

EEOP Utilization Report



Mon Nov 14 14:35:14 EST 2016

Step 1: Introductory Information

Grant Title: FY 2012 Recidivism Reduction **Grant Number:** 2012-CZ-BX-0021
Grantee Name: New York State Department of Corrections and Community Supervision **Award Amount:** \$1,000,000.00
Grantee Type: State Government Agency
Address: 1220 Washington Ave
Albany, New York
12226-2050
Contact Person: Elaine Humphrey **Telephone #:** 518-408-0285
Contact Address: 1220 Washington Ave
Albany, New York
12226-2050
DOJ Grant Manager: Ania Dobrzanska **DOJ Telephone #:** 202-598-7476

Grant Title: FY 2014 Swift and Certain Sanctions **Grant Number:** 2014-RY-BX-K0005
Grantee Name: New York State Department of Corrections and Community Supervision **Award Amount:** \$370,000.00
Grantee Type: State Government Agency
Address: 1220 Washington Ave
Albany, New York
12226-2050
Contact Person: Elaine Humphrey **Telephone #:** 518-408-0285
Contact Address: 1220 Washington Ave
Albany, New York
12226-2050
DOJ Grant Manager: Linda Hill-Franklin **DOJ Telephone #:** 202-514-0712

Grant Title: FY 2015 PREA Project to Establish System Wide Trauma Informed training and Trauma Treatment Programs **Grant Number:** 2015-RP-BX-0005
Grantee Name: New York State Department of Corrections and Community Supervision **Award Amount:** \$500,000.00
Grantee Type: State Government Agency

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Albany, New York
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DOJ Grant Manager: Linda Hill-Franklin

DOJ Telephone #: 202-514-0712

Grant Title: FY 2016 Careers In Technology
Certification in Green Energy
Systems/PV Systems

Grant Number: 2016-RV-BX-0006

Grantee Name: New York State Department of
Corrections and Community
Supervision

Award Amount: \$508,725.00

Grantee Type: State Government Agency

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DOJ Grant Manager: Linda Hill-Franklin

DOJ Telephone #: 202-598-7476

Policy Statement:

NYS Executive Order No. 6; NYS Human Rights Law; Federal Civil Rights Act; Americans with Disabilities Act

The policy of the Department of Corrections and Community Supervision (DOCCS) is to promote diversity and inclusion by ensuring equal employment opportunity without discrimination on the basis of age, race, religion, creed, color, national origin, sex (including sexual harassment and gender identity), pregnancy, disability, marital status, sexual orientation, military status, arrest and conviction record, veterans status, domestic violence victim status, or predisposing genetic characteristics in all of its programs and services to achieve full and fair participation and is based on the Executive Order #6 cited above. The Department shall strive to promote equal employment opportunities during every phase of our personnel program, including but not limited to, recruitment, hiring, promotion, demotion, transfer, and termination.

Step 4b: Narrative Underutilization Analysis

Hispanic or Latino males are under-utilized in the categories of Protective Services Patrol Officers (-13%), Skilled Craft (-13%), Protective Services Officials (-9%), Service/Maintenance and Administrators (both -4%), and Technicians (-2%). Hispanic or Latino females are under-utilized in all categories: Service/Maintenance (-11%), Protective Services-Patrol (-8%), Administrative Support (-7%), Technicians, Professionals, and Protective Services-Officials (all -3%), Administrators (-2%), and Skilled Craft (-1%). Black or African American men were under-utilized as Protective Services-Officials (-13%), Service/Maintenance (-8%), Skilled Craft and Technicians (both -5%), Administrative Support (-4%), and Protective Services-Patrol (-2%). Black or African American women were under-utilized as Protective Services-Officials (-6%), Service/Maintenance (-4%), Technicians and Protective Services-Patrol (both -3%), and Professionals (-2%). White females are under-represented in EEO job categories of Protective Services Patrol Officers (-12%), Service/Maintenance (-6%), Professionals (-3%), and Protective Services Officials (-3%).

DOCCS has correctional facilities, community supervision offices and other administrative offices throughout the state, including New York City, in small and medium sized cities located in Upstate New York and in the more rural areas of the state. One result of the geographic distribution of facilities and offices is that the demographic composition of each DOCCS location tends to be a reflection of the surrounding population centers.

Step 5 & 6: Objectives and Steps

1. Identify potential barriers in the recruitment of Hispanic and African-American in most reporting categories, particularly among correctional officers.

