

EEOP Utilization Report



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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		
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DOJ Grant Manager:	Tom Law	DOJ Telephone #:	202-305-3148

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%), Protective Services-Sworn (-5%), Professionals (-11), Technicians (-56%), Skilled Craft (-11) and Service Maintenance (-24%).
2. Black females were significantly under-represented in the following job categories: Technicians (-22%), and Service Maintenance (-4%).
3. Asian males were not represented at all in the Professionals category. In comparison to the relevant labor market the under-representation was (-7%).

In reviewing the EEOP Utilization Report 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 Professionals, Officials, Technicians, Protective-Service 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 these 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 EEOP regulations for all vacancies in the last fiscal year in these 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 these 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 these 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 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 these job categories in the last fiscal year to determine whether Black 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 EEOP regulations for all vacancies in the last fiscal year in these 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 these 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 these 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. Distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.
2. Send an e-mail and a hard-copy memorandum to all employees, to let them know that a copy of the EEOP Utilization Report is available on request.
3. Post a copy of the EEOP Utilization Report on the TPPD's intranet service, an in-house electronic communication network.
4. Include a bound copy of the EEOP Utilization Report among the materials displayed in the lobby of the TPPD's Human Resources Office.

Step 7b: External Dissemination

1. Post a copy of the EEOP Utilization Report on the TPPD's public website.
2. Distribute bound copies of the EEOP Utilization Report to local public libraries for display in their reading rooms.
3. Include on all job announcements for TPPD positions that applicants may obtain a copy of the TPPD's EEOP Utilization Report on request.
4. Notify all contractors and vendors that do business with the TPPD that a copy of the TPPD's EEOP Utilization Report is available on request.

Utilization Analysis Chart

Relevant Labor Market: Franklin 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	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 #/%	34/63%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	10/19%	0/0%	7/13%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	155/47%	0/0%	2/1%	0/0%	0/0%	0/0%	20/6%	0/0%	110/33%	25/8%	20/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	0%	-3%	0%	0%	0%	6%	0%	-14%	-8%	7%	0%	0%	0%	2%	0%
Professionals																
Workforce #/%	98/40%	8/3%	13/5%	0/0%	0/0%	0/0%	1/0%	0/0%	91/37%	3/1%	29/12%	0/0%	2/1%	0/0%	3/1%	0/0%
CLS #/%	190/39%	10/2%	16/3%	0/0%	35/7%	0/0%	0/0%	0/0%	230/46%	3/0%	25/4%	0/0%	3/0%	0/0%	0/0%	0/0%
Utilization #/%	1%	1%	2%	0%	-7%	0%	0%	0%	9%	1%	7%	0%	1%	0%	1%	0%
Technicians																
Workforce #/%	70/66%	6/6%	1/1%	0/0%	1/1%	0/0%	1/1%	0/0%	23/22%	1/1%	0/0%	2/2%	1/1%	0/0%	0/0%	0/0%
CLS #/%	45/38%	10/5%	2/1%	0/0%	3/1%	0/0%	0/0%	0/0%	103/56%	2/1%	10/4%	7/2%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	28%	1%	1%	0%	1%	0%	1%	0%	-34%	0%	-22%	0%	1%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	90/66%	2/1%	24/8%	0/0%	0/0%	0/0%	0/0%	0/0%	16/12%	1/1%	4/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	270/74%	3/1%	35/10%	0/0%	0/0%	0/0%	0/0%	0/0%	60/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-8%	1%	-2%	0%	0%	0%	0%	0%	-4%	1%	3%	0%	0%	0%	0%	0%
Protective Services: Non-Sworn																
Workforce #/%	4/33%	1/8%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	5/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	9/33%	3/8%	5/18%	0/	0/	0/	0/	0/	12/43%	0/	0/	0/	0/	0/	0/	0/
Utilization #/%	1%	0%	-1%	0%	0%	0%	0%	0%	-1%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	13/10%	0/0%	4/3%	0/0%	0/0%	0/0%	0/0%	0/0%	78/61%	3/2%	28/22%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	300/32%	0/0%	60/6%	0/0%	0/0%	0/0%	0/0%	0/0%	545/58%	4/1%	35/4%	3/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-22%	0%	-3%	0%	0%	0%	0%	0%	3%	1%	18%	1%	0%	0%	0%	0%
Skilled Craft																
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%	0/0%	0/0%
CLS #/%	561/84%	0/0%	24/4%	0/0%	0/0%	0/0%	0/0%	0/0%	75/11%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-13%	1%	24%	0%	0%	0%	0%	0%	-11%	-1%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	21/42%	0/0%	19/38%	1/2%	0/0%	0/0%	1/2%	0/0%	6/12%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	620/39%	85/5%	190/12%	4/0%	0/0%	0/0%	4/1%	0/0%	570/36%	10/1%	125/8%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	3%	-5%	26%	2%	0%	0%	1%	0%	-24%	-1%	-4%	0%	0%	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
Officials/Administrators									✓	✓						
Professionals					✓				✓							
Technicians									✓		✓					
Protective Services: Sworn	✓															
Administrative Support	✓															
Skilled Craft	✓								✓							
Service/Maintenance									✓							

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 Utilization Report.

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

[signature]

[title]

[date]