

EEOP Utilization Report



Thu Apr 09 17:17:41 EDT 2015

Step 1: Introductory Information

Grant Title: Edward Byrne Memorial Justice Assistance Grant **Grant Number:** 2015-JAGC-INRI-2-R3-116

Grantee Name: Indian River County Board of County Commissioners **Award Amount:** \$5,366.00

Grantee Type: Local Government Agency

Address: 1801 27th Street
Vero Beach, Florida
32960

Contact Person: Jason E. Brown **Telephone #:** 772-226-1214

Contact Address: 1801 27th Street
Vero Beach, Florida
32960

State Granting Agency: Florida Department of Law Enforcement **Grant Number:**

Contact Name: Petrina Tuttle Herring, Bureau Chief

Contact Address: 2331 Phillips Road
Tallahassee, Florida
32308

Telephone #: 850-617-1250

Grant Title: Edward Byrne Memorial Justice Assistance Grant **Grant Number:** 2015-JAGC-INRI-1-R3-115

Grantee Name: Indian River County Board of County Commissioners **Award Amount:** \$57,250.00

Grantee Type: Local Government Agency

Address: 1801 27th Street
Vero Beach, Florida
32960

Contact Person: Jason E. Brown **Telephone #:** 772-226-1214

Contact Address: 1801 27th Street
Vero Beach, Florida
32960

State Granting Agency: Florida Department of Law Enforcement **Grant Number:**

Contact Name: Petrina Tuttle Herring, Bureau Chief

Contact Address: 2331 Phillips Road
Tallahassee, Florida
32308

Telephone #: 850-617-1250

Policy Statement:

Indian River County is committed to providing a workplace that is non-discriminatory and affords equal treatment to all. The County believes that discrimination, harassment, and/or retaliation in any form constitute misconduct that undermines the integrity of the employment relationship. Therefore, the County prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, disability, or any other basis protected by federal, state, or local law. This policy applies to all County employees and to all individuals who may have contact with any County employee.

Step 4b: Narrative Underutilization Analysis

See Attachment

Step 5 & 6: Objectives and Steps

- 1. Our objective is to provide equal employment opportunities for white females when our organization fills vacancies that become available in the Officials/Administrators, Professionals, Technicians, Protective Services: Sworn, Protective Services: Non-sworn, Skilled Craft, and Service/Maintenance.**
 - a. We will continue to include in all advertisements of vacant positions the statement "Women and minorities are encouraged to apply."
 - b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.
- 2. Our objective is to provide equal employment opportunities for black females when our organization fills vacancies that become available in the Professionals, Technicians, Protective Services: Sworn, and Service/Maintenance job categories.**
 - a. We will continue to include in all advertisements of vacant positions the statement "Women and minorities are encouraged to apply."
 - b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.
- 3. Our objective is to provide equal employment opportunities for Hispanic females when our organization fills vacancies that become available in the Service/Maintenance job category.**
 - a. We will continue to include in all advertisements of vacant positions the statement "Women and minorities are encouraged to apply."
 - b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.
- 4. Our objective is to provide equal employment opportunities for black males when our organization fills vacancies that become available in the Protective Services: Sworn job category.**
 - a. We will continue to include in all advertisements of vacant positions the statement "Women and minorities are encouraged to apply."
 - b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.
- 5. Our objective is to provide equal employment opportunities for Hispanic males when our organization fills vacancies that become available in the Protective Services: Non-sworn, Skilled Craft, and Service/Maintenance job categories.**
 - a. We will continue to include in all advertisements of vacant positions the statement "Women and minorities are encouraged to apply."
 - b. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

Step 7a: Internal Dissemination

1. The Human Resources Department will advise new employees during New Employee Orientation of the EEOP Short Form and that it can be viewed on the County's website and that copies are available upon request.
2. The Human Resources Department will post a copy of the EEOP Short Form on the County's website in a format that can be downloaded by employees.
3. The Human Resources Department will announce in the employee newsletter that copies of the EEOP Short Form are available upon request.

Step 7b: External Dissemination

1. The Human Resources Department will post a copy of the EEOP Short Form on the County's website in a format that can be downloaded by the public.
2. The Human Resources Department will provide the Main Library, North County Library, Brackett Library, Law Library, and the Gifford Youth Activity Center Library with a copy of the EEOP Short Form to make available to the public.
3. The Human Resources Department will post announcements on the bulletin boards at the County Administration Complex that state the County's EEOP Short Form can be accessed on the County's website and hard copies can be obtained in the Human Resources Department.

