

# EEOP Utilization Report



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## Step 1: Introductory Information

<b>Grant Title:</b>	COPS Technology 2010	<b>Grant Number:</b>	2010CKWX0038
<b>Grantee Name:</b>	City of Buffalo	<b>Award Amount:</b>	\$600,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1007 City Hall, 65 Niagara Square Buffalo, New York 14202		
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### Policy Statement:

The City of Buffalo (City) is committed to maintaining a work environment free of unlawful discrimination and harassment, and will not tolerate harassment of its employees by any supervisor, coworker, volunteer, vendor or any other person. In accordance with applicable law, the City prohibits all forms of harassment which include any unwelcome conduct, whether verbal, physical or visual, that is based upon sex, a person's gender identify or expression, race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, sexual orientation, age or any other basis protected by federal, state or local law. Such conduct is unlawful and prohibited whenever it affects tangible job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment. In addition, it is the policy of the City to treat all employees fairly and to seek out and prevent discrimination to or by its employees that is based upon race, color, religion, sex or national origin.

## Step 4b: Narrative Underutilization Analysis

The analysis indicates White male underutilization in sworn protective services and administrative support; White females in all categories; Asian males and females in professional and service/maintenance; Asian males in protective services; African American women as technicians; African American women and multiracial males in sworn protective services and service/maintenance.

According to the U.S. Census Bureau, Buffalo is 50% White while Erie County is 79% White. In comparing City of Buffalo (City) labor statistics to the Erie/Niagara MSA, there is an approximate 30% gap in gross population of white residents. Also, the Asian population is 3.2% and 2 or more races is 3.1%.

As the City requires residency within Buffalo city limits, it's a certainty that comparison of City labor statistics to the Erie/Niagara MSA will produce a skewed result, demonstrating under representation of white males and females. Asian and two or more races are underrepresented but are a small fraction of Buffalos population.

Further the City of Buffalo's statistics become skewed when compared to the MSA because of three additional factors: 1) the collective bargaining agreements; 2) requirements of Civil Service Exams; 3) physical agility examinations for sworn officers; 4) Federal Court Orders regarding hiring of minorities in law enforcement/fire protection.

Lastly, Buffalo faced budget crisis in the early 2000s, leading to imposition of a state-mandated control board which froze new hiring for several years, forcing leaders to cut budgets that reduced the labor force, particularly in administrative assistant-type positions that had historically been majority white female whereby departments, like Inspections, used to have one secretary per inspector and now have two for the whole department. The City will review its recruitment and retention policies to ensure that its workforce reflects community demographics.

## Step 5 & 6: Objectives and Steps

**1. The City will work with City Department Supervisors to create affirmative recruitment plans that encourage the City's population to apply for job opportunities, regardless of race, color, religion, ancestry, national origin, age, sex, sexual orientation/identity, marital status or disability.**

- a. The City of Buffalo appoints Ambassadors from City Departments to recruit individuals at educational institutions, such as SUNY Buffalo College, Erie Community College, Genesee and Niagara Community Colleges, Canisius College and others to speak to students at job fairs and events coordinated by student service/work opportunity offices; Minority and Immigrant student organizations; and the Buffalo Employment and Training Center.
- b. The City of Buffalo leadership works with faith-based organizations, state and local legislators, members of community outreach groups, representatives from the Buffalo Public Schools Adult Education Division, and not for profit organizations, including those from the refugee and immigrant population, to recruit and educate a diverse and talented labor pool that reflects Buffalos demographics.
- c. City of Buffalo will affirmatively market available positions in all local media, such as daily and weekly newspapers, internet, social media and Erie County Public Library, including posted notices in community libraries and community centers. The City will affirmatively market available positions to media, advocacy groups and not for profit entities targeted to the general public and to the City's female minority, immigrant and refugee populations.

**2. The City will periodically conduct a review of its employment processes to ensure thorough and systematic consideration of the job qualifications of known protected classes for job vacancies filled either by external hiring or internal promotions/transfers, as well as for all training opportunities available. In order to determine whether an individual is qualified for a particular job, a close examination of the content of the job is made, as well as a review of the job qualifications of known protected classes, both applicants and employees.**

- a. Develop position descriptions that accurately reflect position functions, and are consistent for the same position from one location to another.
- b. Develop job or worker specifications that contain academic, experience, and skill requirements that do not constitute inadvertent discrimination. Develop specifications that are free from bias with regard to age, race, color, religion, national origin, disability or veteran status.
- c. Approved position specifications and worker specifications will be made available to all members of management involved in the recruiting, screening, selection, and promotion process. Copies may also be made available to recruiting sources.

**3. The City will also identify areas of underutilization and review potential barriers, including implementation of training to address potential barriers such as interview preparation and development of physical agility and/or preparation for written exams so that protected applicants will not face a disparate impact.**

- a. Conduct surveys of applicants to determine what they felt were potential barriers to successful completion of applicable civil service exams, physical agility exams and other requirements of their position.
- b. Based on survey results, the City will take affirmative steps to address these identified barriers, working with potential private and public sector partners to address areas such as GED (high school equivalency) attainment, exam preparation, interview preparation and where applicable, physical agility and other job specific tasks.

