefit to understand and meet the needs of its citizens, and the City is committed to making its workforce more closely reflect the diverse community it serves.

Step 5 & 6: Objectives and Steps

1. 1. To increase the number of female and minority applicants

- a. a. The City will increase participation in traditional & non-traditional recruitment activities through attendance at job fairs for underrepresented groups including bilingual, LGBT, Veterans, as well as job fairs sponsored by colleges, universities, technical institutes, and community organizations.
- b. Diversity efforts are enhanced by social media postings. The Office of Human Resources' social media pages has 8,000 followers on LinkedIn, Facebook, and Twitter, and media postings are written in Spanish, Russian, Chinese, and French.
- c. Certain job openings are announced in both English and Spanish, and the City has established eligible lists for jobs requiring bilingual language skills including Spanish, Arabic, Cambodian, Cantonese, Greek, Italian, and Vietnamese.
- d. Additionally, the Office of the Chief Administrative Officer has established a Recruiting Manager position that will complement the existing recruitment efforts.

2. 2. Develop and foster professional relationships with organizations, groups, and community programs to improve employment opportunities for women and minorities

- a. a. The Office of Human Resources has been proactive in establishing relationships with community based organizations and educational institutions especially institutions that serve the minority community. For example, Office of Human Resource has established a relationship with Esperanza College which is dedicated to the service of the Hispanic and local communities. Also, the Office of Human Resources has established a relationship with the Asian Chamber of Commerce and the Hispanic Chamber of Commerce as well as promoting job opportunities in Spanish through radio and print media.
- b. In January 21016, the City established the Office of Diversity and Inclusion with the goal to build an inclusive government by making recommendations over the long term that work to build a more inclusive City workforce related to race, ethnicity, disability, gender, gender identity, and sexual orientation.

3. 3. Review and monitor hiring and promotional practices to provide equal opportunities throughout the available internal and external labor force.

- a. a. The Office of Human Resources will continue to monitor and revise job descriptions to ensure they are directly related to actual duties and essential functions of the job. For example, job specifications for the Police Officer

position was revised to achieve a more diverse applicant pool.

Step 7a: Internal Dissemination

1. The City of Philadelphia will post on the Office of Human Resources Intranet a link to the EEOP Utilization Report for employees to access and to download the report.
2. The EEO Policies are and will continue to be included in the Personnel Policies of the City of Philadelphia.

Step 7b: External Dissemination

The City of Philadelphia, Office of Human Resources, will post the EEOP Utilization Report in its entirety on the City's external website which is accessible to the public including prospective employees, 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 #/%	265/34%	14/2%	121/16%	1/0%	16/2%	0/0%	2/0%	0/0%	181/23%	21/3%	120/16%	1/0%	24/3%	0/0%	6/1%	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 #/%	-7%	-0%	7%	0%	-1%	0%	-0%	-0%	-5%	1%	4%	0%	1%	0%	0%	-0%
Professionals																
Workforce #/%	1791/31%	101/2%	877/15%	9/0%	171/3%	0/0%	29/0%	0/0%	909/16%	107/2%	1599/28%	7/0%	155/3%	2/0%	44/1%	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 #/%	-0%	0%	9%	0%	-1%	-0%	0%	-0%	-19%	-1%	15%	0%	-2%	0%	0%	-0%
Technicians																
Workforce #/%	1115/35%	100/3%	805/25%	6/0%	66/2%	1/0%	10/0%	0/0%	292/9%	65/2%	697/22%	4/0%	36/1%	0/0%	13/0%	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 #/%	10%	1%	15%	0%	-2%	0%	-0%	-0%	-17%	-1%	-1%	-0%	-5%	0%	0%	-0%
Protective Services:																
Sworn																
Workforce #/%	2895/47%	397/6%	1393/23%	3/0%	91/1%	0/0%	8/0%	0/0%	471/8%	140/2%	718/12%	4/0%	14/0%	0/0%	4/0%	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 #/%	10%	1%	-9%	-0%	0%	0%	-0%	-0%	2%	1%	-5%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	810/20%	222/5%	992/24%	10/0%	114/3%	1/0%	11/0%	0/0%	479/12%	105/3%	1309/32%	4/0%	3/0%	1/0%	5/0%	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 #/%	4%	2%	14%	0%	2%	0%	-0%	0%	-21%	-1%	-0%	0%	-1%	0%	0%	0%
Administrative Support																
Workforce #/%	189/7%	26/1%	310/11%	4/0%	25/1%	0/0%	8/0%	0/0%	512/18%	122/4%	1531/55%	4/0%	35/1%	0/0%	22/1%	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%

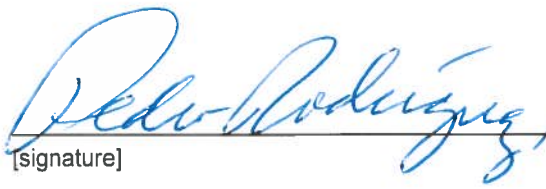
Job Categories	Male										Female					
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
Utilization #/%	-12%	-2%	1%	0%	-2%	0%	0%	-0%	-14%	-0%	31%	0%	-2%	-0%	0%	-0%
Skilled Craft																
Workforce #/%	594/32%	64/3%	728/39%	2/0%	51/3%	0/0%	18/1%	0/0%	171/9%	20/1%	202/11%	0/0%	10/1%	0/0%	9/0%	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 #/%	-29%	-6%	19%	-0%	-1%	-0%	0%	-0%	6%	0%	9%	-0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	501/14%	116/3%	2214/63%	5/0%	19/1%	1/0%	23/1%	0/0%	135/4%	25/1%	483/14%	0/0%	8/0%	1/0%	10/0%	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 #/%	-8%	-5%	41%	0%	-4%	0%	0%	-0%	-11%	-4%	-5%	-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
Officials/Administrators	✓								✓							
Professionals					✓			✓	✓				✓			✓
Technicians					✓			✓	✓				✓			✓
Protective Services: Sworn			✓				✓	✓								
Protective Services: Non-sworn							✓	✓	✓				✓			
Administrative Support	✓				✓				✓				✓			✓
Skilled Craft	✓	✓			✓			✓								
Service/Maintenance	✓	✓			✓			✓	✓				✓			✓

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.

 Director 9/16/2016
[signature] [title] [date]