

EEOP Utilization Report



Thu Sep 22 12:34:15 EDT 2016

Step 1: Introductory Information

Grant Title:	FY14 and FY15 Firearm Inquiry Statistics (FIST) Project	Grant Number:	2014-BJ-CX-K2016
Grantee Name:	REJIS Comission	Award Amount:	\$748,140.00
Grantee Type:	Local Government Agency		
Address:	4255 West Pine Blvd St. Louis, Missouri 63108		
Contact Person:	Jennifer Karberg	Telephone #:	314-633-0318
Contact Address:	4255 West Pine Blvd St. Louis, Missouri 63108		
DOJ Grant Manager:	Allina Lee	DOJ Telephone #:	202-305-2696

Policy Statement:

REJIS and the General Manager of REJIS are committed to providing equal employment opportunity for all qualified individuals regardless of race, religion, color, national origin, sexual orientation, gender identity, disability, veteran status, genetic information, age or sex. Every member of the staff is expected to comply with this policy which must prevail throughout every aspect of the employment relationship including recruitment, selection, placement, training, compensation, promotion, discipline, transfer, termination, or other terms, conditions or privileges of employment. If you believe that you have been subjected to discrimination in any form at REJIS, notify your Director or Human Resources. All complaints will be investigated promptly.

Step 4b: Narrative Underutilization Analysis

REJIS has reviewed the OJP Utilization Analysis Chart, and has found the results consistent with our own Affirmative Action analysis and plan for item one. Specifically:

1. White females and African American females are underrepresented (two standard deviations from the mean for their respective demographic categories) in the Technicians EEOP job category by -17%, and -14%, respectively. These were the only cases where a significant underrepresentation occurred and only within the Technicians category.

Other findings:

2. Other job categories that showed underrepresentation, but not two standard deviations from the mean, were:
 - a. For white females as Officials/Administrators (-28%), Professionals (-6%), Administrative Support (-28%), and Service/Maintenance (-28%).
 - b. For African American females (-6%) in the Professionals job category
 - c. For African American males (-13%) in the Service/Maintenance category

In REJIS own EEOP analysis, we have created an action plan to increase recruitment and employment of female technicians. Though the apparent underrepresentation of females in item two may seem high for the job categories of Officials/Administrators and Service/Maintenance and males in the category of Service/Maintenance, both categories contain relatively small numbers of employees overall (18 and 2, respectively). Thus it is difficult to say if the tallies in the aforementioned job categories are truly underrepresentative of the available workforce. Finally, the methodology used to calculate the OJP Utilization Report differs from that which REJIS uses, namely, in the job market used for comparison. REJIS serves and recruits from a much larger geographical area than was available to us for use in these calculations.

Step 5 & 6: Objectives and Steps

1. Encourage White and African American females to apply for Technician positions when vacancies become available, to be more in line with market availability.

- a. Identify referral sources to REJIS from current female technical employees; seek out additional referrals from those sources. Ask these employees to assist in recruiting and outreach activities to technical colleges and high school students (ex. Clyde C. Miller Career Academy and other all-female high schools).
- b. Use open Data Center positions (low technical expertise required vs. other positions) as a good entry point for females who are new to technical work.
- c. Participate in Ranken Technical College job fairs and the like to familiarize future graduates with REJIS. Work with recruiting staff at Ranken, community colleges, and other technical colleges to help us identify female candidates.
- d. Create a targeted program to recruit diverse candidates, especially White and African American females, into the applicant pool.
- e. Before the end of 2016, REJIS' Human Resources Supervisor will conduct a training with the supervisors, managers and directors to provide a hard copy of the results of the EEOP study and provide additional information on recruiting and interviewing techniques to encourage African American and White female Technicians to apply.

2. Assess parity in REJIS' hiring and promotion processes and work toward correcting any bias if found

- a. REJIS will review the composition of the applicant pool for all vacancies in this job category in the last year to determine whether African American and/or White female applicants were under-represented.
- b. REJIS will conduct a detailed workforce analysis to identify particular departments or job positions that represent significant underutilization of African American and/or White females in these categories. The workforce analysis will include interviews with both current and exiting employees. Based on the results of the analysis, as well as other data collected, REJIS will create a recruitment action plan for implementation.
- c. REJIS will review the applicant flow data that it is required to keep under the EEOP regulations for all vacancies in the last year in these job categories to determine whether any step in the selection process for these positions may

have had a significant impact on screening out African American and/or White female applicants. REJIS will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

d. At the end of each calendar year, REJIS' Director of Administration will review promotion and salary data to ensure our environment is non-discriminatory. If disparities are found, we will contact the managers and directors to discuss in detail.

