

STATE OF CONNECTICUT

DIVISION OF PUBLIC DEFENDER SERVICES



EQUAL EMPLOYMENT OPPORTUNITY PLAN

2015-2016

(Period ending 12/31/16)

POLICY STATEMENT OF COMMITMENT

It is hereby reaffirmed that it is the policy of the Division of Public Defender Services of the State of Connecticut to provide to all employees, without discrimination because of race, color, religion, national origin, gender, sexual orientation, marital status, learning disability, age or physical or mental disability, equal employment opportunity in all aspects of the employer-employee relationship, including recruiting, hiring, upgrading and promotion, conditions and privileges of employment, Division-sponsored training, education assistance, compensation, benefits, transfers, discipline, layoffs, recalls and termination of employment.

Equal Employment Opportunity, as defined in law and governmental regulations, requires affirmative steps to ensure the equitable representation of minorities and women in our workforce. The accompanying Equal Employment Opportunity Plan sets forth the course of action the Division will take in order to fulfill its intention to meet fully its lawful obligations.

We affirm that all available Division resources are being mobilized for a good faith effort to attain the goals indicated. We further pledge our support for the objectives of equal employment and a work environment without discrimination.

The Division's Equal Employment Opportunity Plan will be updated and revised periodically in the light of experience, revised laws and regulations, evolving interpretation, and better understanding of effective approaches which will assure truly equal employment opportunity for all. All employees of the Division have the right to review and comment on the Equal Employment Opportunity Plan, a copy which resides in each Division office and will be posted on the Division of Public Defender Services Webpage. Any questions relating to details of the Plan should be referred to the Affirmative Action Officer for the Division.

The Workforce Analysis utilized for this Plan reflects the Division workforce as of December 31, 2016. The accompanying Equal Opportunity Plan is for the calendar year 2017 and sets forth the continuing course of action the Division will take during this period in order to put forth a good faith effort to attain the goals identified.

Susan O. Storey
Chief Public Defender

EEOP UTILIZATION NARRATIVE

A review of the Division's workforce versus the U.S. Census Bureau, 2006-2010 American Community Survey reveals the Division either meets or is close to meeting the workforce availability targets in many of the categories. ACS indicates that Native Hawaiian or other Pacific Islander and American Indian or Alaskan Native populations are small or not present. We strive to increase representation in underrepresented groups and will continue communicating job opportunities to all race and ethnic groups.

During the calendar year 2016, the State of Connecticut was and continues to experience a significant fiscal crisis that appears to be headed into the future years. The impact of this has been felt by the Division. The Division's personal services account was reduced for FY16-17 by approximately \$5.9 million. This forced the Division to have to reduce its workforce by laying off seventeen (17) per diem and temporary employees and five (5) full time permanent staff. In addition to these actions, the Division had to develop a mitigation plan which resulted in establishing a hiring freeze for both new and old vacancies. Based on these actions the Division currently has forty (40) vacancies across the following categories:

Officials & Administrators	3
Professionals	19 ¹
Protective Service Non-Sworn	8
Administrative Support	6

The Division either will experience extremely limited or no recruitment over the coming calendar year. However, the Division remains committed to the goal of increasing minority recruitment if the opportunity is provided to fill the any of the above mentioned vacancies.

The following areas of underrepresentation are noted and will be the focus of our plan with the goal of increasing minority representation in respective categories if recruitment efforts are permitted during the coming year. In the majority of cases we are within 1 to 2% within goal.

¹ Five Social Workers were laid off in this category as well

The following categories² represent underrepresentation **above** 2%:

Category	Group
Officials and Administrators	<ul style="list-style-type: none"> • Black African American Female
Professionals	<ul style="list-style-type: none"> • Asian Male
Protective Service Workers Non-Sworn	<ul style="list-style-type: none"> • Black African American Male • Black African American Female
Administrative Support	<ul style="list-style-type: none"> • White Males

The following categories represent underrepresentation at or **below** 2%:

Category	Group
Officials and Administrators	<ul style="list-style-type: none"> • Asian Male • Asian Female
Professionals	<ul style="list-style-type: none"> • Asian Female
Protective Service Workers Non-Sworn	<ul style="list-style-type: none"> • Asian Male • Hispanic/Latino Females • Asian Females • White Females
Administrative Support	<ul style="list-style-type: none"> • Asian Males • Asian Females • Black African American Male

There has been no improvement in minority recruitment during 2016 due to the information provided above concerning the fiscal situation facing the State and the Division.

² It should be noted that The Public Defender Services Division has no classifications which meet the criteria for the Technicians, Protective Sworn Services, Skilled Craft and Service Maintenance categories

OBJECTIVES AND STEPS

The policy-making body and appointing authority for all personnel of the Division of Public Defender Services is the Public Defender Services Commission, established by Section 51-289 of the General Statutes of Connecticut.

The Public Defender Services Division's employment procedures actively encourage recruitment of women and minority candidates for existing and expected employment opportunities. In recruiting and selection practices, the Division complies with all applicable non-discrimination legislation and monitors for compliance on an ongoing basis.

The Division's objective is to continue to provide equal opportunity to women and minorities in all areas of underutilization. It should be acknowledged here that our recruiting activity continues to be curtailed by the fiscal constraints under which the state government continues to operate. As opportunities do arise to fill positions, every effort will be made to achieve the goals set forth here.

- Recruitment will be done regionally and/or nationally as appropriate, by advertising on the Internet, in minority and other professional publications, journals and in major newspapers.
- Notice of all open positions will be communicated by e-mail to all Division employees; will be posted on the Division's website as well as the Department of Administrative Services Statewide Website.
- Minority candidates will also be recruited through recommendations from minority contacts in the business and professional community.
- The Chief Public Defender and/or the Director, Human Resources will review applications for all vacancies to aid in identifying minority and women candidates in the process. In addition, the application and interview process will be used to develop a pool of women and minority candidates for subsequent vacancies where appropriate.
- Job specifications will be reviewed to ensure that only truly job-related criteria are listed as prerequisites for placement in the respective position.
- The flow of applicants will be tracked and reviewed to ensure a diverse slate of candidates is applying for available positions.

- The Chief Public Defender and the Director, Human Resources will work closely with managers and supervisors involved in the hiring process to ensure appropriate selection procedures are followed.
- All final hiring recommendations are subject to review and final approval by the Chief Public Defender prior to going to the Commission for ratification or appointment.
- Employee career development will continue to be encouraged by offering training and educational opportunities.
- The Chief Public Defender will continue to monitor progress toward our goals.

DISSEMINATION

INTERNAL

- Upon its approval, the Equal Opportunity Plan will be distributed to all facilities. It will also be posted and remain on the agency's website for access throughout the year.
- Federal and State Equal Employment Opportunity posters will continue to be posted on Division bulletin boards. The posters include instructions for filing discrimination complaints with government agencies.
- All new employees will be given a copy of the EEO Policy Statement of Commitment and informed as to the location of the Equal Employment Opportunity Plan within the agency.
- The Chief and Deputy Chief will continue to stress the importance of the EEO program and will require managers and supervisors to be familiar with, and work toward the achievement of the Plan's goals.

EXTERNAL

- The EEOP will be posted on the Public Defender Services Division website
- Employment applications and job postings/advertisements will continue to include the Equal Opportunity Employer Statement

- Copies of the Division's EEOP will be provided to prospective recruiting sources and prospective employees upon request.

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.

Diane M. Fitzpatrick

Diane M. Fitzpatrick
Director, Human Resources