

EEOP Utilization Report



Tue Nov 29 16:41:21 EST 2016

Step 1: Introductory Information

Grant Title:	Male Survivors of Violence	Grant Number:	2015-VF-GX-K034
Grantee Name:	Baltimore City Health Department	Award Amount:	\$999,564.00
Grantee Type:	Local Government Agency		
Address:	1001 East Fayette Street Baltimore, Maryland 21202-4715		
Contact Person:	Dedra Layne	Telephone #:	443-984-3566
Contact Address:	1001 East Fayette Street Baltimore, Maryland 21202-4715		
DOJ Grant Manager:	Sharron Fletcher	DOJ Telephone #:	202-305-2358

Policy Statement:

From the City of Baltimore Administrative Manual (the Health Department is an executive department of the City):

The City of Baltimore understands that the success of every City agency depends on the ability to attract and retain the best available talent and to help those individuals reach their fullest potential. Accordingly, the City remains firmly committed to equal employment opportunity for all employees and job applicants and to developing a highly talented and diverse workforce that can deliver the best possible services to the citizens of Baltimore. City agencies will base all employment decisions individual merit, qualifications, experience and skills, without regard to such factors as race, color, age, national origin, ancestry, marital status, sexual orientation, gender, religion, veteran status, physical or mental disability, genetic information, gender identity or expression or any other status protected by law. They will ensure equal opportunity in all aspects of employment, including recruitment, hiring, termination, discipline, transfers, training and career development, work assignments, promotions and demotions, compensation, benefit administration and all other terms and conditions of employment. All forms of unlawful discrimination are strictly prohibited. Through the implementation of this policy, the City aims to create a diverse and inclusive workplace in which all employees feel they belong and can make meaningful contributions to City government. By fostering a level playing field for all employees, the City enhances the progress of individuals and the community they serve.

Step 4b: Narrative Underutilization Analysis

The Baltimore City Health Department (BCHD) Human Resources Office, in consultation with the BCHD Equal Opportunity Compliance Officer, reviewed the Utilization Analysis. The following is noted:

1. White males are underrepresented in four of the five categories in which the agency has employees: Officials/Administrators (-32%), Professionals (-22%), Administrative Support (-15%), and Skilled Craft (-41%).
2. White females were underrepresented in Professionals (-24%) and Administrative Support (-25%).
3. Hispanic males were underrepresented in Skilled Crafts (-16%).
4. Hispanic females were underrepresented in Administrative Support (-2%).
5. Black males were underrepresented in Officials/Administrators (-10%).
6. Asian males are underrepresented in Professionals (-5%) and Administrative Support (-2%).
7. Asian Females are underrepresented in Professionals (-3%).

It is important to note that gender-based disparities at BCHD are consistent with national employment trends in the healthcare industry, which historically has served as an entry point to a variety of traditional career paths for female workers.

According to the federal Health Resources and Services Administration stated in its Sex, Race, and Ethnic Diversity of U.S. Health Occupations 2010-2012 (January 2015), for example, that Females represent the majority of workers in most U.S. health occupations (27 of 32), accounting for more than 80 percent of workers in nearly half (15 of 32) of these occupations. That reports primary table (page 7), which enumerated occupations by sex, showed that approximately 78% of all jobs in the health industry were held by females. The five occupations in which males represent a majority compose only about 10% of the health industry workforce (about 1.2 million of 12 million).

Of those five occupations, BCHD has no employees at all in three, as the work they perform are outside the scope of public health:

See attachment

Step 5 & 6: Objectives and Steps

- 1. 1. Ensuring Equal Employment Opportunities for Underutilized Populations within Identified Job Categories**
 - a. Evaluate applicant data to ensure the City is attracting a sufficient pool of qualified White, Asian and Hispanic males and females and implement corrective measures to resolve deficiencies when identified.
 - b. Examine hiring patterns, including applicant flow data, to determine whether White, Asian and Hispanic males and females were present in the applicant pool(s) or whether there were any identifiable obstacles in the recruitment and selection process that may have had an adverse effect on these candidates.
 - c. Confer and consult with diverse stakeholder groups to develop a city-wide recruitment action plan for underutilized populations. Following these consultations and an in-depth review of data, develop and produce a detailed recruitment action plan.
 - d. Solicit candidate referrals from current employees, especially for White, Asian, and Hispanic males and females for future employment opportunities.
- 2. 2. Refining and Analyzing Recruitment and Selection Processes**
 - a. Engage in Civil Service Rule Reform to establish contemporary and progressive Civil Service Recruitment and Selection Rules to ensure that the City is best poised to compete for diverse applicants who can meet the current and future evolving business needs.
 - b. Review job announcements, advertising practices, and selection criteria to ensure no barriers exist in the recruitment process.
 - c. Monitor and review the candidate selection process with hiring managers at each agency to ensure skilled and diverse candidates are considered for interviews.
- 3. 3. Broadening the City of Baltimores Recruitment Advertising, Outreach, and Marketing**

