

# EEOP Utilization Report



Thu Oct 13 14:14:16 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	FY 15 Smart Supervision Program	<b>Grant Number:</b>	2015-SM-BX-0003
<b>Grantee Name:</b>	New York City Department of Probation	<b>Award Amount:</b>	\$716,050.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	33 Beaver Street New York, New York 10004		
<b>Contact Person:</b>	Lily J. Shapiro	<b>Telephone #:</b>	212-361-8945
<b>Contact Address:</b>	33 Beaver Street, 23rd Floor New York, New York 10004		
<b>DOJ Grant Manager:</b>	Ania Dobrzanska	<b>DOJ Telephone #:</b>	202-598-7476

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### Policy Statement:

The City of New York is an equal opportunity employer and prohibits discriminatory employment actions against, and treatment of, City employees, and applicants for employment based on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender(including gender identity-which refers to a persons actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, caregiver status, genetic information or predisposing genetic characteristics, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, unemployment status and consumer credit history.

## Step 4b: Narrative Underutilization Analysis

The New York City Department of Probation has reviewed its under utilization chart and is aware that it in the Professional Category we are underutilized in Asian Males and Females as well as Caucasian females. In the Protective Sworn Officer category we are underutilized in Male: Hispanic or Latino, Black or African American and Asians. In the Administrative Support category we are underutilized in Female: Asians and Caucasians.

We do not often have vacancies in the Professional Category and through the efforts of succession planning we generally promote from within where our community is less populated with Asians and Caucasian females in this category. For the Sworn Officer category, we most often hire from a civil service list where African American females obtain the highest scores and are therefore, the first called for interviews. In general, fewer Asian and Hispanic candidates apply for vacancies in our agency. Those who are offered a position often decline stating that they have been offered higher salaries by other employment entities.

NYC DOP is committed to having a workforce that resembles its community and will continue to review its recruitment and retention practices to ensure fair employment practices for all.

## Step 5 & 6: Objectives and Steps

**1. Our objective is to provide equal employment opportunities for Caucasian and Asian females as well as Hispanic, Black and Asian males in the Professional Job Category when our organization fills vacancies that become available.**

a. NYC DOP will review employment data to address employment barriers including exit interviews; job postings; career paths; the hiring, retention, and attrition rates for particular positions. NYC DOP will continue to recruit through NYC E-Hire and our external/internal website, John Jay College of Criminal Justice, all Veteran Centers in the five boroughs, the Mayors Office for Disabilities, The National Urban Leagues and in the future social media to enlarge our candidate pool. NYC DOP conducts structured interviews with a panel of diverse interviewers to ensure that the most qualified individual is selected for the interview. The Diversity and EEO Officer reviews candidate evaluation sheets to ensure that the hiring selection is solely based on the most qualified individual to perform the job.

**2. Our objective is to provide equal employment opportunities for Asian and Caucasian females and Black, Hispanic and Asian males in the Protective Services: Sworn Patrol Officers category when our organization fills vacancies that become available.**

a. NYC DOP will review employment data to address employment barriers including exit interviews; job postings; career paths; the hiring, retention, and attrition rates for particular positions. NYC DOP will continue to recruit through NYC E-Hire as well as our external and internal website, John Jay College of Criminal Justice, all Veteran Centers in the five boroughs, the Mayors Office for Disabilities, The National Urban Leagues and in the future social media to enlarge our candidate pool. NYC DOP conducts structured interviews with a panel of diverse interviewers to ensure that the most qualified individual is selected for the interview. The Diversity and EEO Officer reviews candidate evaluation sheets to ensure that the hiring selection is solely based on the most qualified individual to perform the job.

**3. Our objective is to provide equal employment opportunities to Caucasian and Asian females in the Administrative Support job category when our organization fills vacancie that become available**

a. NYC DOP will review employment data to address employment barriers including exit interviews; job postings; career paths; the hiring, retention, and attrition rates for particular positions. NYC DOP will continue to recruit through NYC E-Hire as well as our external and internal website, John Jay College of Criminal Justice, all Veteran Centers in the five boroughs, the Mayors Office for Disabilities, The National Urban Leagues and in the future social media to enlarge our candidate pool. NYC DOP conducts structured interviews with a panel of diverse interviewers to ensure that the most qualified individual is selected for the interview. The Diversity and EEO Officer reviews candidate evaluation sheets to ensure that the hiring selection is solely based on the most qualified individual to perform the job.

## Step 7a: Internal Dissemination

NYC DOP will Post the EEOP Utilization Report on both the agency's intranet and public website.

