

EEOP Short Form



Thu May 06 12:08:02 EDT 2010

COLUMBUS PUBLIC HEALTH*

CITY OF COLUMBUS, OHIO

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Effective Dates:

May 06, 2010 - May 06, 2012

***by reference, this plan constitutes one unit of the Columbus City-wide Equal Employment Opportunity Plan. This unit is number 8 of 17 units.**

Michael B. Coleman
Mayor

Chester C. Christie
Director
Department of Human Resources

Melvin V. Richardson, J.D.
Equal Employment Opportunity Manager
Department of Human Resources

Columbus Public Health
City of Columbus

(This form may be completed as needed to accompany applications for specific government grants.)

Step 1: Introductory Information

Direct Recipients

Grant Title: **Grant Number:**
Grantee Name: **Award Amount: \$**
Grantee Type:
Address:
Contact Person: **Telephone #:**
Contact Address:
DOJ Grant Manager: **DOJ Telephone #:**

Subrecipients

Grant Title: **Grant Number:**
Grantee Name: **Award Amount: \$**
Grantee Type:
Address:
Contact Person: **Telephone #:**
Contact Address:
State Granting Agency: **Grant Number:**
Contact Name:
Contact Address:
Telephone #:

INTRODUCTION/POLICIES

As described in the policy statement below, the City of Columbus Public Health equal employment opportunity program operates pursuant to specific policies and procedures adopted and authorized by the Mayor of the City of Columbus, the Columbus City Council and applicable city, state, and federal laws, rules and regulations. The essential mission of the equal employment opportunity program is the elimination of unlawful discrimination in all phases of the employment process.

In order to accomplish the aforestated mission, Mayor Michael B. Coleman has issued and City Council has endorsed a number of equal employment opportunity policies and designated the Department of Human Resources' Equal Employment Opportunity Office to administer the program. As a part of its responsibilities, the EEO Office assists in the development and implementation of the Equal Employment Opportunity Plan. In short, this plan is a document which, through statistical and other analyses, identifies areas of concern related to equal employment opportunity within the Columbus Public Health employment processes and establishes goals and timetables with specific objectives and measures to be taken to address areas of concern. This plan, by reference, is an essential unit of and is incorporated into the current City-wide Equal Employment Opportunity Plan.

PERSONNEL MANAGEMENT AND OPERATIONS OVERVIEW

The Columbus Public Health has had a longstanding commitment to equal employment opportunity. This has been manifested in policies and procedures such as those included in this plan.

The Columbus Public Health's objectives and specific steps to attain them, as listed herein, provide an aggressive and proactive approach to make viable its commitment to equal employment opportunity.

Policy Statement:

Federal, State and Local law prohibits discrimination on the basis of race, color, religion, sex, national origin, disability, ancestry, age, sexual orientation or qualified veteran status.

It is the policy of the City of Columbus to provide equal employment opportunity in City government in recognition of the essential rights of all qualified applicants and employees; to prohibit discrimination in employment with regard to race, color, religion, sex (including sexual harassment), national origin, disability, ancestry, age, sexual orientation or qualified veteran status; to identify and eliminate barriers to the employment of qualified persons and promote equal opportunity with respect to hiring, promotion, terms, conditions or privileges of employment in each department and division of City government.

It is the policy that non-discrimination and equal employment opportunity are the policy of City government in all of its employment decisions, programs, services and activities. To that end, all city departments and divisions, supervisors and employees under my jurisdiction shall act affirmatively to ensure equality of opportunity in the internal affairs of City government, as well as in their relations with the public.

The policy requires more than a desire to eliminate discriminatory barriers to employment. It must also entail positive and aggressive measures to ensure equal employment opportunity in all areas of human resources management. These measures should include efforts required to remedy all effects of discriminatory patterns and practices and those actions necessary to guarantee equal employment opportunity for all qualified persons.

The overall objective of the Equal Employment Opportunity Policy is to free the working environment of any and all forms of unlawful employment discrimination.

All departments and appointing authorities under my jurisdiction shall act affirmatively to eliminate discrimination.

All departments and appointing authorities shall have responsibility for ensuring that this Policy is implemented in their operations with the assistance of the Department of Human Resources' Equal Employment Opportunity Office.

To effectuate the intent of equal employment opportunity, each City department and agency shall cooperate and work with the assistance of the Department of Human Resources' Equal Employment Opportunity Office.

To effectuate the intent of equal employment opportunity, each City department and agency shall cooperate and work with the Human Resources' Equal Employment Opportunity Office in the performance of the duties and responsibilities imposed by this Policy.

