

EEOP Utilization Report



Mon May 12 12:15:25 EDT 2014

Step 1: Introductory Information

| | | | |
|---------------------------|---|-------------------------|-----------------|
| Grant Title: | BJA FY13 Solicited-Corrections | Grant Number: | 2011-CZ-BX-0035 |
| Grantee Name: | CT Dept. of Correction | Award Amount: | \$1,000,000.00 |
| Grantee Type: | State Government Agency | | |
| Address: | 24 Wolcott Hill Road Wethersfield, Connecticut 06109-1152 | | |
| Contact Person: | Christine Fortunato | Telephone #: | 860-692-6292 |
| Contact Address: | 24 Wolcott Hill Road Wethersfield, Connecticut 06109-1152 | | |
| DOJ Grant Manager: | Ania Dobrzaska | DOJ Telephone #: | 202-353-2155 |

Policy Statement:

Affirmative Action Policy Statement sent as email attachment

Step 4b: Narrative Underutilization Analysis

OFFICIALS AND ADMINISTRATORS:

It is our goal to increase minority representation statewide in this category by placing an emphasis on recruitment of White males(-4%), Asian males(-2%)and White females(-7%).

PROFESSIONALS:

It is our goal to increase representation statewide in this category by placing an emphasis on the recruitment of Asian males(-3%), White females (-17%)and Asian females(-2%).

TECHNICIANS:

It is our goal to increase representation statewide in this category by placing an emphasis on recruitment of Asian males (-3%), White females (-25%) and Asian females(-2%).

PROTECTIVE SERVICE SWORN OFFICERS:

It is our goal to increase representation statewide in this category by placing an emphasis on recruitment of Hispanic males(-2%), White females (-13%)and Hispanic females(-3%).

ADMINISTRATIVE SUPPORT:

It is our goal to increase representation in this category by placing an emphasis on recruitment of White males (-22%)and Hispanic males(-3%)in the counties of Hartford, Tolland, New London, New Haven and Fairfield.

SKILLED CRAFT:

It is our goal to increase representation in this category by placing an emphasis on recruitment of Hispanic males(-8%)in the counties of Hartford and Tolland.

SERVICE MAINTENANCE:

It is our goal to increase representation in this category by placing an emphasis on recruitment of Hispanic males(-8%),White females(-13%), Hispanic females(-9%), Black females(-5%)and Asian females(-2%)in the counties of Hartford, Tolland and Fairfield.

Step 5 & 6: Objectives and Steps

1. Officials and Administrators: CTDOC shall continue to intensify its recruitment efforts

- a. Continue to post promotional announcements at every facility and present them at roll call.
- b. Include advertising in minority and womens publications along with all major newspapers in the state to the extent funds are available in budget.
- c. Continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.
- d. Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.das.ct.gov and DOC Website and Intranet.
- e. The Equal Employment Opportunity Director with the Human Resource Director will review specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- f. The Affirmative Action Unit in coordination with the Recruitment Unit will develop better recruitment relationships with various state agencies and community organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.

g. As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.

2. Professionals: CTDOC shall continue to intensify its recruitment efforts

- a. Include advertising in minority and womens publications along with all major newspapers in the state to the extent funds are available in budget.
- b. Continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.
- c. Continue to post promotional announcements at every facility and present them at roll call.
- d. Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.das.ct.gov and DOC Website and Intranet.
- e. The Equal Employment Opportunity Director with the Human Resource Director will review specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- f. The Affirmative Action Unit in coordination with the Recruitment Unit will develop better recruitment relationships with various state agencies and community organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.
- g. As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list so that applicants from the affected group(s) will have an opportunity to apply.

3. Technicians: CTDOC shall continue to intensify its recruitment efforts

- a. Include advertising in minority and womens publications along with all major newspapers in the state to the extent funds are available in budget.
- b. Continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.
- c. Continue to post promotional announcements at every facility and present them at roll call.
- d. Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.das.ct.gov and DOC Website and Intranet.
- e. The Equal Employment Opportunity Director with the Human Resource Director will review specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- f. The Affirmative Action Unit in coordination with the Recruitment Unit will develop better recruitment relationships with various state agencies and community organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.
- g. As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.

