

**WESTCHESTER COUNTY DEPARTMENT OF
PARKS, RECREATION & CONSERVATION
AFFIRMATIVE ACTION PLAN YEAR 2022-2023
Effective Date: December 31, 2022**

**Kathleen O'Connor, Commissioner
450 Saw Mill River Road, Ardsley, NY 10502
(914) 231-4504**

**Kim Albert-McLaughlin, Program Administrator (Payroll/Personnel)
EEO Compliance Officer
450 Saw Mill River Road, Ardsley, NY 10502
(914) 231-4588**

I, Kathleen O'Connor, have read and approved this Affirmative Action Plan for 2022-2023


Signature

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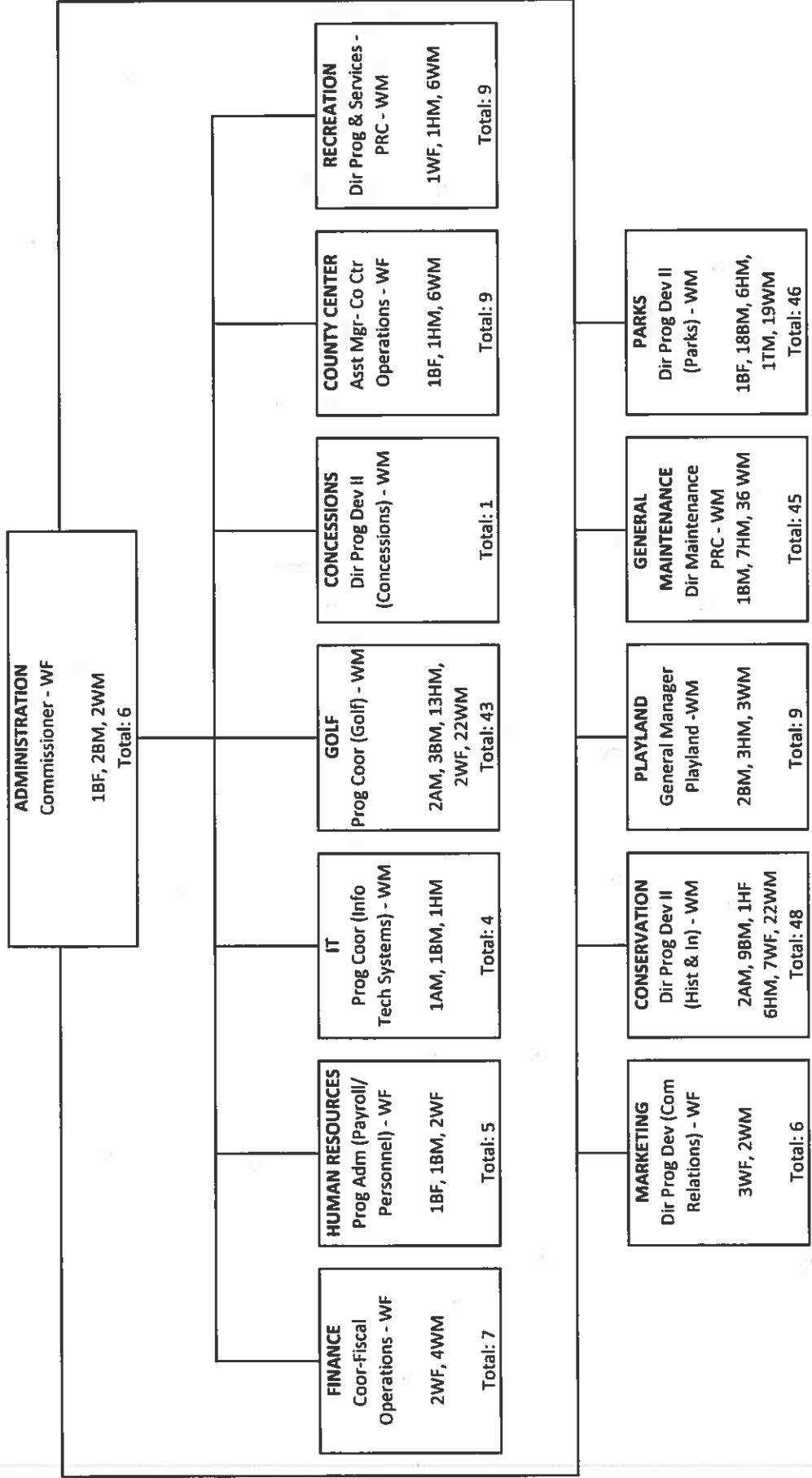
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Designation of Responsibility

Ultimate responsibility for the Department's EEO compliance rests with the Commissioner of the Department of Parks, Recreation & Conservation.

As the appointing authority for the Department of Parks, Recreation & Conservation, the Commissioner will:

- Appoint and maintain an Equal Employment Opportunity (EEO) Compliance Officer;
- Annually reaffirm the department's commitment to the Westchester County EEO Policy as stated in Executive Orders #2 and #3 of 2009 and #11 of 2018. S/he will distribute the Departmental EEO Policy Statement along with a copy of the Executive Orders to all employees of the department;
- Distribute the department's Affirmative Action Plan to managerial staff and discuss the goals and objectives of the plan at managerial level staff meetings to ensure implementation;
- Meet with the EEO Compliance Officer to review the department's Affirmative Action Plan goals and decide on corrective action when necessary;
- Give employees release time as needed for interviews during the investigation of a harassment or discrimination complaint;
- Cooperate to the extent possible with the recommendations from the Office of Equal Employment Opportunity for corrective or disciplinary measures resulting from investigations of harassment or discrimination complaints.

