

# EEOP Utilization Report



Wed Sep 18 11:24:09 EDT 2013

## Step 1: Introductory Information

<b>Grant Title:</b>	COPS Technology Program	<b>Grant Number:</b>	2010-CK-WX-0103
<b>Grantee Name:</b>	City of West Columbia	<b>Award Amount:</b>	\$350,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	200 North 12th Street West Columbia, South Carolina 29169		
<b>Contact Person:</b>	Nanci Cirmella	<b>Telephone #:</b>	803-939-3183
<b>Contact Address:</b>	200 North 12th Street West Columbia, South Carolina 29169		
<b>DOJ Grant Manager:</b>	Tammy Richardson	<b>DOJ Telephone #:</b>	202-307-3422

---

<b>Grant Title:</b>	2011 Justice Assistance Program	<b>Grant Number:</b>	2011-DJ-BX-2399
<b>Grantee Name:</b>	City of West Columbia	<b>Award Amount:</b>	\$15,398.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	200 North 12th Street West Columbia, South Carolina 29169		
<b>Contact Person:</b>	Nanci Cirmella	<b>Telephone #:</b>	803-939-3183
<b>Contact Address:</b>	200 North 12th Street West Columbia, South Carolina 29169		
<b>DOJ Grant Manager:</b>	Yolaine Faustin	<b>DOJ Telephone #:</b>	202-353-1720

---

<b>Grant Title:</b>	2012 Justice Assistance Program	<b>Grant Number:</b>	2012-DJ-BX-0372
<b>Grantee Name:</b>	City of West Columbia	<b>Award Amount:</b>	\$12,750.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	200 North 12th Street West Columbia, South Carolina 29169		
<b>Contact Person:</b>	Nanci Cirmella	<b>Telephone #:</b>	803-939-3183
<b>Contact Address:</b>	200 North 12th Street West Columbia, South Carolina 29169		
<b>DOJ Grant Manager:</b>	Elaine Vanlandingham	<b>DOJ Telephone #:</b>	202-305-0034

---

<b>Grant Title:</b>	2013 Justice Assistance Program	<b>Grant Number:</b>	2013-DJ-BX-0152
<b>Grantee Name:</b>	City of West Columbia	<b>Award Amount:</b>	\$12,359.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	200 North 12th Street West Columbia, South Carolina 29169		
<b>Contact Person:</b>	Nanci Cirmella	<b>Telephone #:</b>	803-939-3183
<b>Contact Address:</b>	200 North 12th Street West Columbia, South Carolina 29169		
<b>DOJ Grant Manager:</b>	Elaine Vanlandingham	<b>DOJ Telephone #:</b>	202-305-0034

---

**Policy Statement:**

It is the policy of the City of West Columbia to provide equal opportunity to all applicants for employment, and to administer hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, disability, age, or national origin. Any employee who believes that he/she has been discriminated against in violation of this policy should report the matter to the city administrator.

## Attachment to EEOP: Narrative of Interpretation (Step 4b of 7)

Based on the number of employees working in the identified categories for the City of West Columbia ("City") compared with the relevant labor market of Lexington County, South Carolina, the utilization analysis identified an underutilization of black males, black females, and white females in protective services: sworn (-15%, -12%, and -7% respectively) and an underutilization of white females and black females in Service/Maintenance (-24% and -13% respectively). As set forth below, the City has reviewed the utilization analysis and believes that the identified underutilization is primarily the result of the lack of qualified applicants in the labor market as well as a lack of interest by female applicants for positions traditionally filled by males. However, in keeping with its commitment to having a workforce that reflects the community it serves, the City will continue to examine recruitment policies to see if there may be ways to attract more qualified black and female applications to the identified positions.

