

EEOP Utilization Report



Thu Dec 31 14:55:31 EST 2015

Step 1: Introductory Information

Grant Title: Edward Byrne Justice Assistance Grant (CCJB) FY2015 **Grant Number:** 2015-DJ-BX-0536

Grantee Name: City of Virginia Beach **Award Amount:** \$95,475.00

Grantee Type: Local Government Agency

Address: 2401 Courthouse Drive, Building 1
Virginia Beach, Virginia
23456

Contact Person: Lara Lazar **Telephone #:** 757-385-1234

Contact Address: 2509 Princess Anne Road, Building 11
Virginia Beach, Virginia
23456

DOJ Grant Manager: Dawn K. Hill **DOJ Telephone #:** 202-616-1704

Grant Title: Edward Byrne Justice Assistance Grant (CCJB) FY2012 **Grant Number:** 2012-DJ-BX-0704

Grantee Name: City of Virginia Beach **Award Amount:** \$119,249.00

Grantee Type: Local Government Agency

Address: 2401 Courthouse Drive, Building 1
Virginia Beach, Virginia
23456

Contact Person: Kristi Hopkins **Telephone #:** 757-385-8646

Contact Address: 2425 Nimmo Parkway, Building 10B
Virginia Beach, Virginia
23456

DOJ Grant Manager: Dawn K. Hill **DOJ Telephone #:** 202-616-1704

Grant Title: Edward Byrne Justice Assistance Grant (CCJB) FY2013 **Grant Number:** 2013-DJ-BX-0972

Grantee Name: City of Virginia Beach **Award Amount:** \$109,237.00

Grantee Type: Local Government Agency

Address: 2401 Courthouse Drive, Building 1
Virginia Beach, Virginia
23456

Contact Person: Lara Lazar **Telephone #:** 757-385-1234

Contact Address: 2509 Princess Anne Road, Building 11
Virginia Beach, Virginia
23456

DOJ Grant Manager: Samuel K. Beamon **DOJ Telephone #:** 202-353-8592

Grant Title: Edward Byrne Justice Assistance Grant (CCJB) FY2014 **Grant Number:** 2014-DJ-BX-0993

Grantee Name: City of Virginia Beach **Award Amount:** \$111,113.00

Grantee Type: Local Government Agency

Address: 2401 Courthouse Drive, Building 1
Virginia Beach, Virginia
23456

Contact Person: Lara Lazar **Telephone #:** 757-385-1234

Contact Address: 2509 Princess Anne Road, Building 11
Virginia Beach, Virginia
23456

DOJ Grant Manager: Samuel K. Beamon **DOJ Telephone #:** 202-353-8592

Grant Title: Edward Byrne Justice Assistance Grant Juvenile Sex Offender Treatment Program **Grant Number:** 14-A2881AD12

Grantee Name: City of Virginia Beach **Award Amount:** \$67,465.00

Grantee Type: Local Government Agency

Address: 2401 Courthouse Drive, Building 1
Virginia Beach, Virginia
23456

Contact Person: James Thornton **Telephone #:** 757-385-0842

Contact Address: 289 Independence Blvd, Pembroke 3, Suite 245
Virginia Beach, Virginia
23462

State Granting Agency: Virginia Department of Criminal Justice Services **Grant Number:** 14-A2881AD12

Contact Name: Bill Dobb

Contact Address: 1100 Bank Street
Richmond, Virginia
23219

Telephone #: 804-371-0638

Grant Title: Edward Byrne Justice Assistance Grant (JAG) FY2011 **Grant Number:** 2011-DJ-BX-2535

Grantee Name: City of Virginia Beach **Award Amount:** \$152,667.00

Grantee Type: Local Government Agency
Address: 2401 Courthouse Drive, Building 1
Virginia Beach, Virginia
23456
Contact Person: Kristi Hopkins **Telephone #:** 757-385-8646
Contact Address: 2425 Nimmo Parkway, Building 10B
Virginia Beach, Virginia
23456
DOJ Grant Manager: Dawn K. Hill **DOJ Telephone #:** 202-616-1704

