EEOP Short Form



Mon Nov 07 16:44:09 EST 2011

Step 1: Introductory Information

Grant Title: Victim Witness Assistance VOCA Grant Number: C11-8-042

Grant

Grantee Name: Dougherty County Board of Award Amount: \$94,601.00

Commissioners

Grantee Type: Local Government Agency

Address: PO Box 1827

Albany, Georgia

31702

Contact Person: Rita McVey Telephone #: 229-439-7747

Contact Address: PO Box 1827

Albany, Georgia

31702

DOJ Grant Manager: DOJ Telephone #:

Policy Statement:

It is the continuing policy of Dougherty County, Georgia to afford equal employment opportunity to qualified individuals regardless of their race, creed, disability, sex, national origin, or age and to conform to applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, and discipline. Additionally, it is the policy of this agency to provide its members a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices.

Step 4b: Narrative Underutilization Analysis

The Countys Human Resources Department, reviewed the Community Labor Statistics and noted the following underutilization over two or more standard deviations:

Professionals: Underutilization of white females by 12% and black females by 13%.

Technicians: Underutilization of white females by 3% and black females by 26%.

Protective Services (Sworn): Underutilization of Hispanic males by 4% and black males by 9%.

Protective Services (Non-Sworn): Underutilization of black males by 11% and white females by 13%.

Administrative Support: Underutilization of white males by 8% and black males by 7%.

Service Maintenance: Underutilization of white females by 10% and black females by 22%.

Community labor statistics show that Hispanic, Asian/Pacific Islander and American Indian/Alaskan Native populations are very low in Dougherty County. Therefore, the largest areas of underutilization identified were White males and females and African American/Black males and females. However, in comparison to the last submitted EEOP Short Form, the County has been able to show significant improvements in the regards to the employment of black male and female Officials/Administrators, Professionals and Technicians. Therefore, the majority of the plan will focus on the largest areas of underutilization and will continue to research methods of communicating job opportunities to all race and ethnic groups.

Step 5 & 6: Objectives and Steps

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

a. The County will attempt to increase representation of females by increasing targeted recruitment efforts to attract qualified white and black female candidates to the identified job categories.

The County will attempt to use teams comprised of underutilized male and female employees to assist in the recruitment process and attend job fairs which target the underutilized groups.

The County will continue to update a database of organizations that have effective contact with the identified underutilized groups of individuals and minorities.

The County will continue to advertise job opportunities via media that target underutilized groups of individuals (i.e. local public access channel).

The County will continue to increase participation on local community boards and organizations (ie. the Albany Area Employer Community Board, Citizens Advisory Committee, the Albany Technical College Management Services Advisory Board) to network and promote vacancies.

2. 2. To encourage Hispanic and black males to apply for vacancies in the Protective Services (Sworn) job category.

a. The County will attempt to increase representation of males by increasing targeted recruitment efforts to attract qualified candidates to the identified job categories.

The County will attempt to use teams comprised of underutilized male and female employees to assist in the recruitment process and attend job fairs which target the underutilized groups.

The County will continue to update a database of organizations that have effective contact with the identified

underutilized groups of individuals and minorities.

The County will continue to advertise job opportunities via media that target underutilized groups of individuals (i.e. local public access channel).

The County will continue to increase participation on local community boards and organizations (ie. the Albany Area Employer Community Board, Citizens Advisory Committee, the Albany Technical College Management Services Advisory Board) to network and promote vacancies.

3. 3. To encourage black males and white females to apply for vacancies in the Protective Services (Non-Sworn) job category.

a. The County will attempt to use teams comprised of underutilized male and female employees to assist in the recruitment process and attend job fairs which target the underutilized groups.

The County will continue to update a database of organizations that have effective contact with the identified underutilized groups of individuals and minorities.

The County will continue to advertise job opportunities via media that target underutilized groups of individuals (i.e. local public access channel).

The County will continue to increase participation on local community boards and organizations (ie. the Albany Area Employer Community Board, Citizens Advisory Committee, the Albany Technical College Management Services Advisory Board) to network and promote vacancies.

4. 4. To encourage males to apply for vacancies in the Administrative Support job category.

a. The County will attempt to use teams comprised of underutilized male and female employees to assist in the recruitment process and attend job fairs which target the underutilized groups.

The County will continue to update a database of organizations that have effective contact with the identified underutilized groups of individuals and minorities.

The County will continue to advertise job opportunities via media that target underutilized groups of individuals (i.e. local public access channel).

The County will continue to increase participation on local community boards and organizations (ie. the Albany Area Employer Community Board, Citizens Advisory Committee, the Albany Technical College Management Services Advisory Board) to network and promote vacancies.

