

# EEOP Short Form



Wed Nov 30 11:43:20 EST 2011

## Step 1: Introductory Information

**Grant Title:** COPS Technology Program      **Grant Number:** 2009CKWX0542  
**Grantee Name:** City of Stamford      **Award Amount:** \$500,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 888 Washington Blvd.  
Stamford, Connecticut  
06904  
**Contact Person:** Ms. Karen Cammarota      **Telephone #:** 203-977-5709  
**Contact Address:** 888 Washington Blvd.  
Stamford, Connecticut  
06904  
**DOJ Grant Manager:** Peter Borges      **DOJ Telephone #:** 202-616-9420

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**Grant Title:** Grant to Encourage Arrest Policies & Enforcement of Protection Orders      **Grant Number:** 2009-WE-AX-0002  
**Grantee Name:** City of Stamford      **Award Amount:** \$400,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 888 Washington Blvd.  
Stamford, Connecticut  
06904  
**Contact Person:** Ms. Karen Cammarota      **Telephone #:** 203-977-5709  
**Contact Address:** 888 Washington Blvd.  
Stamford, Connecticut  
06904  
**DOJ Grant Manager:** Chanell Jones      **DOJ Telephone #:** 202-305-2379

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**Grant Title:** Recovery Act: Edward Byrne Memorial Justice Assistance Grant '09      **Grant Number:** 2009-SB-B9-1522  
**Grantee Name:** City of Stamford      **Award Amount:** \$374,106.00  
**Grantee Type:** Local Government Agency  
**Address:** 888 Washington Blvd.  
Stamford, Connecticut  
06904  
**Contact Person:** Ms. Karen Cammarota      **Telephone #:** 203-977-5709  
**Contact Address:** 888 Washington Blvd.  
Stamford, Connecticut

06904

**DOJ Grant Manager:** Melanie Davis **DOJ Telephone #:** 202-305-7944

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**Grant Title:** COPS: Child Sexual Predator Program **Grant Number:** 2008CSWX0003

**Grantee Name:** City of Stamford **Award Amount:** \$141,237.00

**Grantee Type:** Local Government Agency

**Address:** 888 Washington Blvd.  
Stamford, Connecticut  
06904

**Contact Person:** Ms. Karen Cammarota **Telephone #:** 203-977-5709

**Contact Address:** 888 Washington Blvd.  
Stamford, Connecticut  
06904

**DOJ Grant Manager:** Scott McNichol **DOJ Telephone #:** 202-616-9266

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**Grant Title:** Justice Assistance Grant 2009 **Grant Number:** 2009-DJ-BX-0242

**Grantee Name:** City of Stamford **Award Amount:** \$87,494.00

**Grantee Type:** Local Government Agency

**Address:** 888 Washington Blvd.  
Stamford, Connecticut  
06904

**Contact Person:** Ms. Karen Cammarota **Telephone #:** 203-977-5709

**Contact Address:** 888 Washington Blvd.  
Stamford, Connecticut  
06904

**DOJ Grant Manager:** Patrick Fines **DOJ Telephone #:** 202-353-0587

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**Grant Title:** Project Safe Neighborhoods **Grant Number:** 2007-PG-BX 0043

**Grantee Name:** City of Stamford **Award Amount:** \$23,000.00

**Grantee Type:** Local Government Agency

**Address:** 888 Washington Blvd.  
Stamford, Connecticut  
06904

**Contact Person:** Ms. Karen Cammarota **Telephone #:** 203-977-5709

**Contact Address:** 888 Washington Blvd.  
Stamford, Delaware

06904

**State Granting Agency:**  
**Contact Name:**  
**Contact Address:**  
  
**Telephone #:**

**Grant Number:**

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<b>Grant Title:</b>	Justice Assistance Grant ARRA'09 Local Pass Through Project	<b>Grant Number:</b>	09RECJAGLO751135
<b>Grantee Name:</b>	City of Stamford	<b>Award Amount:</b>	\$75,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	888 Washington Blvd. Stamford, Connecticut 06904		
<b>Contact Person:</b>	Ms. Karen Cammarota	<b>Telephone #:</b>	203-977-5709
<b>Contact Address:</b>	888 Washington Blvd. Stamford, Connecticut 06904		
<b>DOJ Grant Manager:</b>	Lisa Secondo	<b>DOJ Telephone #:</b>	860-418-6391

