

EEOP Utilization Report



Fri Dec 16 09:38:40 EST 2016

Step 1: Introductory Information

Grant Title:	VOCA Victim Compensation Formula	Grant Number:	2015-VC-GX-0036
Grantee Name:	Office of the General Treasurer	Award Amount:	\$549,000.00
Grantee Type:	State Government Agency		
Address:	50 Service Ave., 2nd Floor Warwick, Rhode Island 02886		
Contact Person:	David Zuller	Telephone #:	401-462-7654
Contact Address:	50 Service Ave., 2nd Floor Warwick, Rhode Island 02886		
DOJ Grant Manager:	Joel Hall	DOJ Telephone #:	202-307-3940

Grant Title:	VOCA Victim Compensation Formula	Grant Number:	2014-VC-GX-0040
Grantee Name:	Office of the General Treasurer	Award Amount:	\$606,000.00
Grantee Type:	State Government Agency		
Address:	50 Service Ave., 2nd Floor Warwick, Rhode Island 02886		
Contact Person:	David Zuller	Telephone #:	401-462-7654
Contact Address:	50 Service Ave., 2nd Floor Warwick, Rhode Island 02886		
DOJ Grant Manager:	Joel Hall	DOJ Telephone #:	202-307-3940

Grant Title:	Vision 21	Grant Number:	2014-XV-BX-K015
Grantee Name:	Office of the General Treasurer	Award Amount:	\$81,981.00
Grantee Type:	State Government Agency		
Address:	50 Service Ave., 2nd Floor Warwick, Rhode Island 02886		
Contact Person:	David Zuller	Telephone #:	401-462-7654
Contact Address:	50 Service Ave., 2nd Floor Warwick, Rhode Island 02886		
DOJ Grant Manager:	Joel Hall	DOJ Telephone #:	202-307-3940

Grant Title:	Vision 21	Grant Number:	2015-XV-BX-K020
Grantee Name:	Office of the General Treasurer	Award Amount:	\$22,408.00
Grantee Type:	State Government Agency		
Address:	50 Service Ave., 2nd Floor Warwick, Rhode Island 02886		
Contact Person:	David Zuller	Telephone #:	401-462-7654
Contact Address:	50 Service Ave., 2nd Floor Warwick, Rhode Island 02886		
DOJ Grant Manager:	Joel Hall	DOJ Telephone #:	202-307-3940

Policy Statement:

The Office of the General Treasurer is committed to providing Equal Opportunity in all terms, conditions, or privileges of employment, including, but not limited to: recruitment, certification, selection, job assignments, working conditions, fringe benefits, compensation, training, transfer, layoffs, disciplinary actions, terminations, promotions, demotions and appointments.

It is the policy of the Treasury to promote fair and equitable treatment of all employees, and to comply with federal and state legislation:

1. The Office of the General Treasurer does not discriminate in employment on the basis of race, color, sex, age, religion, national origin, sexual orientation, Veteran status, or handicap/disability status.
2. The Office of the General Treasurer will post vacancies, recruit, hire, train, and promote persons in all job classifications without regard to race, color, sex, age, religion, national origin, sexual orientation, Veteran status or handicap/disability status.
3. The Office of the General Treasurer provides reasonable accommodations for handicapped individuals to ensure equal access to employment. The accommodations include, but are not limited to:
 - a. Making facilities accessible.
 - b. Job restructuring.
 - c. Part-time or modified work schedules.
 - d. Acquisition or modifications of equipment.
 - e. Assignment of an employee who becomes handicapped and unable to perform his/her original duties to an alternative position with comparable pay, if possible.

See attached.

Step 4b: Narrative Underutilization Analysis

After review of the Utilization Analysis Chart, the Office of the General Treasurer noticed that in comparison to the State workforce, the office may actually be more diverse. However, there appears to be a need for further diversification. One of the limitations that the Office of General Treasurer faces is that it has both union and non-union positions with the majority being union positions. As a result, the office is limited to the pool of union applicants which may or may not provide diverse candidates. The review of our findings follows:

1. White males were significantly under-represented in the following categories: Officials/Administrators (-12%); professionals (-7%); and administrative support (-11%).
2. Hispanic Females were significantly under-represented in administrative support (-5%) and officials/administrators (-2%).
3. Hispanic Males were under-represented in administrative support(-3%) and officials/administrators (-2%).
4. To the extent that the office does not offer significant technician work, white males were significantly under-represented (-38%) as were Hispanic and Asian males and females (-2% for each), and Black females (-3%).

The Office of the General Treasurer will continue to monitor the trends and make changes to improve its diversification of the Office.

Step 5 & 6: Objectives and Steps

1. To Encourage White Males to apply for vacancies in the Officials/Administrators, Professionals, Administrative Support and Technician Job Categories

a. The Office of the General Treasurer will continue to monitor the composition of white males in all of the identified under-represented categories to determine whether white males continue to be under-represented. In order to improve the representation of white males in the identified categories, the Office of the General Treasurer will enhance its outreach efforts to target white male applicants in these job categories. Specifically, the Office of the General Treasurer will reach out to its local unions and the State of Rhode Island's Human Resources Department to encourage white males to apply for the identified job categories.

