

# EEO Utilization Report

## Organization Information

Name: TOWNSHIP OF CRANBERRY

City: Cranberry Township

State: PA

Zip: 16066

Type: County/Municipal Government

## **Section 1: EEO Policy Statement**

### **Policy Statement:**

It is the policy of Cranberry Township to ensure equal opportunities to its employees, applicants, residents, program participants and visitors. The Township does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in or oppose actions protected by applicable laws and regulations, or for the purpose of interfering with such rights. Claims of intimidation and retaliation will be handled promptly if they occur.

Cranberry Township shall review, investigate and where necessary, initiate changes in its processes relative to facilities and programs accessible to the public, including the provision of reasonable accommodation for persons with disabilities. This policy applies to all employment practices and employment programs sponsored by this agency. This policy shall also apply to areas of recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, reasonable accommodation and other terms and conditions of employment.

## **Section 5: Narrative Interpretation of Data**

Based on the Utilization Analysis, Cranberry Township does not have any Statistically Significant Underutilizations. However, there is an opportunity to increase white females in the following categories: (1) Professionals (-17%); (2) Protective Services, Sworn (-17%); and (3) Service and Maintenance (-20%) as well as an identifiable and noteworthy underutilization of white males in the Administrative Support category (-17%).

Demographic Information from applicants was not previously collected by the Township, making it difficult to fully interpret the Utilization Report data and better understand potential underlying causes for the noteworthy underutilizations identified above. As of July 1, 2024, all Township applications have been updated to collect demographic information to allow for future analysis of EEO information and hiring practices. Applications have been set up to ensure demographic information is kept confidential and not available to hiring managers during their assessment of applicants prior to interviewing the same.

It should be noted that from 2018-2022, 62.8% of the male population in Butler County who are 16+ are part of the labor force, while 57.1% of the same female population are part of the labor force. Therefore, within Butler County, there were statistically less females entering the work force than males, which could be a factor in the identifiable and noteworthy underutilization of females within the Townships work force.

## **Section 6: Objectives and Steps**

### **1. I. Review the recruitment process to ensure equal opportunity, with a specific focus on Professional, Sworn Protect and Serve and Service and Maintenance positions for female applicants and Administrative Support with respect to male applicants.**

- a. Continue to utilize Circa (<https://circaworks.com/>) a company and website designed to assist employers accelerate their success toward building more diverse work forces. Cranberry Township has utilized Circa since 2021.
- b. Identify local non-profit and state force work agencies through Circas Outreach Management program and establish or maintain relationships with the same.
- c. Continue to use social media, local college career centers and profession specific organizations to announce job opportunities.
- d. Research additional websites, associations, and professional organizations and inform them of our job opportunities.
- e. Continue to send emails to Department employees regarding job opportunities and requesting that announcements be shared with anyone interested in the job opportunities.
- f. Review job announcements and make revisions or changes which could attract and encourage qualified applicants in non-traditional job categories
- g. Continue to offer a college internship program to promote employment with the Township with local students and universities.
- h. Continue to use and further develop job shadowing and employment partnerships with local non-profits and government agencies supporting individuals with disabilities, including but not limited to Office of Vocational Rehabilitation (OVR) and Community Care Connect.
- i. Explore the possibility of developing job shadowing opportunities with local high school and vo-tech programs to identify additional opportunities to attract more females to Service and Maintenance job category positions.
- j. Collaborate with HR professionals in the area to identify additional opportunities to attract more female applicants to Professional and Protective Services/Non-sworn job categories.

## **Section 7: Dissemination Strategy: Internal**

- a. Post the EEOP Report on the Townships Human Resources internal website for all employees to view.

- b. The Townships Policy on Nondiscrimination is permanently posted and conspicuously displayed and available to employees on employee bulletin boards and lunch areas in each Township facility.
- c. Notice of the Townships Policy on Nondiscrimination is posted on the Townships external website and is reviewed with management at least once a year.