Grant Title: Bulletproof Partnership **Grant Number:** None
Grantee Name: City of Virginia Beach **Award Amount:** \$20,489.00
Grantee Type: Local Government Agency
Address: 2401 Courthouse Drive, Building 1
Virginia Beach, Virginia
23456
Contact Person: Lara Lazar **Telephone #:** 757-385-1234
Contact Address: 2509 Princess Anne Road, Building 11
Virginia Beach, Virginia
23456
DOJ Grant Manager: Tahitia Barringer **DOJ Telephone #:** 202-616-3294

Policy Statement:

City of Virginia Beach Policy Statement:

The City of Virginia Beach (the City) promotes Equal Employment Opportunity (EEO) through its policies, procedures, and practices. By adhering to the principles of equal opportunity in employment, and the practice of basing employment decisions on job-related factors, the City seeks to capitalize on its investment in human resources. City policies, procedures and practices also target the identification and elimination of areas that may reflect unlawful discrimination, assess areas of underutilization for protected class employees, and encourage the movement of qualified females and minorities into non-traditional positions.

The City will not discriminate on the basis of an individuals sex, race, color, religion, age, national origin, disability, sexual orientation, veteran or marital status, genetic information or any other characteristic protected by laws and policies and is committed to maintaining a work environment for all employees that is free from fear, hostility and harassment. Every employee is responsible for helping to ensure that any discriminatory practices that do exist within the City are identified and eliminated. All supervisory personnel are responsible for promptly addressing any instance of discrimination that is brought to their attention and ensuring that there is no recurrence.

Step 4b: Narrative Underutilization Analysis

The City's workforce utilization analysis displays combined data for the 1) current workforce statistics (effective July 2015), 2) relevant labor market (RLM) for the State of Virginia and 3) areas of utilization reflected in gender and race/national origin groups. The City uses a base line of -3% or greater in underutilization for areas needing attention.

The City's Department of Human Resources reviewed the Utilization Analysis and noted the following:

- a. Minorities and females were underutilized in the job category of Officials and Administrators.
- b. Minorities and females were adequately represented in the Professionals job category.
- c. There was an underutilization in both minorities and females in the Technicians job category.
- d. Both females and minorities were underutilized in the Protective Services (Sworn) job category.
- e. Minorities were underutilized in the Protective Services(Non-Sworn) job category.
- f. Minorities and females were adequately represented in the Skilled Crafts job category.
- g. Females were underutilized in the Service/Maintenance job category.

Step 5 & 6: Objectives and Steps

1. Based on the utilization analysis, several areas indicate female and minority representation at levels less than the relevant labor market (RLM) indicates. The City is committed to addressing and improving overall female and minority representation in areas where underutilization exist. In order to accomplish our objectives, the City addressed these areas through the implementation of the below department strategies, diversity and inclusion initiatives, as well as workforce planning and development initiatives:

- a. Continue to build community partnerships with diversity, faith-based and professional organizations and associations, colleges and universities to appeal to all audiences.
- b. Equal Employment Opportunity (EEO), Sexual Harassment and Diversity Training is conducted for all supervisory and non-supervisory staff.
- c. Recruit at historically black colleges and universities, participate in diversity career fairs, advertise with diversity career websites and social networking sites, and advertise in female and minority publications
- d. Visually promote the diversity of the City's workforce and community in published materials such as brochures, advertisements and reports.
- e. Continue to include Veterans Preference in the hiring process.

2. The City's workplace policies and procedures comply with federal, state, and local equal employment opportunity (EEO) laws and regulations and ensure equal employment opportunities for all.

- a. Provide periodic legal updates to leadership in response to updates and changes to EEO federal laws.
- b. Include equal employment opportunity statements in recruitment ads.
- c. Hiring managers are briefed on the selection process in order to maintain an equitable and job-related evaluation for each position.
- d. Ensure job descriptions are clear and are based on knowledge, skills, abilities, competencies and essential functions.
- e. Review and approve requests for reasonable accommodations for qualified individuals with disabilities.
- f. Ensure reasonable efforts are made to accommodate for qualified individuals with disabilities.
- g. Ensure reasonable efforts are made to accommodate religious practices and to schedule events and meetings around religious holidays.

