

EEOP Short Form



Fri Dec 07 13:30:56 EST 2007

Step 1: Introductory Information

Grant Title:	Edward Byrne Grant Program	Grant Number:	FL-BG-24507-08
Grantee Name:	Board of County Supervisors	Award Amount:	\$525,000.00
Grantee Type:	Local Government Agency		
Address:	2334 Atmore Street Georgetown, Florida 32666		
Contact Person:	John Lee	Telephone #:	352-375-1000-03
Contact Address:	2334 Atmore Street Georgetown, Florida 32666		
State Granting Agency:	Florida Department of Finance and Administration	Grant Number:	FL-BG-24507-08
Contact Name:	Marcus Gomez		
Contact Address:	24 Hamilton Square Tallahassee, Florida 32333		
Telephone #:	850-617-0500		

Policy Statement:

The Board of County Supervisors will provide a work environment that is free from discrimination, including harassment, based on race, color, national origin, religion, sex, age, or disability. The prohibition against employment discrimination and harassment may extend to conduct that employees are subjected to from vendors, contractors, customers, or others who enter the workplace. Unlawful discrimination may include, but is not limited to, employment actions related to recruitment, examination, transfer, appointment, training, promotion, or the administration of employee benefits. The County may give a veteran's preference in employment to those who may be eligible under applicable state statutes. The County is committed to complying with all applicable federal, state, and local civil rights laws that pertain to employment.

Step 4b: Narrative Underutilization Analysis

The County's Personnel Office (PO), in consultation with the County's Human Rights Office (HRO), reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

1. White females were significantly under-represented in the following job categories: Officials (-15%), Technicians (-22%), and Service Maintenance (-15%).
2. Black females were significantly under-represented in the following job categories: Technicians (-6%), Protective Services Sworn (-5%), and Service Maintenance (-8%).
3. Asian males were not represented at all in the Professionals category. In comparison to the relevant labor market the under-representation was -4%.

Although the Utilization Analysis indicated other instances of under-representation, the actual numbers of employees in some of the job categories made it difficult to draw any reliable conclusions regarding underutilization (e.g., in the Protective Services Non Sworn job category, the rate of underutilization was -5% for Hispanic females and -8% for Black females, but the total number of employees in this job category was only 12). In contrast, although the percentage of underutilization for Asian males is relatively small (-4%) in the Professionals job category, the results raise concerns for the following three reasons: (1) the underutilization is the largest in this job category; (2) there are no Professional Asian males in the County's workforce; and Professionals is the largest job category for County employees (248).

In reviewing the EEO Short Form that the County submitted to OCR two years ago, we were able to track significant improvements in the recruitment and retention of White, Black, Hispanic, and Asian females in the Professionals and Protective Services Sworn job categories. We have formulated our current objectives and the steps to achieve them based on our successful recruitment efforts over the last two years.

Step 5 & 6: Objectives and Steps

1. To encourage White females to apply for vacancies in the Officials, Technicians, and Service Maintenance job categories

- a. The County's Human Rights Office (HRO) will review the composition of the applicant pool for all vacancies in the Officials, Technicians, and Service Maintenance job categories in the last fiscal year to determine whether White females applicants were under-represented. The HRO will send a report of its findings, along with relevant observations and recommendations, to the County's Personnel Office (PO) within six months of the date of this report.
- b. The PO will review the applicant flow data that it is required to keep under the EEO regulations for all vacancies in the last fiscal year in the Officials, Technicians, and Service Maintenance job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out White female applicants. The PO will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.
- c. The PO will conduct a more detailed workforce analysis to identify particular County departments, offices, or job positions that represent significant underutilization of White females in the Officials, Technicians, and Service Maintenance job categories. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, the PO will create a recruitment action plan for implementation by the end of the current fiscal year.
- d. The PO will enhance outreach efforts that target White female applicants in the Officials, Technicians, and Service Maintenance job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). Organizations that the County has worked with in the past in successfully recruiting female employees, and which the County will approach in this outreach effort, are as follows: County Association of Professional Women; the County Women's Club; Chiro Sorority; the Women's Group of the Union of Government Workers (UGW), Local 230; Women in the Technical Trades; Hamilton College; County Community College, Bell

Vocational High School; Grace Christian Academy; and others.