The Utilization Analysis reveals the following:

1. Officials/Administrators (8 employees): White males (-5%) and black females (-6%) are slightly underrepresented while black males (7%) and white females (9%) are slightly overrepresented. Given the small number of employees in this category, employment of three women and one black male does not seem out of the ordinary. Moreover, the small sample size makes it difficult to draw reliable conclusions
2. Professionals (6 employees): White males are overrepresented (67%) and the only employees in this job category. As with the officials/administrators category, the total number of professional employees (6) is too small to yield a valid sample for statistical comparison. Despite the small sample size, the City recognizes that blacks and women are traditionally underrepresented in this category and will review its recruitment policies in an effort to attract more qualified candidates to these positions.
3. Technicians (6 employees): This category also has a small sample size. Of the six employees, two are white males, two are white females, and two are black females. Given the small number of employees overall, and the even distribution of the existing employees, the breakdown does not seem to be out of the ordinary.
4. Protective Services: Sworn (75 employees): The sworn protective services represents the largest category in the City. The Utilization Analysis reflects that white males are overrepresented (37%) while black males, white females, and black females are underrepresented (-15%, -7%, and -12% respectively). This category is comprised primarily of the City's law enforcement and fire personnel. Traditionally, it has been difficult to recruit female applicants to law enforcement due to the inherent danger associated with the positions. As well, the 24-hour shifts in the fire department tend to be less appealing to female recruits. Although the City has made efforts to recruit blacks and females to these positions, it continues to be a challenge to find qualified candidates. The City will continue to review its recruitment policies in an effort to attract blacks and females to these positions.

5. Protective Services: Non-Sworn (15 employees): All 15 of the non-sworn protective services employees are female. While the Utilization Analysis reflects an underrepresentation of white males (-44%) and an overrepresentation of white females (24%) and black females (13%), the small sample size does not allow for a meaningful comparison to the labor market. Moreover, many of the positions in this category provide administrative support to law enforcement and the fire department which traditionally does not attract male applicants.

6. Administrative Support (12 employees): White males (-12%) and black males (-7%) are underrepresented while white females (18%) and black females (4%) are overrepresented. Again, the small sample size makes it difficult to conduct a meaningful statistical analysis. However, given the small sample size, the distribution of two male employees, two black females and eight white females does not seem out of the ordinary.

7. Skilled Craft (31 employees): The City's skilled craft positions are primarily in maintenance and in the water plant. These positions are generally more attractive to male applicants. As well, the skilled craft labor force in the area is overwhelmingly male. While white males (11%) and black males (2%) are overrepresented and white females and black females are slightly underrepresented (-1%), the representation does not seem out of the ordinary considering the positions and the labor market.

8. Service Maintenance (33 employees): Based on the Utilization Analysis, white males and black males are overrepresented (14% and 34% respectively) while white females and black females are underrepresented (-24% and -13% respectively). Although there are currently no females in the City's workforce in this category, this is likely the result of the limited service maintenance positions available at the City along with the market data that is comprised of private sector positions that have no public sector counterpart. Specifically, the Service Maintenance positions with the City are primarily in the sanitation department for which the recruitment of female candidates has traditionally been difficult. However, the market data includes private sector positions that are traditionally dominated by females such as nursing, waitresses, housekeeping, and child care.

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

Please see attached hard copy document.

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

### **1. The City desires to ensure equal employment opportunity for female professional employees.**

- a. The City Administrator and personnel office will meet to review positions classified as professional to determine whether there are any barriers to entry to female employment in these positions.
- b. The City Administrator and personnel office will review the composition of the applicant pool for recent vacancies in this job category to determine whether female applicants were underrepresented.
- c. The City Administrator and personnel office will review the applicant flow data for vacancies in this job category to determine whether any step in the selection process for these positions may have had a significant impact on screening out female applicants.
- d. The City Administrator and personnel office will develop strategies for recruiting female employees into professional vacancies in the City. Such steps will be determined by the results of position and applicant flow reviews, but may include targeting female undergraduate and post-graduate institutions for recruiting and advertising job openings in journals and publications that reach professional female audiences.

### **2. The City desires to ensure equal employment opportunity for blacks and females in sworn protective services.**

- a. The City Administrator, Police Chief, and Fire Chief will review positions and position requirements to ensure that there are no job requirements that form unnecessary barriers to black and/or female employment.
- b. The City Administrator, Police Chief, and Fire Chief will review applicant flow data for vacancies in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out black and/or female applicants.
- c. Depending on the outcome of the position and data reviews, the City Administrator, Police Chief, and Fire Chief will develop strategies for recruitment of blacks and females into sworn protective service positions. This may include recruiting efforts targeting blacks and females at appropriate institutions of higher learning, advertisements in appropriate journals and publications, and outreach efforts in the community to make blacks and females more aware of employment opportunities.