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<b>Grant Title:</b>	Justice Assistance Grant 2008	<b>Grant Number:</b>	2008-DJ-BX 0197
<b>Grantee Name:</b>	City of Stamford	<b>Award Amount:</b>	\$24,325.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	888 Washington Blvd. Stamford, Connecticut 06904		
<b>Contact Person:</b>	Ms. Karen Cammarota	<b>Telephone #:</b>	203-977-5709
<b>Contact Address:</b>	888 Washington Blvd. Stamford, Connecticut 06904		
<b>DOJ Grant Manager:</b>	Patrick Fines	<b>DOJ Telephone #:</b>	202-353-0587

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<b>Grant Title:</b>	Justice Assistance Grant 2010	<b>Grant Number:</b>	2010-DJ-BX-0176
<b>Grantee Name:</b>	City of Stamford	<b>Award Amount:</b>	\$72,179.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	888 Washington Blvd.		

Stamford, Connecticut  
06904

<b>Contact Person:</b>	Ms. Karen Cammarota	<b>Telephone #:</b>	203-977-5709
<b>Contact Address:</b>	888 Washington Blvd. Stamford, Connecticut 06904		
<b>DOJ Grant Manager:</b>	Linda Hill-Franklin	<b>DOJ Telephone #:</b>	202-514-0712

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### **Policy Statement:**

#### City of Stamford Non-Discrimination Policy

The City of Stamford is an equal opportunity employer. A notice to that effect is included on every open competitive and promotional position announcement and in every job advertisement.

A notice that discrimination is illegal is posted prominently on the Human Resources Division bulletin board above the position announcements. This poster also includes instructions on how to file a complaint with the Connecticut Commission on Human Rights and Opportunities.

The sexual harassment policies issued by the City in 1998, and the Board of Education in 1992, are distributed to all new employees at orientation. Both policies define sexual harassment and provide instruction on how to file a complaint.

All City policies, practices and programs, whether written or otherwise, relative to recruitment, hiring classification, promotion, advertising, discharge, layoff, training, and compensation, are implemented without regard to age, race, national origin, religion, gender, sexual orientation, ancestry, color, or marital status.

In compliance with the American with Disabilities Act, reasonable accommodation in employment testing is made for applicants with a learning or physical disability who are capable of performing the essential duties of the position.

Applicants with criminal records are evaluated on a case-by-case basis, as it relates to a particular position and in compliance with applicable state and federal laws.

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

Please see attached City of Stamford 2011 Underutilization Summary.

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

### **1. Enhance Outreach Efforts**

a. The City is committed to making its workforce reflect the relevant labor market for each demographic group within each occupational category. Based on the results of the utilization analysis, and within the constraints of the civil service system that governs all hires and promotions, the City of Stamford will focus on its outreach efforts. The City will enhance its outreach efforts to recruit a diverse workforce by expanding community-based recruitment efforts with a focus on under-represented protected classes. Regular contacts will be made with minority and female organizations in order to facilitate referral of qualified applicants; attend job fairs specifically targeted for diverse populations; advertise in minority and female newspapers with professional organizations.

### **2. Implement Comprehensive Communication and Education Plan**

- a. Continue to post the current Affirmative Action and Equal Employment Opportunity Policies throughout its facilities and website for easy access to employees, applicants and vendors doing business with the City.
- b. Continue to reference the City's Affirmative Action and Equal Employment Opportunity Policies on all job applications and job postings including where they can be accessed and viewed.
- c. Provide managers with periodic training on the principals of Affirmative Action, Equal Employment Opportunity, sexual harassment, cultural diversity, and leadership, including interviewing skills and employment law.
- d. The City will continue to publicize its tuition reimbursement program which will help employees gain the skills necessary for promotions to higher level positions.

### **3. Periodic Review of Recruitment and Employment Procedures**

- a. Job Descriptions will be periodically reviewed to ensure that minimum requirements are job-related. It is the policy of the City of Stamford to employ only fully qualified persons to fill open positions.
- b. The City shall review all testing procedures for new applicants and promotions to ensure they are appropriate and related to the essential duties of the position.
- c. The applicant data including hires, promotions, transfers and terminations will continue to be monitored to determine if there has been any adverse impact on the underutilized workforce. This will enable the City to modify/enhance its employment practices.
- d. All applicants are asked to voluntarily complete a self-identification questionnaire on the job application for statistical purposes only. This will enable the City to evaluate the number of applicants by race, national origin and sex seeking available employment and target recruitment efforts to promote awareness of employment opportunities and increase the applicant pool as appropriate.