**Step 7a: Internal Dissemination**

City of Buffalo will disseminate the City of Buffalo EEOP Utilization Report internally by having a copy placed on the City intranet system, as well as having paper copies available in the HR/Civil Service Department (City Hall Room 1007), in the Office of the Mayors Chief Diversity Officer (City Hall Room 203), in the Office of New Americans (City Hall Room 1124) and in the office of the Commission on Citizens Rights and Community Relations (City Hall Room 1316C). City employees will receive a City-wide e-mail notifying them of their right to review a copy of the City of Buffalo EEOP Utilization Report with information on where employees can access one. The City will also post a notice in the basement cafeteria of City Hall advising employees of their right to review a copy of the City of Buffalo EEOP Utilization Report with information on where employees can access one.

**Step 7b: External Dissemination**

City of Buffalo will disseminate the City of Buffalo EEOP Utilization Report outside the City of Buffalo by making available an online link entitled "City of Buffalo EEOP Utilization Report" on the homepage banner of the City's public website. A separate online link for the City of Buffalo Police Department EEOP Utilization Report will also be made available on the homepage banner of the City's public website.

Also, the City will make available a paper copy for public review in the main branch of the Buffalo and Erie County Library System, 1 Lafayette Square, Buffalo, New York 14203 and also by making available a paper copy for public review in the HR/Civil Service Department of City Hall, Room 1007; in the Office of the Mayors Chief Diversity Officer, Room 203; in the Office of New Americans, Room 1124; and in the office of the Commission on Citizens Rights and Community Relations, Room 1316C.

An e-mail will be sent to current vendors and contractors advising that the City of Buffalo EEOP Utilization Report is available for review upon request, with information on where it can be accessed online publicly and at locations where a hard copy is available for public review. Also, a paper notice advising contractors and vendors that the City of Buffalo Utilization Report is available for review upon request, with information on where it can be accessed online publicly and at locations where a hard copy is available for public review, will be posted where contractors and vendors submit requests for proposals at: Public Works Department, City Hall Room 502; Office of Strategic Planning, City Hall Room 911 and Permits and Inspections Department, City Hall Room 324.

**Utilization Analysis Chart**  
**Relevant Labor Market: Buffalo city, New York**

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 #/%	64/66%	1/1%	12/12%	0/0%	0/0%	0/0%	0/0%	0/0%	16/16%	0/0%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,135/51%	185/1%	690/4%	30/0%	205/1%	0/0%	85/0%	100/1%	6,330/35%	270/1%	835/5%	25/0%	155/1%	0/0%	35/0%	4/0%
Utilization #/%	15%	0%	9%	-0%	-1%	0%	-0%	-1%	-19%	-1%	-0%	-0%	-1%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	396/74%	14/3%	40/7%	1/0%	0/0%	0/0%	0/0%	0/0%	52/10%	6/1%	25/5%	1/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	13,465/34%	335/1%	1,620/4%	50/0%	1,200/3%	0/0%	100/0%	100/0%	18,730/47%	490/1%	2,420/6%	50/0%	815/2%	0/0%	19/0%	105/0%
Utilization #/%	40%	2%	3%	0%	-3%	0%	-0%	-0%	-38%	-0%	-1%	0%	-2%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	89/78%	0/0%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%	13/11%	2/2%	6/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,920/36%	75/1%	205/4%	4/0%	100/2%	0/0%	0/0%	0/0%	2,205/42%	29/1%	600/11%	50/1%	100/2%	0/0%	24/0%	0/0%
Utilization #/%	42%	-1%	-0%	-0%	-2%	0%	0%	0%	-30%	1%	-6%	-1%	-2%	0%	-0%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	619/51%	75/6%	307/25%	4/0%	0/0%	2/0%	0/0%	0/0%	126/10%	16/1%	69/6%	1/0%	0/0%	1/0%	0/0%	0/0%
CLS #/%	2,385/63%	205/5%	285/8%	4/0%	15/0%	0/0%	25/1%	0/0%	635/17%	35/1%	185/5%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-12%	1%	18%	0%	-0%	0%	-1%	0%	-6%	0%	1%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	6/67%	1/11%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	70/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	120/55%	0/0%	30/14%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	35%	11%	11%	0%	0%	0%	0%	0%	-43%	0%	-14%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	63/16%	5/1%	18/5%	1/0%	0/0%	0/0%	0/0%	0/0%	159/42%	27/7%	109/28%	0/0%	0/0%	1/0%	0/0%	0/0%
CLS #/%	10,425/26%	545/1%	1,590/4%	55/0%	380/1%	0/0%	75/0%	15/0%	21,155/53%	1,115/3%	4,120/10%	85/0%	230/1%	0/0%	195/0%	135/0%

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 #/%	-10%	-0%	1%	0%	-1%	0%	-0%	-11%	4%	18%	-0%	-0%	-1%	0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	122/84%	7/5%	12/8%	2/1%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,720/81%	360/4%	895/9%	125/1%	10/0%	0/0%	30/0%	260/3%	40/0%	60/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	3%	1%	-1%	0%	1%	0%	-0%	-3%	-0%	0%	0%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	414/52%	33/4%	176/22%	2/0%	2/0%	1/0%	0/0%	134/17%	9/1%	26/3%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	14,205/39%	1,530/4%	4,470/12%	175/0%	560/2%	0/0%	330/1%	7,975/22%	1,105/3%	5,900/16%	130/0%	345/1%	0/0%	0/0%	59/0%	30/0%
Utilization #/%	13%	-0%	10%	-0%	-1%	0%	-1%	-5%	-2%	-13%	-0%	-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
Officials/Administrators									✓							
Professionals					✓				✓				✓			
Technicians									✓							
Protective Services: Sworn	✓				✓		✓		✓							
Administrative Support	✓								✓							
Skilled Craft									✓							
Service/Maintenance					✓		✓		✓				✓			

