

# EEOP Utilization Report



Fri Feb 26 15:39:01 EST 2016

## Step 1: Introductory Information

**Grant Title:** 2013 JAG for Wilmington and New Hanover County  
**Grant Number:** 2013-DJ-BX-1133

**Grantee Name:** New Hanover County and City of Wilmington  
**Award Amount:** \$80,607.00

**Grantee Type:** Local Government Agency

**Address:** 230 Government Center Drive  
Wilmington, North Carolina  
28403

**Contact Person:** Teresa Hewett  
**Telephone #:** 910-798-7408

**Contact Address:** 230 Government Center Drive Ste 165  
Wilmington, North Carolina  
28403

**DOJ Grant Manager:** Tamaro White  
**DOJ Telephone #:** 202-353-3503

---

**Grant Title:** 2015 Leading Into New Communities, Inc Reentry Day Treatment Program  
**Grant Number:** 2014-DJ-BX-1148

**Grantee Name:** County of New Hanover  
**Award Amount:** \$149,995.00

**Grantee Type:** Local Government Agency

**Address:** 230 Government Center Drive Ste 165  
Wilmington, North Carolina  
28403

**Contact Person:** Teresa Hewett  
**Telephone #:** 910-798-7408

**Contact Address:** 230 Government Center Drive Ste165  
Wilmington, North Carolina  
28403

**State Granting Agency:** NC Department of Public Safety/Governor's Crime Commission  
**Grant Number:** PROJ011098

**Contact Name:** Carlotta Winstead

**Contact Address:** 1201 Front Street, Suite 200  
Raleigh, North Carolina  
27609

**Telephone #:** 919-733-4564

---

**Grant Title:** 2015 New Hanover Enhancing the Safety of Law Enforcement and  
**Grant Number:** 2015-DJ-BX-1076

Community

**Grantee Name:** County of New Hanover      **Award Amount:** \$45,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 230 Government Center Drive  
Wilmington, North Carolina  
28403  
**Contact Person:** Teresa Hewett      **Telephone #:** 910-798-7408  
**Contact Address:** 230 Government Center Drive Ste 165  
Wilmington, North Carolina  
28403  
**State Granting Agency:** NC Department of Public Safety/Governor's Crime Commission      **Grant Number:** PROJ010980  
**Contact Name:** Tonisha Lockley  
**Contact Address:** 1201 Front Street, Suite 200  
Raleigh, North Carolina  
27609  
**Telephone #:** 919-733-4564

---

**Grant Title:** JAG 2015 for Wilmington and New Hanover County      **Grant Number:** 2015-DJ-BX-1055  
**Grantee Name:** New Hanover County and City of Wilmington      **Award Amount:** \$71,478.00  
**Grantee Type:** Local Government Agency  
**Address:** 230 Government Center Drive Ste 165  
Wilmington, North Carolina  
28403  
**Contact Person:** Teresa Hewett      **Telephone #:** 910-798-7408  
**Contact Address:** 230 Government Center Drive Ste 165  
Wilmington, North Carolina  
28403  
**DOJ Grant Manager:** Tamaro White      **DOJ Telephone #:** 202-353-3503

---

**Policy Statement:**

The County will recruit for and select individuals for employment or promotion on the basis of qualifications relative to the position vacancies being filled without regard to race, sex, color, religion, national origin, age or disability. The Human Resources Department will review hiring qualifications periodically to ensure that requirements conform to the actual job performance requirements and are consistently administered.

## **Step 4b: Narrative Underutilization Analysis**

The Countys Human Resources Department reviewed the Utilization Analysis Chart and noted the following areas having two or more standard deviations:

1. Professional job category has -9% white males
2. Technicians job category has -32% white females
3. Protective services sworn job category has -6% black or African American males
4. Protective services sworn job category also has -1% American Indian or Alaska Native males
5. Administrative support job category has -17% white males
6. Administrative support job category also has -2% black or African American males
7. Services/maintenance job category has -18% white females

## **Step 5 & 6: Objectives and Steps**

### **1. 1. Refer diverse groups of qualified applicants, in each category, that are representative of the civilian labor force.**

- a. The Human Resources Department will review the EEO statistics of applicants referred for interviews, in order to determine which minority groups of qualified applicants, if any, are underrepresented.
- b. The Human Resources Department will resolve deficiencies, if any, identified in Step a.

