

# EEOP Utilization Report



Mon Dec 05 09:54:03 EST 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	2013 CEASE DV: CAPER System Enhancement Project	<b>Grant Number:</b>	2013-WE-AX-0011
<b>Grantee Name:</b>	County of Nassau	<b>Award Amount:</b>	\$899,721.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1 West Street Mineola, New York 11501		
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<b>Contact Address:</b>	1 West Street Mineola, New York 11501		
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### Policy Statement:

The County of Nassau is committed to a policy of equal opportunity in the workplace that embraces diversity and equality and prohibits illegal discrimination. The County, as set forth herein, will promptly investigate allegations of discrimination or harassment against employees or applicants on the basis of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic information, predisposing genetic characteristic or carrier status, marital status or any other basis protected by law. Nassau County also prohibits sexual harassment in the workplace and, as set forth herein, will promptly investigate allegations of sexual harassment in the workplace.

In addition to the prohibitions on discrimination and sexual harassment, it is unlawful to retaliate against an employee for filing a complaint under this policy or participating in the investigation of a complaint. Allegations of retaliation will be investigated in the same manner as reports of discrimination or harassment.

Nassau County will not discriminate against people with disabilities in regard to any employment practice or terms, conditions, and privileges of employment. The County, in accordance with law, will make reasonable accommodations to otherwise qualified applicants and employees with disabilities to enable them to perform the essential functions of their jobs and to enjoy equal benefits and privileges of employment, unless providing such accommodation would impose an undue hardship on the operations of the County.

## Step 4b: Narrative Underutilization Analysis

The County reviewed the Utilization Analysis and noted the following: White Females were underutilized in 4 of 8 job categories as follows: Professionals, Technicians, Protective Services: Sworn, and Skilled Craft. Hispanic or Latino Females were underutilized in 7 of 8 job categories as follows: Officials/Administrators, Technicians, Protective Services: Sworn, Protective Services: Non-sworn, Administrative Support, Skilled Craft, and Service Maintenance. Black or African American Females were underutilized in 4 of 8 job categories as follows: Technicians, Protective Services: Sworn, Protective Services: Non-sworn, and Service/Maintenance. Asian Females were underutilized in 6 of 8 job categories as follows: Officials/Administrators, Professionals, Technicians, Protective Services: Sworn, Administrative Support, and Service/Maintenance. Hispanic or Latino Males were underutilized in 6 of 8 job categories as follows: Officials/Administrators, Protective Services: Sworn, Protective Services: Non-sworn, Administrative Support, Skilled Craft, and Service/Maintenance. Black or African American Males were underutilized in 3 of 8 job categories as follows: Technicians, Protective Services: Sworn, and Administrative Support. Asian Males were underutilized in all job categories. In reviewing these results, the County identified several factors which may be contributing to the underutilization, including (1) census data likely producing slightly higher availability figures than actually available because they do not distinguish between occupations, (2) very lower turnover, and (3) the possible deterrence of applicants due to legally mandated civil service examinations. The County is committed to addressing the areas of significant underutilization, prioritizing those areas with the largest gaps.

## Step 5 & 6: Objectives and Steps

### 1. To encourage White females to apply for vacancies in the Professionals, Technicians, Protective Services; Sworn, and Skilled Craft job categories.

- a. To the extent permissible under State civil service law, the County will review internal placement procedures to ensure employees of this group have equal access to opportunities in this job category. Any relevant findings will be discussed with appropriate personnel.
- b. The County will review the composition of the applicant pool for vacancies in these job categories to determine whether this group was under-represented and, therefore, additional outreach and recruitment efforts might be appropriate. Any relevant findings will be discussed with appropriate County personnel.
- c. The County will review whether underutilization is more significant in certain departments or occupations and will discuss any relevant findings with appropriate County personnel.
- d. To the extent permissible under State civil service law, when hiring, the County will undertake the responsibility of enhanced outreach and recruitment efforts, as appropriate, to attract greater numbers of qualified candidates from this underutilized group.
- e. The County has posted notices of upcoming civil service exams on the Civil Service Commission web-site and sent those notices to almost 300 local public entities, such as libraries, school districts, and fire districts. In addition, the County posted certain positions on the County's web-site and hosted/participated in a semi-annual job fair. The County will continue to undertake these outreach efforts and consider undertaking additional outreach efforts, such as sending notices and job announcements to other community-based organizations, as deemed necessary and appropriate.