## **Section 7: Dissemination Strategy: External**

- a. A copy of the EEOP Short Form will be posted on the Townships website.
- b. Notice of the Townships Policy on Nondiscrimination is posted on the Townships external website and is reviewed with management at least once a year.
- c. The following language is provided on the Townships Employment Opportunities page: We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital status, or any other legally protected standing. Applicants requiring accommodation in the application process should contact the Human Resources Office at 724-776-4806 or send an email to [human\\_resources@cranberrytownship.org](mailto:human_resources@cranberrytownship.org)

**Utilization Analysis Chart**  
**Relevant Labor Market: Butler County**  
**, Pennsylvania**

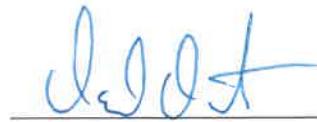
| Job Categories                        | Male      |                    |                           |       |   |                         |           | Female             |                           |        |   |                         |        |       |
|---------------------------------------|-----------|--------------------|---------------------------|-------|---|-------------------------|-----------|--------------------|---------------------------|--------|---|-------------------------|--------|-------|
|                                       | White     | Hispanic or Latino | Black or African American | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races/Other | White     | Hispanic or Latino | Black or African American | Asian  | Native Hawaiian or Other Pacific Islander | Two or More Races/Other |        |       |
| <b>Officials/Administrators</b>       |           |                    |                           |       |   |                         |           |                    |                           |        |   |                         |        |       |
| Workforce #/%                         | 9/69%     | 0/0%               | 0/0%                      | 0/0%  | 0/0%                                      | 0/0%                    | 4/31%     | 0/0%               | 0/0%                      | 0/0%   | 0/0%                                      | 0/0%                    | 0/0%   | 0/0%  |
| CLS #/%                               | 7,290/59% | 65/1%              | 115/1%                    | 10/0% | 60/0%                                     | 10/0%                   | 75/1%     | 4,410/36%          | 75/1%                     | 210/2% | 4/0%                                      | 40/0%                   | 0/0%   | 40/0% |
| Utilization #/%                       | 10%       | -1%                | -1%                       | -0%   | -0%                                       | -0%                     | -1%       | -5%                | -1%                       | -2%    | -0%                                       | -0%                     | 0%     | -0%   |
| <b>Professionals</b>                  |           |                    |                           |       |   |                         |           |                    |                           |        |   |                         |        |       |
| Workforce #/%                         | 14/64%    | 0/0%               | 0/0%                      | 0/0%  | 0/0%                                      | 0/0%                    | 8/36%     | 0/0%               | 0/0%                      | 0/0%   | 0/0%                                      | 0/0%                    | 0/0%   | 0/0%  |
| CLS #/%                               | 7,450/41% | 105/1%             | 75/0%                     | 0/0%  | 400/2%                                    | 4/0%                    | 9,755/54% | 90/0%              | 115/1%                    | 0/0%   | 65/0%                                     | 0/0%                    | 110/1% |       |
| Utilization #/%                       | 23%       | -1%                | -0%                       | 0%    | -2%                                       | -0%                     | -0%       | -17%               | -0%                       | -1%    | 0%  | -0%                     | 0%     | -1%   |
| <b>Technicians</b>                    |           |                    |                           |       |   |                         |           |                    |                           |        |   |                         |        |       |
| Workforce #/%                         | 10/67%    | 0/0%               | 0/0%                      | 0/0%  | 0/0%                                      | 0/0%                    | 5/33%     | 0/0%               | 0/0%                      | 0/0%   | 0/0%                                      | 0/0%                    | 0/0%   | 0/0%  |
| CLS #/%                               | 4,930/57% | 30/0%              | 80/1%                     | 4/0%  | 10/0%                                     | 0/0%                    | 25/0%     | 3,435/40%          | 15/0%                     | 30/0%  | 0/0%                                      | 70/1%                   | 0/0%   | 25/0% |
| Utilization #/%                       | 10%       | -0%                | -1%                       | -0%   | -0%                                       | 0%                      | -0%       | -6%                | -0%                       | -0%    | 0%  | -1%                     | 0%     | -0%   |
| <b>Protective Services: Non-sworn</b> |           |                    |                           |       |   |                         |           |                    |                           |        |   |                         |        |       |
| Workforce #/%                         | 19/90%    | 0/0%               | 0/0%                      | 0/0%  | 0/0%                                      | 0/0%                    | 2/10%     | 0/0%               | 0/0%                      | 0/0%   | 0/0%                                      | 0/0%                    | 0/0%   | 0/0%  |
| CLS #/%                               | 850/66%   | 50/4%              | 45/3%                     | 0/0%  | 0/0%                                      | 0/0%                    | 350/26%   | 0/0%               | 4/0%                      | 0/0%   | 0/0%                                      | 0/0%                    | 0/0%   | 0/0%  |
| Utilization #/%                       | 24%       | -4%                | -3%                       | 0%    | 0%  | 0%                      | 0%        | -17%               | 0%                        | -0%    | 0%  | 0%                      | 0%     | 0%    |
| <b>Administrative Support</b>         |           |                    |                           |       |   |                         |           |                    |                           |        |   |                         |        |       |
| Workforce #/%                         | 0/NaN     | 0/NaN              | 0/NaN                     | 0/NaN | 0/NaN                                     | 0/NaN                   | 0/NaN     | 0/NaN              | 0/NaN                     | 0/NaN  | 0/NaN                                     | 0/NaN                   | 0/NaN  | 0/NaN |
| CLS #/%                               | 15/8%     | 0/0%               | 0/0%                      | 0/0%  | 0/0%                                      | 0/0%                    | 170/90%   | 0/0%               | 4/2%                      | 0/0%   | 0/0%                                      | 0/0%                    | 0/0%   | 0/0%  |
| Utilization #/%                       | NaN       | NaN                | NaN                       | NaN   | NaN                                       | NaN                     | NaN       | NaN                | NaN                       | NaN    | NaN                                       | NaN                     | NaN    | NaN   |