4. Protective Service Sworn: CTDOC shall continue to intensify its recruitment efforts

- a. Include advertising in minority and womens publications along with all major newspapers in the state to the extent funds are available in budget.
- b. Continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.
- c. The DOC intends to establish targeted recruitment efforts to attract more female applicants and will work with the Human Resources Unit to develop a plan to help build better recruitment relationships with various state and community organizations that can refer qualified candidates. As part of this effort, the Department met in October 2013 with a representative from Connecticut's Permanent Commission on the Status of Women (PCSW), which works

with state agencies to access programs and practices as they affect women, and PCSW has agreed to assist in recruiting female applicants. PCSW will be placing job postings and examination announcements in its newsletter. Additionally, since the Correction Officer exam is expected to be in spring, we will be contacting the state's Community Colleges with Criminal Justice Programs to educate them on the Correction Officer position and the process for taking the exam and application process. Connecticut has 12 community colleges.

- d. Continue to post promotional announcements at every facility and present them at roll call.
- e. Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.das.ct.gov and DOC Website and Intranet.
- f. The Affirmative Action Unit in coordination with the Recruitment Unit will develop better recruitment relationships with various state agencies and community organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.
- g. The Equal Employment Opportunity Director with the Human Resource Director will review specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- h. As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.

5. Administrative Support: CTDOC shall continue to intensify its recruitment efforts

- a. As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.
- b. Include advertising in minority and womens publications along with all major newspapers in the state to the extent funds are available in budget
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- e. Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.das.ct.gov and DOC Website and Intranet.
- f. The Equal Employment Opportunity Director with the Human Resource Director will review specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- g. The Affirmative Action Unit in coordination with the Recruitment Unit will develop better recruitment relationships with various state agencies and community organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.

6. Skilled Craft Workers: CTDOC shall continue to intensify its recruitment efforts

- a. Include advertising in minority and womens publications along with all major newspapers in the state to the extent funds are available in budget.
- b. Continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.
- c. Continue to post promotional announcements at every facility and present them at roll call.
- d. Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.das.ct.gov and DOC Website and Intranet.
- e. The Equal Employment Opportunity Director with the Human Resource Director will review specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- f. The Affirmative Action Unit in coordination with the Recruitment Unit will develop better recruitment relationships with various state agencies and community organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious,

social services, fraternal, educational and organizations targeted at those specific positions and job categories.

g. As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.

7. Service Maintenance: CTDOC shall continue to intensify its recruitment efforts

a. Include advertising in minority and womens publications along with all major newspapers in the state to the extent funds are available in budget.

b. Continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.

c. Continue to post promotional announcements at every facility and present them at roll call.

d. Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.das.ct.gov and DOC Website and Intranet.

e. The Equal Employment Opportunity Director with the Human Resource Director will review specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.

f. The Affirmative Action Unit in coordination with the Recruitment Unit will develop better recruitment relationships with various state agencies and community organizations to fill targeted positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.

g. As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.

Step 7a: Internal Dissemination

Place a copy of the EEOP Short Form in the Grant Award file.

Post information on bulletin boards in the Departments Affirmative Action Division, Human Resources Division and Best Practices (Grants) Unit about how to obtain a copy of the EEOP Short Form.

Distribute a copy of the EEOP Short Form to all department heads.

Send electronic memorandum to employees stating that a copy of the EEOP Short Form is available on request in the Departments Affirmative Action Division.

Post information on bulletin boards at each DOC facility with instructions for obtaining a copy of the EEOP Short Form.

Post the EEOP Short Form on the DOC Website and Intranet communication system.

Step 7b: External Dissemination

Notify applicants, vendors, and contractors in writing that the Department has developed an EEOP Short Form and that it is available on request to review.

Written notice of available employment opportunities to recruiting sources and organizations that are capable of referring qualified applicants for employment.

