

EEO Utilization Report

Organization Information

Name: City Of Stamford

City: Stamford

State: CT

Zip: 06904

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Please see attached Equal Employment Opportunity Policy Statement.

Following File has been uploaded:Equal Opportunity Policy Statement March 2019.pdf



EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The City of Stamford is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. The City of Stamford prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, gender, sexual orientation, marital status, pregnancy, national origin, ancestry, age, physical or mental disability or genetic information. In addition, all contractors and subcontractors who do business with the City of Stamford must provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit. The City will continue to take steps to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, gender, sexual orientation, marital status, pregnancy, national origin, ancestry, age, physical or mental disability or genetic information.

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between the City of Stamford, its contractors and subcontractors and their employees, including:

- ✓ Employee benefits and application of policies
- ✓ Employment
- ✓ Promotion
- ✓ Recruitment
- ✓ Transfer
- ✓ Wage and salary administration
- ✓ Working conditions

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary and any other persons or firms doing business for or with the City of Stamford.

The Director of Human Resources will be responsible for the dissemination of this policy. All City of Stamford Directors, managers and supervisors are responsible for implementing equal employment practices with each department. The Human Resources Department is responsible for overall compliance and ensuring that the City of Stamford administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.

- Advertising for job openings with the statement the City of Stamford is “An Equal Opportunity Employer – Minorities/Females/Disabled/Veterans”
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, an HR representative or the Corporation Counsel any perceived discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the Corporation Counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Harassment

Harassment is a form of unlawful discrimination and violates the City of Stamford policy. Prohibited sexual harassment, for example, includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The City of Stamford encourages employees to report all incidents of harassment to a member of management or the Human Resources Department. The City of Stamford investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The City of Stamford will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

This Equal Employment Opportunity Policy Statement reaffirms my personal commitment to the principles of Equal Employment Opportunity.



 David Martin, Mayor

3/14/19

 Date:



Step 4b: Narrative of Interpretation

Please see attached City of Stamford 2018 Underutilization Narrative.

Following File has been uploaded:City of Stamford 2018 EEO Underutilization Narrative Final.pdf

Step 5: Objectives and Steps

1. Outreach Efforts

a. The City is committed to making its workforce reflect the relevant labor market for each demographic group within each job category. Based on the results of the utilization analysis, and within the constraints of the civil service system that governs all hires and promotions, the City of Stamford will continue to focus on its outreach efforts. The City will continue to enhance its outreach efforts to recruit a diverse workforce by expanding community-based recruitment efforts with a focus on under-represented protected classes. Regular contacts will be made with minority and female organizations in order to facilitate referral of qualified applicants; attend job fairs specifically targeted for diverse populations; and advertise in minority and female newspapers and with professional organizations.

2. Comprehensive Communication and Education Plan

- a. Continue to post the current Affirmative Action and Equal Employment Opportunity Policies throughout its facilities and website for easy access to employees, applicants and vendors doing business with the City.
- b. Continue to reference the City's Affirmative Action and Equal Employment Opportunity Policies on all job applications and job postings including where they can be accessed and viewed.
- c. Provide managers with periodic training on the principals of Affirmative Action, Equal Employment Opportunity, sexual harassment, cultural diversity, and leadership, including interviewing skills and employment law.
- d. The City will continue to publicize its tuition reimbursement program which will help employees gain the skills necessary for promotions to higher level positions.

3. Periodic Review of Recruitment and Employment Procedures

- a. Job Descriptions will be periodically reviewed to ensure that minimum requirements are job-related. It is the policy of the City of Stamford to employ only fully qualified persons to fill open positions.
- b. The City shall review all testing procedures for new applicants and promotions to ensure they are appropriate and related to the essential duties of the position.
- c. The applicant data including hires, promotions, transfers and terminations will continue to be monitored to determine if there has been any adverse impact on the underutilized workforce. This will enable the City to modify/enhance its employment practices.
- d. All applicants are asked to voluntarily complete a self-identification questionnaire on the job application for statistical purposes only. This will enable the City to evaluate the number of applicants by race, national origin and sex seeking available employment and target recruitment efforts to promote awareness of employment opportunities and increase the applicant pool as appropriate.