The Department of Human Resources' Equal Employment Opportunity Office is hereby designated to administer the Equal Employment Opportunity Policy as set forth in this document.

This Policy shall be in full force and effect after my signature to the document.

Michael B. Coleman, Mayor
Effective October 20, 2000

Steps 2, 3 and 4a:

In the following Utilization Chart the workforce statistics for the Columbus Public Health have been inserted. In addition, as shown, the available workforce statistics have been inserted in the Utilization Chart and the initial utilization analysis has been completed by subtracting the percentages obtained in Step 3 from those obtained in Step 2; thereby disclosing, if any, underutilizations by race and sex in the job categories shown. Underutilization by race or sex of 4% or more in any job category is deemed significant.

Step 4b: Narrative Underutilization Analysis

The Office of the Director of Human Resources of the City of Columbus, in consultation with the department's Equal Employment Opportunity (EEO) Office, reviewed the Utilization Analysis (comparing the Columbus Public Health's workforce to the relevant labor market), and noted the following:

1. White males were significantly under-represented in the following job categories: Officials / Administrators (-23%), Professionals (-20%), Technicians (-27%), Administrative Support (-15%) and Service / Maintenance (-40%).
2. Black males were significantly under-represented in the following job categories: Officials / Administrators (-4%) and Service / Maintenance (-7%).
3. White females were significantly under-represented in the following job categories: Administrative Support (-14%) and Service / Maintenance (-7%).

Steps 5 & 6: Objectives and Steps

1. **To encourage White males to apply for vacancies in the Officials / Administrators, Professionals, Technicians, Administrative Support and Service / Maintenance job categories**

The EEO Office will work with a representative of the Columbus Public Health to have the following assessed: applicant pool for all vacancies in the relevant job categories to determine whether White males were under-represented; review of the related and relevant job descriptions to determine whether any aspect of the same would discourage or negatively affect applications by White males; what specific aspects of the affected jobs could be better marketed to White male applicants. The Columbus Public Health will work with the EEO Office to create and implement a specific recruitment action plan by April, 2010. The actions taken in response to these Objectives and Steps will be documented and attached to the Short Form as an Addendum. The emphases of these efforts will be to develop practical and effective processes, contacts and recruitment tools at the level of new employee selection that positively affect hiring results such as those modeled in the "City of Columbus Division of Police Minority Recruitment Unit Recruiting Initiative 2009-2011." See Attachment I to this Equal Employment Opportunity Plan.

2. **To encourage Black males to apply for vacancies in the Officials / Administrators and Service / Maintenance job categories**

The EEO Office will work with a representative of the Columbus Public Health to have the following assessed: applicant pool for all vacancies in the relevant job categories to determine whether Black males were under-represented; review of the related and relevant job descriptions to determine whether any aspect of the same would discourage or negatively affect applications by Black males; what specific aspects of the affected jobs could be better marketed to Black male applicants. The Columbus Public Health will work with the EEO Office to create and implement a

specific recruitment action plan by April, 2010. The actions taken in response to these Objectives and Steps will be documented and attached to the Short Form as an Addendum. The emphases of these efforts will be to develop practical and effective processes, contacts and recruitment tools at the level of new employee selection that positively affect hiring results such as those modeled in the "City of Columbus Division of Police Minority Recruitment Unit Recruiting Initiative 2009-2011." See Attachment I to this Equal Employment Opportunity Plan.

3. To encourage White females to apply for vacancies in the Administrative Support and Service / Maintenance job categories

The EEO Office will work with a representative of the Columbus Public Health to have the following assessed: applicant pool for all vacancies in the relevant job categories to determine whether White females were under-represented; review of the related and relevant job descriptions to determine whether any aspect of the same would discourage or negatively affect applications by White females; what specific aspects of the affected jobs could be better marketed to White female applicants. The Columbus Public Health will work with the EEO Office to create and implement a specific recruitment action plan by April, 2010. The actions taken in response to these Objectives and Steps will be documented and attached to the Short Form as an Addendum. The emphases of these efforts will be to develop practical and effective processes, contacts and recruitment tools at the level of new employee selection that positively affect hiring results such as those modeled in the "City of Columbus Division of Police Minority Recruitment Unit Recruiting Initiative 2009-2011." See Attachment I to this Equal Employment Opportunity Plan.

