

EEOP Short Form



Sun Sep 16 20:16:22 EDT 2012

City Attorney



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

May 31, 2012

Melvin V. Richardson
Equal Employment Opportunity Manager
90 West Broad Street, Room 311
Columbus, OH 43215

Re: Equal Employment Opportunity Plan for the City of Columbus

Dear Mr. Richardson:

The Office for Civil Rights, Office of Justice Programs has received the Equal Employment Opportunity Plan (EEOP) Short Form that you submitted on behalf of the City of Columbus in accordance with the provisions of its current grant awards. Based on this submission, the City of Columbus is in compliance with the Office for Civil Rights' Equal Employment Opportunity reporting requirement for this grant cycle. Your submission satisfies the EEOP requirement for any subsequent grants that the City of Columbus receives from the Department of Justice for a two year period.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

Michael L. Alston
Director
Office for Civil Rights

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HUMAN RESOURCES

POLICY STATEMENT:

POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

Federal, State and Local law prohibits discrimination on the basis of race color, religion, sex, national origin, disability, ancestry, age, genetic information, sexual orientation or military status.

It is the policy of the City of Columbus to provide equal employment opportunity in City government in recognition of the essential rights of all qualified applicants and employees; to prohibit discrimination in employment with regard to race, color, religion, sex (including sexual harassment), national origin, disability, ancestry, age, genetic information, sexual orientation or military status; to identify or eliminate barriers to the employment of qualified persons and promote equal opportunity with respect to hiring, promotion, terms, conditions or privileges of employment in each department and division of City government.

It is the policy that non-discrimination and equal employment opportunity are the policy of City government in all of its employment decisions, programs, services and activities. To that end, all City departments and divisions, supervisors and employees shall act affirmatively to ensure equality of opportunity in the internal affairs of City government, as well as in their relations with the public.

The policy requires more than a desire to eliminate discriminatory barriers to employment. It must also entail positive and aggressive measures to ensure equal employment opportunity in all areas of human resources management. These measures should include efforts required to remedy all effects of discriminatory patterns and practices and those actions necessary to guarantee equal employment opportunity for all qualified persons.

The overall objective of the Equal Employment Opportunity Policy is to free the working environment of any and all forms of unlawful employment discrimination.

All departments and appointing authorities shall act affirmatively to eliminate discrimination.

All departments and appointing authorities shall have responsibility for ensuring that this Policy is implemented in their operations with the assistance of the Human Resources Department, Equal Employment Opportunity Office.

To effectuate the intent of equal employment opportunity, each city department and agency shall cooperate and work with the Human Resources Department, Equal Employment Opportunity Office in the performance of the duties and responsibilities imposed by this Policy.

The Human Resources Department, Equal Employment Opportunity Office, is hereby designated to administer the Equal Employment Opportunity Policy as set forth in this document.

Effective October 20, 2000 – Revised November 1, 2010

Utilization Analysis Chart
Relevant Labor Market: Franklin 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	5/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	44,405/51%	610/1%	3,735/4%	140/0%	1,610/2%	4/0%	305/0%	30,160/35%	500/1%	4,390/5%	85/0%	695/1%	10/0%	180/0%
Utilization #/%	11%	-1%	-4%	-0%	-2%	-0%	-0%	3%	-1%	-5%	-0%	-1%	-0%	-0%
Professionals														
Workforce #/%	28/41%	0/0%	3/4%	0/0%	0/0%	0/0%	0/0%	30/44%	2/3%	5/7%	0/0%	0/0%	0/0%	0/0%
CLS #/%	51,510/41%	855/1%	4,420/4%	90/0%	4,695/4%	35/0%	425/0%	52,440/42%	760/1%	7,150/6%	130/0%	2,565/2%	0/0%	325/0%
Utilization #/%	0%	-1%	1%	-0%	-4%	-0%	-0%	2%	2%	2%	-0%	-2%	0%	-0%
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,070/33%	75/1%	635/5%	0/0%	205/2%	4/0%	35/0%	5,495/45%	60/0%	1,330/11%	4/0%	245/2%	0/0%	30/0%
Utilization #/%														
Protective Services: Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,895/59%	85/1%	1,785/18%	15/0%	20/0%	0/0%	75/1%	1,295/13%	45/0%	765/8%	0/0%	10/0%	0/0%	10/0%
Utilization #/%														
Protective Services: Non-sworn														
Workforce #/%	5/15%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	19/56%	1/3%	6/18%	0/0%	1/3%	0/0%	0/0%
Civilian Labor Force #/%	125/34%	20/5%	10/3%	0/0%	0/0%	0/0%	0/0%	205/56%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-20%	-5%	3%	0%	0%	0%	0%	-0%	2%	18%	0%	3%	0%	0%
Administrative Support														
Workforce #/%	13/28%	0/0%	5/11%	0/0%	0/0%	0/0%	0/0%	21/45%	0/0%	8/17%	0/0%	0/0%	0/0%	0/0%
CLS #/%	44,660/28%	835/1%	8,080/5%	130/0%	1,110/1%	40/0%	620/0%	82,365/51%	1,615/1%	18,740/12%	230/0%	1,880/1%	20/0%	870/1%
Utilization #/%	-0%	-1%	6%	-0%	-1%	-0%	-0%	-6%	-1%	5%	-0%	-1%	-0%	-1%