### 2. To encourage Hispanic or Latino females to apply for vacancies in all job categories, except Professionals.

- a. To the extent permissible under State civil service law, the County will review internal placement procedures to ensure employees of this group have equal access to opportunities in this job category. Any relevant findings will be discussed with appropriate personnel.
- b. The County will review the composition of the applicant pool for vacancies in these job categories to determine whether this group was under-represented and, therefore, additional outreach and recruitment efforts might be appropriate. Any relevant findings will be discussed with appropriate County personnel.
- c. The County will review whether underutilization is more significant in certain departments or occupations and will discuss any relevant findings with appropriate County personnel.
- d. To the extent permissible under State civil service law, when hiring, the County will undertake the responsibility of enhanced outreach and recruitment efforts, as appropriate, to attract greater numbers of qualified candidates from

this underutilized group.

e. The County has posted notices of upcoming civil service exams on the Civil Service Commission web-site and sent those notices to almost 300 local public entities, such as libraries, school districts, and fire districts. In addition, the County posted certain positions on the County's web-site and hosted/participated in a semi-annual job fair. The County will continue to undertake these outreach efforts and consider undertaking additional outreach efforts, such as sending notices and job announcements to other community-based organizations, as deemed necessary and appropriate.

**3. To encourage Black or African American females to apply for vacancies in the Technicians, Protective Services: Sworn, Protective Services: Non-sworn, and Service/Maintenance job categories.**

a. To the extent permitted under State civil service law, the County will review internal placement procedures to ensure employees of this group have equal access to opportunities in this job category. Any relevant findings will be discussed with appropriate personnel.

b. The County will review the composition of the applicant pool for vacancies in these job categories to determine whether this group was under-represented and, therefore, additional outreach and recruitment efforts might be appropriate. Any relevant findings will be discussed with appropriate County personnel.

c. The County will review whether underutilization is more significant in certain departments or occupations and will discuss any relevant findings with appropriate County personnel.

d. To the extent permissible under State civil service law, when hiring, the County will undertake the responsibility of enhanced outreach and recruitment efforts, as appropriate, to attract greater numbers of qualified candidates from this underutilized group.

e. The County has posted notices of upcoming civil service exams on the Civil Service Commission web-site and sent those notices to almost 300 local public entities, such as libraries, school districts, and fire districts. In addition, the County posted certain positions on the County's web-site and hosted/participated in a semi-annual job fair. The County will continue to undertake these outreach efforts and consider undertaking additional outreach efforts, such as sending notices and job announcements to other community-based organizations, as deemed necessary and appropriate.

**4. To encourage Asian females to apply for vacancies in all job categories, except Protective Services: Non-sworn and Skilled Craft**

a. To the extent permitted under State civil service law, the County will review internal placement procedures to ensure employees of this group have equal access to opportunities in this job category. Any relevant findings will be discussed with appropriate personnel.

b. The County will review the composition of the applicant pool for vacancies in these job categories to determine whether this group was under-represented and, therefore, additional outreach and recruitment efforts might be appropriate. Any relevant findings will be discussed with appropriate County personnel.

c. The County will review whether underutilization is more significant in certain departments or occupations and will discuss any relevant findings with appropriate County personnel.

d. To the extent permissible under State civil service law, when hiring, the County will undertake the responsibility of enhanced outreach and recruitment efforts, as appropriate, to attract greater numbers of qualified candidates from this underutilized group.

e. The County has posted notices of upcoming civil service exams on the Civil Service Commission web-site and sent those notices to almost 300 local public entities, such as libraries, school districts, and fire districts. In addition, the County posted certain positions on the County's web-site and hosted/participated in a semi-annual job fair. The County will continue to undertake these outreach efforts and consider undertaking additional outreach efforts, such as sending notices and job announcements to other community-based organizations, as deemed necessary and appropriate.

