

# EEO Utilization Report

## Organization Information

Name: Town Of Hooksett, NH

City: Hooksett

State: NH

Zip: 03106

Type: County/Municipal Government (not law enforcement)

## Step 1: Introductory Information

### Policy Statement:

Town Personnel Plan dated 5-18-19

### **3. EMPLOYMENT CONDITIONS**

**Equal Employment Opportunity.** The Town is committed to a policy of equal employment opportunity to all persons based on individual merit, competence and need. The Town will not discriminate against employees based on any legally-protected status, including, but not limited to: veteran or military status, marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation, pregnancy, national origin, genetic information or ancestry. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits and training. See the section in this Personnel Plan on EEOC, Non-Discrimination, Harassment, Sexual Harassment for more information.

#### **Step 4b: Narrative of Interpretation**

To ensure equal employment opportunities for women, the town will review all employment data (job postings, advertising practices; determine whether there are in house career paths; evaluating hiring and retention practices) in the protection service nonsworn category to identify any issues that may pose barriers for women.

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

##### **1. Review employment data for Protective Services non sworn**

- a. job postings, advertising practices; determine whether there are in house career paths; evaluating hiring and retention practices

#### **Step 6: Internal Dissemination**

Posting the EEOP Report on the recipient's email

Posting information on bulletin boards in employee break areas about how to obtain a copy

#### **Step 7: External Dissemination**

Website

**Utilization Analysis Chart**  
**Relevant Labor Market: Merrimack County, New Hampshire**

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 #/%	6/55%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	3/27%	0/0%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%
CLS #/%	5,260/53%	24/0%	10/0%	0/0%	45/0%	0/0%	33/0%	4/0%	4,365/44%	75/1%	10/0%	0/0%	30/0%	0/0%	25/0%	0/0%
Utilization #/%	1%	-0%	9%	0%	-0%	0%	-0%	-0%	-17%	-1%	-0%	0%	9%	0%	-0%	0%
<b>Professionals</b>																
Workforce #/%	13/68%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,540/34%	35/0%	115/1%	0/0%	315/2%	0/0%	55/0%	15/0%	9,470/59%	100/1%	20/0%	30/0%	375/2%	0/0%	70/0%	0/0%
Utilization #/%	34%	-0%	-1%	0%	-2%	0%	-0%	-0%	-27%	-1%	-0%	-0%	-2%	0%	-0%	0%
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	665/29%	49/2%	15/1%	0/0%	105/5%	0/0%	10/0%	0/0%	1,315/57%	30/1%	15/1%	10/0%	10/0%	0/0%	95/4%	0/0%
Utilization #/%																
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	8/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,235/86%	4/0%	0/0%	10/1%	0/0%	0/0%	30/2%	0/0%	165/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-6%	-0%	0%	-1%	0%	0%	-2%	0%	9%	0%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	11/65%	1/6%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	4/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,085/61%	34/1%	4/0%	30/1%	0/0%	0/0%	20/0%	0/0%	1,810/36%	19/0%	4/0%	0/0%	0/0%	0/0%	15/0%	35/1%
Utilization #/%	4%	5%	-0%	-1%	0%	0%	5%	0%	-12%	-0%	-0%	0%	0%	0%	-0%	-1%
<b>Protective Services: Non-sworn</b>																

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
Workforce #/%	33/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	20/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	45/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	64%	0%	0%	0%	0%	0%	0%	0%	-64%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	4/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/72%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%
CLS #/%	7,025/33%	34/0%	100/0%	10/0%	110/1%	0/0%	40/0%	0/0%	13,175/62%	200/1%	245/1%	25/0%	80/0%	0/0%	125/1%	25/0%
Utilization #/%	-11%	-0%	-0%	-0%	-1%	0%	-0%	0%	10%	-1%	-1%	-0%	5%	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 #/%	6,250/91%	80/1%	80/1%	15/0%	20/0%	0/0%	54/1%	15/0%	335/5%	10/0%	0/0%	0/0%	0/0%	0/0%	15/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	16/84%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,430/52%	145/1%	195/1%	15/0%	275/2%	0/0%	145/1%	25/0%	7,410/41%	99/1%	30/0%	10/0%	230/1%	10/0%	70/0%	40/0%
Utilization #/%	32%	-1%	-1%	-0%	-2%	0%	-1%	-0%	-25%	-1%	-0%	-0%	-1%	-0%	-0%	-0%

### 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
<b>Protective Services: Non-sworn</b>									✓							

### Law Enforcement Category Rank 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
<b>Sergeant</b>																
Workforce #/%	5/83%	0/0%	0/0%	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%
<b>Lieutenant</b>																
Workforce #/%	2/100%	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%	0/0%	0/0%
<b>Captain</b>																
Workforce #/%	1/100%	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%	0/0%	0/0%
<b>Cheif</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	11/65%	1/6%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	4/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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: Christine Soucie

Finance Director

05-29-2020

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[signature]

[title]

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