- a. The location of many DOCCS facilities makes it challenging to recruit Hispanic and African-American in geographic areas where Hispanic and African-American individuals do not constitute a significant portion of the available labor pool. To address this issue, DOCCS will continue with its many affirmative recruitment efforts to identify potential women and minority candidates on a statewide basis. Staff from the Department will facilitate informational booths at the annual NYS Association of Black and Puerto Rican Legislators Annual Conference, the NYS Assembly Puerto Rican/Hispanic Task Force Conference, college, university and private job fairs.
- b. The negative perception of law enforcement in some African-American and Hispanic communities can pose challenges to the recruitment effort. In effort to counteract, DOCCS will hold career days in each of its nine facility hubs which will consist of going out into the community to talk with potential candidates about working for the Department and the duties of a correction officer and parole officer. Additionally, the Department will send correction officer information packets to the organizations whose constituency is primarily women and minorities.
- c. Although not unique to DOCCS, challenges regarding educational and technological access to Civil Service exam registration and employment opportunities, as well as familiarity with the State Civil Service process, may have some impact in regard to the DOCCS' recruitment efforts. To help minimize this impact, DOCCS prominently display employment opportunities and dates when civil service exams will be offered, especially for correctional officers on its website and provide information on the State Civil Service process at the job fairs and recruitment events it attends..

2. Examine barriers to retention and promotion.

- a. In addition to being a barrier to recruitment, the challenges associated with the geographical location of many of DOCCS' facilities extends to the retention of Hispanic and African-American employees in these facilities. Although hired and/or assigned (as in on-job training (OJT] assignments) to facilities in communities with a less ethnically diverse population, employees often utilize their civil service and/or collective bargaining rights to promote or transfer to positions in different parts of the state often closer to areas that staff identify as home. Being aware of these issues, DOCCS offers both internal and New York State mandatory training programs including the prevention of sexual harassment, lawful employment interviews, equal employment opportunities rights and responsibilities, conflict resolution, supervision, minority/women-owned business development and the Americans with Disabilities Act.
- b. In DOCCS ongoing effort to enhance the retention of women and minority employees, the Department endeavors to actively create an atmosphere where each employee can develop and realize their fullest potential. The Department conducts cultural diversity training to generate a broader understanding of cultural differences, and has identify three major components to assist our employees when dealing with diversity. They develop skills for communicating across cultures, they develop an understanding of cultural competency, and they attend forums for the sharing common experiences.

Step 7a: Internal Dissemination

- A. Distribute an electronic copy of the Department's EEOP Utilization Report to each facility Superintendent and each Community Supervision Regional Director. Each Superintendent and Regional Director will electronically distribute to Deputy Superintendents and Area Supervisors who will retain hard and electronic copies for use by any employee requesting to view the document. Copies will also be available in administrative and/or business offices of each facility.

- B. Each facility has a Diversity Management Committee which is elected by the workforce of the facility. The committee assists the Office of Diversity Management in increasing awareness and sensitivity of employees to other cultures and in training programs to improve communications and work relationships among employees.

- C. The Office Of Diversity Management will make available upon request of any employee or potential employee a copy of the Department's EEOP Utilization Report.

- D. Employees will also be able to access via link on the Department's website, its EEOP Utilization Report.

- E. Annually as per the Department's Directive 6920, a memorandum entitled "Policies and Standards Generally Applicable to All Employees", will be distributed to all employees and will reference the Department's EEOP Utilization Report and provide information on where to view the report both electronically on the Department's website and physically at other locations cited above in Step 7.

Step 7b: External Dissemination

- A. DOCCS will annually inform recruitment sources of its EEOP Utilization Report and reiterate its commitment to Executive Order Number 6.

- B. DOCCS will also have copies the EEOP Utilization Report at all recruitment events that it hosts and attends.

- C. DOCCS will provide a link on its website to the Department's non-discriminatory employment policy.

- D. DOCCS will provide a link on its website to the EEOP Utilization Report.

- E. The Department's Contract Procurement Office will inform potential bidders and vendors that copies of the EEOP Utilization Report are available upon request.

