

# EEOP Utilization Report



Fri Oct 17 08:00:44 EDT 2014

## Step 1: Introductory Information

<b>Grant Title:</b>	FY 2014 DNA Backlog Reduction Program-Erie County	<b>Grant Number:</b>	2014-DN-BX-0079
<b>Grantee Name:</b>	County of Erie	<b>Award Amount:</b>	\$698,223.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1600 Rath Building 95 Franklin St. Buffalo, New York 14202		
<b>Contact Person:</b>	John P. Simich, Ph.D.	<b>Telephone #:</b>	716-858-8656
<b>Contact Address:</b>	45 Elm St. Buffalo, New York 14203		
<b>DOJ Grant Manager:</b>	Alissa Genovese	<b>DOJ Telephone #:</b>	202-514-9554

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<b>Grant Title:</b>	FY 2013 DNA Backlog Reduction Program-Erie County	<b>Grant Number:</b>	2013-DN-BX-0022
<b>Grantee Name:</b>	County of Erie	<b>Award Amount:</b>	\$695,031.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1600 Rath Building 95 Franklin St. Buffalo, New York 14202		
<b>Contact Person:</b>	John P. Simich, Ph.D.	<b>Telephone #:</b>	716-858-8656
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### Policy Statement:

The Erie County Office of Equal Employment Opportunity (EEO) is, in part, charged with developing and administering Equal Employment and Affirmative Action programs pursuant to Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, and in accordance with the laws of New York State and the County of Erie. Services and programs are provided for the benefit of all County residents without regard to race, sex, religion, age disability, national origin, marital status, color or status as a Vietnam-era veteran. The EEO Office is responsible for investigation of harassment complaints and monitoring of equal employment and affirmative action policy and procedures for all units of the County government. Mandated reports to the Equal Employment Opportunity Commission and other regulatory authorities are compiled and filed by this office.

The EEO Office audits county contracts for goods, services, and construction to maintain participation goals for Minority Business Enterprises (MBE) and Women owned Business Enterprises (WBE). Services are provided to facilitate MBE and WBE access to County contracts. County departments, agencies and administrative units are monitored for compliance with the utilization plan for MBEs on County contracts for professional, technical and consulting services.

Finally, the EEO Office monitors the County's personnel and hiring procedures to assure compliance with the County's affirmative action plan. A job bank is also available to assist county departments and local businesses in recruiting county residents for employment.

#### MISSION STATEMENT

The mission of the EEO Office is to help build an inclusive workforce in an environment that fosters dignity and respect for the individual through best customer practices and focus on the taxpayer, and cultivates business and economic development opportunities for minority and women owned businesses.

## Step 4b: Narrative Underutilization Analysis

A review of the under-utilization analysis indicates deficiencies in the following categories:

1. White females were significantly under-represented in the following job categories: Technicians (-20) and Service Maintenance (-24).
2. Black females were under-represented in the Technicians (-6), Protective Sworn (-2) and Service Maintenance (-5) job categories.
3. White males were under-represented in the Protective non-Sworn (-7) and Administrative (-14), Skilled (-11) job categories.
4. Black males were under-represented in the following job categories: Protective Sworn (-3), Protective non-Sworn (-2) and Administrative (-1).
5. Asian males were under-represented in the Professional (-2) job category.
6. Asian females were under-represented in the Professional (-2) job category.
7. Two or more males were under-represented in the Protective Sworn (-1) job category.

Many of the job categories that demonstrated under-representation are governed by New York State Civil Service laws. As such, the County is required to fill job vacancies from candidates who qualify on civil service exams. A review of 18,723 civil service exam reports showed that 81.6% of the applicants were White, 9.6% were Black, 0.7% were Asian, 0.5% were American Indian, 2.9% were Hispanic and 0.4% were Two or More.