The EEO Compliance Officer will:

- Develop, write and annually update an Affirmative Action Plan for the department;
 - Review department policies and procedures in regard to recruitment, hiring, promotions, training, and compensation to ensure that they are in compliance with Westchester County EEO Policy;
 - Ensure that all information regarding promotional opportunities, training and educational programs, and benefit programs are distributed to all staff equally;
 - Ensure that the Departmental EEO Policy Statement and EEOC Posters are conspicuously posted in all department public areas as required by law;
 - Attend annual Compliance Officer Recertification and EEO training as required by the Office of EEO;
 - Cooperate with Office of Equal Employment Opportunity in the event of a harassment or discrimination complaint in this department;
 - Counsel fellow employees on EEO issues and proper complaint procedure; direct any employee who comes forward with a concern about harassment or discrimination to the EEO Office; promptly report to EEO Office knowledge of any EEO question or issue in the department.
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For All Depts

Department : 42 - Parks, Recreation & Conservation Salary Type : A

EC	Job Class Title	Soc Code	White M	White F	Black M	Black F	Hispanic M	Hispanic F	Asian M	Asian F	Amer M	Amer F	Pac M	Pac F	Two M	Two F	Grade Cd	Sal Max	Sal Min	Tot M	Tot F	Tot JC
A	ASSOC D D (D PR		1	0	1	0	0	0	0	0	0	0	0	0	0	0	18	177,365	177,365	2	0	2
A	Percentages		50.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
A	ASST MGR-CC	27-3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	12	107,665	107,665	0	1	1
A	Percentages		0.0	100.0	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	100.0	100%
A	CMR OF P R C		0	1	0	0	0	0	0	0	0	0	0	0	0	0	99	195,000	195,000	0	1	1
A	Percentages		0.0	100.0	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	100.0	100%
A	COOR-FIS OP	13-2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	13	118,220	118,220	0	1	1
A	Percentages		0.0	100.0	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	100.0	100%
A	DIR DN/ID PRC		1	0	0	0	0	0	0	0	0	0	0	0	0	0	19	192,560	192,560	1	0	1
A	Percentages		100.0	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				100.0	0.0	100%
A	DIR MTCE-PRC	11-3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	14	130,150	130,150	1	0	1
A	Percentages		100.0	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				100.0	0.0	100%
A	DIRPRGVCPRC	11-9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	14	130,150	130,150	1	0	1
A	Percentages		100.0	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				100.0	0.0	100%
A	DPD HCON	11-9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	14	130,150	130,150	1	0	1
A	Percentages		100.0	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				100.0	0.0	100%
A	DPD HICR	11-2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	14	130,150	130,150	0	1	1
A	Percentages		0.0	100.0	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	100.0	100%
A	FARM MANAGER	45-1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	12	80,775	80,775	1	0	1
A	Percentages		100.0	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				100.0	0.0	100%
A	OP SUPT	11-9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	10	84,590	84,590	1	0	1
A	Percentages		100.0	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				100.0	0.0	100%
A	PARK SUP III	11-9	2	0	1	0	2	0	0	0	0	0	0	0	0	0	11	96,555	96,555	5	0	5
A	Percentages		40.0	0.0	20.0	0.0	40.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
A	PARK SUPT I	11-9	0	0	1	0	0	0	0	0	0	0	0	0	0	0	09	84,590	84,590	1	0	1
A	Percentages		0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
A	PARK SUPT II	11-9	0	0	2	0	0	0	0	0	0	0	0	0	0	0	10	84,590	84,590	2	0	2
A	Percentages		0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
A	Total EEO Code :		9	4	5	0	2	0	0	0	0	0	0	0	0	0		195,000	58,010	18	4	20

For All Depts

Department : 42 - Parks, Recreation & Conservation Salary Type : A

EC	Job Class Title	Soc Code	White M	White F	Black M	Black F	Hispanic M	Hispanic F	Asian M	Asian F	Amer M	Amer F	Pac M	Pac F	Two M	Two F	Grade Cd	Sal Max	Sal Min	Tot M	Tot F	Tot JC
	Percentages		45.0	20.0	25.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				80.0	20.0	100%
B	APP SPPT SPE	15-1	0	0	1	0	1	0	1	0	0	0	0	0	0	0	10	84,580	84,580	3	0	3
B	Percentages		0.0	0.0	33.3	0.0	33.3	0.0	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
B	ASST DIR-HTC	11-3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	13	118,220	118,220	2	0	2
B	Percentages		100.0	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				100.0	0.0	100%
B	BUDG SPEC II	13-1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	10	80,445	80,445	1	0	1
B	Percentages		100.0	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				100.0	0.0	100%
B	BUDG SPE III	13-1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	12	100,975	100,975	1	0	1
B	Percentages		100.0	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				100.0	0.0	100%
B	CONSTR COOR	11-9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	12	107,985	107,985	1	0	1
B	Percentages		100.0	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				100.0	0.0	100%
B	CURATOR	25-4	2	8	0	0	0	0	0	0	0	0	0	0	0	0	09	76,755	81,555	2	8	8
B	Percentages		25.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				25.0	75.0	100%
B	OPD II(HAIS)	25-4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	14	130,150	130,150	1	0	1
B	Percentages		100.0	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				100.0	0.0	100%
B	OPD II(PARKS)	11-9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	14	130,150	130,150	1	0	1
B	Percentages		100.0	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				100.0	0.0	100%
B	GEN MGR-PLAY	11-9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	14	130,150	130,150	1	0	1
B	Percentages		100.0	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				100.0	0.0	100%
B	GOLF CRS MGR	37-1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	11	96,555	96,555	2	1	3
B	Percentages		66.7	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				66.7	33.3	100%
B	MGMT ANALYST	13-1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	10	80,445	80,445	0	1	1
B	Percentages		0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				0.0	100.0	100%
B	OP ASST-PRC		0	1	0	0	0	0	0	0	0	0	0	0	0	0	07	57,540	57,540	0	1	1
B	Percentages		0.0	100.0	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	100.0	100%
B	PARK OP MGR	39-3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	11	96,555	96,555	1	0	1
B	Percentages		0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
B	PARK RANGER	23-9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	08	69,880	69,880	1	0	1
B	Percentages		100.0	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				100.0	0.0	100%