- a. a. Develop and deploy a strategic outreach plan to enhance and improve recruitment efforts for underrepresented populations by partnering with community-based organizations, local churches, professional and non-profit organizations, and cultural associations including CASA, Hispanic Commission and Chamber of Commerce; and AAPIP (Asian Americans/Pacific Islanders in Philanthropy) in the Baltimore Metro area.
- b. Increase visibility of employment opportunities, by attending and participating in state and local job fairs that emphasize diversity.
- c. Host on-site quarterly recruitment fairs for targeted positions to facilitate immediate application processing and interviews.
- d. Ensure branding reflects the community and that all images, messaging, events, and interactions reinforce and align with the City's commitment to diversity and inclusion.
- e. Review current website content to ensure recruitment information is up-to-date; promotes images of a diverse workforce; and
See attachment

4. 4. Expanding Educational Initiatives to Increase and Attract Viable Candidates from Underrepresented Populations

- a. a. Review current apprenticeship program to identify and remove enrollment barriers in an effort to improve opportunities for more diverse participation.
- b. Enhance relationships with state and local colleges, universities, community colleges and trade schools to broaden underrepresented applicant pools; increase the City's presence at job fairs, career centers, and hold on-site recruitment and interview fairs.
- c. Increase opportunities for underrepresented populations in the City's Academic Credit Internship Program to include placements within applicable job categories.
- d. Partner with Agencies across the City to explore and expand opportunities for adult education, job readiness, and workforce reentry.
- e. Encourage the development of formal and informal mentorship programs within all city agencies

5. 5. Maximize awareness of open positions by potential Hispanic/Latino employees and encourage them to apply.

- a. BCHD disseminates job postings for open positions to several entities that serve Baltimore's Hispanic/Latino community to encourage persons to apply. The Esperanza Center and Casa de Maryland are service organizations, while Latin Opinion, El Ojo Latino, and Mundo Latino are all newspapers. Because BCHD serves a significant number of Hispanic/Latino immigrants who are not proficient in English, it is important to us to employ Spanish-speaking persons in a range of positions. This recruitment will continue, and we will investigate other ways to reach this population. We will examine the possibility of using a member of the Hispanic/Latino community to promote applying for open positions, as our experience with our own service programs is that members of a community are the most credible messengers to their communities and thus would be optimally persuasive.

6. 6. Maximize awareness of open positions by potential Asian employees and encourage them to apply

- a. BCHD's Human Resources Office (HR) will examine methods to reach the Asian population for open positions with greater impact. One approach will be to reach out to the Asian community to ascertain media outlets and service organizations that could be accessed to disseminate notices of open positions. HR staff will examine the rosters of BCHD's program advisory committees and consult with the program staff to identify Asian community representatives. Then, the HR staff member will communicate with those representatives to engage them in helping devise an outreach strategy that will attract Asians to apply for open positions. The strategies may involve community newspapers and service organizations. We will examine possibly using a member of the Asian community to promote applying for open positions, as our experience with our own service programs is that members of a community are the most credible messengers to their communities and thus would be optimally persuasive.

Step 7a: Internal Dissemination

1. The BCHD Equal Employment Opportunity Utilization Report will be transmitted to the Commissioner of Health and the Baltimore City Health Departments executive staff and discussed in an executive staff meeting.
2. A copy of the BCHD Equal Employment Opportunity Utilization Report will be available for review in the BCHD Office of Human Resources.
3. The BCHD Equal Employment Opportunity Utilization Report will be available for BCHD employees on its Intranet site.
4. BCHD employees will be notified of the availability of the BCHD Equal Employment Opportunity Utilization Report via

blast e-mail (an e-mail that is sent to all employees).