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	31,515/77%	1,460/4%	3,685/9%	150/0%	440/1%	15/0%	380/1%	2,505/6%	105/0%	440/1%	4/0%	150/0%	10/0%	30/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	55,850/40%	4,130/3%	18,100/13%	325/0%	1,935/1%	15/0%	905/1%	39,950/29%	1,525/1%	13,445/10%	280/0%	1,930/1%	25/0%	580/0%
Utilization #/%														

Narrative Underutilization Analysis:

The Office of the Director of Human Resources of the City of Columbus, in consultation with the department's Equal Employment Opportunity (EEO) Office, reviewed the Utilization Analysis (comparing the City of Columbus, City Attorney's workforce to the Franklin County, Ohio, Labor Market), and noted the following:

1. White males were significantly under-represented in the following job category: Protective Services: Non-Sworn (-20%) (✓)
2. Hispanic or Latino Males were significantly under-represented in the following job category: Protective Services: Non-Sworn (-5%).
3. Asian males were significantly under-represented in the following job category: Professionals (-4%).
4. White females were significantly under-represented in the following job category: Administrative Support (-6%).

Objectives and Steps:

Complete the following within 60 days of implementation of this EEOP.

- a. EEO Manager prepare an individual, detailed chart of utilization for the City's 17 major offices and departments.
- b. EEO Manager implement a presently operative trial protocol whereby EEO Office receives and reviews Personnel Hiring Justification Forms.
- c. Justification Form (above) alerts EEO Office of hiring activity and prompts EEO Office monitoring of requestor's utilization status.
- d. Based on utilization status review and where needed, EEO Office will initiate contact with hiring authority representative to offer specific assistance (such as recruitment sources, community contacts and successful results others have attained in reducing underutilization of affected groups).
- e. Documentation will be prepared and retained reflecting interaction of the EEO Office with office and departments in regard to this objective. Positive results shall be highlighted.

Internal Dissemination

1. Every person in a supervisory position in the various City departments will be provided a copy of this Equal Employment Opportunity Plan and within thirty (30) days of receipt of this plan will document, in writing, that he/she has made each of his/her subordinates, aware of the location of a copy of this plan within their office, facility, etc., and inform them of their right to inspect and acquire a copy of the same.
2. Applicants for employment will also be provided, in writing, information detailing their right to inspect and obtain a copy of this plan.
3. A copy of this EEOP will be posted on the City of Columbus website and notice informing employees will be distributed through a City-wide email.
4. A copy of this plan shall be maintained for inspection and a copy may be obtained from:

City of Columbus
Department of Human Resources
Equal Employment Opportunity Office
City Hall, Room 311
90 West Broad Street
Columbus, Ohio 43215
(614)645-8871

Melvin V. Richardson, J.D.
Equal Employment Opportunity Manager

External Dissemination

1. The City of Columbus will post this EEOP on its website and any user will be able to access and download it.
2. The City's Equal Business Opportunity Commission Office will notify contractors doing business with the City that they may obtain copies of this EEOP.
3. Copies of this EEOP will be sent to the Columbus Public Library.