For All Depts

Department : 42 - Parks, Recreation & Conservation Salary Type : A

EC	Job Class Title	Soc Code	White M	White F	Black M	Black F	Hisp M	Hisp F	Asian M	Asian F	Aml M	Aml F	Pac M	Pac F	Two M	Two F	Grade Cd	Sal Max	Sal Min	Tot M	Tot F	Tot JC	
B	PRG COOR/GLF	13-1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	13	118,220	118,220	1	0	1	
B	Percentages		100.0	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			100.0	0.0	100%		
B	PRG COOR/NRM	19-1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	13	118,220	118,220	0	1	1	
B	Percentages		0.0	100.0	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	100.0	100%		
B	PRGSP(COUNTY CE	19-3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	10	75,115	75,115	0	1	1	
B	Percentages		0.0	100.0	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	100.0	100%		
B	PRGSP(GRAPH	27-1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	10	79,850	79,850	2	1	3	
B	Percentages		66.7	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			66.7	33.3	100%		
B	PROG ADM(MAINT)	11-3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	12	100,975	100,975	1	0	1	
B	Percentages		100.0	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			100.0	0.0	100%		
B	PROG ADM(PAY	43-1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	12	80,775	80,775	0	1	1	
B	Percentages		0.0	100.0	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	100.0	100%		
B	PROG ADMIP M	13-1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	12	107,865	107,865	1	0	1	
B	Percentages		100.0	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			100.0	0.0	100%		
B	PROG ADM(PRC ST	11-3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	12	116,005	116,005	1	0	1	
B	Percentages		0.0	0.0	100.0	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	100%		
B	PROG ADM/IS M	19-3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	12	107,865	107,865	0	1	1	
B	Percentages		0.0	100.0	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	100.0	100%		
B	PROG COOR/ITS		1	0	0	0	0	0	0	0	0	0	0	0	0	0	13	118,220	118,220	1	0	1	
B	Percentages		100.0	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			100.0	0.0	100%		
B	REC LEAD(PRC	39-9	1	0	1	1	1	0	0	0	0	0	0	0	0	0	08	89,890	89,890	3	1	4	
B	Percentages		25.0	0.0	25.0	25.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			75.0	25.0	100%		
B	REC SPVR	39-1	5	1	0	0	0	0	2	0	0	0	0	0	0	0	11	84,840	84,840	7	1	8	
B	Percentages		62.5	12.5	0.0	0.0	0.0	0.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			87.5	12.5	100%		
B	SR CURATOR	25-4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	10	84,590	84,590	1	0	1	
B	Percentages		100.0	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			100.0	0.0	100%		
B	Total EEO Code :		26	14	4	2	2	0	3	0	0	0	0	0	0	0			130,150	57,540	35	16	51
B	Percentages		51.0	27.5	7.8	3.9	3.9	0.0	5.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0			58.5	31.4	100%		
F	ADM ASST	43-1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	10	84,590	84,590	1	0	1	

For All Depts

Department : 42 - Parks, Recreation & Conservation Salary Type : A

EC	Job Class Title	Soc Code	White M	White F	Black M	Black F	Hispanic M	Hispanic F	Asian M	Asian F	Amer M	Amer F	Pac M	Pac F	Two M	Two F	Grade Cd	Sal Max	Sal Min	Tot M	Tot F	Tot JC
F	Percentages		0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
F	BOX OFFICE A	41-2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	07	63,535	63,535	0	1	1
F	Percentages		0.0	100.0	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	100.0	100%
F	CF CASHIER-P	41-2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	06	69,890	69,890	1	0	1
F	Percentages		100.0	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				100.0	0.0	100%
F	COM WK ASST	21-1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	09	61,555	61,555	0	1	1
F	Percentages		0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				0.0	100.0	100%
F	OFF AST(WPRO	43-9	1	1	0	0	0	0	0	0	0	0	0	0	0	0	06	57,770	57,770	1	1	2
F	Percentages		50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				50.0	50.0	100%
F	SECY II	43-6	0	0	0	0	1	0	0	0	0	0	0	0	0	0	06	69,890	69,890	0	1	1
F	Percentages		0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				0.0	100.0	100%
F	STAFF ASI/PRC	43-1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	08	69,890	69,890	1	0	1
F	Percentages		100.0	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				100.0	0.0	100%
F	Total EEO Code :		3	2	1	2	0	0	0	0	0	0	0	0	0	0		64,550	57,770	4	4	8
F	Percentages		37.5	25.0	12.5	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				50.0	50.0	100%
G	M MECH KGRN	37-3	1	0	0	0	1	1	0	0	0	0	0	0	0	0	06	48,890	48,890	2	1	3
G	Percentages		33.3	0.0	0.0	0.0	33.3	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				66.7	33.3	100%
G	M MECH/KCC	49-9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	07	63,535	63,535	1	0	1
G	Percentages		100.0	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				100.0	0.0	100%
G	M MECH KUTI	37-2	2	1	2	0	0	0	0	0	0	0	0	0	0	0	06	52,600	52,600	4	1	5
G	Percentages		40.0	20.0	40.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				80.0	20.0	100%
G	SMM KAMS PK	49-2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	06	69,890	69,890	2	0	2
G	Percentages		50.0	0.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
G	SMM KARPNT	47-2	8	0	0	0	1	0	0	0	0	0	0	0	0	0	06	69,890	69,890	7	0	7
G	Percentages		85.7	0.0	0.0	0.0	14.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
G	SMM KCTY CT	49-9	2	0	0	0	0	0	0	0	0	0	0	0	0	0	06	69,890	69,890	2	0	2
G	Percentages		100.0	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				100.0	0.0	100%
G	SMM KGRNDS	37-3	11	0	1	0	4	0	0	0	0	0	0	0	0	0	06	69,890	58,070	16	0	16
G	Percentages		68.8	0.0	6.3	0.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%