Step 7b: External Dissemination

1. A copy of the BCHD Equal Employment Opportunity Utilization Report will be available for public review in the BCHD Office of Human Resources.
2. BCHD will provide a copy of the BCHD Equal Employment Opportunity Utilization Report to members of the public upon request.
3. The BCHD Equal Employment Opportunity Utilization Report will be posted on the BCHD web site.
4. BCHD contractors and vendors will be notified of the availability of the BCHD Equal Employment Opportunity Utilization Report as part of contracting/purchasing discussions.

Utilization Analysis Chart
Relevant Labor Market: Baltimore city, Maryland

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 #/%	6/5%	1/1%	2/2%	1/1%	1/1%	0/0%	0/0%	0/0%	26/22%	2/2%	77/64%	0/0%	4/3%	0/0%	0/0%	0/0%
CLS #/%	18,290/37%	605/1%	5,495/11%	55/0%	1,220/2%	0/0%	180/0%	70/0%	13,515/28%	545/1%	8,150/17%	20/0%	605/1%	0/0%	185/0%	65/0%
Utilization #/%	-32%	-0%	-10%	1%	-2%	0%	-0%	-0%	-6%	1%	48%	-0%	2%	0%	-0%	-0%
Professionals																
Workforce #/%	20/4%	3/1%	71/14%	0/0%	3/1%	0/0%	0/0%	0/0%	46/9%	10/2%	349/68%	0/0%	10/2%	0/0%	0/0%	0/0%
CLS #/%	25,560/26%	895/1%	8,560/9%	40/0%	4,985/5%	0/0%	300/0%	345/0%	32,635/33%	1,445/1%	17,645/18%	130/0%	4,415/5%	15/0%	535/1%	265/0%
Utilization #/%	-22%	-0%	5%	-0%	-5%	0%	-0%	-0%	-24%	0%	50%	-0%	-3%	-0%	-1%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,115/23%	155/1%	1,565/11%	10/0%	445/3%	0/0%	29/0%	65/0%	3,645/27%	255/2%	3,645/27%	20/0%	690/5%	0/0%	89/1%	25/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,855/31%	205/2%	4,365/35%	0/0%	55/0%	0/0%	15/0%	4/0%	650/5%	65/1%	3,265/26%	0/0%	80/1%	0/0%	50/0%	15/0%
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 #/%	125/16%	0/0%	140/18%	0/0%	0/0%	0/0%	0/0%	0/0%	115/14%	40/5%	380/48%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	3/1%	0/0%	18/8%	0/0%	0/0%	0/0%	0/0%	0/0%	10/4%	0/0%	200/86%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	13,910/16%	1,045/1%	9,985/12%	150/0%	1,815/2%	0/0%	355/0%	285/0%	24,765/29%	1,470/2%	28,470/34%	105/0%	1,685/2%	20/0%	465/1%	415/0%

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 #/%	-15%	-1%	-4%	-0%	-2%	0%	-0%	-0%	-25%	-2%	53%	-0%	-2%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	4/9%	0/0%	39/91%	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 #/%	14,160/50%	4,590/16%	7,090/25%	50/0%	365/1%	45/0%	350/1%	140/0%	635/2%	205/1%	655/2%	0/0%	65/0%	0/0%	0/0%	25/0%
Utilization #/%	-41%	-16%	66%	-0%	-1%	-0%	-1%	-0%	-2%	-1%	-2%	0%	-0%	0%	0%	-0%
Service/Maintenance																
Workforce #/%	3/23%	0/0%	6/46%	0/0%	0/0%	0/0%	0/0%	0/0%	3/23%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,455/19%	5,150/6%	22,005/27%	110/0%	1,445/2%	0/0%	360/0%	245/0%	9,500/12%	2,585/3%	22,465/28%	55/0%	1,195/1%	0/0%	395/0%	140/0%
Utilization #/%	4%	-6%	19%	-0%	-2%	0%	-0%	-0%	11%	-3%	-20%	-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
Officials/Administrators	✓		✓													
Professionals	✓				✓				✓				✓			
Administrative Support	✓				✓				✓	✓						
Skilled Craft	✓	✓														

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.

Paul Overly GRANTS DIRECTOR/
[signature] EQUAL OPPORTUNITY COMPLIANCE OFFICER _____ 11/29/10
[title] [date]