

EEOP Short Form



Tue May 22 15:16:31 EDT 2012

Step 1: Introductory Information

Grant Title: Edward Byrne Memorial Justice Assistance Grant **Grant Number:** 2012-JAGC-HIGH-1-C4-150

Grantee Name: Highlands County Board of County Commissioners **Award Amount:** \$89,542.00

Grantee Type: Local Government Agency

Address: 590 South Commerce Ave.
Sebring, Florida
33870

Contact Person: Danette Sapp **Telephone#:** 863-402-7359

Contact Address: 434 Fernleaf Ave.
Sebring, Florida
33870

State Granting Agency: Contact **Grant Number:** 2012-JAGC-HIGH-1-C4-150

Name: Contact Meredith Van Valkenburgh

Address: 2331 Phillips Rd
Tallahassee, Florida
32308

Telephone#: 850-617-1256

Grant Title: 2011 Edward Byrne Memorial Justice Grant Local Solicitation **Grant Number:** 22011-DJ-BX-2136

Grantee Name: Highlands County Board of County Commissioners **Award Amount:** \$13,316.00

Grantee Type: Local Government Agency

Address: 590 South Commerce Ave., Florida
33870

Contact Person: Danette Sapp **Telephone#:** 863-402-7359

Contact Address: 434 Fernleaf Ave.
Sebring, Florida
33870

State Granting Agency: Contact **Grant Number:** 22011-DJ-BX-2136

Name: Contact Elaine Vanlandingham

Address: Florida

Telephone#: 202-305-0034

Grant Title: 2011 Residential Substance Abuse Treatment Program **Grant Number:** 2012-RSAT-HIGH-1-01-005

Grantee Name: Highlands County Board of County Commissioners **Award Amount:** \$66,676.00

Grantee Type: Local Government Agency

Address: 590 S. Commerce Ave
Sebring, Florida
33870

Contact Person: Danette Sapp **Telephone #:** 863-402-7359

Contact Address: 434 Fernleaf Ave.
Sebring, Florida
33870

State Granting Agency: Contact **Grant Number:** 2012-RSAT-HIGH-1-D1-005

Name: Contact Deborah Wooden

Address: 2331 Phillips Rd.
Tallahassee, Florida
32308

Telephone #: 850-617-1250

Policy Statement:

It is the policy of Highlands County Board of County Commissioners that people shall be employed, promoted, demoted, transferred, and compensated without regard to race, color, religion, political affiliation, sex, national origin, disability, age or any circumstances other than merit and qualification.

Step 4b: Narrative Underutilization Analysis

The Highlands County Human Resources Office has 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(-7%), Professionals(-28%), Technicians (-15%), and Service (-11%).
2. Black females were significantly under-represented in the following job categories: Technicians (-10%), and Service (-7%).
3. Hispanic females were significantly under-represented in the following job categories: Technicians (-9%).

Although, there were some other indications of under-representation, in such a small county such as Highlands with only 410 employees, and with relatively low turnover in many positions, it is difficult to address some of the under-representation.

Over the last three years we have seen some movement for more black males in some under-represented areas and we will continue to strive for greater inclusion through aggressive recruitment.

Step 5 & 6: Objectives and Steps

1. To encourage black females to apply for Technician and Service job categories

- a. The County's Human Resources Office will review the composition of the applicant pool for all vacancies in the Technicians and Service job categories from the past year to determine if past recruiting efforts were effective. Based on this analysis the Human Resources staff will refocus recruiting efforts as needed to increase the pool of qualified candidates for each opening which occurs in the future.
- b. The staff of the Human Resources Office will establish relationships with educational entities that train persons in the technical and service areas to encourage and promote greater numbers of qualified candidates for Technician and Service positions.
- c. Staff of the Human Resources Office will attend job fairs held by educational institutions and other agencies such as Heartland Workforce to attract more qualified applicants for technical and service related jobs.

2. To encourage white females to apply for vacancies in the Officials, Professionals, Technicians, and Service job categories.

- a. The staff of the Human Resources Office will review the recruitment efforts of the last year to determine the effectiveness of the recruitment efforts for Officials, Professionals, Technicians, and Service job categories. Based on the results of this review the Human Resources staff will refocus its recruitment efforts as necessary. Additional analysis will be performed on the internet as a tool for targeting specific groups of white females who are qualified for various vacancies.
- b. The Human Resources staff will place special emphasis on establishing relationships with educational institutions who may be sources for qualified applicants for the Officials, Professionals, Technicians and Service job categories.
- c. Staff from the Human Resources Office will make special efforts to increase attendance at job fairs held by educational institutions and government organizations such as Heartland Workforce to increase recruitment efforts with these organizations.