Utilization Analysis Chart
Relevant Labor Market: 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
Officials/Administrators																
Workforce #/%	91/59%	1/1%	7/5%	0/0%	0/0%	0/0%	0/0%	0/0%	45/29%	3/2%	8/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	523,865/4 5%	55,495/5 %	44,725/4 %	895/0%	57,385/5 %	175/0%	3,545/0%	4,030/0%	336,910/2 9%	45,235/4 %	52,430/4 %	695/0%	37,190/3 %	75/0%	3,245/0%	3,265/0%
Utilization #/%	14%	-4%	1%	-0%	-5%	-0%	-0%	-0%	0%	-2%	1%	-0%	-3%	-0%	-0%	-0%
Professionals																
Workforce #/%	757/50%	42/3%	51/3%	1/0%	20/1%	0/0%	0/0%	0/0%	528/35%	26/2%	69/5%	3/0%	8/1%	0/0%	0/0%	0/0%
CLS #/%	640,885/3 2%	62,130/3 %	73,155/4 %	875/0%	101,665/5 %	145/0%	5,775/0%	6,350/0%	756,550/3 8%	88,125/4 %	130,630/7 %	1,840/0%	100,980/5 %	195/0%	8,095/0%	6,655/0%
Utilization #/%	18%	-0%	-0%	0%	-4%	-0%	-0%	-0%	-3%	-3%	-2%	0%	-5%	-0%	-0%	-0%
Technicians																
Workforce #/%	20/36%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	28/51%	1/2%	4/7%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	71,245/31 %	9,595/4% %	12,010/5 %	225/0%	12,685/5 %	0/0%	485/0%	840/0%	80,410/34 %	10,880/5 %	23,240/10 %	400/0%	9,800/4% %	0/0%	845/0%	740/0%
Utilization #/%	6%	-2%	-5%	-0%	-5%	0%	-0%	-0%	16%	-3%	-3%	-0%	-2%	0%	-0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	1495/86%	51/3%	68/4%	4/0%	8/0%	0/0%	0/0%	0/0%	65/4%	9/1%	35/2%	1/0%	2/0%	0/0%	0/0%	0/0%
CLS #/%	118,585/4 9%	29,185/12 %	39,630/16 %	485/0%	6,060/3% %	30/0%	930/0%	1,800/1%	16,310/7 %	7,445/3% %	18,140/8 %	175/0%	900/0% %	0/0%	310/0%	470/0%
Utilization #/%	37%	-9%	-13%	0%	-2%	-0%	-0%	-1%	-3%	-3%	-6%	-0%	-0%	0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	13277/75 %	727/4%	1278/7%	38/0%	80/0%	0/0%	0/0%	0/0%	1124/6%	244/1%	979/6%	13/0%	10/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	200,625/3 0%	115,035/1 7%	63,270/9 %	1,405/0% %	19,165/3 %	270/0%	3,360/1%	3,930/1%	122,715/1 8%	65,280/10 %	55,865/8 %	1,145/0% %	12,085/2 %	60/0%	2,350/0%	2,625/0%
Utilization #/%	45%	-13%	-2%	0%	-2%	-0%	-1%	-1%	-12%	-8%	-3%	-0%	-2%	-0%	-0%	-0%
Protective Services: Non-																

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
sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,370/25%	1,295/6%	1,185/5%	30/0%	195/1%	4/0%	95/0%	80/0%	7,690/35%	2,635/12%	2,675/12%	4/0%	265/1%	0/0%	140/1%	80/0%
Utilization #/%																
Administrative Support																
Workforce #/%	40/6%	1/0%	3/0%	1/0%	6/1%	0/0%	0/0%	0/0%	538/80%	14/2%	60/9%	2/0%	5/1%	0/0%	0/0%	0/0%
CLS #/%	586,665/24%	133,545/5%	112,550/5%	1,395/0%	82,125/3%	310/0%	6,740/0%	7,975/0%	978,160/40%	217,420/9%	211,615/9%	3,885/0%	94,935/4%	225/0%	11,635/0%	12,630/1%
Utilization #/%	-18%	-5%	-4%	0%	-2%	-0%	-0%	-0%	41%	-7%	0%	0%	-3%	-0%	-0%	-1%
Skilled Craft																
Workforce #/%	299/86%	13/4%	15/4%	0/0%	4/1%	0/0%	0/0%	0/0%	12/3%	0/0%	5/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	417,865/63%	112,235/17%	59,120/9%	1,980/0%	23,700/4%	75/0%	3,415/1%	4,710/1%	20,740/3%	7,105/1%	4,485/1%	170/0%	3,780/1%	0/0%	180/0%	285/0%
Utilization #/%	23%	-13%	-5%	-0%	-2%	-0%	-1%	-1%	0%	-1%	1%	-0%	-1%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	39/68%	7/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/14%	0/0%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	644,045/28%	376,995/16%	178,400/8%	2,980/0%	102,345/4%	275/0%	8,445/0%	11,260/0%	460,910/20%	255,135/1%	206,815/9%	2,585/0%	73,950/3%	270/0%	6,000/0%	9,970/0%
Utilization #/%	41%	-4%	-8%	-0%	-4%	-0%	-0%	-0%	-6%	-11%	-4%	-0%	-3%	-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					✓		✓	✓	✓	✓	✓		✓		✓	✓
Protective Services: Sworn-Officials		✓	✓		✓		✓	✓	✓	✓	✓					
Protective Services: Sworn-Patrol Officers		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Administrative Support	✓	✓	✓		✓					✓			✓			
Skilled Craft		✓	✓		✓											
Service/Maintenance			✓							✓						

Law Enforcement Category Rank 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
Captains																
Workforce #/%	69/91%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	5/7%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenants																
Workforce #/%	435/92%	9/2%	10/2%	2/0%	2/0%	0/0%	0/0%	0/0%	15/3%	2/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeants																
Workforce #/%	991/83%	42/4%	57/5%	2/1%	6/1%	0/0%	0/0%	0/0%	45/4%	7/1%	34/3%	1/0%	2/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	13277/75%	727/4%	1278/7%	38/0%	80/0%	0/0%	0/0%	0/0%	1124/6%	244/1%	979/6%	13/0%	10/0%	0/0%	0/0%	0/0%

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: Anthony J. Annucci

Acting Commissioner

11-09-2016

[signature]

[title]

[date]