For All Depts

Department : 42 - Parks, Recreation & Conservation Salary Type : A

EC	Job Class Title	Soc Code	White M	White F	Black M	Black F	Hispanic M	Hispanic F	Asian M	Asian F	Amer M	Amer F	Pac M	Pac F	Two M	Two F	Grade Cd	Sal Max	Sal Min	Tot M	Tot F	Tot JC
G	SMM INELEC	47-2	5	0	0	0	1	0	0	0	0	0	0	0	0	0	08	76,755	76,755	6	0	6
G	Percentages		83.3	0.0	0.0	0.0	16.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
G	SMM INFARM	11-9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	08	68,070	68,070	1	0	1
G	Percentages		100.0	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				100.0	0.0	100%
G	SMM INCRPT	47-1	2	0	0	0	1	0	0	0	0	0	0	0	0	0	10	76,285	76,285	3	0	3
G	Percentages		66.7	0.0	0.0	0.0	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
G	SMM INELEC	47-1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	10	96,555	84,580	2	0	2
G	Percentages		100.0	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				100.0	0.0	100%
G	SMM INGNDS	37-1	9	0	0	0	1	0	0	0	0	0	0	0	0	0	10	84,580	84,580	10	0	10
G	Percentages		90.0	0.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
G	SMM INPLUMB	47-1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	10	84,580	75,115	2	0	2
G	Percentages		100.0	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				100.0	0.0	100%
G	SMM INP&M	47-1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	10	84,580	80,445	2	0	2
G	Percentages		100.0	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				100.0	0.0	100%
G	SMM INREPR	49-1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	10	76,285	76,285	1	0	1
G	Percentages		0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
G	SMM INWELD	51-1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	10	84,580	84,580	1	0	1
G	Percentages		100.0	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				100.0	0.0	100%
G	SMM INWELD	51-4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	08	72,880	72,880	1	0	1
G	Percentages		100.0	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				100.0	0.0	100%
G	SMM INMECHAN	49-9	4	0	0	0	2	0	0	0	0	0	0	0	0	0	08	69,880	89,890	6	0	6
G	Percentages		66.7	0.0	0.0	0.0	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
G	SMM INPLUMB	47-2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	06	69,880	69,880	2	0	2
G	Percentages		50.0	0.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
G	SMM INPRC	48-3	2	0	2	0	2	0	1	0	0	0	0	0	0	0	08	69,880	82,905	7	0	7
G	Percentages		28.6	0.0	28.6	0.0	28.6	0.0	14.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
G	SMM INREPAIR	49-9	1	0	0	0	1	0	0	0	0	0	0	0	0	0	06	66,445	66,445	2	0	2
G	Percentages		50.0	0.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
G	SR EXCAV MOP		1	0	0	0	0	0	0	0	0	0	0	0	0	0	09	72,880	72,880	1	0	1
G	Percentages		100.0	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				100.0	0.0	100%

For All Depts

Department : 42 - Parks, Recreation & Conservation Salary Type : A

EC	Job Class Title	Soc Code	White M	White F	Black M	Black F	Hisp M	Hisp F	Asian M	Asian F	Aml M	Aml F	Pac M	Pac F	Two M	Two F	Grads Cd	Sal Max	Sal Min	Tot M	Tot F	Tot JC
G	Total EEO Code :		58	1	5	0	17	1	1	0	0	0	0	0	0	0		95,588	48,990	81	2	83
	Percentages		89.9	1.2	6.0	0.0	20.5	1.2	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0				97.6	2.4	100%
H	GREENSKEEPER	37-3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	10	84,590	84,590	1	0	1
H	Percentages		100.0	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				100.0	0.0	100%
H	LABORER	53-7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	03	46,485	46,485	1	0	1
H	Percentages		100.0	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				100.0	0.0	100%
H	MTCE LBR(UTL	37-2	21	0	18	0	12	0	1	0	0	0	0	0	1	0	04	42,545	42,545	81	0	81
H	Percentages		41.2	0.0	31.4	0.0	23.5	0.0	2.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0				100.0	0.0	100%
H	MTCE WKRCIDL	47-4	0	0	0	0	1	0	0	0	0	0	0	0	0	0	05	52,960	52,960	1	0	1
H	Percentages		0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
H	MTCE WKR (PRC	43-1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	05	47,750	47,750	0	1	1
H	Percentages		0.0	100.0	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	100.0	100%
H	MTCE WKR(UTL	37-2	3	0	3	0	1	0	0	0	0	0	0	0	0	0	05	52,960	52,960	7	0	7
H	Percentages		42.9	0.0	42.9	0.0	14.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
H	PARK FOREMAN	37-1	6	0	3	0	3	0	0	0	0	0	0	0	0	0	07	63,535	51,585	12	0	12
H	Percentages		50.0	0.0	25.0	0.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				100.0	0.0	100%
H	Total EEO Code :		32	1	22	0	17	0	1	0	0	0	0	0	1	0		84,590	42,545	73	1	74
	Percentages		43.2	1.4	29.7	0.0	23.0	0.0	1.4	0.0	0.0	0.0	0.0	0.0	1.4	0.0				98.6	1.4	100%
	Total for Dept 42 (A) :		128	22	37	4	38	1	5	0	0	0	0	0	1	0		195,000	42,545	208	27	235
	Percentages		64.2	9.3	18.7	1.7	19.1	0.4	2.1	0.0	0.0	0.0	0.0	0.0	0.4	0.0				88.6	11.4	100%