Step 7a: Internal Dissemination

1. REJIS will post the EEO Utilization Report on our payroll/HR portal that only employees can access;
2. REJIS will place a notice in our employee handbook that a copy of the EEO Utilization Report is available on our payroll/HR portal;
3. Post information on bulletin boards in employee break areas about how to access the EEO Utilization Report;
4. REJIS will distribute a copy of the EEO Utilization Report to all REJIS supervisors, managers and directors; and
5. REJIS will send an electronic memoranda to every employee stating that a copy of the EEO Utilization Report is available on our website and payroll/HR portal.

Step 7b: External Dissemination

1. Notify applicants during the electronic application process that a copy of the EEO Utilization Report is available on REJIS website with the following language
2. REJIS will notify vendors and contractors in writing that REJIS has developed an EEO Utilization Report which is available for review on our website.
3. REJIS will post the EEO Utilization Report on its REJIS public website.

Utilization Analysis Chart
Relevant Labor Market: St. Louis County, Missouri

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 #/%	14/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/17%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	42,290/53%	525/1%	2,195/3%	75/0%	945/1%	35/0%	305/0%	95/0%	27,805/35%	500/1%	3,560/4%	35/0%	585/1%	0/0%	285/0%	35/0%
Utilization #/%	24%	-1%	-3%	-0%	-1%	-0%	-0%	-0%	-18%	-1%	1%	-0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	29/55%	0/0%	0/0%	0/0%	1/2%	0/0%	1/2%	0/0%	21/40%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	45,955/38%	1,000/1%	3,655/3%	110/0%	3,475/3%	0/0%	315/0%	290/0%	55,915/46%	1,120/1%	6,810/6%	160/0%	1,880/2%	85/0%	430/0%	200/0%
Utilization #/%	17%	-1%	-3%	-0%	-1%	0%	2%	-0%	-6%	-1%	-6%	-0%	0%	-0%	-0%	-0%
Technicians																
Workforce #/%	35/66%	1/2%	4/8%	0/0%	1/2%	0/0%	0/0%	0/0%	12/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,755/37%	70/0%	555/3%	0/0%	610/3%	0/0%	10/0%	10/0%	7,180/39%	110/1%	2,535/14%	15/0%	235/1%	0/0%	115/1%	30/0%
Utilization #/%	29%	2%	5%	0%	-1%	0%	-0%	-0%	-17%	-1%	-14%	-0%	-1%	0%	-1%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,995/66%	70/1%	1,335/18%	0/0%	15/0%	15/0%	79/1%	0/0%	735/10%	0/0%	305/4%	0/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	400/37%	20/2%	100/9%	0/0%	10/1%	0/0%	30/3%	0/0%	370/34%	0/0%	150/14%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	9/50%	1/6%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	4/22%	0/0%	3/17%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	49,275/29%	965/1%	7,775/5%	45/0%	910/1%	15/0%	400/0%	175/0%	84,150/50%	1,355/1%	20,030/12%	150/0%	1,815/1%	20/0%	1,045/1%	305/0%

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 #/%	21%	5%	1%	-0%	-1%	-0%	-0%	-0%	-28%	-1%	5%	-0%	-1%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	36,890/82%	1,065/2%	3,395/8%	80/0%	410/1%	0/0%	335/1%	60/0%	1,965/4%	100/0%	555/1%	25/0%	55/0%	0/0%	15/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	51,460/39%	3,340/3%	16,695/13%	120/0%	1,245/1%	40/0%	620/0%	210/0%	37,480/28%	2,160/2%	16,975/13%	60/0%	1,980/1%	15/0%	775/1%	155/0%
Utilization #/%	11%	-3%	-13%	-0%	-1%	-0%	-0%	-0%	-28%	-2%	37%	-0%	-1%	-0%	-1%	-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
Technicians									✓		✓					

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: Regina Fowler

Director of Administration

09-22-2016

[signature]

[title]

[date]