

EEO Utilization Report

Organization Information

Name: Committee For Public Counsel Services

City: Boston

State: MA

Zip: 02110

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

It is the policy of the Committee to promote and retain a diverse workforce with representation from protected groups that is free of discrimination in all aspects of the employment relationship. CPCS endeavors to make all personnel decisions, programs, and policies formulated and conducted in a manner that provides equal access for all people and to prevent discrimination. CPCS strives to create and maintain a work environment where people are treated with dignity, decency, and respect. CPCS does not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy, CPCS seeks to prevent, correct, and discipline behavior that violates this policy.

CPCS prohibits discrimination in employment on the basis of race, color, ancestry, age, religion, national origin, ethnicity, sexual orientation, gender, gender identity and expression, disability, military and veterans status, genetic information, pregnancy or condition related to said pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child, or on any other basis protected by local, state, or federal law.

CPCS is committed to strive to appoint and retain a diverse workforce through equal and fair employment practices.

Step 4b: Narrative of Interpretation

1. White males were significantly under-represented in the following job categories: Officials (-16%), Professionals (-5%) and Administrative Support (-26%).
2. Asian males were underrepresented in the Professionals category (-4%).

Step 5: Objectives and Steps

- 1. The CPCS Equity & Inclusion Director (EID) will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether White males applicants were under-represented. The EID will send a report of its findings, along with relevant observations and recommendations, to the CPCS Human Resources Department (HR) within six months of the date of this report.**
 - a. We are revising our hiring process guidance to improve on timeliness, stronger collaboration and equity that will assist in hiring diverse and underrepresented candidates
- 2. HR will review the applicant flow data to ensure that screening criteria does not adversely impact candidates in relevant protected categories, in compliance with EEO regulations.**
 - a. We are revising our hiring process guidance to improve on timeliness, stronger collaboration and equity that will assist in hiring diverse and underrepresented candidates
- 3. HR and the EID will enhance outreach efforts regarding individuals in protected categories (e.g., regional professional conferences, trade associations, job fairs, and educational institutions). Organizations that CPCS has worked with in the past in successfully recruiting male employees, and which CPCS will approach in this outreach effort, are as follows:**
 - a. Our Recruiting and Hiring Manager and a Public Defender Division (PDD) Managing Director participated in the 2021 Southeastern Minority Job Fair, representing our fourth consecutive year attending that conference. A second PDD Managing Director and our Recruiting and Hiring Manager will be attending the fourth straight Equal Justice Works conference in October.
- 4. The CPCS Equity & Inclusion Director (EID) will review the composition of the applicant pool for all vacancies in the professional job categories in the last fiscal year to determine whether Asian male applicants were underrepresented. The EID will send a report of its findings, along with relevant observations and recommendations, to the CPCS Human Resources Department (HR) within six months of the date of this report.**
 - a. We are revising our hiring process guidance to improve on timeliness, stronger collaboration and equity that will assist in hiring diverse and underrepresented candidates
- 5. HR will review the applicant flow data to ensure that screening criteria does not adversely impact candidates in the relevant protected categories, in compliance with EEO regulations.**
 - a. We are revising our hiring process guidance to improve on timeliness, stronger collaboration and equity that will assist in hiring diverse and underrepresented candidates
- 6. HR will enhance outreach efforts regarding individuals in protected categories in the relevant job category (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). Organizations that CPCS has worked with in the past in successfully recruiting male employees, and which CPCS will approach in this outreach effort, are as follows.**
 - a. Our Recruiting and Hiring Manager and a Public Defender Division (PDD) Managing Director participated in the 2021 Southeastern Minority Job Fair, representing our fourth consecutive year attending that conference. A second PDD Managing Director and our Recruiting and Hiring Manager will be attending the fourth straight Equal Justice Works conference in October.
 - b. We will contact area undergraduate and law school student organizations that support Asian American/Pacific Islander students to encourage consideration of CPCS as a place to apply for professional positions.

c. HR advertises and recruits through local and national Asian American/Pacific Islander affinity groups and professional organizations

Step 6: Internal Dissemination

We will take the following steps to provide notice to internal stakeholders:

- 1) Distribute a hard copy of the EEO Utilization Report to all agency directors
- 2) Provide all employees with notice of the Utilization Report and its availability upon request

Step 7: External Dissemination

- 1) Applicants are advised to contact HR with regard to EEO related inquiries in all job postings.