HR - EEO - Incumbency Analysis Worksheet

Department : 42 - Parks, Recreation & Conserv. Salary Type : A

EEO Cd	White M	White F	Black M	Black F	Hisp M	Hisp F	Asian M	Asian F	AmI M	AmI F	Pacific M	Pacific F	Two or More M	Two or More F	Tot M	Tot F	Total EEO Cd
ALA County	119	101	26	29	12	16	12	7	0	0	0	0	0	2	189	186	374
Percentages	36.7	31.2	8.0	9.0	3.7	4.9	3.7	2.2	0.0	0.0	0.0	0.0	0.0	0.0	52.2	47.8	100.0
A	9	4	5	0	2	0	0	0	0	0	0	0	0	0	16	4	20
Percentages	45.0	20.0	25.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	80.0	20.0	100.0
AN B County	544	595	145	509	124	350	94	109	0	1	0	0	0	1	907	1,595	2,472
Percentages	22.0	24.1	5.9	20.6	5.0	14.2	3.8	4.4	0.0	0.0	0.0	0.0	0.0	0.0	36.7	63.3	100.0
B	28	14	4	2	2	0	3	0	0	0	0	0	0	0	36	16	61
Percentages	51.0	27.5	7.8	3.9	3.9	0.0	5.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	68.6	31.4	100.0
All F County	230	390	93	262	83	151	54	63	2	0	0	0	0	0	442	866	1,308
Percentages	17.8	29.8	7.1	20.0	4.8	11.5	4.1	4.8	0.2	0.0	0.0	0.0	0.0	0.0	33.8	66.2	100.0
F	3	2	1	2	0	0	0	0	0	0	0	0	0	0	4	4	8
Percentages	37.5	25.0	12.5	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	50.0	100.0
All G County	301	4	56	1	50	1	9	0	0	0	0	0	0	0	416	6	422
Percentages	71.3	0.9	13.3	0.2	11.8	0.2	2.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	98.6	1.4	100.0
G	58	1	5	0	17	1	1	0	0	0	0	0	0	0	81	2	83
Percentages	69.9	1.2	6.0	0.0	20.5	1.2	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	97.6	2.4	100.0
All H County	345	157	137	199	82	63	10	14	0	0	0	0	1	0	576	433	1,009
Percentages	34.2	15.6	13.6	19.7	8.1	6.3	1.0	1.4	0.0	0.0	0.0	0.0	0.1	0.0	57.0	43.0	100.0
H	32	1	22	0	17	0	1	0	0	0	0	0	1	0	73	1	74
Percentages	43.2	1.4	28.7	0.0	23.0	0.0	1.4	0.0	0.0	0.0	0.0	0.0	1.4	0.0	98.8	1.4	100.0
Total Dept 42	128	22	37	4	38	1	5	0	0	0	0	0	1	0	209	27	236
Percentages %	54.2	9.3	16.7	1.7	16.1	0.4	0.8	0.0	0.0	0.0	0.0	0.0	0.4	0.0	89.8	11.4	100.0

WESTCHESTER COUNTY 2022 - 2023 EEO REGIONAL INDICATORS (Availability)

[illegible]