2. To Encourage Hispanic Males to apply for vacancies in the Officials/Administrators, Technicians and Administrative Support job categories

a. The Office of the General Treasurer will continue to monitor the composition of Hispanic males in all of the identified under-represented categories to determine whether Hispanic males continue to be under-represented. In order to improve the representation of Hispanic males in the identified categories, the Office of the General Treasurer will enhance its outreach efforts to target Hispanic male applicants in these job categories. Specifically, the Office of the General Treasurer will reach out to its local unions and the State of Rhode Island's Human Resources Department to encourage Hispanic males to apply for the identified job categories.

3. To Encourage Black Males and Asian Males and Females to apply for vacancies in Officials/Administrators, Professionals, Administrative Support and Technician job categories

a. The Office of the General Treasurer will continue to monitor the composition of Black and Asian males as well as Asian Females in all of the identified under-represented categories to determine whether Black and Asian males as well as Asian females continue to be under-represented. In order to improve the representation of Black and Asian males and Asian Females in the identified categories, the Office of the General Treasurer will enhance its outreach efforts to target Black and Asian male as well as Asian female applicants in these job categories. Specifically, the Office of the General Treasurer will reach out to its local unions and the State of Rhode Island's Human Resources Department to encourage Black and Asian males as well as Asian females to apply for the identified job categories.

4. To encourage Hispanic Females to apply for vacancies in the Official/Administrators, Technician and Administrative Support job categories

a. The Office of the General Treasurer will continue to monitor the composition of Hispanic females in all of the identified under-represented categories to determine whether Hispanic females continue to be under-represented. In order to improve the representation of Hispanic females in the identified categories, the Office of the General Treasurer will enhance its outreach efforts to target Hispanic female applicants in these job categories. Specifically, the Office of the General Treasurer will reach out to its local unions and the State of Rhode Island's Human Resources Department to encourage Hispanic females to apply for the identified job categories. Additionally, the Office of the General Treasurer will list job postings in the local latino newspapers and radio.

Step 7a: Internal Dissemination

1. Distribute an electronic copy of the EEOP Utilization Report to all staff via email as there is no intranet.
2. Post a copy of the EEOP Utilization Report in common areas of the Office and inform employees that it is posted for review and available upon request at the HR office.
3. Post a copy of the EEOP Utilization Report on the Office of General Treasurer's website.
4. Discuss the EEOP Utilization Report at regularly attended staff meetings.

Step 7b: External Dissemination

1. Post a copy of the EEOP Utilization Report on the Office of the General Treasurer's website.
2. Include on all job announcements for the Office of the General Treasurer that applicants may obtain a copy of the EEOP utilization report from the Office of General Treasurer HR office.
3. Provide a copy of the EEOP Utilization Report to the local unions.
4. Provide a link to the online EEOP Utilization Report on requests for proposals so that vendors may have access.
5. Make available upon request at the Office of General Treasurer HR office.

Utilization Analysis Chart
Relevant Labor Market: Rhode Island

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 #/%	6/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/53%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	30,595/52%	990/2%	885/1%	4/0%	460/1%	0/0%	265/0%	205/0%	22,660/38%	935/2%	905/2%	20/0%	580/1%	30/0%	430/1%	240/0%
Utilization #/%	-12%	-2%	-1%	-0%	-1%	0%	-0%	-0%	15%	-2%	5%	-0%	-1%	-0%	-1%	-0%
Professionals																
Workforce #/%	11/31%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	18/50%	5/14%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	37,150/37%	1,340/1%	1,565/2%	70/0%	2,050/2%	0/0%	295/0%	180/0%	51,035/51%	1,995/2%	1,770/2%	35/0%	1,450/1%	0/0%	389/0%	250/0%
Utilization #/%	-7%	1%	-2%	-0%	-2%	0%	-0%	-0%	-1%	12%	1%	-0%	-1%	0%	-0%	-0%
Technicians																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,995/38%	260/2%	170/1%	0/0%	200/2%	0/0%	4/0%	60/0%	6,345/48%	290/2%	370/3%	25/0%	250/2%	0/0%	140/1%	20/0%
Utilization #/%	-38%	-2%	-1%	0%	-2%	0%	-0%	-0%	52%	-2%	-3%	-0%	-2%	0%	-1%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	7,750/78%	315/3%	365/4%	0/0%	25/0%	0/0%	70/1%	150/2%	900/9%	100/1%	100/1%	0/0%	55/1%	0/0%	30/0%	15/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	355/24%	55/4%	25/2%	0/0%	15/1%	0/0%	0/0%	30/2%	795/54%	110/7%	15/1%	0/0%	30/2%	0/0%	40/3%	10/1%
Utilization #/%																
Administrative Support																
Workforce #/%	5/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	21/75%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	36,900/29%	3,510/3%	1,710/1%	45/0%	855/1%	0/0%	475/0%	345/0%	70,015/55%	5,825/5%	3,040/2%	335/0%	1,760/1%	15/0%	760/1%	650/1%

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	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 #/%	-11%	-3%	-1%	-0%	-1%	0%	-0%	-0%	20%	-5%	5%	-0%	-1%	-0%	-1%	-1%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	30,970/81%	2,455/6%	1,070/3%	110/0%	565/1%	40/0%	410/1%	335/1%	1,565/4%	530/1%	100/0%	0/0%	190/0%	0/0%	0/0%	10/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	49,200/38%	12,075/9%	3,920/3%	90/0%	1,750/1%	0/0%	715/1%	690/1%	41,795/33%	10,370/8%	4,045/3%	230/0%	2,010/2%	35/0%	540/0%	850/1%
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 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]