2. To encourage Black females to apply for vacancies in the Technicians, Protective Services Sworn, and Service Maintenance job categories

- a. The County's Human Rights Office (HRO) will review the composition of the applicant pool for all vacancies in the Technicians, Protective Services Sworn, and Service Maintenance job categories in the last fiscal year to determine whether Black female applicants were under-represented. The HRO will send a report of its findings, along with relevant observations and recommendations, to the County's Personnel Office (PO) within six months of the date of this report.
- b. The PO will review the applicant flow data that it is required to keep under the EEO regulations for all vacancies in the last fiscal year in the Technicians, Protective Services Sworn, and Service Maintenance job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Black female applicants. The PO will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.
- c. The PO will conduct a more detailed workforce analysis to identify particular County departments, offices, or job positions that represent significant underutilization of Black females in the Technicians, Protective Services Sworn, and Service Maintenance job categories. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, the PO will create a recruitment action plan for implementation by the end of the current fiscal year.
- d. The PO will enhance outreach efforts that target Black female applicants in the Technicians, Protective Services Sworn, and Service Maintenance job categories (e.g., make presentations at regional professional conferences, trade associations, and job fairs; establish extern programs with trade schools; participate in career days at local high schools and colleges, especially those with significant Black female membership; post recruitment announcements with local print and broadcast media that reach African American households; develop relationships with local churches and community organizations that serve the County's Black community). The County will contact the following organizations: the County Women's Club; The Women's Group of UGW, Local 230; Women in the Technical Trades; County Community College; Bell Vocational High School; Grace Christian Academy; County Ministerial Association; African Heritage Newspapers; radio station WCSW; and County Cable TV 32.

3. To encourage Asian males to apply for vacancies in the Professionals job category

- a. Within three months of the date of this report, the PO, in informal consultation with the HRO, will examine patterns of hiring Professionals in all County departments and offices in the last three fiscal years, including applicant flow data, to see whether Asian males were present in the applicant pool or whether there were any identifiable obstacles in the selection process that may have had an adverse effect on Asian male candidates. The PO will use this research to inform the creation of a recruitment action plan for Asian male Professionals.
- b. Within six months from the date of this report, the PO will meet separately with representatives from the County Association of Chinese Businesses, the local office of Vietnamese Community Services of Florida, and the Korean Small Business Council--all organizations that the County has consulted in the past, to solicit advice on the development of a County recruitment action plan for Asian male Professionals. Based on these consultations, as well as other data, the PO will produce a detailed, written recruitment action plan for Asian male Professionals by the end of the fiscal year.

Step 7a: Internal Dissemination

1. The County's Personnel Office (PO) at its annual briefings for employees, as well as at its orientation program for all new employees, will include a discussion of the EEO Short Form and inform County employees that a copy is available to them from the PO on request.
2. The PO will post a PDF file of the EEO Short Form on its website on County-Net, the internal, electronic communication system for the County.
3. The PO will keep two bound copies of the EEO Short Form on display in the brochure rack in the reception area of its main office at the County Administration Building.
4. The PO will include a written notice in the standard County Employee Handbook, explaining how employees may

obtain a copy of the EEOP Short Form.

5. Within 30 days of receiving the Justice Department's approval of the County's EEOP Short Form, the PO will send an e-mail and a hard copy memorandum to all employees to inform them that they may obtain a copy of the County's EEOP Short Form on request.

6. At each County job site and office, the PO will post a written notice on the bulletin boards that employees regularly check, providing information on how employees can obtain a copy of the EEOP Short Form.

Step 7b: External Dissemination

1. The County's Personnel Office (PO) will include a written statement in all job announcements and other communications with prospective employees to notify them that they may obtain a copy of the EEOP Short Form on request.

2. The PO will post on its public website a PDF file of the EEOP Short Form that any user may access and download.

3. The County's Contracting Office, in consultation with the PO, will provide written notice to all vendors and contractors that they may obtain a copy of the County's EEOP Short Form on request.