3. To encourage Hispanic females to apply for positions within the Technicians job category.

- a. Staff from the Human Resources Office will review recruitment data from the last year to determine if recruitment efforts have been sufficient. If not sufficient, staff will refocus its efforts on seeking out additional recruitment sources, for example, through the internet and professional associations of Technicians.
- b. Human Resources staff will make it a priority to attend more job fairs held by educational institutions and by Government organizations such as Heartland Workforce to find new recruitment sources. Staff will seek to increase a method of finding qualified candidates.

c. Human Resources staff will seek to establish relationships with additional educational institutions and their placement offices in order to develop candidates for the future.

Step 7a: Internal Dissemination

Internal Dissemination

1. The Human Resources staff will make the EEOP Short Form available at all new employee onboardings. Information regarding the EEOP Short Form will also make this document available to all employees upon request.
2. The Human Resources staff will also post a PDF file of the EEOP Short Form on its public website and on the intranet for County employees.
3. The EEOP Short Form or the longer EEOP will be on display in the Administration Building, Human Resources Office, and the Housing Office.
4. Once the employee manual is updated a written notice will be included explaining how employees may obtain a copy of the EEOP Short form or the longer version of the EEOP.
5. At each County bulletin board, the Human Resources staff will post a written notice providing information on how the employee may obtain a copy of the EEOP Short Form or the longer EEOP Plan passed by the Board.

Step 7b: External Dissemination

External Dissemination

1. The Human Resources office 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 or longer Board approved EEOP Plan upon request.
2. The Human Resources Office will post on its public website copies of the EEOP Short Form and the Board approved longer EEOP Plan that users may access and download.
3. The County's Purchasing Office will provide written notice to all vendors and contractors that they may obtain a copy of the EEOP Short Form and/or the Board approved EEOP Plan on request.

Utilization Analysis Chart
Relevant Labor Market: Highlands 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 #/%	21/62%	1/3%	2/6%	0/0%	0/0%	0/0%	0/0%	9/26%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,025/54%	155/4%	90/2%	0/0%	25/1%	0/0%	35/1%	1,250/33%	90/2%	75/2%	15/0%	15/0%	0/0%	10/0%
Utilization #/%	8%	-1%	4%	0%	-1%	0%	-1%	-7%	1%	-2%	-0%	-0%	0%	-0%
Professionals														
Workforce #/%	10/48%	2/10%	1/5%	0/0%	0/0%	0/0%	0/0%	5/24%	2/10%	1/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,050/28%	125/3%	120/3%	4/0%	90/2%	0/0%	15/0%	1,935/52%	155/4%	160/4%	0/0%	90/2%	0/0%	0/0%
Utilization #/%	20%	6%	2%	-0%	-2%	0%	-0%	-28%	5%	0%	0%	-2%	0%	0%
Technicians														
Workforce #/%	67/58%	4/3%	3/3%	1/1%	2/2%	0/0%	0/0%	37/32%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	185/24%	45/6%	0/0%	0/0%	35/4%	0/0%	0/0%	370/47%	75/10%	75/10%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	35%	-2%	3%	1%	-3%	0%	0%	-15%	-9%	-10%	0%	0%	0%	0%
Protective Services: Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	610/62%	50/5%	105/11%	0/0%	0/0%	0/0%	15/2%	165/17%	0/0%	45/5%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/56%	4/22%	4/22%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Administrative Support														
Workforce #/%	10/15%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	43/66%	5/8%	5/8%	1/2%	0/0%	0/0%	0/0%
CLS #/%	1,805/24%	245/3%	85/1%	15/0%	35/0%	0/0%	0/0%	4,395/59%	360/5%	360/5%	25/0%	65/1%	0/0%	0/0%
Utilization #/%	-9%	-3%	0%	-0%	-0%	0%	0%	7%	3%	3%	1%	-1%	0%	0%
Skilled Craft														
Workforce #/%	50/71%	4/6%	7/10%	3/4%	0/0%	0/0%	0/0%	5/7%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,460/78%	320/10%	125/4%	20/1%	0/0%	0/0%	4/0%	160/5%	15/0%	0/0%	15/0%	0/0%	0/0%	0/0%

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
Utilization #/%	-7%	-4%	6%	4%	0%	0%	-0%	2%	-0%	1%	0%	-0%	0%	0%
Service/Maintenance														
Workforce #/%	71/68%	11/10%	6/6%	1/1%	2/2%	0/0%	0/0%	12/11%	212%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS#/%	3,590/32%	2,445/22%	880/8%	25/0%	50/0%	0/0%	115/1%	2,515/23%	605/5%	820/7%	20/0%	60/1%	0/0%	20/0%
Utilization #/%	35%	-11%	-2%	1%	1%	0%	-1%	-11%	-4%	-7%	-0%	-1%	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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Technicians								✓	✓	✓				
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 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.

Melissa Bruns

Melissa Bruns Human Resources Manager

2012.05.22 15:34:29 -04'00'

May 22, 2012

[signature]

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