

EEOP Short Form



Wed Mar 25 09:04:39 EDT 2009

Step 1: Introductory Information

| | | | |
|---------------------------|---|-------------------------|---------------|
| Grant Title: | COPS Non-Hiring Grant | Grant Number: | 2008-CKWX0358 |
| Grantee Name: | City of Bethlehem | Award Amount: | \$327,355.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 10 E. Church Street Bethlehem, Pennsylvania 18018 | | |
| Contact Person: | Jennifer Swett | Telephone #: | 610-865-7099 |
| Contact Address: | 10 E. Church Street Bethlehem, Pennsylvania 18018 | | |
| DOJ Grant Manager: | Lt. Ashley Heiberger | DOJ Telephone #: | 610-865-7296 |

| | | | |
|---------------------------|---|-------------------------|---------------|
| Grant Title: | COPS Non-Hiring Grant | Grant Number: | 2008-CKWX0352 |
| Grantee Name: | City of Bethlehem | Award Amount: | \$935,300.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 10 E. Church Street Bethlehem, Pennsylvania 18018 | | |
| Contact Person: | Jennifer Swett | Telephone #: | 610-865-7099 |
| Contact Address: | 10 E. Church Street Bethlehem, Pennsylvania 18018 | | |
| DOJ Grant Manager: | Lt. Ashley Heiberger | DOJ Telephone #: | 610-865-7296 |

Policy Statement:

It is the policy of the City of Bethlehem to afford equal opportunity for employment, for advancement in employment, and for continuation of employment to all individuals, regardless of their religion, age, race, color, sex, national origin or disability.

Affirmative action will be taken by all departments of the City to insure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, sex, national origin or disability in all matters (but not limited to) employment, promotion, demotion, transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Overall City responsibility for the direction of Equal Opportunity policy, programs and practices is assigned to the Compliance Officer, who will serve as the City's Director of Equal Opportunity Affairs.

Step 4b: Narrative Underutilization Analysis

The City's Human Resources Office reviewed the Utilization Analysis and noted the following:

1. Black males were significantly underrepresented in the job category Protective Services - Sworn Officials (-10%).
2. Black females were significantly underrepresented in job categories: Technicians (-5%), Protective Service - Sworn Officials (-5%), Protective Service - Sworn Patrol Officers (-6%), Protective Service - Non sworn (-7%), and Service Maintenance (-5%).
3. White females were significantly underrepresented in the following job categories: Officials/Administrators (-14%), Technicians (-24%), Protective Service - Sworn Officials (-9%), Protective Service - Sworn Patrol Officers (-31%), Protective Service - non-sworn (-33%), and Service Maintenance (-35%).

The high number of female underutilization in job categories Protective Service and Service Maintenance is assumed to be due to the type of positions that fall into these categories. These positions appear to be less attractive to females based on the number of applicants submitted for these positions.

Step 5 & 6: Objectives and Steps

1. To encourage Black males, Black females and White females to apply for City vacancies.

- a. In addition to the organizations listed below, advertisements for Fire and Police civil service examinations are also advertised via The Morning Call, The Express Times, El Hispano, and EL Torrero (police only) newspapers; WHOL radio, RCN and Service Electric cable TV stations, and at the local US Post Office.
- b. The City of Bethlehem Human Resources office will continue to distribute open job postings to the following organizations: Office of Vocational Rehabilitation, NAACP, Good Shepherd Work Services, Spanish Council, Private Industry Council of the Lehigh Valley, Hispanic American Organization, South Bethlehem Neighborhood Center, the Lehigh Valley Center for Independent Living, The Salvation Army and Grace Deliverance Baptist Church.
- c. The Bethlehem Police Department formed a Recruitment Committee comprised of members of the City's Police Department and the City's Human Resources Director. Members of the Recruitment Committee have attended numerous job fairs at colleges throughout PA, NJ and NY. They have focused on attending job fairs at colleges that were mostly minority or female attended including, Lincoln University, Cheney University, New Jersey City University, Community College of Philadelphia, Temple, Cedar Crest College, LCCC, NCCC, and Rutgers.

The Committee is also conducting a prep course on June 6, 2009 to assist police exam applicants with their preparation for the Civil Service exam which will be conducted on June 15, 2009.

A copy of the Recruitment Efforts and Applicant Testing 2007 Final Report which was completed after the 2007 examination will also be forwarded with this Plan. This report goes into greater detail the recruitment efforts that have taken place.

Step 7a: Internal Dissemination

After receiving approval of the City's EEOP Short Form:

1. The Human Resources Office will provide written notification to all employees of its existence and instructions should an employee like to obtain a copy.
2. The Human Resources office will provide a bulletin board posting at all City posting locations notifying employees of the plan's existence including instructions for obtaining a copy.

3. The Human Resources office will also include written notice of the EEOP Short Form in its Personnel Manual including directions for obtaining a copy.
4. The Human Resources office will post a copy of the EEOP Short Form in its Shared file.

Step 7b: External Dissemination

After receiving approval of the City's EEOP Short Form:

1. The Human Resources office will include a written statement in all job announcements and other communications with prospective employees to notify them that they may obtain a copy of the EEOP Short Form on request.
2. The City will post on its public website a PDF file of the EEOP Short Form that any user may access and download.
3. The City's Purchasing Office will provide written notice to all vendors and contractors that they may obtain a copy of the City's EEOP Short Form on request.
4. The Human Resources office will send 4 copies of the EEOP Short Form to the Bethlehem Area Public Library so that two copies may be put on display in the Main Library as well as the South Branch.