2022 - 2023 Comparison of Incumbency to Availability

ED JOB GROUPS AND CODES	WHITE M	WHITE F	BLACK M	BLACK F	HISP M	HISP F	ASIAN M	ASIAN F	AMI M	AMI F	PAC I. M	PAC I. F	TWO M	TWO F	TOTAL M	TOTAL F	TOTALS
OFFICIALS & ADMIN [A]																	
Westchester Region	47.1%	28.2%	4.2%	4.3%	4.8%	3.8%	4.8%	2.1%	0.1%	0.0%	0.0%	0.0%	0.3%	0.3%	61.3%	38.7%	100%
Your Department	45.0%	20.0%	25.0%	0.0%	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	80.0%	20.0%	100.0%
Underutilization	2.1%	8.2%	-20.8%	4.3%	-5.2%	3.8%	4.8%	2.1%	0.1%	0.0%	0.0%	0.0%	0.3%	0.3%	-18.7%	18.7%	0.0%
Number of Employees	9	4	5	0	2	0	0	0	0	0	0	0	0	0	16	4	20
PROFESSIONALS [B]																	
Westchester Region	33.4%	37.3%	3.8%	7.0%	3.0%	5.0%	4.4%	5.3%	0.0%	0.1%	0.0%	0.0%	0.3%	0.4%	44.9%	55.1%	100%
Your Department	51.0%	27.5%	7.8%	3.9%	3.9%	0.0%	5.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	68.6%	31.4%	100.0%
Underutilization	-17.6%	9.8%	-4.0%	3.1%	-0.9%	5.0%	-1.5%	5.3%	0.0%	0.1%	0.0%	0.0%	0.3%	0.4%	-23.7%	23.7%	0.0%
Number of Employees	26	14	4	2	2	0	3	0	0	0	0	0	0	0	35	16	51
TECHNICIANS [C]																	
Westchester Region	24.9%	24.2%	10.9%	14.4%	7.7%	6.7%	4.5%	6.6%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	48.1%	51.9%	100%
Your Department	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Underutilization	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Number of Employees															0	0	0
Prof Svcs Sw & Non Sw [D]																	
Westchester Region	48.0%	8.9%	16.1%	7.3%	12.0%	5.6%	1.2%	0.2%	0.0%	0.0%	0.0%	0.0%	0.5%	0.2%	77.8%	22.2%	100%
Your Department	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Underutilization	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Number of Employees															0	0	0
ADMINISTRATIVE SUPPORT [F]																	
Westchester Region	24.4%	38.1%	4.9%	10.3%	6.4%	11.2%	2.0%	2.1%	0.1%	0.0%	0.0%	0.0%	0.2%	0.3%	38.0%	62.0%	100%
Your Department	37.5%	25.0%	12.5%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	50.0%	100.0%
Underutilization	-13.1%	13.1%	-7.6%	-14.7%	6.4%	11.2%	2.0%	2.1%	0.1%	0.0%	0.0%	0.0%	0.2%	0.3%	-12.0%	12.0%	0.0%
Number of Employees	3	2	1	2	0	0	0	0	0	0	0	0	0	0	4	4	8
SKILLED CRAFT [G]																	
Westchester Region	48.6%	2.6%	10.1%	0.7%	32.9%	1.9%	2.1%	0.3%	0.1%	0.0%	0.0%	0.0%	0.7%	0.0%	94.5%	5.5%	100%
Your Department	69.9%	1.2%	6.0%	0.0%	20.5%	1.2%	1.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	97.6%	2.4%	100.0%
Underutilization	-21.3%	1.4%	4.1%	0.7%	12.4%	0.7%	0.9%	0.3%	0.1%	0.0%	0.0%	0.0%	0.7%	0.0%	-3.1%	3.1%	0.0%
Number of Employees	58	1	5	0	17	1	1	0	0	0	0	0	0	0	81	2	83
SERVICE/MAINTENANCE [H]																	
Westchester Region	19.5%	14.3%	7.9%	8.4%	27.6%	18.5%	1.6%	1.4%	0.1%	0.1%	0.0%	0.0%	0.3%	0.3%	57.0%	43.0%	100%
Your Department	43.2%	1.4%	29.7%	0.0%	23.0%	0.0%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%	1.4%	0.0%	98.6%	1.4%	100.0%
Underutilization	-23.7%	12.9%	-21.8%	8.4%	4.6%	18.5%	0.2%	1.4%	0.1%	0.1%	0.0%	0.0%	-1.1%	0.3%	-41.6%	41.6%	0.0%
Number of Employees	32	1	22	0	17	0	1	0	0	0	0	0	1	0	73	1	74

*Simply enter the Number of employees in each group and hit enter.

2022 - 2023 ESTABLISHING PLACEMENT GOALS

	Female Availability	80% of Availability	Female Incumbency	Establish Goal? Y/N	If Yes, Goal for Females:	Minority Availability	80% of Availability	Minority Incumbency	Establish Goal? Y/N	If Yes, Goal for Minorities:
A	38.7%	31.0%	20%	Y	38.7%	24.7%	19.8%	35%	N	
B	55.1%	44.1%	31.4%	Y	55.1%	29.3%	23.4%	21.5%	Y	29.3%
C	51.9%	41.5%				50.9%	40.7%			
D	22.2%	17.8%				43.1%	34.5%			
F	62.0%	49.7%	50%	N		37.5%	30.0%	37.5%	N	
G	5.5%	4.4%	2.4%	Y	5.5%	48.8%	39.0%	28.9%	Y	48.8%
H	43.0%	34.4%	1.4%	Y	43.0%	66.2%	53.0%	55.4%	N	

***The 80% Rule of thumb for declaring underutilization should be applied.**
If Incumbency is less than 80% of Availability, then a placement goal should be established.
The Placement Goal is always equal to Availability, NOT 80%.
Placement Goals must be expressed as a percentage.

If Incumbency is not less than 80% of Availability,
there is no significant underutilization and no placement goal is needed.

IDENTIFICATION OF PROBLEM AREAS

From our **Comparison of Incumbency to Availability**, we noted in the Officials and Administrators Job Group, although a small group in the number of employees, there is an underutilization of all Females to all Males. We have an underutilization of White Females 8.2%, Black Females 4.3%, Hispanic Females 3.8% and Asian Females 2.1%. There is also an underutilization of Asian Males 4.8%. It would be advantageous to the department to continue to recruit and focus on women within the Administrative Group.

In the Professionals Job Group, the number of Black Males (4%) and Asian Males (1.5%) remained the same while there was an increase in Hispanic males to almost 1%. There was an increase of all females by 4% including White Females by almost 5% and Black Females by almost 2%. Despite the increase of Females from the previous year, Females are still underrepresented by large amounts, most having no employees in their respective category. The entire group of 51 employees represents 21% of the full department. Since this group is predominantly male, greater outreach and resource tools must continue to be considered when recruiting in this category.

There are no Technicians within the department.

There are no Protective Services within the department

With 8 employees in the Administrative Support Job Group, Females are equally represented in that 50% of the total in the group are Females. The Comparison of Incumbency to Availability indicates there is an increased underutilization of White Females at 13% and Hispanic Females underutilization remains consistent at 11.2%. The number of Black Females recruited increased and are well represented and over utilized by almost 15% in incumbency. Since representative of a small group in numbers, the underutilization in Hispanic Males, 6.4% and Asian Females, 2.1%, indicates more diversity would be difficult to attain since the number of employees in the group is so low.