**5. To encourage Hispanic or Latino males to apply for vacancies in all job categories, except Professionals and Technicians.**

a. To the extent permissible under State civil service law, the County will review internal placement procedures to ensure employees of this group have equal access to opportunities in this job category. Any relevant findings will be discussed with appropriate personnel.

b. The County will review the composition of the applicant pool for vacancies in these job categories to determine whether this group was under-represented and, therefore, additional outreach and recruitment efforts might be

appropriate. Any relevant findings will be discussed with appropriate County personnel.

c. The County will review whether underutilization is more significant in certain departments or occupations and will discuss any relevant findings with appropriate County personnel.

d. To the extent permissible under State civil service law, when hiring, the County will undertake the responsibility of enhanced outreach and recruitment efforts, as appropriate, to attract greater numbers of qualified candidates from this underutilized group.

e. The County has posted notices of upcoming civil service exams on the Civil Service Commission web-site and sent those notices to almost 300 local public entities, such as libraries, school districts, and fire districts. In addition, the County posted certain positions on the County's web-site and hosted/participated in a semi-annual job fair. The County will continue to undertake these outreach efforts and consider undertaking additional outreach efforts, such as sending notices and job announcements to other community-based organizations, as deemed necessary and appropriate.

**6. To encourage Black or African American males to apply for vacancies in the Technicians, Protective Services: Sworn, and Administrative Support job categories.**

a. To the extent permissible under State civil service law, the County will review internal placement procedures to ensure employees of this group have equal access to opportunities in this job category. Any relevant findings will be discussed with appropriate personnel.

b. The County will review the composition of the applicant pool for vacancies in these job categories to determine whether this group was under-represented and, therefore, additional outreach and recruitment efforts might be appropriate. Any relevant findings will be discussed with appropriate County personnel.

c. The County will review whether underutilization is more significant in certain departments or occupations and will discuss any relevant findings with appropriate County personnel.

d. To the extent permissible under State civil service law, when hiring, the County will undertake the responsibility of enhanced outreach and recruitment efforts, as appropriate, to attract greater numbers of qualified candidates from this underutilized group.

e. The County has posted notices of upcoming civil service exams on the Civil Service Commission web-site and sent those notices to almost 300 local public entities, such as libraries, school districts, and fire districts. In addition, the County posted certain positions on the County's web-site and hosted/participated in a semi-annual job fair. The County will continue to undertake these outreach efforts and consider undertaking additional outreach efforts, such as sending notices and job announcements to other community-based organizations, as deemed necessary and appropriate.

**7. To encourage Asian males to apply for vacancies in all job categories.**

a. To the extent permissible under State civil service law, the County will review internal placement procedures to ensure employees of this group have equal access to opportunities in this job category. Any relevant findings will be discussed with appropriate personnel.

b. The County will review the composition of the applicant pool for vacancies in these job categories to determine whether this group was under-represented and, therefore, additional outreach and recruitment efforts might be appropriate. Any relevant findings will be discussed with appropriate County personnel.

c. The County will review whether underutilization is more significant in certain departments or occupations and will discuss any relevant findings with appropriate County personnel.

d. To the extent permissible under State civil service law, when hiring, the County will undertake the responsibility of enhanced outreach and recruitment efforts, as appropriate, to attract greater numbers of qualified candidates from this underutilized group.

e. The County has posted notices of upcoming civil service exams on the Civil Service Commission web-site and sent those notices to almost 300 local public entities, such as libraries, school districts, and fire districts. In addition, the County posted certain positions on the County's web-site and hosted/participated in a semi-annual job fair. The County will continue to undertake these outreach efforts and consider undertaking additional outreach efforts, such as sending notices and job announcements to other community-based organizations, as deemed necessary and appropriate.

**Step 7a: Internal Dissemination**

The County will post a copy of the EEOP Utilization Report on the Office of Minority Affairs web-site, along with instructions on how employees may request a copy.

**Step 7b: External Dissemination**

The County will post a copy of the EEOP Utilization Report on the Office of Minority Affairs web-site, along with instructions on how individuals may request a copy.