NYC DOP will inform every DOP employee (every employee at DOP has an assigned computer) via e-mail that the agency's EEOP Utilization Report can be viewed on the agency's intranet and public website and that copies will be made available upon request to the Office of Diversity and EEO Office.

### **Step 7b: External Dissemination**

NYC DOP will Post a copy of the EEOP Utilization Report on its public website and will indicate that hard copies will be made available upon request to the Office of Diversity and EEO.

During hiring pools, NYC DOP will make a copy of the EEOP Utilization Report available for review and will advise all that upon request to the Office of Diversity and EEO a copy will be e-mailed.

Contractors and vendors that apply to do business with NYC DOP will be notified that the agency's EEOP Utilization Report is available on our public website and will be e-mailed upon request to the Office of Diversity and EEO.

**Utilization Analysis Chart**  
**Relevant Labor Market: New York County, New York**

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 #/%	1/20%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	172,915/39%	26,130/6%	19,050/4%	215/0%	32,545/7%	85/0%	1,545/0%	1,550/0%	114,165/26%	22,220/5%	22,735/5%	125/0%	24,520/6%	35/0%	1,595/0%	1,740/0%
Utilization #/%	-19%	-6%	16%	-0%	-7%	-0%	-0%	-0%	-26%	15%	35%	-0%	-6%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	19/18%	4/4%	14/13%	0/0%	2/2%	0/0%	0/0%	0/0%	19/18%	7/7%	38/37%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	207,250/34%	27,325/4%	26,375/4%	140/0%	50,990/8%	15/0%	2,560/0%	2,600/0%	172,750/28%	31,955/5%	38,140/6%	415/0%	48,515/8%	85/0%	3,370/1%	2,480/0%
Utilization #/%	-15%	-1%	9%	-0%	-6%	-0%	-0%	-0%	-10%	2%	30%	-0%	-7%	-0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	1/10%	2/20%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	3/30%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,415/31%	3,255/7%	3,505/7%	30/0%	6,125/12%	0/0%	140/0%	395/1%	7,495/15%	3,500/7%	5,295/11%	95/0%	4,120/8%	0/0%	195/0%	215/0%
Utilization #/%	-21%	13%	3%	-0%	-12%	0%	-0%	-1%	15%	23%	-11%	-0%	-8%	0%	-0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	47/7%	29/5%	113/18%	1/0%	8/1%	0/0%	0/0%	0/0%	41/6%	54/8%	343/53%	3/0%	5/1%	0/0%	0/0%	0/0%
CLS #/%	19,910/33%	11,580/19%	14,385/24%	10/0%	2,275/4%	0/0%	165/0%	790/1%	2,460/4%	2,890/5%	5,755/9%	0/0%	385/1%	0/0%	130/0%	100/0%
Utilization #/%	-25%	-15%	-6%	0%	-2%	0%	-0%	-1%	2%	4%	44%	0%	0%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	345/17%	310/16%	265/13%	0/0%	20/1%	0/0%	0/0%	25/1%	350/18%	350/18%	275/14%	0/0%	0/0%	0/0%	50/3%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	2/1%	10/7%	10/7%	0/0%	3/2%	0/0%	0/0%	0/0%	12/8%	19/12%	91/60%	1/1%	4/3%	0/0%	0/0%	0/0%
CLS #/%	131,570/2	47,790/8	38,255/6	195/0%	33,530/6	45/0%	2,065/0%	3,005/0%	142,095/2	76,490/13	76,815/13	680/0%	42,260/7	80/0%	3,150/1%	4,335/1%

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	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
	2%	%	%		%				4%	%	%		%			
Utilization #/%	-21%	-1%	0%	-0%	-4%	-0%	-0%	-0%	-16%	-0%	47%	1%	-4%	-0%	-1%	-1%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	44,910/44%	26,490/26%	14,995/15%	315/0%	6,835/7%	10/0%	505/0%	1,095/1%	2,205/2%	1,860/2%	1,455/1%	4/0%	1,725/2%	0/0%	0/0%	80/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	1/33%	1/33%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	60,825/13%	116,570/26%	42,500/9%	340/0%	37,990/8%	0/0%	1,290/0%	3,010/1%	39,645/9%	69,460/15%	47,115/10%	325/0%	29,025/6%	50/0%	1,160/0%	2,855/1%
Utilization #/%	20%	8%	-9%	-0%	25%	0%	-0%	-1%	-9%	-15%	-10%	-0%	-6%	-0%	-0%	-1%

### 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>Professionals</b>	✓				✓				✓				✓			
<b>Protective Services: Sworn</b>	✓	✓	✓		✓			✓								
<b>Administrative Support</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.

Certified As Final By: Phyllis R. DeLisio

Diversity and EEO Officer

10-04-2016

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