In the Skilled Craftsman Job Group, the total number of employees is 83, the largest of all groups. The group is mostly Male, except 1 White Female and 1 Hispanic Female. This group consists mainly of apprentices and journeymen skilled and experienced in their job duties and requirements. There is an underutilization of Black Males 4.1%, Hispanic Males 12.4%. Although fairly represented the Hispanic Male category has the largest number of incumbents it remains underutilized. All female minorities, excluding the 1 Hispanic Female, are nonexistent in this category. Few if any females apply for the positions in the skilled craftsman group making it difficult to diversify. Greater outreach to attract Minorities and Females in all categories has been ongoing but not as successful as desired by the department.

The second largest group is in the Service/Maintenance category, totaling 74 employees. This category is also predominantly male, 98.6%, consisting of 32 White Males, 22 Black Males, 17 Hispanic Males and 1 Asian Male. The female categories as a whole are significantly underutilized, White Females 12.9%, Black Females 8.4%, Hispanic Females 18.5%, Asian Females 1.4%, mainly due to the nature of the duties within the titles

and the department's needs, requiring labor, grounds maintenance and repair. Greater female diversity is difficult to achieve in this group. Greater outreach to attract Females in all categories has been ongoing but not as successful as desired by the department. Minority groups to target for greater diversity in the department as compared regionally would be Black Females, Hispanic Females, and Asian Females and continue to pursue Black Males, Hispanic Males, and Asian Males. Our Placement Goals shows an improvement in underutilization in this Minority group by 2.4% from last year. This is over the 80% Established Placement Goals of Minority Availability. Due to this, a Placement Goal is not necessarily required; however, we continue to strive for greater diversity and inclusion among all Minority groups. This is indicative of successful outreach to programs, organizations and service agencies by the department

The **HR-EEO-Incumbency Analysis Worksheet** refers to the employees working in our department. Due to the department's recent ability to fill positions vacated by resignations, retirements and promotions, there has been a substantial increase in the number of New Hire and Promotion Incumbencies in both the Female Minority and Minority.

These numbers are included in the incumbency totals in the job groups by gender and race:

New Hires - Females 7 including 2 Black Females

Minority - 3 Black Males, 3 Hispanic Males

Promotions-Females 5

Minority – 4 Black Males, 7 Hispanic Males

We continue to strive for and make progress in our commitment to greater diversity, inclusion and opportunity. From our **Placement Goals**, we determined that we had less than 80% of availability and had to establish goals for Female incumbency in Job Group A (38.7%), B (55.1%), G (5.5%), and H (43.0%). There is slight improvement from last year. December 31, 2021 there were 12 or less Females in each of the Job Groups. This year it increased to 16. We increased our Females by 4 within the department to 27.

Again this year, placement Goals are needed in the Minority incumbency in Job Groups B (29.3) and G (48.8%). Females and Minorities were well represented only in the Administrative Support Group F.

In our department, Female Incumbency increased in percentages from the previous year in Group B (Professionals) and Group G (Skilled Craft). Minority Incumbency increased in percentages from the previous year in Group A (Officials & Admin) and met the 80% of Availability and Group F (Administrative Support) which also met the 80% of Availability. Group H (Service/Maintenance) met the 80% of Availability again. The increase in percentages indicate that our recruitment and outreach efforts are making a difference.

We did not establish goals for Minority incumbency in any job groups where there was more than 80% incumbency. In Groups close to 80% of Availability, although not totally necessary, we will continue to strive to meet or exceed the 80% goal for all groups. Overutilization is not a problem but it is the department's goal to continue to strive for diversity and inclusion within the workplace.

There are almost no Native Americans in the availability for this geographic area and any underutilization is negligible.

These Placement Goals will continue to help focus our recruitment efforts as job openings or exam dates occur.

ACTION ORIENTED PROGRAMS

PRINCIPLES: Our department has identified demographic groups of women or minorities that are underutilized in our workforce. With this specific knowledge, in addition to recruitment efforts by the Department of Human Resources and PRC-Targeted Agencies, we will attempt to reach out to these communities. With heightened awareness of these deficiencies, the department will continue to strive for diversity, equity and inclusion in all aspects of offering job opportunities in hiring.

Social Media has become a helpful tool in reaching a large diverse audience including females and minorities for recruitment. Vacancies are advertised on PRC's Instagram and Facebook, as well as using recruitment platforms such as Indeed. Most minority and female targeting such as DiversityJobBoard.com and JobsforWomen.com, Indeed and ZipRecruiter require a subscription plan. We will continue to post positions on free boards.

This year we will refine our focus on fewer but more targeted approach to boards, agencies and colleges. This will allow us to create individual relationships with each college, group or agency to provide a greater and steady number of applicants. This will also allow us to track hiring statistics such as how many applications we receive, from where and the hiring rate from each group. So we will then know if we are being successful with each targeted school or agency.

For Hispanic Males and Females for Skilled Craft (G) & Service/Maintenance (H) PRC will target:

- CRNY.Org - Community Resource Center –Hispanic Male & Female organization located in Westchester County that focus on recent Hispanic immigrants
- Westchesterputnamonestop.com – Westchester Putnam Career Center Network provides free resources and services to both job seekers and employers
- WCC.EDU - Westchester Community College
- BCC.CUNY.EDU - Bronx Community College
- Lincoln Technical School - with campuses in Queens, NY and Moorestown, Paramus & Union New Jersey

For Black Males and Females for Skilled Craft (G) & Service/Maintenance (H) PRC will target:

- Westchesterputnamonestop.com – Westchester Putnam Career Center Network provides free resources and services to both job seekers and employers
 - WCC.EDU - Westchester Community College
 - BCC.CUNY.EDU - Bronx Community College
 - Lincoln Technical School - with campuses in Queens, NY and Moorestown, Paramus & Union New Jersey
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For Asian Males & Female Asians for Skilled Craft (G) & Service/Maintenance (H) PRC will target:

- Lincoln Technical School - with campuses in Queens, NY and Moorestown, Paramus & Union New Jersey

For Females & Female Minorities for Officials & Admin (A), Professionals (B) & Skilled Craft (G) PRC will target:

- SUNY Cortland – Recreation, Parks and Leisure Studies Department
- WARPSNY.COM - Westchester Recreation & Parks Society
- NRPA.ORG – National Recreation & Parks Association
- SUNY College of Agriculture

With the waning of Covid, we will now be able to participate in Recruitment Fairs offered at colleges and agencies, including our own at Muscoot Farm in March.

