

# EEOP Short Form



Mon Nov 07 16:44:09 EST 2011

## Step 1: Introductory Information

<b>Grant Title:</b>	Victim Witness Assistance VOCA Grant	<b>Grant Number:</b>	C11-8-042
<b>Grantee Name:</b>	Dougherty County Board of Commissioners	<b>Award Amount:</b>	\$94,601.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	PO Box 1827 Albany, Georgia 31702		
<b>Contact Person:</b>	Rita McVey	<b>Telephone #:</b>	229-439-7747
<b>Contact Address:</b>	PO Box 1827 Albany, Georgia 31702		
<b>DOJ Grant Manager:</b>		<b>DOJ Telephone #:</b>	

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### 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 County's 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 EEO 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 County'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**

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
<b>Officials/Administrators</b>														
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%
<b>Professionals</b>														
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%
<b>Technicians</b>														
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%
<b>Protective Services: Sworn</b>														
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%
<b>Protective Services: Non-sworn</b>														
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 Force #/%	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%
<b>Administrative Support</b>														
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%
<b>Skilled Craft</b>														
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%

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 #/%	-2%	0%	10%	0%	-0%	-0%	0%	-4%	0%	-3%	-0%	-1%	0%	-0%
<b>Service/Maintenance</b>														
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

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
<b>Professionals</b>								✓		✓				
<b>Technicians</b>										✓				
<b>Protective Services: Sworn</b>		✓	✓											
<b>Protective Services: Non-sworn</b>			✓					✓						
<b>Administrative Support</b>	✓		✓											
<b>Service/Maintenance</b>								✓		✓				



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.

Jeff Simpson      CHAIRMAN      NOV 7, 2011  
[signature]                      [title]                      [date]