## Step 5 & 6: Objectives and Steps

### 1. To encourage White females to apply for vacancies in the Technicians and Service Maintenance job categories.

- a. The County Affirmative Action Administration will monitor its hiring and promotional activities for the purpose of maintaining a workforce in all job group categories which generally reflect the demographic characteristics of the County's population.
- b. Implement and monitor the Erie County Affirmative Action Plan to assure that Erie County residents receive equal treatment when seeking employment with the County.
- c. The Director of the Division of EEO will continue to hold meetings with department supervisors and managers to discuss Affirmative Action Plan goals and objectives. The Division of EEO continues to assist Departments in their efforts to cast a wide net when seeking applicants for employment.
- d. The Division of EEO maintains a directory of predominantly minority, women and persons with disabilities agencies and organizations. Employment and position vacancy information shall be distributed to those agencies and organizations listed in the directory. The Division of EEO will make visits and presentations about employment opportunities in Erie County government to education institutions and various organizations holding job fairs. Emphasis will be to those having large numbers of women, minorities and/or persons with disabilities. The responsible management officials are the Commissioner of Personnel and the Director of EEO.

### 2. To encourage Black females to apply for vacancies in the Technicians, Protective Sworn and Service Maintenance job categories.

- a. The County Affirmative Action Administration will monitor its hiring and promotional activities for the purpose of maintaining a workforce in all job group categories which generally reflect the demographic characteristics of the County's population.
- b. Implement and monitor the Erie County Affirmative Action Plan to assure that Erie County residents receive equal treatment when seeking employment with the County.
- c. The Director of the Division of EEO will continue to hold meetings with department supervisors and managers to discuss Affirmative Action Plan goals and objectives. The Division of EEO continues to assist Departments in their efforts to cast a wide net when seeking applicants for employment.
- d. The Division of EEO maintains a directory of predominantly minority, women and persons with disabilities agencies and organizations. Employment and position vacancy information shall be distributed to those agencies and organizations listed in the directory. The Division of EEO will make visits and presentations about employment opportunities in Erie County government to education institutions and various organizations holding job fairs.

Emphasis will be to those having large numbers of women, minorities and/or persons with disabilities. The responsible management officials are the Commissioner of Personnel and the Director of EEO.

**3. To encourage White males to apply for vacancies in the Protective non-Sworn, Administrative and Skilled job categories.**

- a. The County Affirmative Action Administration will monitor its hiring and promotional activities for the purpose of maintaining a workforce in all job group categories which generally reflect the demographic characteristics of the County's population.
- b. Implement and monitor the Erie County Affirmative Action Plan to assure that Erie County residents receive equal treatment when seeking employment with the County.
- c. The Director of the Division of EEO will continue to hold meetings with department supervisors and managers to discuss Affirmative Action Plan goals and objectives. The Division of EEO continues to assist Departments in their efforts to cast a wide net when seeking applicants for employment.
- d. The Division of EEO maintains a directory of predominantly minority, women and persons with disabilities agencies and organizations. Employment and position vacancy information shall be distributed to those agencies and organizations listed in the directory. The Division of EEO will make visits and presentations about employment opportunities in Erie County government to education institutions and various organizations holding job fairs. Emphasis will be to those having large numbers of women, minorities and/or persons with disabilities. The responsible management officials are the Commissioner of Personnel and the Director of EEO.

**4. To encourage Black males to apply for vacancies in the Protective Sworn, Protective non-Sworn, and Administrative job categories.**

- a. The County Affirmative Action Administration will monitor its hiring and promotional activities for the purpose of maintaining a workforce in all job group categories which generally reflect the demographic characteristics of the County's population.
- b. Implement and monitor the Erie County Affirmative Action Plan to assure that Erie County residents receive equal treatment when seeking employment with the County.
- c. The Director of the Division of EEO will continue to hold meetings with department supervisors and managers to discuss Affirmative Action Plan goals and objectives. The Division of EEO continues to assist Departments in their efforts to cast a wide net when seeking applicants for employment.
- d. The Division of EEO maintains a directory of predominantly minority, women and persons with disabilities agencies and organizations. Employment and position vacancy information shall be distributed to those agencies and organizations listed in the directory. The Division of EEO will make visits and presentations about employment opportunities in Erie County government to education institutions and various organizations holding job fairs. Emphasis will be to those having large numbers of women, minorities and/or persons with disabilities. The responsible management officials are the Commissioner of Personnel and the Director of EEO.

