

# EEOP Short Form



Fri Sep 10 11:54:17 EDT 2010

## Step 1: Introductory Information

<b>Grant Title:</b>	Edward Byrne Memorial Competitive Grant	<b>Grant Number:</b>	2009-SC-B9-0071
<b>Grantee Name:</b>	New York City Department of Probation	<b>Award Amount:</b>	\$6,628,688.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	33 Beaver Street, Suite 2112 New York, New York 10004		
<b>Contact Person:</b>	Leona A. Braithwaite	<b>Telephone #:</b>	212-232-0676
<b>Contact Address:</b>	33 Beaver Street, Suite 2112 New York, New York 10004		
<b>DOJ Grant Manager:</b>	Dean Iwasaki	<b>DOJ Telephone #:</b>	202-514-5278

---

### 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 person's 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), age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, predisposing genetic characteristic, sexual orientation, or status as a victim or witness of domestic violence, sexual offenses and stalking.

## **Step 4b: Narrative Underutilization Analysis**

The EEO Officer finds that there is significant underutilization of White and Hispanic males and females in the Protective Services: Non-Sworn and Administrative Support Job Categories. In particular DOP takes note of the following data:

1. White and Hispanic males are significantly under-represented in the job categories of Protective Services: Non-Sworn and Administrative Support. The data shows that 2% of white males and 5% of hispanic males are under utilized in the Protective Service: Non-Sworn job category. In addition, 11% of white males and 5% of hispanic males are under utilized in the Administrative support job category.
  
2. White and Hispanic females are significantly under-represented in the job categories of Protective Services: Non-Sworn and Administrative Support. The data indicates that 19% of white females and 7% of hispanic females are under utilized in the Protective Service: Non-Sworn job category. In addition, 13% of white females and 5% of hispanic females are under utilized in the Administrative support job category.

## **Step 5 & 6: Objectives and Steps**

### **1. Encourage White and Hispanic males and females to apply for vacancies in the Protective Services: Non-Sworn and Administrative Support Job Categories**

- a. 3. The EEO Office will work collaboratively with Human Rights to ensure that a diversified pool of employees are selected to participate in all future panels established to develop test questions for hiring and promotional examinations.
- b. 1. The EEO Office will evaluate the agency's recruitment efforts to ensure that recruitment resources provide a pool of candidates that reflect the diversity of New York City's population. Targeted recruitment will immediately be implemented to specifically address those under represented as cited above.
- c. 2. The EEO Office will continue to work collaboratively with Human Resources to evaluate the selection process for promotional appointments to ensure that fair and equitable practices are being implemented, that equal opportunity is provided and that any barriers to promotional positions are immediately eliminated.

## **Step 7a: Internal Dissemination**

The EEO Officer will post a PDF file of the EEOP Short Form on the agency's intranet, the internal electronic communication system for the NYC Department of Probation.

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

The EEO Officer will post on its public website a PDF file of the EEOP Short Form that any user may access and download.

**Utilization Analysis Chart**  
**Relevant Labor Market: New York city, 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	9/45%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	3/15%	1/5%	4/20%	0/0%	1/5%	0/0%	0/0%
CLS #/%	151,675/33%	39,115/9%	30,075/7%	330/0%	32,225/7%	150/0%	7,705/2%	106,080/23%	26,730/6%	38,045/8%	365/0%	18,385/4%	35/0%	4,025/1%
Utilization #/%	12%	-9%	3%	-0%	-7%	-0%	-2%	-8%	-1%	12%	-0%	1%	-0%	-1%
<b>Professionals</b>														
Workforce #/%	4/33%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	5/42%	0/0%	1/8%	0/0%	1/8%	0/0%	0/0%
CLS #/%	218,890/29%	33,650/4%	46,060/6%	555/0%	43,775/6%	145/0%	8,255/1%	226,505/30%	47,365/6%	83,845/11%	510/0%	44,955/6%	100/0%	8,085/1%
Utilization #/%	5%	-4%	-6%	-0%	3%	-0%	-1%	12%	-6%	-3%	-0%	2%	-0%	-1%
<b>Technicians</b>														
Workforce #/%	2/18%	2/18%	0/0%	0/0%	2/18%	0/0%	0/0%	2/18%	3/27%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,365/19%	4,440/8%	6,310/11%	65/0%	3,405/6%	4/0%	875/2%	9,160/16%	4,980/9%	11,860/21%	40/0%	3,185/6%	25/0%	825/1%
Utilization #/%	-0%	10%	-11%	-0%	12%	-0%	-2%	2%	18%	-21%	-0%	-6%	-0%	-1%
<b>Protective Services: Sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	26,850/27%	17,015/17%	27,800/28%	125/0%	2,895/3%	20/0%	2,555/3%	3,560/4%	4,680/5%	12,365/13%	60/0%	400/0%	0/0%	425/0%
Utilization #/%														
<b>Protective Services: Non-sworn</b>														
Workforce #/%	71/8%	41/5%	147/17%	1/0%	12/1%	0/0%	0/0%	70/8%	75/9%	421/50%	2/0%	7/1%	0/0%	0/0%
Civilian Labor Force #/%	465/11%	410/9%	420/10%	15/0%	100/2%	0/0%	25/1%	1,175/27%	675/16%	940/22%	10/0%	40/1%	0/0%	45/1%
Utilization #/%	-2%	-5%	8%	-0%	-1%	0%	-1%	-19%	-7%	28%	0%	-0%	0%	-1%
<b>Administrative Support</b>														
Workforce #/%	8/3%	8/3%	20/8%	0/0%	5/2%	0/0%	0/0%	27/10%	25/10%	161/62%	1/0%	6/2%	0/0%	0/0%
CLS #/%	139,105/15%	81,795/9%	79,335/8%	630/0%	40,855/4%	165/0%	13,145/1%	225,840/24%	141,445/15%	168,115/18%	1,285/0%	47,415/5%	255/0%	16,295/2%

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
Utilization #/%	-11%	-5%	-1%	-0%	-2%	-0%	-1%	-13%	-5%	44%	0%	-3%	-0%	-2%
<b>Skilled Craft</b>														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	81,795/35%	58,335/25%	45,975/20%	410/0%	15,805/7%	75/0%	9,120/4%	5,155/2%	6,160/3%	3,860/2%	25/0%	3,470/2%	0/0%	550/0%
Utilization #/%	-35%	-25%	-20%	-0%	-7%	-0%	-4%	-2%	97%	-2%	-0%	-2%	0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	2/50%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	119,835/13%	205,405/22%	117,050/12%	775/0%	72,020/8%	120/0%	20,820/2%	79,850/8%	143,090/15%	129,755/14%	825/0%	50,540/5%	160/0%	15,000/2%
Utilization #/%	37%	28%	-12%	-0%	-8%	-0%	-2%	-8%	-15%	-14%	-0%	-5%	-0%	-2%

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 Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

Phyllis Bleh for Phyllis Bleh 1510

[signature]

[title]

September 14, 2010

[date]

Associate Commune,  
Financial Operative