### **2. 2. Obtain diverse groups of applicants, in each job category, that represents the civilian labor force.**

- a. The Human Resources Department will analyze the EEO statistics from applications received, in order to determine which minority groups are underrepresented in each category.
- b. Based on the data obtained from Step a., the Human Resources Department may determine a plan of action that includes increasing the number of underrepresented minority applicants through various advertising venues.

### **3. 3. Hire diverse groups, in each category, that are representative of the civilian labor force.**

- a. The Human Resources Department will review the EEO statistics of applicants hired, as well as the reasons for department representatives rejecting qualified applicants from diverse groups.
- b. If the selection criteria analyzed in Step a. shows any deficiencies, the Human Resources Department will carefully monitor departments identified as having deficiencies in that area and provide training related to the importance of having a diverse employee population that is representative of the civilian labor force.

## **Step 7a: Internal Dissemination**

1. The County will post the EEOP Short Form on the Countys internal website, which is available to all County employees.
2. The County will keep a copy on display in the reception area of the Finance Department.

## **Step 7b: External Dissemination**

1. The Human Resources Department has a written statement in all job announcements of its equal opportunity practices.
2. The EEOP Short Form will be posted on the Countys external web site to be available to the public.
3. The County will keep a copy of the EEOP Short Form on display in the reception area of the Finance Department.

**Utilization Analysis Chart**  
**Relevant Labor Market: New Hanover County, North Carolina**

| 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 #/%                         | 13/43%    | 0/0%               | 3/10%                     | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  | 11/37%     | 0/0%               | 3/10%                     | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 7,430/55% | 225/2%             | 235/2%                    | 10/0%                            | 65/0%  | 0/0%                                      | 75/1%             | 15/0% | 4,890/36%  | 80/1%              | 410/3%                    | 15/0%                            | 0/0%   | 0/0%                                      | 20/0%             | 0/0%  |
| Utilization #/%                       | -12%      | -2%                | 8%                        | -0%                              | -0%    | 0%  | -1%               | -0%   | 0%         | -1%                | 7%                        | -0%                              | 0%     | 0%  | -0%               | 0%    |
| <b>Professionals</b>                  |           |                    |                           |                                  |        |   |                   |       |            |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                         | 101/27%   | 1/0%               | 10/3%                     | 0/0%                             | 1/0%   | 0/0%                                      | 0/0%              | 0/0%  | 213/58%    | 3/1%               | 38/10%                    | 0/0%                             | 0/0%   | 2/1%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 7,465/37% | 200/1%             | 485/2%                    | 0/0%                             | 205/1% | 0/0%                                      | 20/0%             | 45/0% | 10,570/52% | 205/1%             | 895/4%                    | 35/0%                            | 130/1% | 0/0%                                      | 69/0%             | 40/0% |
| Utilization #/%                       | -9%       | -1%                | 0%                        | 0%                               | -1%    | 0%  | -0%               | -0%   | 6%         | -0%                | 6%                        | -0%                              | -1%    | 1%  | -0%               | -0%   |
| <b>Technicians</b>                    |           |                    |                           |                                  |        |   |                   |       |            |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                         | 40/70%    | 1/2%               | 1/2%                      | 0/0%                             | 1/2%   | 0/0%                                      | 0/0%              | 0/0%  | 13/23%     | 0/0%               | 1/2%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 1,275/33% | 0/0%               | 135/3%                    | 0/0%                             | 0/0%   | 0/0%                                      | 30/1%             | 0/0%  | 2,145/55%  | 40/1%              | 250/6%                    | 0/0%                             | 0/0%   | 0/0%                                      | 15/0%             | 15/0% |
| Utilization #/%                       | 38%       | 2%                 | -2%                       | 0%                               | 2%     | 0%  | -1%               | 0%    | -32%       | -1%                | -5%                       | 0%                               | 0%     | 0%  | -0%               | -0%   |
| <b>Protective Services: Sworn</b>     |           |                    |                           |                                  |        |   |                   |       |            |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                         | 356/70%   | 11/2%              | 33/7%                     | 0/0%                             | 2/0%   | 2/0%                                      | 0/0%              | 0/0%  | 77/15%     | 1/0%               | 20/4%                     | 0/0%                             | 0/0%   | 3/1%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 1,405/72% | 10/1%              | 245/12%                   | 25/1%                            | 0/0%   | 0/0%                                      | 0/0%              | 15/1% | 220/11%    | 0/0%               | 45/2%                     | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       | -1%       | 2%                 | -6%                       | -1%                              | 0%     | 0%  | 0%                | -1%   | 4%         | 0%                 | 2%                        | 0%                               | 0%     | 1%  | 0%                | 0%    |
| <b>Protective Services: Non-sworn</b> |           |                    |                           |                                  |        |   |                   |       |            |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                         | 0/        | 0/                 | 0/                        | 0/                               | 0/     | 0/  | 0/                | 0/    | 0/         | 0/                 | 0/                        | 0/                               | 0/     | 0/  | 0/                | 0/    |
| Civilian Labor Force #/%              | 50/42%    | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  | 70/58%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       |           |                    |                           |                                  |        |   |                   |       |            |                    |                           |                                  |        |   |                   |       |
| <b>Administrative Support</b>         |           |                    |                           |                                  |        |   |                   |       |            |                    |                           |                                  |        |   |                   |       |
| Workforce #/%                         | 40/10%    | 1/0%               | 4/1%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  | 216/56%    | 12/3%              | 106/28%                   | 0/0%                             | 2/1%   | 3/1%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 8,690/28% | 270/1%             | 935/3%                    | 25/0%                            | 115/0% | 0/0%                                      | 125/0%            | 0/0%  | 17,300/55% | 380/1%             | 2,775/9%                  | 110/0%                           | 265/1% | 40/0%                                     | 265/1%            | 60/0% |