**5. To encourage Asian males and females to apply for vacancies in the Professional job category.**

- a. The County Affirmative Action Administration will monitor its hiring and promotional activities for the purpose of maintaining a workforce in all job group categories which generally reflect the demographic characteristics of the County's population.
- b. Implement and monitor the Erie County Affirmative Action Plan to assure that Erie County residents receive equal treatment when seeking employment with the County.
- c. The Director of the Division of EEO will continue to hold meetings with department supervisors and managers to discuss Affirmative Action Plan goals and objectives. The Division of EEO continues to assist Departments in their efforts to cast a wide net when seeking applicants for employment.
- d. The Division of EEO maintains a directory of predominantly minority, women and persons with disabilities agencies and organizations. Employment and position vacancy information shall be distributed to those agencies and organizations listed in the directory. The Division of EEO will make visits and presentations about employment opportunities in Erie County government to education institutions and various organizations holding job fairs. Emphasis will be to those having large numbers of women, minorities and/or persons with disabilities. The responsible management officials are the Commissioner of Personnel and the Director of EEO.

**6. To encourage Two or More males to apply for vacancies in the Technician job category.**

- a. The County Affirmative Action Administration will monitor its hiring and promotional activities for the purpose of maintaining a workforce in all job group categories which generally reflect the demographic characteristics of the County's population.
- b. Implement and monitor the Erie County Affirmative Action Plan to assure that Erie County residents receive equal treatment when seeking employment with the County.
- c. The Director of the Division of EEO will continue to hold meetings with department supervisors and managers to discuss Affirmative Action Plan goals and objectives. The Division of EEO continues to assist Departments in their efforts to cast a wide net when seeking applicants for employment.
- d. The Division of EEO maintains a directory of predominantly minority, women and persons with disabilities agencies and organizations. Employment and position vacancy information shall be distributed to those agencies and organizations listed in the directory. The Division of EEO will make visits and presentations about employment opportunities in Erie County government to education institutions and various organizations holding job fairs. Emphasis will be to those having large numbers of women, minorities and/or persons with disabilities. The responsible management officials are the Commissioner of Personnel and the Director of EEO.

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

1. A copy of the EEOP Utilization Report will be posted on the Laboratory's website at [www.erie.gov/forensiclab](http://www.erie.gov/forensiclab). This website is accessible by all staff members.
2. A copy of the EEOP Utilization Report will also be posted in the Laboratory's Quality Management System. This will be required reading for all staff members who will be required to sign-off that they have read and understand the contents.
3. Post a copy of the Division of Equal Employment Opportunity's Year in Review Report on the County's website. This is accessible by all County employees via the County's intranet.
4. Post a copy of Equal Opportunity Posters in all County departments in a conspicuous place.
5. Post a copy of the Equal Opportunity Policy Statement in all County departments in a conspicuous place.

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

1. Organizations that deal primarily with minorities, women and disabled persons shall be made aware of the County's commitment to provide equal opportunity to all persons and a copy of the Policy Statements shall be provided to those organizations.
2. The Division of Equal Employment Opportunity Year in Review Report is available on the County's public website.
3. A copy of the EEOP Utilization Report will be posted on the Laboratory's website at [www.erie.gov/forensiclab](http://www.erie.gov/forensiclab). This is accessible by the public.