Utilization Analysis Chart
Relevant Labor Market: 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 | 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 #/% | 53/79% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 13/19% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 436,310/57% | 6,005/1% | 16,840/2% | 415/0% | 8,390/1% | 95/0% | 1,465/0% | 256,355/34% | 5,315/1% | 22,290/3% | 470/0% | 4,355/1% | 85/0% | 1,120/0% |
| Utilization #/% | 22% | 1% | -2% | -0% | -1% | -0% | -0% | -14% | -1% | -3% | -0% | -1% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | |
| Workforce #/% | 41/48% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 41/48% | 2/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 441,065/41% | 8,120/1% | 23,575/2% | 440/0% | 21,910/2% | 135/0% | 2,055/0% | 510,950/48% | 9,205/1% | 40,750/4% | 480/0% | 14,310/1% | 100/0% | 2,020/0% |
| Utilization #/% | 7% | 0% | -2% | -0% | -2% | -0% | -0% | 1% | 1% | -4% | -0% | -1% | -0% | -0% |
| Technicians | | | | | | | | | | | | | | |
| Workforce #/% | 93/67% | 1/1% | 2/1% | 0/0% | 0/0% | 0/0% | 0/0% | 40/29% | 2/1% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 53,815/36% | 795/1% | 3,340/2% | 185/0% | 1,220/1% | 10/0% | 205/0% | 78,510/52% | 1,220/1% | 8,230/6% | 100/0% | 1,635/1% | 20/0% | 305/0% |
| Utilization #/% | 31% | 0% | -1% | -0% | -1% | -0% | -0% | -24% | 1% | -5% | -0% | -1% | -0% | -0% |
| Protective Services: Sworn-Officials | | | | | | | | | | | | | | |
| Workforce #/% | 34/97% | 0/0% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 64,155/69% | 1,850/2% | 12,085/13% | 150/0% | 255/0% | 30/0% | 345/0% | 8,170/9% | 455/0% | 4,655/5% | 50/0% | 100/0% | 0/0% | 85/0% |
| Utilization #/% | 28% | -2% | -10% | -0% | -0% | -0% | -0% | -9% | -0% | -5% | -0% | -0% | 0% | -0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | |
| Workforce #/% | 108/90% | 4/3% | 4/3% | 0/0% | 0/0% | 0/0% | 0/0% | 4/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 288,870/49% | 12,575/2% | 30,710/5% | 585/0% | 3,010/1% | 65/0% | 1,400/0% | 200,660/34% | 10,040/2% | 32,180/6% | 400/0% | 2,490/0% | 60/0% | 890/0% |
| Utilization #/% | 41% | 1% | -2% | -0% | -1% | -0% | -0% | -31% | -2% | -6% | -0% | -0% | -0% | -0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | |

| 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 |
| Workforce #/% | 110/73% | 8/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 31/21% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 3,145/32% | 60/1% | 355/4% | 0/0% | 30/0% | 0/0% | 4/0% | 5,290/54% | 90/1% | 800/8% | 0/0% | 40/0% | 0/0% | 35/0% |
| Utilization #/% | 41% | 5% | -4% | 0% | -0% | 0% | -0% | -33% | -1% | -7% | 0% | -0% | 0% | -0% |
| Administrative Support | | | | | | | | | | | | | | |
| Workforce #/% | 27/33% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 46/56% | 7/9% | 2/2% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 404,585/27% | 9,780/1% | 39,450/3% | 470/0% | 6,840/0% | 100/0% | 2,235/0% | 901,620/60% | 22,330/1% | 102,360/7% | 1,165/0% | 11,085/1% | 180/0% | 3,295/0% |
| Utilization #/% | 6% | -1% | -3% | -0% | -0% | -0% | -0% | -4% | 7% | -4% | -0% | -1% | -0% | -0% |
| Skilled Craft | | | | | | | | | | | | | | |
| Workforce #/% | 157/92% | 5/3% | 4/2% | 0/0% | 1/1% | 0/0% | 0/0% | 4/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 515,185/87% | 10,565/2% | 22,755/4% | 835/0% | 3,470/1% | 135/0% | 1,790/0% | 29,810/5% | 1,145/0% | 3,160/1% | 60/0% | 1,460/0% | 4/0% | 65/0% |
| Utilization #/% | 5% | 1% | -2% | -0% | -0% | -0% | -0% | -3% | -0% | -1% | -0% | -0% | -0% | -0% |
| Service/Maintenance | | | | | | | | | | | | | | |
| Workforce #/% | 57/90% | 3/5% | 2/3% | 0/0% | 1/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 851,055/49% | 43,530/3% | 95,655/6% | 1,585/0% | 14,985/1% | 295/0% | 4,850/0% | 598,720/35% | 26,385/2% | 79,240/5% | 1,250/0% | 13,505/1% | 190/0% | 3,470/0% |
| Utilization #/% | 41% | 2% | -2% | -0% | 1% | -0% | -0% | -35% | -2% | -5% | -0% | -1% | -0% | -0% |

Law Enforcement Category Rank 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 | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races |
| Commissioner | | | | | | | | | | | | | | |
| Workforce #/% | 1/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Deputy Commissioner | | | | | | | | | | | | | | |
| Workforce #/% | 1/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Captain | | | | | | | | | | | | | | |
| Workforce #/% | 3/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Lieutenant | | | | | | | | | | | | | | |
| Workforce #/% | 7/88% | 0/0% | 1/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Sergeant | | | | | | | | | | | | | | |
| Workforce #/% | 22/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | |
| Workforce #/% | 108/90% | 4/3% | 4/3% | 0/0% | 0/0% | 0/0% | 0/0% | 4/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |

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.

[signature]

[title]

[date]