3. The City and its departments regularly review Workforce Planning & Development Plans to identify and address gaps to ensure that equal employment opportunity remains a key focus.

- a. Annually provide equal employment opportunity data to senior leadership and departments in order to establish goals to address identified gaps.

- b. Manage and promote training opportunities in an effort to provide professional development for staff members.
- c. Identify the knowledge, skills, abilities (KSAs) and competencies that are directly linked to essential job functions.
- d. Review qualifications of all applicants and members, with the assistance of Human Resources, to ensure qualified individuals are treated in a non-discriminatory manner when selection, promotion, and termination actions occur.
- e. Analyze the departments EEO data in meetings with management and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation.
- f. Advertise in professional and minority publications along with all major state newspapers to assist with addressing underutilization.
- g. Require personnel involved in recruitment activities to attend training to enhance knowledge in personnel matters, especially equal employment opportunities and best practices.
- h. Create and seek input from department diversity focus groups and network with other private and public organizations to ascertain other activities used to attract women and minorities.

Step 7a: Internal Dissemination

The Citywide Strategic Workforce Employment Plan was disseminated to all departments and is maintained in Human Resources and online for access by all employees. The following internal efforts are currently in place and will continue to be on-going in support of the dissemination of City-wide statistical data and policies:

- a. EEO policies are disseminated during new employment orientation. Each new hire receives a copy of the City's EEO Policy and Sexual Harassment Policy and is required to attend related training during the initial orientation process.
- b. EEO training is mandatory for both supervisory and non-supervisory employees via the Human Resources Employee Relations Division. Custom training will also be provided at management's request.
- c. Federal Equal Employment Opportunity posters are included in all city worksites and locations.

Step 7b: External Dissemination

External dissemination of the City-wide statistical data and EEO Policy shall continue and will include but not be limited to the following:

- a. All advertisement of employment positions in professional and minority publications, along with major state newspapers, shall clearly state that the City of Virginia Beach is an Equal Opportunity Employer (EOE).
- b. Post a copy of the Strategic Workforce and Employment Plan on the City's public website.

Utilization Analysis Chart
Relevant Labor Market: Virginia

| 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 #/% | 57/53% | 0/0% | 7/7% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 33/31% | 1/1% | 7/7% | 0/0% | 1/1% | 0/0% | 1/1% | 0/0% |
| CLS #/% | 251,905/47% | 12,950/2% | 28,345/5% | 535/0% | 16,870/3% | 165/0% | 2,265/0% | 1,100/0% | 157,660/30% | 8,440/2% | 38,310/7% | 440/0% | 11,015/2% | 110/0% | 1,780/0% | 835/0% |
| Utilization #/% | 6% | -2% | 1% | -0% | -3% | -0% | -0% | -0% | 1% | -1% | -1% | -0% | -1% | -0% | 1% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 343/23% | 6/0% | 110/7% | 1/0% | 29/2% | 0/0% | 2/0% | 0/0% | 652/44% | 28/2% | 264/18% | 3/0% | 32/2% | 1/0% | 4/0% | 0/0% |
| CLS #/% | 264,370/34% | 12,735/2% | 39,615/5% | 605/0% | 32,990/4% | 255/0% | 3,945/1% | 1,975/0% | 308,410/40% | 14,010/2% | 63,595/8% | 495/0% | 26,275/3% | 325/0% | 4,210/1% | 1,780/0% |
| Utilization #/% | -11% | -1% | 2% | -0% | -2% | -0% | -0% | -0% | 4% | 0% | 10% | 0% | -1% | 0% | -0% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 384/49% | 6/1% | 37/5% | 2/0% | 8/1% | 2/0% | 2/0% | 0/0% | 274/35% | 6/1% | 47/6% | 2/0% | 10/1% | 1/0% | 5/1% | 0/0% |
| CLS #/% | 31,535/30% | 1,830/2% | 6,410/6% | 40/0% | 3,845/4% | 80/0% | 565/1% | 245/0% | 38,560/37% | 1,965/2% | 15,170/14% | 170/0% | 3,930/4% | 0/0% | 505/0% | 275/0% |
| Utilization #/% | 19% | -1% | -1% | 0% | -3% | 0% | -0% | -0% | -2% | -1% | -8% | 0% | -2% | 0% | 0% | -0% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 932/75% | 42/3% | 86/7% | 0/0% | 23/2% | 6/0% | 6/0% | 0/0% | 128/10% | 2/0% | 5/0% | 4/0% | 3/0% | 0/0% | 1/0% | 0/0% |
| CLS #/% | 43,155/52% | 3,115/4% | 15,830/19% | 160/0% | 1,135/1% | 10/0% | 655/1% | 215/0% | 9,540/11% | 850/1% | 8,540/10% | 60/0% | 235/0% | 0/0% | 90/0% | 90/0% |
| Utilization #/% | 24% | -0% | -12% | -0% | 1% | 0% | -0% | -0% | -1% | -1% | -10% | 0% | -0% | 0% | -0% | -0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 20/54% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 16/43% | 0/0% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 3,250/38% | 290/3% | 685/8% | 0/0% | 275/3% | 15/0% | 90/1% | 10/0% | 2,980/35% | 140/2% | 700/8% | 35/0% | 65/1% | 0/0% | 15/0% | 10/0% |
| Utilization #/% | 16% | -3% | -8% | 0% | -3% | -0% | -1% | -0% | 8% | -2% | -5% | -0% | -1% | 0% | -0% | -0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 66/7% | 4/0% | 30/3% | 0/0% | 10/1% | 0/0% | 1/0% | 0/0% | 504/54% | 27/3% | 238/26% | 1/0% | 31/3% | 3/0% | 10/1% | 0/0% |

