

EEOP Utilization Report



Mon Oct 03 16:04:47 EDT 2016

Step 1: Introductory Information

Grant Title:	COPS Hiring Program	Grant Number:	2015UMWX0125
Grantee Name:	Town of Summerville	Award Amount:	\$500,000.00
Grantee Type:	Local Government Agency		
Address:	200 South Main Street Summerville, South Carolina 29483		
Contact Person:	Kayla Halberg	Telephone #:	843-851-4234
Contact Address:	200 South Main Street Summerville, South Carolina 29483		
DOJ Grant Manager:		DOJ Telephone #:	800-421-6770

Policy Statement:

Town of Summerville provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Town of Summerville complies with applicable state and local laws governing non-discrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Step 4b: Narrative Underutilization Analysis

The Town of Summerville has reviewed the Utilization Analysis (comparing the Town workforce to the relevant labor market), and noted the following:

1. White males are significantly under-represented in administrative support roles.
2. Black/African-American males are significantly under-represented in Protective Services: Sworn (Police Department) and Protective Services: Non-sworn (Fire and Rescue) job categories.
3. White females are significantly under-represented in Protective Service: Non-sworn (Fire and Rescue) positions.
4. Black/African-American females are significantly under-represented in the Protective Services: Sworn (Police Department) category.

The Utilization Analysis reveals that under-representation exists in several categories. The Town is committed to developing a diverse and highly-qualified work-force, and will maintain high standards for equal employment practices including recruitment, retention, and promotion.

Step 5 & 6: Objectives and Steps

1. Enhance the representation of gender and racial minorities through recruitment, retention, and promotion, with special attention to those currently underutilized groups.

- a. Employment applications for the Summerville Police Department are filed through the Town of Summerville's Human Resources Department. In addition to advertising open positions in local newspapers and online, the Human Resources Department will actively seek to recruit gender and racial minorities by sending out letters and e-mails to announce all job openings to predominately African-American colleges, vocational rehabilitation centers, veterans administration and rehabilitation centers, and mental health rehabilitation centers.
- b. To encourage applicants in under-utilized groups, the Town of Summerville will maintain and create contacts with community groups, minority, female and veterans organization groups, and other human relations organizations. The Town will distribute communications regarding current vacancies to these groups, and will also consult the groups in order to better understand how the Town can best recruit the underutilized populations.

2. Remove and/or mitigate potential barriers to employment and promotion for gender and racial minorities.

- a. The Town will review employment data including exit interviews, applicant flow data for recent vacancies, job posting practices, interview processes, promotion evaluation, etc., to identify any potential barriers to employment or promotion for gender and racial minorities. The Town will take action to remove and/or mitigate these potential barriers and will review its practices annually.
- b. The Town will provide necessary information to current employees regarding promotion examination requirements, including educational materials.
- c. The Town will provide necessary training for physical agility tests that may be required for hiring and/or promotion for Protective Services positions.
- d. The Town will diversify the interview panel, ensuring fair, objective, and inclusive representation of the community in its hiring practices.

Step 7a: Internal Dissemination

Internal dissemination of the EEOP Utilization Report will include:

1. Post a notice that the EEOP Utilization Report is available for review with job vacancies and other Human Resources Department materials on bulletin boards and in employee common areas and break rooms.
2. Display a copy of the EEOP Utilization Report with materials in the sitting area/lobby of the Human Resources Department.
3. Make a copy of the EEOP Utilization Report available on the Employee Access area of the Town's website.

Step 7b: External Dissemination

External dissemination of the EEOP Utilization Report will include:

1. Display a copy of the EEOP Utilization Report with materials in the sitting area/lobby of the Human Resources Department so is is available to all potential applicants when they pick up and/or complete an application for employment.
2. Post a notice that the EEOP Utilization Report is available for review with other public notices in the Town Hall lobby bulletin area.
3. Provide a copy of the EEOP Utilization Report on the Town website for public review and notify contractors and vendors that it is available to them.

Utilization Analysis Chart
Relevant Labor Market: Dorchester County, South Carolina

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 #/%	9/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/17%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,835/50%	10/0%	130/4%	20/1%	10/0%	0/0%	0/0%	0/0%	1,215/33%	40/1%	410/11%	0/0%	15/0%	0/0%	15/0%	0/0%
Utilization #/%	25%	-0%	-4%	-1%	-0%	0%	0%	0%	-16%	-1%	-3%	0%	-0%	0%	-0%	0%
Professionals																
Workforce #/%	5/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/42%	0/0%	1/8%	0/0%	0/0%	1/8%	0/0%	0/0%
CLS #/%	1,665/32%	40/1%	225/4%	0/0%	45/1%	0/0%	25/0%	0/0%	2,660/52%	35/1%	415/8%	20/0%	15/0%	0/0%	15/0%	0/0%
Utilization #/%	9%	-1%	-4%	0%	-1%	0%	-0%	0%	-10%	-1%	0%	-0%	-0%	8%	-0%	0%
Technicians																
Workforce #/%	16/73%	0/0%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%	3/14%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	240/31%	0/0%	50/6%	0/0%	25/3%	0/0%	0/0%	0/0%	310/40%	45/6%	95/12%	0/0%	4/1%	0/0%	4/1%	0/0%
Utilization #/%	42%	0%	3%	0%	-3%	0%	0%	0%	-26%	-6%	-8%	0%	-1%	0%	-1%	0%
Protective Services: Sworn																
Workforce #/%	67/71%	5/5%	7/7%	0/0%	1/1%	0/0%	0/0%	0/0%	13/14%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	380/46%	0/0%	265/32%	0/0%	0/0%	0/0%	0/0%	0/0%	40/5%	0/0%	135/16%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	25%	5%	-25%	0%	1%	0%	0%	0%	9%	0%	-15%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	82/91%	1/1%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	15/30%	0/0%	10/20%	0/0%	0/0%	0/0%	0/0%	0/0%	25/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	61%	1%	-16%	0%	0%	0%	0%	0%	-47%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	25/71%	0/0%	9/26%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,795/28%	70/1%	610/6%	20/0%	30/0%	15/0%	0/0%	15/0%	4,460/45%	130/1%	1,550/16%	60/1%	70/1%	4/0%	100/1%	0/0%
Utilization #/%	-28%	-1%	-6%	3%	-0%	-0%	0%	-0%	27%	-1%	10%	-1%	-1%	-0%	-1%	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
Skilled Craft																
Workforce #/%	15/56%	0/0%	10/37%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,135/69%	155/3%	930/20%	60/1%	4/0%	0/0%	20/0%	0/0%	190/4%	15/0%	60/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-13%	-3%	17%	-1%	-0%	0%	-0%	0%	-0%	-0%	2%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	24/33%	0/0%	22/31%	1/1%	0/0%	0/0%	0/0%	0/0%	14/19%	0/0%	11/15%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,385/31%	305/3%	1,590/15%	55/1%	155/1%	35/0%	130/1%	4/0%	2,805/26%	104/1%	2,145/20%	50/0%	55/1%	0/0%	65/1%	0/0%
Utilization #/%	2%	-3%	16%	1%	-1%	-0%	-1%	-0%	-6%	-1%	-4%	-0%	-1%	0%	-1%	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
Protective Services: Sworn			✓								✓					
Protective Services: Non-sworn			✓						✓							
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: Colin L. Martin

Administrator

10-03-2016

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