| 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 #/%            | -17%       | -1%                | -2%                       | -0%                              | -0%    | 0%  | -0%               | 0%    | 1%        | 2%                 | 19%                       | -0%                              | -0%    | 1%  | -1%               | -0%   |
| <b>Skilled Craft</b>       |            |                    |                           |                                  |        |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%              | 18/75%     | 1/4%               | 4/17%                     | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  | 1/4%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                    | 8,320/69%  | 1,655/14%          | 1,390/11%                 | 70/1%                            | 10/0%  | 0/0%                                      | 45/0%             | 35/0% | 425/4%    | 15/0%              | 145/1%                    | 20/0%                            | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%            | 6%         | -9%                | 5%                        | -1%                              | -0%    | 0%  | -0%               | -0%   | 1%        | -0%                | -1%                       | -0%                              | 0%     | 0%  | 0%                | 0%    |
| <b>Service/Maintenance</b> |            |                    |                           |                                  |        |   |                   |       |           |                    |                           |                                  |        |   |                   |       |
| Workforce #/%              | 44/48%     | 3/3%               | 15/16%                    | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  | 11/12%    | 1/1%               | 18/20%                    | 0/0%                             | 0/0%   | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                    | 11,385/38% | 1,445/5%           | 3,395/11%                 | 170/1%                           | 255/1% | 0/0%                                      | 115/0%            | 25/0% | 8,920/30% | 905/3%             | 3,175/11%                 | 10/0%                            | 260/1% | 15/0%                                     | 100/0%            | 50/0% |
| Utilization #/%            | 10%        | -2%                | 5%                        | -1%                              | -1%    | 0%  | -0%               | -0%   | -18%      | -2%                | 9%                        | -0%                              | -1%    | -0%                                       | -0%               | -0%   |

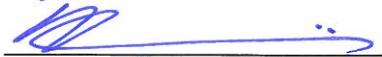
### Significant Underutilization Chart

| 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 |
| <b>Professionals</b>              | ✓     |                    |                           |                                  |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| <b>Technicians</b>                |       |                    |                           |                                  |       |   |                   |       | ✓      |                    |                           |                                  |       |   |                   |       |
| <b>Protective Services: Sworn</b> |       |                    | ✓                         | ✓                                |       |   |                   |       |        |                    |                           |                                  |       |   |                   |       |
| <b>Administrative Support</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.

MARK FRANCINI

 CHIEF HR OFFICER 2-26-15

[signature]

[title]

[date]