

# EEOP Utilization Report



Wed Nov 18 17:17:10 EST 2015

## Step 1: Introductory Information

<b>Grant Title:</b>	Victim Compensation	<b>Grant Number:</b>	2014-VC-GX-0046
<b>Grantee Name:</b>	NYS Office of Victim Services	<b>Award Amount:</b>	\$989,900.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	80 S Swan Street, 2nd Floor Albany, New York 12210		
<b>Contact Person:</b>	Elizabeth Cronin	<b>Telephone #:</b>	518-485-5719
<b>Contact Address:</b>	80 S Swan Street, 2nd Floor Albany, New York 12210		
<b>DOJ Grant Manager:</b>	Kisha Green	<b>DOJ Telephone #:</b>	303-626-3573

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<b>Grant Title:</b>	Victim Assistance	<b>Grant Number:</b>	2014-VA-GX-0053
<b>Grantee Name:</b>	NYS Office of Victim Services	<b>Award Amount:</b>	\$26,813,785.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	80 S Swan Street, 2nd Floor Albany, New York 12210		
<b>Contact Person:</b>	Elizabeth Cronin	<b>Telephone #:</b>	518-485-5719
<b>Contact Address:</b>	80 S. Swan Street, 2nd Floor Albany, New York 12110		
<b>DOJ Grant Manager:</b>	Kisha Green	<b>DOJ Telephone #:</b>	202-616-3573

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### Policy Statement:

It is the continuing policy of the New York State Office of Victim Services to provide equal opportunity employment to all people without regard to sex, race, color, creed, age, national origin, disability, marital status, sexual orientation or Vietnam Era status. We have designated a plan which conforms with all relevant Federal and State non-discrimination laws and regulations. This includes but is not limited to: The Civil Rights Act of 1973 as amended, the Americans with Disabilities Act as amended, the Vietnam Era Readjustment Act of 1974, the New York State Human Rights Law and the Governor's Executive Order 6, as well as Executive Order 28.1 (sexual orientation). The plan applies to all job classifications and titles in the Office of Victim Services and all appointments under our jurisdiction. The plan governs all agency employment policies, practices and actions including, but not limited to: recruitment, hiring, discipline, rate of pay, or other compensation, advancement, reclassification, reallocation, promotion, discharge and employee benefits.

## Step 4b: Narrative Underutilization Analysis

The Affirmative Action Officer for the New York State Office of Victim Services (OVS) reviewed the Utilization Analysis Chart and determined there is a significant (5%) underutilization in four Occupational Categories as follows:

Official Administrators: White Males 17%

Professionals: White Males 28%

Technicians: White Males 38%

Administrative Support: White Males 10%

The utilization analysis indicates a continuing need to establish and maintain objectives to attain full utilization in the above mentioned Federal Occupational Categories. OVS is committed to make every effort to attain ethnic parity within the agency.

## Step 5 & 6: Objectives and Steps

### 1. Our objective is to provide equal employment opportunities to White Males when the NYS Office of Victim Services fills vacancies in the Official Administrator category.

- a. Expand advertisement for agency-specific civil services exam announcements and job opportunities in the Official Administrator category in order to reach White males.
- b. Ensure that Executive Staff is aware of the agency's underutilization of White males in the Official Administrator category.
- c. The Affirmative Action Officer will review and analyze exit interview data to identify patterns that may have a significant impact on the retention of White males in the Official Administrator category.

### 2. Our objective is to provide equal employment opportunities to White males when the New York State Office of Victim Services fills vacancies in the Professional category.

- a. The Affirmative Action officer will review and analyze exit interview data to identify patterns that may have a significant impact on the retention of White males in the Professional category.
- b. Expand advertisements to local and other publications to reach White males for positions in the Professional category.
- c. Communicate exam announcements and job opportunities to our funded victim assistance programs.

### 3. Our objective is to provide equal employment opportunities to White males when the NYS Office of Victim Services fills vacancies in the Technician job category.

- a. In order to reach White males for the Technician category, job vacancies and exams will be widely disseminated in appropriate publications and posted on our both our internal and public websites.
- b. The Affirmative Action Officer will ensure that top management is aware of the agency's underutilization of White males in the category of Technician.
- c. The Affirmative Action officer will review and analyze exit interview data to identify patterns that may have a significant impact on the retention of White males in the Technician category.

### 4. Our objective is to provide equal employment opportunities to White males when the NYS Office of Victim Services fills vacancies in the Administrative Support job category.

- a. The Affirmative Action Officer will communicate the availability of examinations and job vacancies in the category of Administrative Support to agency funded programs in order to ensure that White males avail themselves of job opportunities.
- b. The Affirmative Action Officer will review and analyze exit interview data to identify patterns that may have a significant impact on the retention of White males in the Administrative category.
- c. The Affirmative Action Officer will continue to disseminate examination and job announcements in order to increase the candidate pool of White males for examinations and job vacancies in the Administrative job category.

**Step 7a: Internal Dissemination**

- a. The EEOP Utilization Report will be accessible to all employees through the agency's internal website, who will be notified via email of its availability.
- b. Executive staff will receive hard copies of the Report.

**Step 7b: External Dissemination**

Copies of the report will be posted on the OVS public website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Albany County, 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 #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	16,670/50%	220/1%	555/2%	4/0%	560/2%	15/0%	85/0%	125/0%	13,080/39%	560/2%	870/3%	25/0%	385/1%	0/0%	35/0%	50/0%
Utilization #/%	-17%	-1%	-2%	-0%	-2%	-0%	-0%	-0%	27%	-2%	-3%	-0%	-1%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	3/13%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/43%	3/13%	6/26%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	20,495/41%	560/1%	820/2%	0/0%	1,570/3%	0/0%	110/0%	95/0%	23,065/46%	555/1%	1,085/2%	30/0%	1,355/3%	15/0%	135/0%	100/0%
Utilization #/%	-28%	3%	-2%	0%	-3%	0%	-0%	-0%	-3%	12%	24%	-0%	-3%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/45%	4/20%	5/25%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,520/43%	85/1%	185/2%	0/0%	220/3%	0/0%	15/0%	0/0%	3,440/42%	115/1%	330/4%	10/0%	150/2%	0/0%	85/1%	0/0%
Utilization #/%	-38%	4%	-2%	0%	-3%	0%	-0%	0%	3%	19%	21%	-0%	-2%	0%	-1%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,770/72%	50/1%	230/4%	25/0%	55/1%	0/0%	100/2%	25/0%	890/17%	35/1%	40/1%	0/0%	0/0%	0/0%	15/0%	0/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	115/24%	45/10%	15/3%	0/0%	0/0%	0/0%	0/0%	0/0%	235/50%	15/3%	25/5%	0/0%	0/0%	0/0%	20/4%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	4/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/60%	2/10%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	21,050/30%	615/1%	1,840/3%	30/0%	585/1%	0/0%	340/0%	55/0%	38,415/55%	1,450/2%	3,655/5%	120/0%	805/1%	0/0%	545/1%	235/0%

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%	-1%	-3%	-0%	-1%	0%	-0%	-0%	5%	8%	5%	-0%	-1%	0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	12,105/83%	665/5%	675/5%	65/0%	20/0%	0/0%	69/0%	80/1%	780/5%	25/0%	25/0%	0/0%	10/0%	0/0%	10/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	19,275/45%	1,765/4%	2,850/7%	80/0%	840/2%	10/0%	260/1%	285/1%	11,880/28%	1,225/3%	3,375/8%	150/0%	600/1%	0/0%	315/1%	215/0%
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.

Certified As Final By: Emma Graham

Supervisor, Contract Administration

11-18-2015

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