**Utilization Analysis Chart**  
**Relevant Labor Market: Nassau 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 #/%	360/50%	7/1%	19/3%	0/0%	4/1%	0/0%	2/0%	0/0%	272/37%	16/2%	41/6%	1/0%	3/0%	0/0%	2/0%	0/0%
CLS #/%	31,450/47%	3,225/5%	2,320/3%	30/0%	3,045/5%	4/0%	180/0%	215/0%	19,525/29%	2,725/4%	2,660/4%	0/0%	1,390/2%	10/0%	130/0%	220/0%
Utilization #/%	3%	-4%	-1%	-0%	-4%	-0%	0%	-0%	8%	-2%	2%	0%	-2%	-0%	0%	-0%
<b>Professionals</b>																
Workforce #/%	364/31%	23/2%	42/4%	3/0%	13/1%	0/0%	3/0%	0/0%	460/39%	69/6%	165/14%	3/0%	31/3%	0/0%	5/0%	0/0%
CLS #/%	39,645/32%	3,520/3%	3,405/3%	25/0%	4,645/4%	0/0%	115/0%	310/0%	54,235/44%	4,835/4%	7,015/6%	10/0%	5,320/4%	20/0%	360/0%	375/0%
Utilization #/%	-1%	-1%	1%	0%	-3%	0%	0%	-0%	-5%	2%	8%	0%	-2%	-0%	0%	-0%
<b>Technicians</b>																
Workforce #/%	237/63%	10/3%	11/3%	0/0%	7/2%	0/0%	2/1%	0/0%	88/23%	6/2%	11/3%	0/0%	3/1%	0/0%	1/0%	0/0%
CLS #/%	3,890/29%	640/5%	725/5%	0/0%	750/6%	0/0%	0/0%	50/0%	3,945/30%	660/5%	1,900/14%	0/0%	685/5%	0/0%	80/1%	30/0%
Utilization #/%	34%	-2%	-3%	0%	-4%	0%	1%	-0%	-6%	-3%	-11%	0%	-4%	0%	-0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	2615/78%	192/6%	170/5%	10/0%	19/1%	0/0%	0/0%	0/0%	242/7%	22/1%	69/2%	0/0%	3/0%	0/0%	0/0%	0/0%
CLS #/%	5,850/56%	1,045/10%	1,365/13%	0/0%	180/2%	0/0%	40/0%	85/1%	1,145/11%	190/2%	495/5%	0/0%	35/0%	0/0%	10/0%	0/0%
Utilization #/%	22%	-4%	-8%	0%	-1%	0%	-0%	-1%	-4%	-1%	-3%	0%	-0%	0%	-0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	41/9%	2/0%	8/2%	0/0%	0/0%	0/0%	0/0%	0/0%	374/80%	14/3%	22/5%	4/1%	1/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	485/32%	55/4%	10/1%	10/1%	30/2%	0/0%	10/1%	0/0%	690/46%	95/6%	120/8%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-23%	-3%	1%	-1%	-2%	0%	-1%	0%	34%	-3%	-3%	1%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	325/17%	25/1%	51/3%	2/0%	11/1%	0/0%	2/0%	0/0%	1065/56%	119/6%	244/13%	3/0%	37/2%	0/0%	6/0%	0/0%
CLS #/%	41,770/23%	8,390/5%	8,055/4%	25/0%	5,740/3%	0/0%	330/0%	440/0%	78,155/44%	14,210/8%	13,620/8%	110/0%	6,595/4%	0/0%	880/0%	1,055/1%

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 #/%	-6%	-3%	-2%	0%	-3%	0%	-0%	-0%	13%	-2%	5%	0%	-2%	0%	-0%	-1%
<b>Skilled Craft</b>																
Workforce #/%	394/86%	17/4%	36/8%	2/0%	3/1%	0/0%	1/0%	0/0%	5/1%	0/0%	2/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	21,445/56%	8,645/23%	3,780/10%	85/0%	1,660/4%	0/0%	165/0%	330/1%	985/3%	805/2%	235/1%	10/0%	110/0%	0/0%	10/0%	20/0%
Utilization #/%	30%	-19%	-2%	0%	-4%	0%	-0%	-1%	-1%	-2%	-0%	-0%	-0%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	706/52%	71/5%	95/7%	2/0%	7/1%	0/0%	13/1%	0/0%	340/25%	31/2%	76/6%	5/0%	3/0%	0/0%	10/1%	0/0%
CLS #/%	30,690/24%	25,925/20%	9,285/7%	75/0%	4,825/4%	15/0%	320/0%	530/0%	21,485/17%	18,770/14%	12,825/10%	125/0%	4,060/3%	0/0%	180/0%	595/0%
Utilization #/%	28%	-15%	-0%	0%	-3%	-0%	1%	-0%	8%	-12%	-4%	0%	-3%	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
<b>Officials/Administrators</b>		✓			✓					✓			✓			
<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: Shelley Brazley

Office of Minority Affairs

12-05-2016

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[signature]

[title]

[date]