Step 6: Internal Dissemination

- 1) Upon Plan approval, a global E-mail will be sent to City employees notifying them that the report is available on the City's website and provide the location.
- 2) The EEO Plan will be discussed at a monthly manager's meeting and its location on the City's website will be provided.
- 3) A copy of the policy will be posted in the common areas throughout City buildings.
- 4) The EEO Plan will be referenced at new hire orientation and its location on the City's website will be provided.

Step 7: External Dissemination

- 1) The EEO report and its location will be referenced on all job postings.
- 2) Upon Plan approval, the report will be posted on the City's website on the main HR page where applicants are directed to apply for employment opportunities.



- 3) Hard copies will be placed in our Purchasing Department available for vendors.
- 4) Hard copies will be placed in the Human Resources common area where all job postings are maintained.



[Handwritten signature]
3/14/2019

**City of Stamford
10/01/2018 EEO Underutilization Narrative**

The City of Stamford continues to feel the impact of the state's current economic conditions. The State of Connecticut approved the City of Stamford transferring ownership of the Smith House Nursing Facility to a private firm effective January 1, 2016. The City's workforce was reduced by this change and it is anticipated that it will be a challenge to correct any underutilizations in certain job categories because some services may no longer be needed by the City. Should the City of Stamford have the opportunity to hire candidates in the job categories identified below, we will actively recruit to facilitate a diverse applicant pool representative of our surrounding labor market. The Utilization Analysis Chart identified the following as areas of significant underutilization of qualified employees:

EEO Job Category: Technicians

Underutilization(s): White Females

Summary: There are 61 employees classified as Technicians. This is one of the categories where transferring ownership of Smith House reduced our overall female representation. There is very little turnover in this particular job category, which affords us very few hiring opportunities to correct the underrepresentation of White females (-18%). However, our underutilization for Black or African American females has improved by 1% since our last EEO analysis in 2016. In addition, there were a total of nine (9) hiring opportunities over the past two years in this job category, and three (33%) of the new hires in this category were females.

EEO Job Category: Protective Services – Sworn

Underutilization(s): Hispanic or Latino Males, Black or African American Males and Black or African American Females

Summary: The City recognizes the underutilization of Hispanic or Latino males (-5%), Black or African American males (-5%) and Black or African American females (-3%). Over the past two years, there have been 33 hiring opportunities in this category. The hiring percentage for Hispanic or Latino males was 15%, approximately 2% higher than the Fairfield County Labor Market Statistics and the percentage for Black or African American females was 3%, which is in line with the Labor Market statistics. However, the hire percentage for Black or African American males was 9%, which is approximately 4% lower than the Labor Market statistics.

EEO Job Category: Protective Services – Non-Sworn

Underutilization(s): White Females and Hispanic or Latino Females

Summary: There have been 26 hiring opportunities in this job category of which resulted in a 54% female hiring rate (14 positions). This hiring percentage is in line with the current labor market statistics for all female categories combined. Our underutilization for White Females has improved by 4% and our underutilization for Hispanic or Latino Females has improved by 4% since our last EEO analysis.


3/14/2019

EEOP Job Category: Skilled Craft

Underutilization(s): Hispanic or Latino Males

Summary: There have been 11 hiring opportunities in this job category which resulted in a 27% Hispanic or Latino Males hire rate (3 positions). This hiring percentage is 5% higher than the current labor market statistics for this category. The city experienced an overall improvement of 1% minority representation in this category.

EEOP Job Category: Service/Maintenance

Underutilization(s): White Females, Hispanic or Latino Females and Black or African American Females

Summary: This is one of the job categories where transferring ownership of Smith House reduced our overall female statistics. There is little turnover in this particular job category coupled with the fact that some job classifications may no longer be needed. This affords us very few hiring opportunities to correct the underrepresentation of White females (-20), Hispanic or Latino females (-14%) and Black or African American females (-8%) in this category. Should any opportunities become available, we will establish goals to actively seek qualified candidates to correct the underutilization of these groups in the category.

