

EEOP Short Form



Tue Oct 09 10:09:52 EDT 2012

Step 1: Introductory Information

| | | | |
|---------------------------|---|-------------------------|-----------------|
| Grant Title: | Second Chance Act Adult Offender ReEntry Project | Grant Number: | 2012-CZ-BX-0007 |
| Grantee Name: | Job & Family Services of Clark County/Board of Clark County Commissioners | Award Amount: | \$664,364.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 1345 Lagonda Avenue/PO Box 2639 Springfield, Ohio 45501 | | |
| Contact Person: | Nathan Kennedy | Telephone #: | 937-521-2010 |
| Contact Address: | 50 E Columbia St., PO Box 2639 Springfield, Ohio 45501 | | |
| DOJ Grant Manager: | | DOJ Telephone #: | |

Policy Statement:

Please see attached

EQUAL EMPLOYMENT OPPORTUNITY

- a) All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, disciplined, evaluated, compensated, and offered other terms and conditions of employment based upon merit, fitness, skill, experience, education, performance, ability to perform, and such other job-related characteristics and qualifications as each individual might possess. Clark County provides all services, activities, programs, and employment opportunities without discrimination on the basis of race, color, sex, religion, national origin, age (over 40), pregnancy, or disability, in accordance with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and Pregnancy Discrimination Act, (as amended) as well as similar Ohio laws. Upon request, Clark County will consider and offer reasonable accommodation for any qualified individual with a disability needed to allow that individual to participate in services provided by the County, including the application and screening process.
- b) As required by law, Clark County will make any reasonable accommodation necessary to allow an otherwise qualified person with a disability to perform all of the essential functions of his or her position, unless that accommodation would pose an undue hardship on the employer. Any request for an accommodation must be in writing. The employee requesting an accommodation must sign a release for the Appointing Authority or its designee to discuss the disability and/or accommodation needs with the employee's doctor.
- c) Clark County is committed to a diverse work force reflecting the diversity of the community it serves. Accordingly, Clark County is committed to attracting and retaining qualified employees from groups that have traditionally been under-represented or underutilized in the work force, including women, racial and ethnic minorities, and persons with disabilities. Clark County is committed to affirmative action to secure equal employment opportunity, including dissemination of job information and recruiting advertisements to organizations, publications, and community centers serving women, racial and ethnic minorities, and persons with disabilities; participation in targeted job fairs; and consistent, public announcement of all available job opportunities.

Step 4b: Narrative Underutilization Analysis

The County Human Resources Office has reviewed the Utilization Analysis Chart with the Job and Services Deputy Director. An evaluation of the identified deviation for white males was performed for the following job categories: professional (-28%) and administrative support categories (-13%). A review of the Bureau of Labor Statistics (BLS) data for social workers and social service assistants revealed that females comprise 81.6% of social workers and 82.4% of social worker assistants. Clark County's public welfare employee statistics reflect 90.6% female in the professionals category concluding that we may have approximately 9% too few males in that category. BLS indicates 82.4% female social worker assistants, our numbers reflect 88.4% female social worker assistants concluding that we may have approximately 6% too few males in that category. Traditionally it has been difficult to find qualified white, male applicants to fill vacancies in the social work professional and administrative support job categories.

Step 5 & 6: Objectives and Steps

1. Our objective is to provide equal employment opportunities for both men and women when our organization fills vacancies that become available in the Professionals and Administrative Support job categories.

- a. 1. We will designate a person to serve as a liaison to educational, professional and social institutions with significant male members. In the next twelve months, our organization will make contacts with at least the following institutions: Wittenberg University, Urbana University, Wright State University, Clark State Community College, WorkPlus Center, Ohio Means Jobs website.
2. We will review all employment organizational data related to the Professional and Administrative Support job categories to identify any issues that may pose barriers for white males (e.g., review exit interviews of former employees; review job posting practices; evaluate the hiring, retention, and attrition rates for particular positions).
3. Based on the internal review of employment data, we will implement an action plan to attract more white males for professional and administrative support positions and evaluate our progress.