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

The EEOP will be posted electronically on the City's intranet and internet sites, available to all City employees, candidates, vendors and the general public. To ensure that employees are aware of the Equal Employment Opportunity Plan (EEOP), a notice will be posted on the bulleting boards throughout the City informing employees of its existence and its availability for review.

All City of Stamford examination announcements state that Stamford is an Equal Employment Opportunity employer and that an EEOP is available for their review on the City's website.

New hires attend an orientation program where the City's Equal Employment Opportunity and other City policies are reviewed.

## **City of Stamford 2011 EEOP Underutilization Summary**

The City of Stamford continues to feel the impact of the current economic conditions. The Mayor issued a restricted hiring order in January 2010 on full-time employees, except public safety personnel. The hiring restriction was expanded in February 2010 to include police and fire positions. Over the past two years, the City's workforce has been reduced and it is anticipated that it will be very difficult to correct any underutilizations in the job categories until the City's economic conditions improve and/or there is additional Federal and State funding.

### **Professionals**

Over the past two years, there have been overall position reductions in this category resulting in an underutilization of White males (-11%). There have been 20 hiring opportunities available through turnover and although White males are underutilized, the hiring rate for this population over the past two years was on average 40% which is in line with the average for Fairfield County.

### **Technicians**

There are 85 employees classified as Technicians. There is very little turnover in this particular job category, which affords us very few hiring opportunities to correct the underrepresentation of White females (-18) which was an improvement over the 2009 underutilization figure of (-22%). Over the past two years, there have been seven hiring opportunities of which two positions were filled by White females. The hire rate of white females over this period of time was 29% white is slightly lower than the average for Fairfield County.

### **Protective Services – Sworn**

The City recognizes the underutilization of Hispanic males (-5%), Black males (-6%) and Black females (-4%). Over the past two years, there have been 11 hiring opportunities. The hiring rates for both Hispanic and Black males was 9.09% which is only slightly lower than the average for Fairfield County. We anticipate progress in this area should the City fund additional positions and/or receive State and Federal funding in the upcoming fiscal year.

### **Protective Services – Non-Sworn**

There is an underutilization of White females (-20%). There have been 25 hiring opportunities in this job category of which resulted in a 28% female hiring rate (7 positions); included in the hires were one white female, two Hispanic females and four Black females resulting in an overall increase in female employees in this category. Should the City have the opportunity to hire candidates in this job category, we will actively recruit to fill the positions with qualified candidates to correct any underrepresentation levels.

### **Administrative Support**

There are 148 employees in this job category and not a significant amount of turnover. Although we have exceeded the utilization guidelines for Black females (+15%), we recognize the underrepresentation levels for White males (-8%). Should any opportunities become available, we will make every effort to actively seek qualified candidates to correct any disparities.

### **Skilled Craft**

The City exceeded the representative level for Black males and increased the representation level of Hispanic males with the hiring of one Hispanic male which represents 33.33% of the hiring in this category over the past two years. This hiring rate over the past two years is significantly higher than the average for Fairfield County.

### **Service/Maintenance**

There were a total of 12 hiring opportunities in this job category over the past two years. Eighty three percent of the hiring opportunities went to minority males and females. Although we have made progress in some categories, the City recognizes the underutilization of Hispanic males and females and White females. If there are opportunities in this job category to increase representation for underutilized races/ethnic groups, the City will make a concerted effort to work with community organizations to increase the applicant pool of minorities and females.

**Step 7b: External Dissemination**

The EEOP will be posted electronically on the City's intranet and internet sites, available to all City employees, candidates, vendors and the general public.