| 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 | Asian | Native Hawaiian or Other Pacific Islander |
| <b>Skilled Craft</b>       |            |                    |                           |                                  |       |   |                         |           |                    |                           |       |   |
| Workforce #/%              | 25/93%     | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 2/7%                    | 0/0%      | 0/0%               | 0/0%                      | 0/0%  | 0/0%                                      |
| CLS #/%                    | 7,165/92%  | 55/1%              | 65/1%                     | 20/0%                            | 10/0% | 0/0%                                      | 60/1%                   | 375/5%    | 0/0%               | 0/0%                      | 10/0% | 0/0%                                      |
| Utilization #/%            | 0%         | -1%                | -1%                       | -0%                              | 0%    | 7%  | -5%                     | 0%        | 0%                 | 0%                        | -0%   | 0%  |
| <b>Service/Maintenance</b> |            |                    |                           |                                  |       |   |                         |           |                    |                           |       |   |
| Workforce #/%              | 3/60%      | 1/20%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 1/20%                   | 0/0%      | 0/0%               | 0/0%                      | 0/0%  | 0/0%                                      |
| CLS #/%                    | 12,650/54% | 300/1%             | 265/1%                    | 20/0%                            | 95/0% | 4/0%                                      | 140/1%                  | 9,355/40% | 155/1%             | 40/0%                     | 4/0%  | 105/0%                                    |
| Utilization #/%            | 6%         | 19%                | -1%                       | -0%                              | -0%   | -0%                                       | -1%                     | -20%      | -1%                | -0%                       | -0%   | -1%                                       |

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.

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[signature] Daniel D. Santoro

Cranberry Township Manager

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8/1/24

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