5. 5. To continue evaluating the Countys promotional and recruitment practices to ensure that all underutilized groups are receiving equal opportunity and no know barriers exist that deny underutilized individuals employment with the County.

a. The County will attempt to use teams comprised of underutilized employees to assist in the recruitment process and attend job fairs which target the underutilized groups.

The County will continue to update a database of organizations that have effective contact with the identified underutilized groups.

The County will continue to advertise job opportunities via media that target underutilized groups (i.e. local public access channel).

The County will provide periodic updates to Department Managers with high underutilization numbers to ensure focus on the issue to reverse trends.

The County will continue to increase participation on local community boards and organizations (ie. the Albany Area Employer Community Board, Citizens Advisory Committee, the Albany Technical College Management Services Advisory Board) to network and promote vacancies.

The County will continue to provide training to employees and managers/supervisors on EEO policies.

Step 7a: Internal Dissemination

Internal

- « The County will reference the availability of the EEOP in employee communications.
- « The County will post the EEOP on announcement boards in the Human Resources Department.
- « The County will continue to provide training to supervisory staff to ensure they are familiar with EEO objectives and plans.

Step 7b: External Dissemination

External

- « The County will continue to include the statement ¡§Dougherty County Board of Commissioners is an Equal Opportunity Employer;" on all recruiting media.
- « The County will post the EEOP on the Countyi¦s Human Resources Department web page.
- « The County will annually inform all recruiting sources of our commitment to an Equal Employment Opportunity Plan.

Utilization Analysis Chart Relevant Labor Market: Dougherty County, Georgia

	Male						Female							
Job Categories	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						,						1	1	
Workforce #/%	9/47%	0/0%	3/16%	0/0%	0/0%	0/0%	0/0%	4/21%	0/0%	3/16%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,945/42%	45/1%	575/12%	0/0%	30/1%	0/0%	0/0%	1,180/25%	40/1%	840/18%	0/0%	15/0%	0/0%	0/0%
Utilization #/%	6%	-1%	3%	0%	-1%	0%	0%	-4%	-1%	-2%	0%	-0%	0%	0%
Professionals		,				,							•	
Workforce #/%	28/47%	0/0%	10/17%	0/0%	0/0%	0/0%	0/0%	10/17%	0/0%	12/20%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,510/24%	25/0%	840/13%	0/0%	10/0%	0/0%	0/0%	1,845/29%	20/0%	2,065/33%	4/0%	15/0%	0/0%	0/0%
Utilization #/%	23%	-0%	3%	0%	-0%	0%	0%	-12%	-0%	-13%	-0%	-0%	0%	0%
Technicians														
Workforce #/%	34/49%	0/0%	14/20%	0/0%	0/0%	0/0%	0/0%	11/16%	0/0%	10/14%	0/0%	0/0%	0/0%	0/0%
CLS #/%	300/25%	4/0%	165/14%	0/0%	0/0%	0/0%	0/0%	225/19%	10/1%	485/41%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	24%	-0%	6%	0%	0%	0%	0%	-3%	-1%	-26%	0%	0%	0%	0%
Protective Services: Sworn														
Workforce #/%	78/29%	0/0%	106/40%	0/0%	1/0%	0/0%	0/0%	21/8%	0/0%	60/23%	0/0%	0/0%	0/0%	0/0%
CLS #/%	295/27%	40/4%	525/48%	0/0%	0/0%	0/0%	0/0%	30/3%	0/0%	190/18%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	2%	-4%	-9%	0%	0%	0%	0%	5%	0%	5%	-0%	0%	0%	0%
Protective Services: Non- sworn								_						
Workforce #/%	17/17%	1/1%	42/41%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	42/41%	0/0%	0/0%	0/0%	0/0%
Civilian Labor For c e #/%	0/0%	0/0%	15/52%	0/0%	0/0%	0/0%	0/0%	4/14%	0/0%	10/34%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	1%	-11%	0%	0%	0%	0%	-13%	0%	6%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	11/7%	0/0%	9/5%	0/0%	0/0%	0/0%	0/0%	58/34%	0/0%	90/53%	0/0%	1/1%	0/0%	0/0%
CLS #/%	1,495/15%	35/0%	1,255/13%	10/0%	30/0%	0/0%	10/0%	3,285/33%	35/0%	3,775/38%	0/0%	60/1%	4/0%	20/0%
Utilization #/%	-8%	-0%	-7%	-0%	-0%	0%	-0%	2%	-0%	16%	0%	-0%	-0%	-0%
Skilled Craft							·							
Workforce #/%	18/46%	1/3%	20/51%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,875/48%	85/2%	1,605/41%	0/0%	15/0%	4/0%	0/0%	145/4%	0/0%	120/3%	4/0%	25/1%	0/0%	10/0%