Utilization Analysis Chart
Relevant Labor Market: Massachusetts

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
Officials/Administrators																
Workforce #/%	33/35%	2/2%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	47/50%	2/2%	7/7%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	241,015/51%	7,915/2%	7,340/2%	190/0%	11,660/2%	0/0%	1,175/0%	1,220/0%	171,985/37%	8,140/2%	7,735/2%	190/0%	9,040/2%	55/0%	1,655/0%	1,170/0%
Utilization #/%	-16%	0%	1%	-0%	-2%	0%	-0%	-0%	13%	0%	6%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	151/32%	12/3%	13/3%	0/0%	3/1%	0/0%	0/0%	0/0%	237/50%	23/5%	24/5%	0/0%	15/3%	0/0%	0/0%	0/0%
CLS #/%	290,475/37%	11,425/1%	13,705/2%	330/0%	36,855/5%	145/0%	2,215/0%	2,250/0%	360,035/46%	15,575/2%	16,365/2%	380/0%	28,185/4%	70/0%	3,235/0%	2,395/0%
Utilization #/%	-5%	1%	1%	-0%	-4%	-0%	-0%	-0%	4%	3%	3%	-0%	-0%	-0%	-0%	-0%
Technicians																
Workforce #/%	3/50%	0/0%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	33,550/33%	2,520/2%	2,235/2%	85/0%	3,960/4%	0/0%	429/0%	360/0%	46,810/46%	2,850/3%	4,105/4%	15/0%	3,270/3%	45/0%	275/0%	300/0%
Utilization #/%	17%	-2%	31%	-0%	-4%	0%	-0%	-0%	-30%	-3%	-4%	-0%	-3%	-0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	42,485/72%	2,805/5%	4,265/7%	90/0%	730/1%	35/0%	275/0%	565/1%	6,285/11%	630/1%	990/2%	15/0%	130/0%	0/0%	65/0%	40/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	2,490/32%	240/3%	120/2%	4/0%	50/1%	0/0%	54/1%	30/0%	3,575/47%	560/7%	335/4%	0/0%	70/1%	0/0%	105/1%	55/1%
Utilization #/%																
Administrative Support																
Workforce #/%	4/4%	1/1%	3/3%	0/0%	1/1%	0/0%	0/0%	0/0%	54/54%	14/14%	21/21%	0/0%	2/2%	0/0%	0/0%	0/0%

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
CLS #/%	252,980/30%	20,380/2%	16,730/2%	275/0%	11,850/1%	95/0%	1,925/0%	1,920/0%	437,560/53%	34,125/4%	27,530/3%	770/0%	17,215/2%	190/0%	3,725/0%	4,280/1%
Utilization #/%	-26%	-1%	1%	-0%	-0%	-0%	-0%	-0%	1%	10%	18%	-0%	-0%	-0%	-0%	-1%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	195,560/81%	16,380/7%	6,675/3%	430/0%	4,315/2%	10/0%	1,510/1%	2,990/1%	9,660/4%	1,570/1%	760/0%	25/0%	1,560/1%	0/0%	160/0%	185/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	284,345/38%	62,640/8%	31,615/4%	730/0%	18,535/2%	140/0%	3,475/0%	7,115/1%	234,045/31%	47,670/6%	33,945/5%	745/0%	18,230/2%	100/0%	3,495/0%	6,995/1%
Utilization #/%																

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	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
Officials/Administrators	✓															
Professionals	✓				✓											
Administrative Support	✓															

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 EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: John Lozada

Equity & Inclusion Director

10-04-2021

[signature]

[title]

[date]