

EEOP Short Form



Thu Oct 29 11:08:05 EDT 2009

Step 1: Introductory Information

Grant Title:	FY 2009 Recovery Act Byrne Competitive Grant Program	Grant Number:	2009-SC-B9-0059
Grantee Name:	Yolo County	Award Amount:	\$2,692,181.00
Grantee Type:	Local Government Agency		
Address:	625 Court Street Woodland, California 95695		
Contact Person:	Marjorie Rist	Telephone #:	530-406-5331
Contact Address:	2780 E. Gibson Rd Woodland, California 95776		
DOJ Grant Manager:	Kerri Vitalo Logan	DOJ Telephone #:	202-353-9074

Policy Statement:

Discrimination and harassment against any individual because of such individuals race, color, religion, gender, national origin, ancestry, disability, medical condition, marital status, age (40 years and over), or sexual orientation is prohibited. This Policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation and training.

Retaliation against any person having filed a complaint of discrimination or charge of harassment is prohibited. Employees found to be retaliating against another employee, or otherwise violating this policy, shall be subjected to disciplinary action up to and including termination.

Step 4b: Narrative Underutilization Analysis

The Utilization Analysis Chart indicates the County of Yolo has an under-representation of white males and an over-representation of Hispanic females across most job categories. We consider this insignificant due to the social services nature of the work we perform. We have a large Hispanic population in our labor market which would contribute to the large presence in our workforce.

Areas of underrepresentation requiring action are: Asian males in Technician category, Hispanic males in Skilled Craft, and Asian females in Protective Services: Non-sworn.

Step 5 & 6: Objectives and Steps

1. The County of Yolo Recruitment Division will expand our outreach to educational institutions and professional organizations with significant Asian members in order to ensure equal employment opportunities and utilization that is reflective of the labor market population for: 1) Asian males in the Technicians job category; and 2) Asian females in the Non-Sworn Protective Services job category.

- a. Increase workforce representation by evaluating recruitment and promotional practices to ensure Asians receive equal opportunity to secure employment.
- b. Identify websites and publications with high Asian readership for advertising and recruiting.
- c. Advertise on websites that target regional Asian populations in underrepresented job categories, such as Northern California Asian Peace Officers Association, Law Enforcement Association of Asian Pacifics, and Pan Pacific Law Enforcement Association.
- d. Recruit at career fairs, colleges and universities that have greater representation of targeted population; ask non-sworn Asian female employees and Asian male technician employees to assist with recruiting efforts at job fairs.
- e. Identify community events that attract members of underrepresented groups; send employee team to attend and recruit at community event.
- f. Utilize the reporting features in the automated recruitment information system to produce annual applicant flow reports by ethnicity, gender and EEO-4 job categories to evaluate the effectiveness of targeted recruitment strategies.
- g. Explore the feasibility of including an HR staff member on all oral boards for non-sworn protective services classifications to help ensure equal employment opportunity and diversity during the interview and selection process. In addition, all oral panels shall be comprised of members which reflect the diversity of the Countys candidate pools.
- h. Provide training on Equal Employment Opportunity for employees involved in the hiring or promotional processes to ensure employees understand their responsibilities.
- i. Develop and deploy standardized customer satisfaction survey to applicants for underrepresented job categories to measure success of targeted recruitment efforts.

Step 7a: Internal Dissemination

Post a copy of the EEOP Short Form on Inside Yolo, our internal website.

Present a copy of the EEOP Short Form to the Board of Supervisors as an informational item.

Distribute a mass e-mail to all employees indicating the availability of the EEOP Short Form and the procedure for obtaining a copy.

Distribute a copy of the EEOP Short Form to Department Heads, including elected officials.

Step 7b: External Dissemination

Notifying applicants, vendors and contractors that Yolo County has developed an EEOP Short Form and that it is available for review.

Posting a copy of the EEOP Short Form on yolocounty.org

Posting a notice in our public libraries that Yolo County has developed an EEOP Short Form and the procedure for obtaining a copy.