USDOJ, Office of Justice Programs, EEOP Short Form page 6 of 9

		Male								Female						
Job Categories	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 #/%	-2%	0%	10%	0%	-0%	-0%	0%	-4%	0%	-3%	-0%	-1%	0%	-0%		
Service/Maintenance																
Workforce #/%	7/20%	0/0%	24/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/11%	0/0%	0/0%	0/0%	0/0%		
CLS #/%	2,100/16%	180/1%	4,845/36%	15/0%	70/1%	0/0%	10/0%	1,405/10%	65/0%	4,535/34%	20/0%	195/1%	0/0%	0/0%		
Utilization #/%	4%	-1%	33%	-0%	-1%	0%	-0%	-10%	-0%	-22%	-0%	-1%	0%	0%		

Significant Underutilization Chart

	Male								Female						
Job Categories	White	Hispanic or		American	Asian	Native	Two or	White	Hispanic or	Black or	American	Asian	Native	Two or	
		Latino	African	Indian or		Hawaiian	More		Latino	African	Indian or		Hawaiian	More	
			American	Alaska		or Other	Races			American	Alaska		or Other	Races	
				Native		Pacific					Native		Pacific		
						Islander							Islander		
Professionals								✓		✓					
Technicians										✓					
Protective Services: Sworn		✓	✓												
Protective Services: Non-			✓					1							
sworn			•					,							
Administrative Support	✓		✓												
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.

CERTIFICATION FORM

Recipient Name and Address: Dougherty Cou		ners, Albany, GA 31701
Victim Witness Assistance VOC Grant Title:	CA Grant Grant Number: C11-8-04	2Award Amount: \$94,601
Contact Person Name and Title: Michael McC	Coy Phone N	(umber: (229) 431-2121
Federal regulations require recipients of financial assistar Office of Community Oriented Policing Services (COPS) Employment Opportunity Plan (EEOP) in accordance with the EEOP requirements. Other recipients, according to the do not need to submit the EEOP to OJP for review. Recipients Section A below. Recipients that claim the limbelow. A recipient should complete either Section A oplease complete a form for each grant, ensuring that any prepared within two years of the latest grant. Please send U.S. Department of Justice, 810 7th Street, N.W., Washin 0690 or TTY (202) 307-2027.	to prepare, maintain on file, submit to C th 28 C.F.R §§ 42.301308. The regulat the regulations, must prepare, maintain on ipients that claim a complete exemption f aited exemption from the submission requ ir Section B, not both. If a recipient rec EEOP recipient certifies as completed and the completed form(s) to the Office for	DJP for review, and implement an Equal tions exempt some recipients from all of file and implement an EEOP, but they from the EEOP requirement must direment, must complete Section B eives multiple OJP or COPS grants, d on file (if applicable) has been Civil Rights, Office of Justice Programs,
Section A- Declaration Claiming Complete Exemply.	emption from the EEOP Requiren	nent. Please check all the boxes that
Recipient has less than 50 employees, Recipient is a non-profit organization, Recipient is a medical institution, I,		
prepare an EEOP for the reason(s) checked above, plaws that prohibit discrimination in employment and	pursuant to 28 C.F.R §42.302. I furth	ner certify that y with applicable Federal civil rights
Print or type Name and Title	Signature	Date
Section B- Declaration Claiming Exemption from EEOP Is on File for Review. If a recipient agency has 50 or more employees and is recommended.		
then the recipient agency does not have to submit an EEC	OP to OJP for review as long as it certifie	s the following (42 C.F.R. § 42.305):
I, Jeff Sinyard the Dougherty County Board of Comremployees and is receiving a single award or subaw EEOP in accordance with 28 CFR §42.301, et seq., signed into effect within the past two years by the pthe office of: Dougherty County Board et 222 Pine Ave, Ste 340, Albany employees or for review or audit by officials of the Justice Programs, U. S. Department of Justice, as re-	relevant state planning agency or the relevant state planning agency o	EEOP has been formulated and e for review. The EEOP is on file in epartment [organization], ddress], for review by the public and e Office for Civil Rights, Office of
Jeff Sinyard, County Chairman Print or type Name and Title	Jeff Singal pightur Singal	Nov 7, 2011 Date

OMB Approval No. 1121-0140 Expiration Date: 12/31/12