Step 7a: Internal Dissemination

Every person in a supervisory position in the Columbus Public Health will be provided a copy of this Equal Employment Opportunity Plan and within thirty (30) days of receipt of this plan will document, in writing, that he/she has made each of his/her subordinates, aware of the location of a copy of this plan within their office, facility, etc., and inform them of their right to inspect and acquire a copy of the same. Applicants for employment will also be provided, in writing, information detailing their right to inspect and obtain a copy of this plan. A copy of this EEOP will be posted on the City of Columbus website and notice informing employees will be distributed through a City-wide email.

A copy of this plan shall be maintained for inspection and a copy may be obtained from:

City of Columbus
Department of Human Resources
Equal Employment Opportunity Office
City Hall, Room 311
90 West Broad Street
Columbus, Ohio 43215
(614) 645-8871

Melvin V. Richardson, J.D.
Equal Employment Opportunity
Manager

Office of Health Commissioner
Columbus Public Health
240 Parsons Avenue
Columbus, Ohio 43215
(614) 645-6444

Teresa C. Long, M.D., M.P.H.
Health Commissioner

Step 7b: External Dissemination

1. The City of Columbus will post this EEOP on its website and any user will be able to access and download it.
2. The City's Equal Business Opportunity Commission Office will notify contractors doing business with the City that they may obtain copies of this EEOP.
3. Copies of this EEOP will be sent to the Columbus Public Library.

Utilization Analysis Chart
Relevant Labor Market: Franklin County, Ohio

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 #/%	4/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/64%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%
CLS #/%	44,405/51%	610/1%	3,735/4%	140/0%	1,610/2%	4/0%	305/0%	30,160/35%	500/1%	4,390/5%	85/0%	695/1%	10/0%	180/0%
Utilization #/%	-23%	-1%	-4%	-0%	-2%	-0%	-0%	30%	-1%	2%	-0%	-1%	-0%	-0%
Professionals														
Workforce #/%	51/21%	1/0%	16/7%	0/0%	1/0%	0/0%	0/0%	134/55%	2/1%	37/15%	0/0%	3/1%	0/0%	0/0%
CLS #/%	51,510/41%	855/1%	4,420/4%	90/0%	4,695/4%	35/0%	425/0%	52,440/42%	760/1%	7,150/6%	130/0%	2,565/2%	0/0%	325/0%
Utilization #/%	-20%	-0%	3%	-0%	-3%	-0%	-0%	13%	0%	9%	-0%	-1%	0%	-0%
Technicians														
Workforce #/%	3/6%	1/2%	4/8%	0/0%	0/0%	0/0%	0/0%	24/48%	2/4%	14/28%	0/0%	2/4%	0/0%	0/0%
CLS #/%	4,070/33%	75/1%	635/5%	0/0%	205/2%	4/0%	35/0%	5,495/45%	60/0%	1,330/11%	4/0%	245/2%	0/0%	30/0%
Utilization #/%	-27%	1%	3%	0%	-2%	-0%	-0%	3%	4%	17%	-0%	2%	0%	-0%
Protective Services: Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,895/59%	85/1%	1,785/18%	15/0%	20/0%	0/0%	75/1%	1,295/13%	45/0%	765/8%	0/0%	10/0%	0/0%	10/0%
Utilization #/%														
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	125/34%	20/5%	10/3%	0/0%	0/0%	0/0%	0/0%	205/56%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Administrative Support														
Workforce #/%	5/12%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	15/38%	0/0%	19/48%	0/0%	0/0%	0/0%	0/0%
CLS #/%	44,660/28%	835/1%	8,080/5%	130/0%	1,110/1%	40/0%	620/0%	82,365/51%	1,615/1%	18,740/12%	230/0%	1,880/1%	20/0%	870/1%
Utilization #/%	-15%	-1%	-3%	-0%	-1%	-0%	-0%	-14%	-1%	36%	-0%	-1%	-0%	-1%

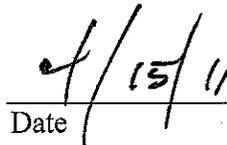
Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Skilled Craft														
Workforce #/%	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 #/%	31,515/77%	1,460/4%	3,685/9%	150/0%	440/1%	15/0%	380/1%	2,505/6%	105/0%	440/1%	4/0%	150/0%	10/0%	30/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	4/22%	2/11%	11/61%	0/0%	0/0%	0/0%	0/0%
CLS #/%	55,850/40%	4,130/3%	18,100/13%	325/0%	1,935/1%	15/0%	905/1%	39,950/29%	1,525/1%	13,445/10%	280/0%	1,930/1%	25/0%	580/0%
Utilization #/%	-40%	-3%	-7%	-0%	-1%	-0%	-1%	-7%	10%	51%	-0%	-1%	-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 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.