**Utilization Analysis Chart
Relevant Labor Market: Fairfield County, Connecticut**

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 #/%	23/59%	1/3%	2/5%	0/0%	2/5%	0/0%	0/0%	0/0%	7/18%	1/3%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	39,430/53%	2,725/4%	1,580/2%	20/0%	2,305/3%	0/0%	280/0%	225/0%	23,055/31%	1,860/2%	1,680/2%	10/0%	1,185/2%	0/0%	180/0%	95/0%
Utilization #/%	6%	-1%	3%	-0%	2%	0%	-0%	-0%	-13%	0%	5%	-0%	-2%	0%	-0%	-0%
Professionals																
Workforce #/%	52/38%	0/0%	3/2%	0/0%	2/1%	0/0%	0/0%	0/0%	51/37%	7/5%	15/11%	0/0%	7/5%	0/0%	0/0%	0/0%
CLS #/%	37,625/38%	2,285/2%	2,325/2%	75/0%	4,225/4%	0/0%	150/0%	265/0%	41,730/42%	3,415/3%	3,355/3%	40/0%	3,325/3%	20/0%	345/0%	165/0%
Utilization #/%	0%	-2%	-0%	-0%	-3%	0%	-0%	-0%	-5%	2%	8%	-0%	2%	-0%	-0%	-0%
Technicians																
Workforce #/%	33/54%	5/8%	5/8%	0/0%	0/0%	0/0%	0/0%	0/0%	10/16%	0/0%	6/10%	0/0%	2/3%	0/0%	0/0%	0/0%
CLS #/%	3,315/33%	360/4%	455/4%	4/0%	420/4%	0/0%	25/0%	55/1%	3,490/34%	610/6%	970/10%	0/0%	235/2%	10/0%	60/1%	110/1%
Utilization #/%	21%	5%	4%	-0%	-4%	0%	-0%	-1%	-18%	-6%	0%	0%	1%	-0%	-1%	-1%
Protective Services:																
Sworn																
Workforce #/%	406/77%	41/8%	44/8%	0/0%	3/1%	0/0%	2/0%	0/0%	22/4%	6/1%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,510/62%	925/13%	940/13%	0/0%	40/1%	0/0%	60/1%	25/0%	305/4%	155/2%	280/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	15%	-5%	-5%	0%	0%	0%	-0%	-0%	-0%	-1%	-3%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	40/32%	5/4%	30/24%	0/0%	1/1%	0/0%	0/0%	0/0%	21/17%	6/5%	22/17%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	335/32%	65/6%	60/6%	0/0%	0/0%	0/0%	0/0%	0/0%	335/32%	110/11%	75/7%	0/0%	0/0%	30/3%	35/3%	0/0%
Utilization #/%	-0%	-2%	18%	0%	1%	0%	0%	0%	-15%	-6%	10%	0%	1%	-3%	-3%	0%
Administrative Support																
Workforce #/%	31/25%	2/2%	4/3%	0/0%	0/0%	0/0%	0/0%	0/0%	58/46%	6/5%	24/19%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	33,550/27%	5,885/5%	4,555/4%	160/0%	1,665/1%	10/0%	215/0%	425/0%	54,535/45%	9,370/8%	8,735/7%	75/0%	2,265/2%	0/0%	460/0%	425/0%


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
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
Utilization #/%	-3%	-3%	-1%	-0%	-1%	-0%	-0%	-0%	2%	-3%	12%	-0%	-2%	0%	-0%	-0%
Skilled Craft																
Workforce #/%	49/79%	6/10%	3/5%	0/0%	0/0%	0/0%	1/2%	0/0%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	24,560/63%	8,715/22%	1,900/5%	25/0%	495/1%	0/0%	90/0%	845/2%	1,090/3%	610/2%	260/1%	0/0%	150/0%	20/0%	15/0%	15/0%
Utilization #/%	16%	-13%	-0%	-0%	-1%	0%	1%	-2%	2%	-2%	-1%	0%	-0%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	71/58%	23/19%	26/21%	0/0%	2/2%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	26,670/26%	18,345/18%	7,145/7%	135/0%	1,935/2%	20/0%	410/0%	975/1%	20,830/20%	14,030/14%	8,560/8%	50/0%	1,885/2%	0/0%	310/0%	935/1%
Utilization #/%	32%	1%	14%	-0%	-0%	-0%	-0%	-1%	-20%	-14%	-8%	-0%	-2%	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
Technicians									✓							
Protective Services: Sworn		✓	✓						✓							
Protective Services: Non-sworn									✓	✓					✓	
Skilled Craft		✓														
Service/Maintenance									✓	✓	✓					

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 EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

 Interim HR Director 3/4/2019
[Signature] [title] [date]