### **3. The City desires to ensure equal employment opportunity for females in service and maintenance positions.**

- a. The City Administrator, relevant department heads, and the personnel office will meet to review positions classified as service and maintenance to determine whether barriers to female employment exists in these positions.
- b. The City Administrator, relevant department heads, and the personnel office will review the applicant flow data for service and maintenance positions to determine if there are any barriers to entry to female employment in the application process.
- c. The City Administrator, relevant department heads, and personnel office will develop strategies for recruiting female employees into service and maintenance positions in the City. Depending upon the result of the reviews, the steps may include advertisements in journals and publications expected to reach female audiences. City officials may also work with local technical schools to develop strategies to recruit female candidates.

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

The City Administrator will brief City Council on the EEOP, its purpose, and the City's steps for reaching the objectives. The City will also post the EEOP in the human resources office and in other areas where employees congregate. In addition, the City plans to post the EEOP online, which will reach internal and external audiences.

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

The City will inform the public of the EEOP through discussion of the document at a City Council meeting. Additionally, the City will make a copy of the EEOP available on its website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Lexington County, South 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 #/%	4/50%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	3/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,685/55%	150/1%	720/6%	15/0%	180/1%	0/0%	55/0%	25/0%	3,460/28%	790/6%	20/0%	35/0%	0/0%	19/0%	30/0%	
Utilization #/%	-5%	-1%	7%	-0%	-1%	0%	-0%	-0%	9%	-0%	-6%	-0%	-0%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	6/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,210/33%	125/1%	555/3%	25/0%	80/1%	0/0%	74/0%	10/0%	8,135/51%	1,385/9%	20/0%	130/1%	0/0%	15/0%	20/0%	
Utilization #/%	67%	-1%	-3%	-0%	-1%	0%	-0%	-0%	-51%	-9%	-0%	-1%	0%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,045/31%	25/1%	210/6%	20/1%	25/1%	0/0%	0/0%	0/0%	1,520/45%	390/12%	0/0%	110/3%	0/0%	0/0%	0/0%	
Utilization #/%	2%	-1%	-6%	-1%	-1%	0%	0%	0%	-12%	22%	0%	-3%	0%	0%	0%	0%
<b>Protective Services:</b>																
<b>Sworn</b>																
Workforce #/%	67/89%	0/0%	4/5%	0/0%	0/0%	0/0%	0/0%	0/0%	3/4%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,030/52%	0/0%	395/20%	30/2%	0/0%	0/0%	15/1%	0/0%	225/11%	15/1%	260/13%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	37%	0%	-15%	-2%	0%	0%	-1%	0%	-7%	-1%	-12%	0%	0%	0%	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%	12/80%	17%	2/13%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	20/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/56%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-44%	0%	0%	0%	0%	0%	0%	0%	24%	7%	13%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/67%	0/0%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,955/28%	195/1%	2,360/7%	55/0%	115/0%	0/0%	20/0%	15/0%	15,290/48%	285/1%	4,050/13%	25/0%	125/0%	0/0%	135/0%	45/0%

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 #/%	-12%	-1%	-7%	-0%	-0%	0%	-0%	-0%	18%	-1%	4%	-0%	-0%	0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	26/84%	0/0%	4/13%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,020/73%	990/9%	1,250/11%	4/0%	20/0%	0/0%	85/1%	0/0%	425/4%	0/0%	125/1%	0/0%	40/0%	0/0%	25/0%	0/0%
Utilization #/%	11%	-9%	2%	-0%	-0%	0%	-1%	0%	-1%	0%	-1%	0%	-0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	16/48%	0/0%	17/52%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,555/34%	1,835/6%	5,380/17%	45/0%	210/1%	0/0%	195/1%	0/0%	7,495/24%	815/3%	3,950/13%	10/0%	200/1%	0/0%	175/1%	75/0%
Utilization #/%	14%	-6%	34%	-0%	-1%	0%	-1%	0%	-24%	-3%	-13%	-0%	-1%	0%	-1%	-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
Protective Services: Sworn			✓						✓		✓					
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]