4. The PO will send 20 bound copies of the EEOP Short Form to the County Public Library so that two copies may be put on display in the Main Library's periodical reading room and two copies may be put on display in the reading rooms of each of the nine neighborhood libraries throughout the County.

Utilization Analysis Chart
Relevant Labor Market: Alachua County, Florida

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	34/63%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	10/19%	0/0%	7/13%	0/0%	0/0%	0/0%	1/2%
CLS #/%	6,885/51%	290/2%	545/4%	25/0%	210/2%	0/0%	35/0%	4,460/33%	285/2%	540/4%	20/0%	125/1%	0/0%	55/0%
Utilization #/%	12%	-2%	-0%	-0%	-2%	0%	-0%	-15%	-2%	9%	-0%	-1%	0%	1%
Professionals														
Workforce #/%	98/40%	8/3%	13/5%	0/0%	0/0%	0/0%	1/0%	91/37%	3/1%	29/12%	0/0%	2/1%	0/0%	3/1%
CLS #/%	12,575/40%	805/3%	870/3%	10/0%	1,260/4%	0/0%	95/0%	12,185/39%	840/3%	1,545/5%	25/0%	925/3%	4/0%	115/0%
Utilization #/%	-1%	1%	2%	-0%	-4%	0%	0%	-2%	-1%	7%	-0%	-2%	-0%	1%
Technicians														
Workforce #/%	70/66%	6/6%	1/1%	0/0%	1/1%	0/0%	1/1%	23/22%	1/1%	0/0%	2/2%	1/1%	0/0%	0/0%
CLS #/%	1,425/34%	115/3%	115/3%	4/0%	130/3%	10/0%	10/0%	1,820/44%	150/4%	255/6%	10/0%	95/2%	0/0%	20/0%
Utilization #/%	32%	3%	-2%	-0%	-2%	-0%	1%	-22%	-3%	-6%	2%	-1%	0%	-0%
Protective Services: Sworn														
Workforce #/%	90/66%	2/1%	24/18%	0/0%	0/0%	0/0%	0/0%	16/12%	1/1%	4/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,275/57%	60/3%	390/18%	0/0%	20/1%	0/0%	15/1%	265/12%	20/1%	180/8%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	8%	-1%	-0%	0%	-1%	0%	-1%	-0%	-0%	-5%	0%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	4/33%	1/8%	2/17%	0/0%	0/0%	0/0%	0/0%	5/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	55/31%	0/0%	20/11%	0/0%	0/0%	0/0%	0/0%	75/42%	8/5%	15/8%	0/0%	4/2%	0/0%	0/0%
Utilization #/%	2%	8%	5%	0%	0%	0%	0%	-1%	-5%	-8%	0%	-2%	0%	0%
Administrative Support														
Workforce #/%	13/10%	0/0%	4/3%	0/0%	0/0%	0/0%	0/0%	78/61%	3/2%	28/22%	1/1%	0/0%	0/0%	0/0%
CLS #/%	7,295/26%	745/3%	1,195/4%	10/0%	280/1%	0/0%	50/0%	13,650/48%	1,220/4%	3,495/12%	40/0%	365/1%	15/0%	140/0%
Utilization #/%	-15%	-3%	-1%	-0%	-1%	0%	-0%	14%	-2%	10%	1%	-1%	-0%	-0%
Skilled Craft														

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	63/71%	1/1%	25/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,395/78%	305/4%	800/12%	10/0%	45/1%	0/0%	30/0%	205/3%	15/0%	90/1%	0/0%	30/0%	0/0%	0/0%
Utilization #/%	-7%	-3%	17%	-0%	-1%	0%	-0%	-3%	-0%	-1%	0%	-0%	0%	0%
Service/Maintenance														
Workforce #/%	21/42%	0/0%	19/38%	1/2%	0/0%	0/0%	1/2%	6/12%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,740/36%	880/4%	3,510/15%	55/0%	270/1%	10/0%	90/0%	6,400/27%	710/3%	2,995/12%	25/0%	240/1%	0/0%	125/1%
Utilization #/%	6%	-4%	23%	2%	-1%	-0%	2%	-15%	-3%	-8%	-0%	-1%	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 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.

[signature]

[title]

[date]