



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

April 2, 2013

Uma Arun
Human Resources Manager
Office of Policy and Management
450 Capitol Avenue
Hartford, Connecticut 06106

Re: EEOP for the Office of Policy and Management

Dear Ms. Arun,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the EEOP Short Form that you submitted in accordance with the provisions of your current grant awards. The plan that you submitted conforms to the online Seven-Step Guide to the Design and Development of an Equal Employment Opportunity Plan, which provides the essential information that the Department of Justice requires for our initial screening of your EEOP. The Department of Justice regulations for developing a comprehensive EEOP may be found at 28 CFR § 42.301 *et seq.* Your approved plan is effective for two years from the date of this letter, and satisfies the EEOP requirement for any subsequent grant awards received during the two-year period.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

A handwritten signature in cursive script, which appears to read "Michael L. Alston", is positioned below the word "Sincerely,".

Michael L. Alston, Director
Office for Civil Rights

EEOP Short Form



Fri Mar 01 10:29:12 EST 2013

EEOP SHORT FORM
U. S. Department of Justice
Office of Justice Programs

STEP 1: Introductory Information

Grant Title: Multiple Grants Grant Number: Multiple Grants

Grantee Name: State of Connecticut
Office of Policy and Management

Award Amount: Multiple Grants

Address: 450 Capitol Avenue
Hartford, CT 06106-1379

Policy Statement

It is the continuing policy of the Office of Policy and Management (OPM) to achieve equal employment opportunities without consideration of race, color, religious creed, age, gender, marital status, sexual orientation, national origin, ancestry, mental retardation, physical disability including blindness, learning disability, past or present history of mental disability, or a criminal record unless the provisions of Sections 46a-60(b), 46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. OPM shall not deprive an employee of employment, penalize or threaten or otherwise coerce an employee with respect to employment because the employee is a victim of family violence, as defined in Section 46b-38a of the Connecticut General Statutes. OPM will not request nor require genetic information from job applicants or employees, or otherwise discriminate against any person in employment conditions on the basis of genetic information. In order to continue to make every good faith effort to achieve parity in the workforce, the agency utilizes affirmative action measures in the areas of: recruitment, training, tuition reimbursement, compensation, benefits, promotions, employee evaluations, transfers, layoffs and terminations. To ensure employee well being, OPM has established the Human Rights Complaint Procedure for any employee who believes they have been discriminated against with regard to employment or to any program, service, or activity.

Copies of pertinent policies are available upon request.

STEP 4b: Narrative Underutilization Analysis

A comparison of OPM's workforce to the community labor statistics indicates a 13% underutilization of both White Females in the Officials/Administrators and White Males in Administrative Support categories. This is followed by an 11% underutilization of White Males in the Professionals category, and an 8% and 5% underutilization of White Females and Hispanic or Latino Females, respectively, in the Administrative Support category. The remaining areas of underutilization were 2.0%, and in most cases, 1.0%. These areas of underutilization reflect the small representation of race/national origin in the community workforce.

Following are the results of the underutilization analysis.

Officials/Administrators – White Females are underutilized by 13%; Black or African American Males and Females are each underutilized by 2%; and Hispanic or Latino and Asian Females are each underutilized by 1%.

Professionals – White Males are underutilized by 11.0%; and Asian Males are underutilized by 1.0%.

Administrative Support – White Males are underutilized by 13.0%; White Females are underutilized by 8.0%; Hispanic or Latino Females are underutilized by 5.0%; Hispanic or Latino Males are underutilized by 2.0%; and Asian Males, Asian Females and Two or More Races Females are each underutilized by 1.0%.

STEPS 5 & 6: Objectives and Steps

1. OPM is committed to making its workforce more representative of the labor force in the community. Based on the results of the underutilization analysis, OPM has established the following objectives. To address the largest areas of underutilization, it is a goal of OPM to increase representation of Whites Females in the Officials/Administrators and Administrative Support categories, and White Males in the Professionals and Administrative Support categories.

- a. Intensify recruitment efforts to attract underrepresented groups in OPM's workforce as applicants.
- b. Review job specifications to assure that they accurately reflect the duties and responsibilities of the job
- c. Review the validity of Department of Administrative Services' examinations when used in the recruitment process.
- d. Monitor and guide the agency's interview and hiring process to determine the viability of its procedures.
- e. Maintain increased involvement of the designated Affirmative Action Officer/Human Resources Manager in the applicant flow process i.e., review resume and make recommendations for candidates to be interviewed.
- f. Continue to reach out to underutilized groups on the employment list and reemployment list.

2. To further address the underutilization of minorities, it is a goal of OPM to increase the representation of Black or African American Males and Females in the Officials/Administrators category, and Hispanic or Latino Males and Females in the Administrative Support category.

- a. Review job specifications to assure that they accurately reflect the duties and responsibilities of the job.
- b. Intensify recruitment efforts to attract underrepresented groups in OPM's workforce as applicants and when opportunities arise for open recruitment, place advertisements in minority news outlets.
- c. Continue contacts with the NAACP and the Urban League in an effort to cultivate a successful outreach recruitment program.

