



City of Middletown

Memorandum

To: Benjamin Florsheim, Mayor, City of Middletown
From: Faith M. Jackson, Director of Equal Opportunity and Diversity Management and Affirmative Action Officer
Date: March 12, 2021
Re: City of Middletown Affirmative Action 2020-2021 2nd Quarter Employment Activity Report

Total Goals set for 2020-2021 ~ (46):
 A1-EEO1 – 1WF, 1BF, 1BM, *1HM, 1OM
 B2-EEO2 – 1BF, 1 BM, *1HM, 1OM, 1TRMM
 C3-EEO3 – *1WF, 1BM, 1HM, 1OM, 1TRMM
 D4-EEO4 – 1WF, 2BM, 1BF, 1HM, 1OM, 1OF, 1TRMM
 E5-EEO5 – 1BM, 1BF, 1HM, 1OF
 F6-EEO6 – 1BM, 1BF, 2HF, 1OM, 1OF, 1TRMM
 G7-EEO7– 1WF, 1BM, 1HM, 1OM
 H8-EEO8 –1WF, 2BM, 1BF, *1HM, 1OF, 1OM, 1TRMM

2nd Quarter Hires/Promotions/Terminations/Transfers/Other Results October, November, and December 2020

	Total	White Male	White Female	Other Male/Other Female												
				B/AA Male	B/AA Female	H/L Male	H/L Female	Asian Male	Asian Female	AI/AN Male	AI/AN Female	NH/OPI Male	NH/OPI Female	Two/More Male	Two/More Female	
New Hires	2	1 BE	1 BE													
Prom.	6	3 C				*2 C *1 BE										
Trans.	4		2 BE		1 BE	1 C										
Reclass.	18	13 C	2 BE 2 C			1 C										
Dem.	1	1 BE														
Sep./ Other:	11	1 RBE 3 RC 2 QC 1 O C- (Med. Sep.)	1 RBE 1 RC 1 OC - (Med. Sep.)	1 QC												

Definitions: L - Layoffs
 LA - Leave of Absence
 O - Other
 Q - Quit
 R - Retired
 C - City
 BE - Board of Education
 T- Terminated

EEO Key: EEO1 (A-1) - Officials/Administrators
 EEO2 (B-2) - Professionals
 EEO3 (C-3) - Technicians
 EEO4 (D-4) - Protective Service
 EEO5 (E-5) - Para-Professionals
 EEO6 (F-6) - Administrative Support
 EEO7 (G-7) - Skilled Craft
 EEO8 (H-8) - Service/Maintenance

Ethnic Codes: Two/More Races
 Asian
 B/AA – Black/African American
 H/L – Hispanic/Latino
 AI/AN – American Indian/Alaskan Native
 NH/OPI – Native Hawaiian/Other Pacific Islander
 White

*Achieved Established Goal
 **Achieved a Minority Hire

c: Affirmative Action Monitoring Committee, Common Council, and Human Resources Division

OFFICE OF EQUAL OPPORTUNITY AND DIVERSITY MANAGEMENT

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Affirmative Action Recruitment Goals 2020-2021

2nd Quarter New Hires & Promotions

October, November, and December 2020

EEO Category/Number of Goals (46)	Position(s) Available Y/N	Number of Available Position(s)	Goal(s) Achieved Y/N
			New Hires/Promotions
EEO1 – Officials/Administrator (5)	Y	1	Y
1WF, 1BF, 1BM, *1HM, 1OM			*1HM
EEO2 – Professional (5)	Y	4	Y
1BF, 1BM, *1HM, 1OM, 1TRMM			3WM, *1 HM
EEO3 – Technician (5)	N		
*1WF, 1BM, 1HM, 1OM, 1TRMM			
EEO4 – Protective Services (8)	N		
1WF, 2BM, 1BF, 1HM, 1OM, 1OF, 1TRMM			
EEO5 – Paraprofessionals (4)	N		
1BM, 1BF, 1HM, 1OF			
EEO6 – Administrative Support (7)	Y	1	N
1BM, 1BF, 2HF, 1OM, 1OF, 1TRMM			1WF
EEO7 – Skilled Craft (4)	N		
1WF, 1BM, 1HM, 1OM			
EEO8 – Service Maintenance (8)	Y	2	Y
1WF, 2BM, 1BF, *1HM, 1OF, 1OM, 1TRMM			1WM / *1 HM
Total		8	

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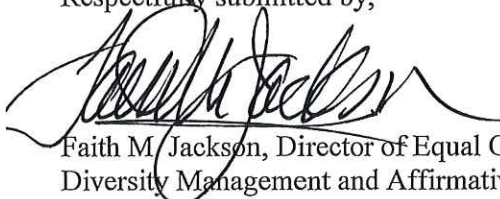
*Achieved Established Goal
**Achieved a Minority Hire

Race/Ethnicity Codes:

BM: Black /African American Male
BF: Black/African American Female
HM: Hispanic/Latino Male
HF: Hispanic/Latino Female
OM: Other Male, which includes the following: Asian Male, American Indian/Alaskan Native Male, and Native Hawaiian/Other Pacific Islander Male
OF: Other Female, which includes the following: Asian Female, American Indian/Alaskan Native Female, and Native Hawaiian/Other Pacific Islander Female
T/MM: Two or More Races Male
T/MF: Two or More Races Female
WM: White Male
WF: White Female

The following report reflects the 2020-2021 second quarter recruitment activities results for new hires and promotions. During this quarter, the City hired two new employees and promoted six employees. The City achieved three of its set goals within the promotions: one Hispanic Male promoted in EEO1, Officials/Administrator, one Hispanic Male promoted in EEO2, Professional, and one Hispanic Male in EEO8, Service Maintenance. Of all new hires, 50% were from the protected class: one White Female. Of the six promotions, 50% were from the protected class: three Hispanic Males. For this quarter, hires and promotions occurred in the following departments: Board of Ed and Fire.

Respectfully submitted by,



Faith M. Jackson, Director of Equal Opportunity and Diversity Management and Affirmative Action Officer