Utilization Analysis Chart
Relevant Labor Market: Yolo County, California

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 #/%	73/33%	13/6%	4/2%	2/1%	3/1%	0/0%	0/0%	96/44%	17/8%	4/2%	1/0%	5/2%	0/0%	0/0%
CLS #/%	4,645/46%	595/6%	25/0%	20/0%	490/5%	45/0%	80/1%	3,080/30%	740/7%	35/0%	50/0%	275/3%	10/0%	55/1%
Utilization #/%	-12%	0%	2%	1%	-3%	-0%	-1%	14%	1%	1%	-0%	-0%	-0%	-1%
Professionals														
Workforce #/%	115/30%	19/5%	6/2%	1/0%	9/2%	0/0%	0/0%	167/44%	41/11%	3/1%	2/1%	20/5%	0/0%	0/0%
CLS #/%	7,725/38%	715/3%	145/1%	35/0%	1,340/7%	15/0%	155/1%	7,670/37%	1,050/5%	160/1%	70/0%	1,290/6%	10/0%	115/1%
Utilization #/%	-8%	1%	1%	0%	-4%	-0%	-1%	6%	6%	0%	0%	-1%	-0%	-1%
Technicians														
Workforce #/%	27/12%	14/6%	3/1%	0/0%	5/2%	0/0%	0/0%	104/45%	62/27%	5/2%	13/6%	0/0%	0/0%	0/0%
CLS #/%	560/25%	120/5%	30/1%	0/0%	205/9%	0/0%	10/0%	885/40%	130/6%	55/2%	10/0%	205/9%	4/0%	20/1%
Utilization #/%	-13%	1%	-0%	0%	-7%	0%	-0%	5%	21%	-0%	5%	-9%	-0%	-1%
Protective Services: Sworn														
Workforce #/%	117/49%	41/17%	12/5%	1/0%	9/4%	0/0%	0/0%	31/13%	19/8%	6/3%	0/0%	2/1%	0/0%	0/0%
CLS #/%	650/55%	195/16%	35/3%	20/2%	30/3%	0/0%	20/2%	165/14%	40/3%	15/1%	0/0%	4/0%	4/0%	10/1%
Utilization #/%	-6%	1%	2%	-1%	1%	0%	-2%	-1%	5%	1%	0%	1%	-0%	-1%
Protective Services: Non-sworn														
Workforce #/%	11/14%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	40/51%	20/25%	3/4%	1/1%	2/3%	0/0%	0/0%
Civilian Labor Force #/%	40/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	90/58%	0/0%	0/0%	0/0%	25/16%	0/0%	0/0%
Utilization #/%	-12%	3%	0%	0%	0%	0%	0%	-7%	25%	4%	1%	-14%	0%	0%
Administrative Support														
Workforce #/%	7/4%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%	111/56%	65/32%	6/3%	1/0%	7/4%	0/0%	0/0%
CLS #/%	3,590/19%	1,165/6%	140/1%	25/0%	775/4%	25/0%	150/1%	8,315/44%	2,765/15%	165/1%	125/1%	1,240/7%	45/0%	265/1%
Utilization #/%	-16%	-5%	-1%	-0%	-4%	-0%	-1%	11%	18%	2%	-0%	-3%	-0%	-1%
Skilled Craft														
Workforce #/%	21/78%	6/22%	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 #/%	3,230/59%	1,640/30%	40/1%	40/1%	160/3%	10/0%	100/2%	155/3%	105/2%	0/0%	10/0%	20/0%	0/0%	4/0%

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 #/%	19%	-8%	-1%	-1%	-3%	-0%	-2%	-3%	-2%	0%	-0%	-0%	0%	-0%
Service/Maintenance														
Workforce #/%	12/44%	9/33%	0/0%	0/0%	0/0%	0/0%	0/0%	4/15%	0/0%	0/0%	0/0%	2/7%	0/0%	0/0%
CLS #/%	5,545/26%	5,680/26%	235/1%	120/1%	715/3%	120/1%	230/1%	4,290/20%	3,505/16%	240/1%	80/0%	665/3%	90/0%	185/1%
Utilization #/%	19%	7%	-1%	-1%	-3%	-1%	-1%	-5%	-16%	-1%	-0%	4%	-0%	-1%

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.

[signature]

[title]

[date]