**Utilization Analysis Chart**  
**Relevant Labor Market: Erie 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 #/%	59/65%	2/2%	2/2%	1/1%	0/0%	0/0%	0/0%	0/0%	25/27%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	27,340/54%	360/1%	1,175/2%	145/0%	535/1%	0/0%	170/0%	135/0%	18,640/37%	500/1%	1,320/3%	70/0%	355/1%	0/0%	195/0%	4/0%
Utilization #/%	11%	1%	-0%	1%	-1%	0%	-0%	-0%	-9%	0%	-1%	-0%	-1%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	421/37%	12/1%	24/2%	3/0%	1/0%	0/0%	0/0%	0/0%	575/50%	24/2%	84/7%	2/0%	4/0%	0/0%	0/0%	0/0%
CLS #/%	33,135/37%	740/1%	2,335/3%	130/0%	2,300/3%	0/0%	310/0%	115/0%	44,250/49%	950/1%	3,560/4%	125/0%	1,695/2%	0/0%	180/0%	125/0%
Utilization #/%	-0%	0%	-1%	0%	-2%	0%	-0%	-0%	1%	1%	3%	0%	-2%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	126/66%	1/1%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	57/30%	0/0%	4/2%	0/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	4,725/34%	145/1%	350/3%	4/0%	165/1%	0/0%	4/0%	0/0%	6,900/50%	105/1%	1,120/8%	60/0%	225/2%	0/0%	39/0%	0/0%
Utilization #/%	31%	-1%	-2%	0%	-1%	0%	-0%	0%	-20%	-1%	-6%	-0%	-1%	0%	-0%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	640/80%	16/2%	26/3%	2/0%	1/0%	0/0%	0/0%	0/0%	95/12%	4/0%	17/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,070/71%	255/3%	540/6%	65/1%	15/0%	0/0%	60/1%	4/0%	1,090/13%	55/1%	365/4%	15/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	9%	-1%	-3%	-1%	-0%	0%	-1%	-0%	-1%	-0%	-2%	-0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	64/20%	3/1%	3/1%	1/0%	0/0%	0/0%	0/0%	0/0%	217/68%	4/1%	25/8%	1/0%	1/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	250/27%	0/0%	30/3%	0/0%	0/0%	0/0%	0/0%	0/0%	540/59%	0/0%	90/10%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-7%	1%	-2%	0%	0%	0%	0%	0%	9%	1%	-2%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	185/17%	9/1%	13/1%	0/0%	3/0%	0/0%	0/0%	0/0%	730/69%	33/3%	78/7%	3/0%	4/0%	0/0%	0/0%	0/0%
CLS #/%	41,420/31%	1,240/1%	3,510/3%	90/0%	1,115/1%	10/0%	385/0%	100/0%	73,820/55%	2,290/2%	7,600/6%	310/0%	985/1%	10/0%	425/0%	260/0%

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 #/%	-14%	-0%	-1%	-0%	-1%	-0%	-0%	-0%	-14%	1%	2%	0%	-0%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	114/75%	2/1%	15/10%	1/1%	0/0%	0/0%	0/0%	0/0%	6/4%	0/0%	13/9%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	28,725/86%	920/3%	1,495/4%	195/1%	45/0%	0/0%	190/1%	70/0%	1,500/5%	40/0%	115/0%	0/0%	0/0%	0/0%	15/0%	0/0%
Utilization #/%	-11%	-1%	5%	0%	-0%	0%	-1%	-0%	-1%	-0%	8%	0%	0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	232/77%	3/1%	28/9%	2/1%	1/0%	0/0%	0/0%	0/0%	24/8%	4/1%	7/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	53,720/46%	3,015/3%	7,665/7%	400/0%	1,280/1%	0/0%	655/1%	195/0%	38,155/32%	2,245/2%	8,625/7%	195/0%	980/1%	0/0%	320/0%	155/0%
Utilization #/%	31%	-2%	3%	0%	-1%	0%	-1%	-0%	-24%	-1%	-5%	-0%	-1%	0%	-0%	-0%

### 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>Technicians</b>									✓		✓					
<b>Protective Services: Sworn</b>			✓				✓				✓					
<b>Protective Services: Non-sworn</b>	✓		✓													
<b>Administrative Support</b>	✓		✓													
<b>Skilled Craft</b>	✓															
<b>Service/Maintenance</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: John P. Simich, Ph.D.

Director Forensic Laboratory

10-17-2014

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[date]