| 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 |
| CLS #/% | 218,585/23% | 15,885/2% | 61,060/7% | 555/0% | 18,370/2% | 345/0% | 3,470/0% | 1,550/0% | 413,610/44% | 34,225/4% | 132,605/14% | 1,440/0% | 26,020/3% | 525/0% | 6,260/1% | 2,395/0% |
| Utilization #/% | -16% | -1% | -3% | -0% | -1% | -0% | -0% | -0% | 10% | -1% | 12% | -0% | 1% | 0% | 0% | -0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 280/54% | 8/2% | 190/37% | 0/0% | 6/1% | 1/0% | 1/0% | 0/0% | 15/3% | 0/0% | 12/2% | 2/0% | 1/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 221,070/65% | 45,820/13% | 42,990/13% | 760/0% | 6,705/2% | 55/0% | 2,295/1% | 980/0% | 11,690/3% | 1,510/0% | 4,095/1% | 25/0% | 1,720/1% | 0/0% | 60/0% | 125/0% |
| Utilization #/% | -11% | -12% | 24% | -0% | -1% | 0% | -0% | -0% | -1% | -0% | 1% | 0% | -0% | 0% | -0% | -0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 320/20% | 16/1% | 368/23% | 1/0% | 21/1% | 0/0% | 5/0% | 0/0% | 333/21% | 15/1% | 466/29% | 2/0% | 31/2% | 1/0% | 7/0% | 0/0% |
| CLS #/% | 264,480/30% | 63,405/7% | 123,895/14% | 885/0% | 18,360/2% | 180/0% | 4,470/1% | 2,235/0% | 209,575/24% | 48,270/6% | 106,885/12% | 1,070/0% | 21,900/3% | 275/0% | 3,225/0% | 2,110/0% |
| Utilization #/% | -10% | -6% | 9% | -0% | -1% | -0% | -0% | -0% | -3% | -5% | 17% | 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 |
| Professionals | ✓ | ✓ | | | ✓ | | ✓ | | | | | | ✓ | | | |
| Technicians | | ✓ | | | ✓ | | | | | ✓ | ✓ | | ✓ | | | |
| Protective Services: Sworn | | | ✓ | | | | | | | ✓ | ✓ | | | | | |
| Administrative Support | ✓ | ✓ | ✓ | | | | | | | | | | | | | |
| Skilled Craft | ✓ | ✓ | | | | | | | | | | | | | | |
| Service/Maintenance | ✓ | ✓ | | | ✓ | | | ✓ | ✓ | ✓ | | | | | | |

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.

[signature]

[title]

[date]