All City of Stamford examination announcements state that Stamford is an Equal Employment Opportunity Employer and that an EEOP is available for their review on the City's website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Fairfield County, Connecticut**

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
<b>Officials/Administrators</b>														
Workforce #/%	27/57%	0/0%	1/2%	0/0%	1/2%	0/0%	0/0%	14/30%	0/0%	2/4%	0/0%	1/2%	0/0%	1/2%
CLS #/%	52,240/58%	2,455/3%	1,630/2%	15/0%	2,275/3%	0/0%	220/0%	26,945/30%	1,425/2%	1,805/2%	55/0%	1,080/1%	0/0%	190/0%
Utilization #/%	-0%	-3%	0%	-0%	-0%	0%	-0%	-0%	-2%	2%	-0%	1%	0%	2%
<b>Professionals</b>														
Workforce #/%	48/30%	0/0%	3/2%	0/0%	4/3%	0/0%	3/2%	60/38%	5/3%	20/13%	0/0%	12/8%	0/0%	3/2%
CLS #/%	40,965/41%	1,810/2%	1,820/2%	35/0%	2,635/3%	10/0%	415/0%	44,445/44%	1,980/2%	3,580/4%	80/0%	2,005/2%	25/0%	390/0%
Utilization #/%	-11%	-2%	0%	-0%	-0%	-0%	1%	-6%	1%	9%	-0%	6%	-0%	2%
<b>Technicians</b>														
Workforce #/%	39/46%	4/5%	8/9%	0/0%	2/2%	0/0%	0/0%	18/21%	0/0%	10/12%	0/0%	4/5%	0/0%	0/0%
CLS #/%	2,385/33%	320/4%	205/3%	4/0%	205/3%	0/0%	80/1%	2,860/40%	275/4%	720/10%	10/0%	105/1%	4/0%	45/1%
Utilization #/%	13%	0%	7%	-0%	-0%	0%	-1%	-18%	-4%	2%	-0%	3%	-0%	-1%
<b>Protective Services: Sworn</b>														
Workforce #/%	422/81%	30/6%	36/7%	0/0%	1/0%	0/0%	8/2%	19/4%	4/1%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,970/64%	680/11%	775/12%	0/0%	45/1%	0/0%	55/1%	345/6%	70/1%	270/4%	0/0%	0/0%	0/0%	10/0%
Utilization #/%	17%	-5%	-6%	0%	-1%	0%	1%	-2%	-0%	-4%	0%	0%	0%	-0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	49/41%	5/4%	30/25%	0/0%	0/0%	0/0%	0/0%	16/13%	5/4%	14/12%	0/0%	1/1%	0/0%	0/0%
Civilian Labor Force #/%	355/50%	14/2%	40/6%	0/0%	20/3%	0/0%	0/0%	240/34%	35/5%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-9%	2%	19%	0%	-3%	0%	0%	-20%	-1%	10%	0%	1%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	29/20%	1/1%	4/3%	0/0%	0/0%	0/0%	2/1%	72/49%	4/3%	33/22%	0/0%	1/1%	0/0%	2/1%
CLS #/%	30,690/27%	3,310/3%	3,760/3%	30/0%	1,075/1%	15/0%	580/1%	54,585/49%	6,910/6%	8,605/8%	60/0%	1,365/1%	25/0%	900/1%
Utilization #/%	-8%	-2%	-1%	-0%	-1%	-0%	1%	-0%	-3%	15%	-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
<b>Skilled Craft</b>														
Workforce #/%	49/84%	2/3%	5/9%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	24,895/70%	5,160/14%	2,180/6%	90/0%	470/1%	0/0%	1,065/3%	510/1%	310/1%	10/0%	185/1%	0/0%	0/0%	95/0%
Utilization #/%	15%	-11%	3%	-0%	-1%	0%	-1%	-1%	-1%	-0%	-1%	0%	-0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	81/35%	19/8%	34/15%	1/0%	1/0%	0/0%	6/3%	8/3%	74/32%	0/0%	4/2%	0/0%	0/0%	2/1%
CLS #/%	26,580/29%	13,495/15%	7,175/8%	70/0%	1,760/2%	4/0%	20,085/22%	9,815/11%	7,300/8%	50/0%	1,325/1%	20/0%	1,415/2%	1,415/2%
Utilization #/%	6%	-7%	7%	0%	-2%	-0%	-20%	-7%	24%	-0%	0%	-0%	-0%	-1%

### 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Professionals	✓													
Technicians														
Protective Services: Sworn		✓	✓					✓						
Protective Services: Non-sworn								✓						
Administrative Support	✓													
Skilled Craft		✓												
Service/Maintenance		✓						✓						