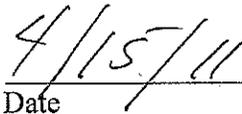
Chester C. Christie
Human Resources Director



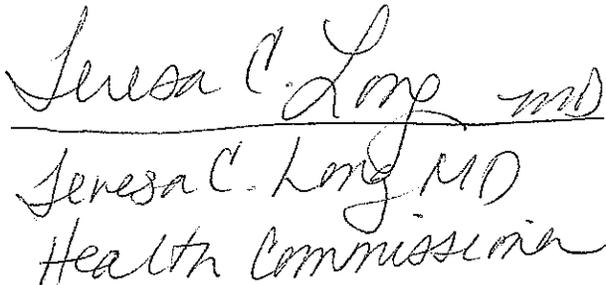
Date



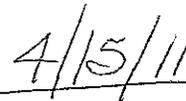
Melvin V. Richardson
Equal Employment Opportunity Manager



Date



Jereza C. Long MD
Health Commissioner



Date

**Columbus Public Health
City of Columbus, Ohio
EEOP Short Form**

Effective Dates: May 6, 2010 – May 6, 2012

Attachment 1



May 23, 2011

Introduction and General Overview

In May 2010, the City of Columbus, Equal Employment Opportunity Office, Department of Human Resources completed a Equal Employment Opportunity Plan (EEO) that included a unit for Columbus Public Health. The plan identified that Columbus Public Health had underrepresentation in the following areas:

1. White males were significantly underrepresented in the job categories including: Officials/Administrators (-23%), Professionals (-20%), Technicians (-27%), Administrative Support (-15%) and Service/Maintenance (-40%).
2. Black males were significantly underrepresented in the job categories including: Officials/Administrators (-4%) and Service/Maintenance (-7%).
3. White females were significantly underrepresented in the job categories including: Administrative Support (-14%) and Service/Maintenance (-7%).

Following receipt and review of the EEO, Columbus Public Health had identified that employees may be incorrectly categorized by job category and has begun efforts with the Civil Service Commission to have position possibly reassigned to proper job categories. These reassignments are expected to have significant affects on the utilization percentages once completed, and Columbus Public Health estimates that representation will more significantly match the community labor statistics.

Of further note, Columbus Public Health provides health services to the community and many positions within Columbus Public Health are traditionally held by specific categories. For example, traditionally females nationally tend to migrate toward the dietitian, dietetic technician, and nursing fields more so than males. A large portion of Columbus Public Health's Professionals and Technicians categories are made up of these classifications and therefore impacted by these traditional choices of the population.

Additionally, Columbus Public Health provides some of its services to specific ethnic and gender groups of the public by nature of the services and/or requirements of federal, state, and local granting agencies (e.g. prenatal care, WIC, etc.). In order to provide these services appropriately, Columbus Public Health must match our employees to the client. This may include employment of specified ethnicities and genders to meet the requirements, therefore further impacting the utilizations of categories.

Recruitment Strategies Undertaken

With the understanding that following the audit of the job categorizations by Civil Service, the utilization report may significantly change, Columbus Public Health has implemented some conservative actions to impact the three areas identified as underrepresented.

1. First, with regards to underrepresentation of White males, since White males are generally not considered a protected class under federal or state law, yet Columbus Public Health and the City of Columbus desires to provide equal opportunities to all, Columbus Public Health has ensured recruitment advertisements have been made in sources known to be utilized by White males including, but not limited to *The Columbus Dispatch*, trade publications, newsletters, and websites (National Environmental Health Association, Ohio Environmental Health Association, City of Columbus Civil Service Commission, etc.).
2. Although Black males were identified as underrepresented within the EEOP, Columbus Public Health anticipates that the job categorization audit being conducted by the Civil Service Commission will demonstrate an appropriate representation. Columbus Public Health identified a Black male categorized incorrectly under the Professional category, but should be categorized under the Official/Administrator category. Columbus Public Health also identified several employees incorrectly categorized under Service/Maintenance, but should have been categorized as either Professional or Technician. Once removed from the Service/Maintenance category, Columbus Public estimates only four remaining positions in the Service/Maintenance category with one being a Black male.
3. Columbus Public Health has ensured recruitment advertisements have been made in sources known to be utilized by White females including, but not limited to *The Columbus Dispatch*, newsletters, and websites (City of Columbus Civil Service Commission, etc.) in order to attract White females. It is noteworthy that due to economic conditions position openings within the Administrative Support and Service/Maintenance categories have been limited reducing Columbus Public Health's ability to impact this category.