Utilization Analysis Chart
Relevant Labor Market: Connecticut

| 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 #/% | 53/47% | 10/9% | 7/6% | 1/1% | 1/1% | 0/0% | 0/0% | 0/0% | 31/28% | 2/2% | 6/5% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 119,050/52% | 5,590/2% | 5,360/2% | 110/0% | 5,830/3% | 0/0% | 690/0% | 465/0% | 78,985/34% | 4,800/2% | 5,495/2% | 130/0% | 3,235/1% | 50/0% | 725/0% | 520/0% |
| Utilization #/% | -4% | 7% | 4% | 1% | -2% | 0% | -0% | -0% | -7% | -0% | 3% | 1% | -1% | -0% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 459/41% | 74/7% | 91/8% | 4/0% | 9/1% | 1/0% | 0/0% | 0/0% | 315/28% | 43/4% | 106/10% | 2/0% | 6/1% | 1/0% | 0/0% | 0/0% |
| CLS #/% | 135,175/37% | 6,860/2% | 9,190/2% | 180/0% | 12,835/3% | 0/0% | 1,045/0% | 765/0% | 166,995/45% | 10,340/3% | 12,755/3% | 145/0% | 9,590/3% | 65/0% | 1,520/0% | 745/0% |
| Utilization #/% | 5% | 5% | 6% | 0% | -3% | 0% | -0% | -0% | -17% | 1% | 6% | 0% | -2% | 0% | -0% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 34/57% | 1/2% | 6/10% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 11/18% | 2/3% | 6/10% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 16,680/34% | 1,365/3% | 1,350/3% | 45/0% | 1,565/3% | 0/0% | 145/0% | 75/0% | 21,360/43% | 1,850/4% | 3,000/6% | 35/0% | 1,100/2% | 100/0% | 260/1% | 185/0% |
| Utilization #/% | 23% | -1% | 7% | -0% | -3% | 0% | -0% | -0% | -25% | -0% | 4% | -0% | -2% | -0% | -1% | -0% |
| Protective Services: Sworn-Officials | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 19,910/66% | 2,665/9% | 2,915/10% | 75/0% | 175/1% | 0/0% | 185/1% | 70/0% | 2,555/8% | 535/2% | 1,035/3% | 25/0% | 25/0% | 0/0% | 100/0% | 15/0% |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | | | |
| Workforce #/% | 2021/54% | 464/12% | 605/16% | 9/0% | 23/1% | 2/0% | 15/0% | 0/0% | 303/8% | 99/3% | 226/6% | 2/0% | 2/0% | 0/0% | 1/0% | 0/0% |
| Civilian Labor Force #/% | 46,570/35% | 19,410/15% | 10,110/8% | 180/0% | 1,740/1% | 15/0% | 1,160/1% | 1,095/1% | 28,135/21% | 14,080/11% | 8,280/6% | 160/0% | 1,115/1% | 60/0% | 630/0% | 795/1% |
| Utilization #/% | 19% | -2% | 8% | 0% | -1% | 0% | -0% | -1% | -13% | -8% | -0% | -0% | -1% | -0% | -0% | -1% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |

| 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 |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 1,535/38 % | 235/6% | 215/5% | 4/0% | 0/0% | 0/0% | 45/1% | 15/0% | 1,390/35 % | 145/4% | 300/8% | 0/0% | 10/0% | 30/1% | 49/1% | 20/1% |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 18/6% | 2/1% | 10/3% | 1/0% | 0/0% | 0/0% | 0/0% | 0/0% | 199/62% | 29/9% | 56/17% | 0/0% | 4/1% | 0/0% | 2/1% | 0/0% |
| CLS #/% | 124,890/27 % | 15,080/3 % | 14,090/3 % | 395/0% | 5,380/1% | 80/0% | 1,040/0% | 910/0% | 224,165/49 % | 29,515/6 % | 27,710/6 % | 340/0% | 6,375/1% | 215/0% | 2,945/1% | 1,605/0% |
| Utilization #/% | -22% | -3% | 0% | 0% | -1% | -0% | -0% | -0% | 13% | 3% | 11% | -0% | -0% | -0% | -0% | -0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 133/81% | 8/5% | 12/7% | 1/1% | 1/1% | 0/0% | 0/0% | 0/0% | 7/4% | 2/1% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 106,105/74 % | 18,950/13 % | 6,420/4% | 265/0% | 1,775/1% | 0/0% | 900/1% | 1,285/1% | 5,500/4% | 1,385/1% | 595/0% | 0/0% | 355/0% | 20/0% | 50/0% | 30/0% |
| Utilization #/% | 7% | -8% | 3% | 0% | -1% | 0% | -1% | -1% | 0% | 0% | 0% | 0% | -0% | -0% | -0% | -0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 159/68% | 10/4% | 24/10% | 1/0% | 4/2% | 0/0% | 0/0% | 0/0% | 33/14% | 0/0% | 4/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 143,040/34 % | 49,865/12 % | 25,755/6 % | 415/0% | 8,155/2% | 45/0% | 1,835/0% | 2,020/0% | 114,260/27 % | 37,010/9 % | 28,070/7 % | 295/0% | 8,430/2% | 160/0% | 2,115/0% | 2,160/1% |
| Utilization #/% | 34% | -8% | 4% | 0% | -0% | -0% | -0% | -0% | -13% | -9% | -5% | -0% | -2% | -0% | -0% | -1% |

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-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 |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | | | |
| Workforce #/% | 2021/54% | 464/12% | 605/16% | 9/1% | 23/1% | 2/0% | 15/0% | 0/0% | 303/8% | 99/3% | 226/6% | 2/0% | 2/0% | 0/0% | 1/0% | 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.

[signature]

[title]

[date]