Step 7a: Internal Dissemination

1. The Job and Family Services (JFS) Personnel Office will provide information about how to obtain the EEOP Short Form during new employee orientation.
2. The JFS Personnel Office will include information in the personnel manual on how to obtain the EEOP Short Form.
3. The JFS Personnel Office will post a PDF file of the EEOP Short Form on the intranet for ease of employee access.

Step 7b: External Dissemination

1. The JFS Personnel Office will include a written notice on all job announcements regarding how to obtain a copy of the EEOP Short Form.
2. The JFS Personnel Office will post on its public website a PDF of the EEOP Short Form.
3. The JFS Contracting Office will provide written notice to all vendors and contractors that they may obtain a copy of the EEOP Short Form upon request.

Utilization Analysis Chart
Relevant Labor Market: Clark County, Ohio

| 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 | Asian | Native Hawaiian or Other Pacific Islander |
| Officials/Administrators | | | | | | | | | | | | |
| Workforce #/% | 3/38% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 5/62% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 4,280/56% | 50/1% | 205/3% | 20/0% | 35/0% | 4/0% | 10/0% | 2,875/37% | 8/0% | 190/2% | 0/0% | 0/0% |
| Utilization #/% | -18% | -1% | -3% | -0% | -0% | -0% | -0% | 25% | -0% | -2% | 0% | 0% |
| Professionals | | | | | | | | | | | | |
| Workforce #/% | 5/8% | 0/0% | 1/2% | 0/0% | 0/0% | 0/0% | 0/0% | 55/83% | 0/0% | 5/8% | 0/0% | 0/0% |
| CLS #/% | 3,750/38% | 55/1% | 215/2% | 4/0% | 75/1% | 0/0% | 4/0% | 5,770/55% | 19/0% | 410/4% | 25/0% | 45/0% |
| Utilization #/% | -28% | -1% | -1% | -0% | -1% | 0% | -0% | 28% | -0% | 4% | -0% | -0% |
| Technicians | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 535/34% | 4/0% | 45/3% | 0/0% | 10/1% | 0/0% | 0/0% | 855/55% | 25/2% | 80/5% | 0/0% | 0/0% |
| Utilization #/% | | | | | | | | | | | | |
| Protective Services: Sworn | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 735/71% | 4/0% | 80/8% | 4/0% | 0/0% | 0/0% | 0/0% | 165/16% | 0/0% | 40/4% | 0/0% | 0/0% |
| Utilization #/% | | | | | | | | | | | | |
| Protective Services: Non-sworn | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| Civilian Labor Force #/% | 25/51% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 4/8% | 0/0% | 20/41% | 0/0% | 0/0% |
| Utilization #/% | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | |
| Workforce #/% | 10/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 65/81% | 0/0% | 5/6% | 0/0% | 0/0% |
| CLS #/% | 4,275/25% | 70/0% | 380/2% | 4/0% | 15/0% | 0/0% | 25/0% | 10,865/65 | 90/1% | 990/6% | 10/0% | 25/0% |
| Utilization #/% | -13% | -0% | -2% | -0% | -0% | 0% | -0% | 16% | -1% | 0% | -0% | -0% |
| Skilled Craft | | | | | | | | | | | | |
| Workforce #/% | 2/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 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 | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races |
| CLS #/% | 6,640/88% | 39/1% | 295/4% | 10/0% | 30/0% | 0/0% | 10/0% | 51/07% | 4/0% | 15/0% | 0/0% | 4/0% | 0/0% |
| Utilization #/% | 12% | -1% | -4% | -0% | -0% | 0% | -0% | -7% | -0% | -0% | 0% | -0% | -0% |
| Service/Maintenance | | | | | | | | | | | | | |
| Workforce #/% | 6/86% | 1/14% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 12.8/10/51 % | 240/1% | 1,275/5% | 50/0% | 50/0% | 10/0% | 30/0% | 9,380/37% | 140/1% | 1,045/4% | 50/0% | 50/0% | 30/0% |
| Utilization #/% | 35% | 13% | -5% | -0% | -0% | -0% | -37% | -1% | -4% | -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 | White | Hispanic or Latino | Black or African American | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races |
| Professionals | | | | | | | | | | | | | |
| Administrative Support | ✓ | | | | | | | | | | | | |

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.



County Administrator

[signature]

[title]

October 4, 2012

[date]