

EEO Utilization Report

Organization Information

Name: REJIS

City: St. Louis

State: MO

Zip: 63108

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

REJIS and the Executive Director 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 Chief or Human Resources. All complaints will be investigated promptly.

Step 4b: Narrative of Interpretation

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 -25%, and -12%, 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 for white females as Professionals (-13%) and white males in the Administrative Support category (-29%).

In REJIS' own EEOP analysis, we have created an action plan to increase recruitment and employment of female technicians. Though there is an apparent underrepresentation of males in the Administrative Support category, category contains a small number of employees overall (five) and is sensitive to small changes in the number and type of employee in this category. The Service/Maintenance category was not addressed as there is only one person in that category.

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 for calculations done in this OJP system.

Of note: REJIS does not have any positions relevant to either of the Protective Services or the Skilled Craft categories.

Step 5: 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. 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.
- b. While the COVID Pandemic slowed our efforts, REJIS will resume participation 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.
- c. Create a targeted program to recruit diverse candidates, especially White and African American females, into the applicant pool.
- d. REJIS' Human Resources Supervisor currently does and will continue to conduct a trainings 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 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 EEO 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.
- d. At the end of each calendar year, REJIS' Human Resources Supervisor 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 6: 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 7: External Dissemination

1. Notify applicants during the electronic application process that a copy of the EEO Utilization Report is available on REJIS website via a prominent link to the report and on the job openings page feature the following language: REJIS is an Equal Opportunity Employer. Click to learn more EOE/Minorities/Females/Vet/Disabled
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 posts 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 #/%	8/47%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	7/41%	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 #/%	-6%	-1%	3%	-0%	-1%	-0%	-0%	-0%	6%	-1%	1%	-0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	27/53%	0/0%	1/2%	0/0%	2/4%	0/0%	2/4%	0/0%	17/33%	0/0%	1/2%	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 #/%	15%	-1%	-1%	-0%	1%	0%	4%	-0%	-13%	-1%	-4%	-0%	0%	-0%	-0%	-0%
Technicians																
Workforce #/%	40/71%	2/4%	5/9%	0/0%	0/0%	0/0%	0/0%	0/0%	8/14%	0/0%	1/2%	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 #/%	34%	3%	6%	0%	-3%	0%	-0%	-0%	-25%	-1%	-12%	-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 #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/60%	0/0%	2/40%	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 #/%	-29%	-1%	-5%	-0%	-1%	-0%	-0%	-0%	10%	-1%	28%	-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 #/%	1/100%	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%	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 #/%	61%	-3%	-13%	-0%	-1%	-0%	-0%	-0%	-28%	-2%	-13%	-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 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.

Certified As Final By: Sarah Whitehead

HR Supervisor

10-15-2021

[signature]

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