INTERNAL AUDIT AND REPORTING

1. There should be an analysis of prior year's goals and objectives where we can reiterate what were last year's goals and objectives. We hoped to increase the number of Black, Hispanic and Asian males, and also women in job group A.
2. These results were discussed with all level of management at management level staff meetings by the Commissioner.
3. We advised top management of the effectiveness of the 2022 yearly AAP and included the following recommendations. Our areas of underutilization were specifically discussed with hiring panels or officials when a job opening occurred. We looked for opportunities to prepare all employees for promotions to ensure a diverse pool of applicants which yielded a positive result towards our placement goals.
4. We assisted management in helping identify job groups for which additional "good faith effort" must be directed such as Hispanic males and Asian females. That is why Hispanic and Asian places of worship and community groups were added to our outreach.

DOCUMENTATION

1. Copy of the Departmental EEO Policy statement -attached
2. Compliance Officer Contact Sheet-attached
3. The "EEO It's the Law" poster and the Departmental EEO Policy Statement and the Compliance Officer Contact sheet are conspicuously displayed in all general employee work areas. These documents are posted in the office or employee gathering areas of each of our facilities, for example:
 - Glen Island Park Summer/ Winter Office and Garage, Weyman Avenue, New Rochelle, NY 10805
 - Bronx River Parkway employee break area, Crane Road, Scarsdale, NY 10583
 - Administration Mailroom/Copy room, 450 Saw Mill River Road, Ardsley, NY 10502
4. Parks, Recreation & Conservation-Targeted Agencies-attached

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

To: All Employees of the Department of Parks, Recreation & Conservation

From: **Kathleen O'Connor**

Commissioner of Parks, Recreation & Conservation

Date: February 2, 2023

Re: **The Department of Parks, Recreation & Conservation's
Equal Employment Opportunity Policy Statement**

I am writing to reaffirm the Department of Parks, Recreation & Conservation's commitment to the *Westchester County Equal Employment Opportunity Policy* detailed in Executive Order #2 of 2009, the *Westchester County Anti-Harassment and Discrimination Policy* from Executive Order #3 of 2009 and the *Westchester County Sexual Harassment Prevention Policy* from Executive order #11 Of 2018.

This department is dedicated to the active implementation of these policies. We will recruit, hire, compensate and promote at all job levels without regard to color, race, religion, gender, national origin, age, disability, creed, sexual orientation, ethnicity, alienage, citizenship status, marital status, familial status, military status, predisposing genetic characteristics or any other basis protected by law. All matters of compensation, employee benefits, transfers, terminations, educational assistance and recreational/social programs and events will be administered without regard to the same characteristics protected by law. Similarly the Department of Parks, Recreation & Conservation will actively seek to ensure that all of its employees are free from any form of harassment or discrimination in the workplace based on any of the listed characteristics.

Every staff person has a role in ensuring the success of these policies within the department. Our ability to work together effectively, deal with each other fairly, and maintain viewpoints free from prejudice and discrimination, will serve as the cornerstone of our program. All Managers, Supervisors and Division heads are expected to undertake a personal commitment to ensure that the principles of these policies and the goals and objectives of our Affirmative Action Plan are fully implemented, and I urge all staff to familiarize themselves with Executive Order #2 and #3 of 2009 and Executive Order #11 of 2018.

I sincerely request the Department of Parks, Recreation & Conservation's continued support to the attainment of the goals of this, the Departmental EEO Policy Statement.

CONTACT SHEET

WESTCHESTER COUNTY EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT AND DISCRIMINATION POLICIES

Westchester County is committed to ensuring that all its workplaces are free of discrimination or harassment that is based on race, color, religion, age, national origin, alienage, citizenship status, ethnicity, marital status, familial status, creed, gender, sexual orientation, disability, military status, predisposing genetic characteristics or any other basis prohibited by law, including sexual harassment. Executive Order #2 of 2009 is the *Westchester County Equal Employment Opportunity Policy*, Executive Order #3 of 2009 is the *County's Anti-Harassment and Discrimination Policy* and Executive Order #11 of 2018 is the *Westchester County Sexual Harassment Prevention Policy*. These policies and complaint forms are available from your EEO Compliance Officer, the **Office of Equal Employment Opportunity/ Affirmative Action** at 148 Martine Avenue, Suite 100, White Plains, NY 10601, Tel (914) 995-2141 or at www.westchestergov.com/eeo. If you are a victim of sexual harassment, discriminatory harassment or any other discrimination, or you witness any conduct that violates these policies, please report it to the EEO Office or a supervisor as soon as possible.

PRIMARY CONTACT

EEO CONTACT: Kim Albert-McLaughlin

TITLE: Program Administrator (Payroll/Personnel)

PHONE: 914-231-4588

EMAIL: kamv@westchestergov.com

LOCATION: Administration Office, 450 Saw Mill River Road, Ardsley, NY 10502

ALTERNATE CONTACT

EEO CONTACT: Adelita C. Davis

TITLE: Program Administrator Office of EEO/Affirmative Action

PHONE: 914-995-2141

EMAIL: acd9@westchestergov.com

LOCATION: Office of Equal Employment Opportunity/Affirmative Action