- d. Review the validity of Department of Administrative Services' examinations when used in the recruitment process.
- e. Monitor the agency's interview and hiring process to determine the viability of its procedure.
- f. Maintain increased involvement of the Designated Affirmative Action Officer/Human Resources Manager in the applicant flow process i.e., review resume and make recommendations for candidates to be interviewed.
- g. Continue to reach out to underutilized groups on the employment or reemployment list.

STEP 7a: Internal Dissemination

- a. Continue to make available to all employees affirmative action policy statements, the complaint procedure and annual hiring, promotion and program objectives via the agency's Intranet.
- b. Continue to advise all employees of their right to review the agency's Affirmative Action Plan and to encourage them to submit written comments. Employees are notified that copies of the agency's Affirmative Action Plan are available in each of the agency's divisions that make up OPM as well as in the Affirmative Action Office/Human Resources Unit.
- c. Continue to provide information to staff about job vacancies, whether internal or external, via e-mail and posting on Intranet.
- d. Continue to provide the Secretary, Deputy Secretary, Division Heads, and key personnel with a monthly report assessing the agency's achievement of objectives and other relevant information regarding affirmative action.
- e. The Agency will post the Equal Employment Opportunity Plan approved by the US Department of Justice on OPM's Intranet.

STEP 7b: External Dissemination

- a. Continue expanded recruitment practices including targeted news media and professional journals, and one-on-one communication with representatives of the NAACP and the Urban League to cultivate a successful outreach program.
- b. Continue to update the agency's listing of minority recruitment resources.
- c. Continue to provide a copy of OPM's Affirmative Action Plan to unions which represent OPM's employees and invite such unions to review and comment on the plan.
- d. Continue to include the statement "OPM is an Equal Opportunity Employer" on all job applications and job announcements.
- e. The Agency will post the Equal Employment Opportunity Plan approved by the US Department of Justice on OPM's Internet.

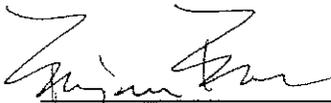
**Utilization Analysis Chart
Relevant Labor Market: Connecticut**

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	13/68%	1/5%	0/0%	0/0%	1/5%	0/0%	0/0%	4/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	154,855/56%	5,310/2%	5,055/2%	220/0%	4,650/2%	45/0%	830/0%	93,455/34%	3,925/1%	6,025/2%	195/0%	2,265/1%	4/0%	670/0%
Utilization #/%	13%	3%	-2%	-0%	4%	-0%	-0%	-13%	-1%	-2%	-0%	-1%	-0%	-0%
Professionals														
Workforce #/%	20/29%	1/1%	1/1%	0/0%	1/1%	0/0%	0/0%	33/48%	4/6%	8/12%	0/0%	1/1%	0/0%	0/0%
CLS #/%	152,330/40%	5,480/1%	7,120/2%	200/0%	8,890/2%	35/0%	1,205/0%	173,995/46%	7,815/2%	11,960/3%	400/0%	6,290/2%	75/0%	1,165/0%
Utilization #/%	-11%	-0%	-0%	-0%	-1%	-0%	-0%	2%	4%	8%	-0%	-0%	-0%	-0%
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	13,990/36%	780/2%	880/2%	55/0%	485/1%	0/0%	210/1%	18,310/47%	985/3%	2,330/6%	65/0%	510/1%	15/0%	170/0%
Utilization #/%														
Protective Services: Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	19,815/66%	2,115/7%	3,295/11%	40/0%	215/1%	4/0%	190/1%	2,915/10%	350/1%	840/3%	25/0%	40/0%	0/0%	80/0%
Utilization #/%														
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	1,430/48%	130/4%	125/4%	15/1%	40/1%	0/0%	10/0%	995/33%	95/3%	120/4%	4/0%	15/1%	0/0%	20/1%
Utilization #/%														
Administrative Support														
Workforce #/%	2/13%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	7/47%	0/0%	5/33%	0/0%	0/0%	0/0%	0/0%
CLS #/%	115,070/26%	9,510/2%	11,605/3%	210/0%	3,055/1%	80/0%	1,480/0%	239,100/55%	20,630/5%	27,735/6%	580/0%	4,440/1%	125/0%	2,385/1%

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	-13%	-2%	4%	-0%	-1%	-0%	-0%	-8%	-5%	27%	-0%	-1%	-0%	-1%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	126,105/79	11,200/7%	7,665/5%	395/0%	1,405/1%	30/0%	1,665/1%	7,105/4%	1,385/1%	1,120/1%	30/0%	560/0%	0/0%	215/0%
Utilization #/%	%													
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	158,175/38	35,380/9%	24,300/6%	660/0%	5,430/1%	75/0%	4,150/1%	126,475/30	27,240/7%	24,000/6%	435/0%	4,735/1%	105/0%	3,660/1%
Utilization #/%	%							%						

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 Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.



[signature]

Sec'y

[title]

4/1/13

[date]