Utilization Analysis Chart
Relevant Labor Market: Indian River 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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	50/78%	2/3%	0/0%	2/3%	1/2%	0/0%	0/0%	0/0%	9/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,195/52%	290/5%	85/1%	0/0%	55/1%	45/1%	0/0%	0/0%	2,235/37%	45/1%	130/2%	0/0%	25/0%	0/0%	4/0%	10/0%
Utilization #/%	26%	-2%	-1%	3%	1%	-1%	0%	0%	-22%	-1%	-2%	0%	-0%	0%	-0%	-0%
Professionals																
Workforce #/%	25/45%	3/5%	0/0%	1/2%	2/4%	0/0%	0/0%	0/0%	23/42%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,455/32%	85/1%	125/2%	0/0%	50/1%	0/0%	20/0%	15/0%	4,060/54%	260/3%	380/5%	30/0%	55/1%	0/0%	15/0%	4/0%
Utilization #/%	13%	4%	-2%	2%	3%	0%	-0%	-0%	-12%	-2%	-5%	-0%	-1%	0%	-0%	-0%
Technicians																
Workforce #/%	8/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/48%	2/10%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	410/28%	0/0%	0/0%	0/0%	65/4%	0/0%	0/0%	0/0%	835/56%	40/3%	140/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	0%	0%	0%	-4%	0%	0%	0%	-8%	7%	-9%	5%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	172/83%	11/5%	2/1%	9/4%	1/0%	0/0%	0/0%	0/0%	11/5%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	575/62%	30/3%	125/13%	0/0%	0/0%	0/0%	25/3%	0/0%	110/12%	0/0%	65/7%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	21%	2%	-12%	4%	0%	0%	-3%	0%	-7%	0%	-7%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	23/59%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/26%	0/0%	2/5%	2/5%	1/3%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	15/15%	35/35%	0/0%	0/0%	0/0%	0/0%	10/10%	0/0%	40/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	44%	-32%	0%	0%	0%	0%	-10%	0%	-14%	0%	5%	5%	3%	0%	0%	0%
Administrative Support																
Workforce #/%	22/17%	3/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	85/66%	6/5%	10/8%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,775/26%	345/2%	220/2%	10/0%	135/1%	0/0%	20/0%	20/0%	8,410/58%	730/5%	820/6%	15/0%	45/0%	0/0%	25/0%	15/0%
Utilization #/%	-9%	-0%	-1%	-0%	-1%	0%	-0%	-0%	9%	-0%	2%	1%	-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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Skilled Craft																
Workforce #/%	101/90%	1/1%	4/4%	2/2%	0/0%	0/0%	0/0%	0/0%	3/3%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,285/67%	1,225/19%	245/4%	15/0%	40/1%	15/0%	50/1%	0/0%	385/6%	85/1%	40/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	23%	-18%	-0%	2%	-1%	-0%	-1%	0%	-3%	-1%	-1%	1%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	87/76%	4/3%	19/17%	1/1%	0/0%	0/0%	0/0%	0/0%	4/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,315/31%	2,180/13%	1,225/7%	0/0%	105/1%	0/0%	80/0%	10/0%	5,350/31%	1,120/7%	1,660/10%	45/0%	115/1%	0/0%	10/0%	0/0%
Utilization #/%	45%	-9%	9%	1%	-1%	0%	-0%	-0%	-28%	-7%	-10%	-0%	-1%	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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators							✓		✓							
Protective Services: Sworn			✓				✓		✓							
Protective Services: Non-sworn		✓					✓									
Administrative Support	✓															
Skilled Craft		✓														
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 Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Collen Peterson HR Manager

[signature]

[title]

4/10/15

[date]

Attachment – Step 4b: Narrative Underutilization Analysis 2015

The County's Human Resources Department reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market) and noted the following:

1. White females were under-represented by more than 2% in seven of the eight job categories, including the following: Officials/Administrators (-22%), Professionals (-12%), Technicians (-8%), Protective Services: Sworn (-7%), Protective Services: Non-sworn (-14%), Skilled Craft (-3%), and Service/Maintenance (-28%).
2. Black females were under-represented by more than 2% in the following five job categories: Professionals (-5%), Technicians (-9%), Protective Services: Sworn (-7%) and Service/Maintenance (-10%).
3. Hispanic females were under-represented by 7% in the Service/Maintenance job category.
4. White males were under-represented by 9% in the Administrative Support job category.
5. Black males were under-represented by 12% in the Protective Services: Sworn job category.
6. Hispanic males were under-represented by more than 2% in the following three job categories: Protective Services: Non-sworn (-32%), Skilled Craft (-18%), and Service/Maintenance (-9%).

During the one-year period from 1/1/14 through 12/31/14, the County hired 95 full- and part-time employees. A review of the position vacancies filled during this time frame reveals the following:

1. There were three position vacancies filled in the Officials/Administrators job category. Two of the vacancies were filled by white males and one was filled by a white female.
2. There were seven position vacancies filled in the Professionals job category. Four of the vacancies were filled by white males, one was filled by a Hispanic male, one was filled by a white female, and one was filled by a Hispanic female.
3. There were no position vacancies in the Technicians job category.
4. There were 20 position vacancies filled in the Protective Services: Sworn job category (all of which were Fire-Medics). One of the vacancies was filled by an Asian male, two were filled by Hispanic males, 16 were filled by white males, and one was filled by a male of unknown race.
5. There were 12 position vacancies (11 of which were part-time Lifeguards) filled in the Protective Services: Non-sworn job category. Four of the vacancies were filled by white females, one was filled by a female of unknown race, and seven were filled by white males.
6. There were 19 position vacancies in the Administrative Support job category. Three of the vacancies were filled by white males, one was filled by a Hispanic male, two were filled by black females, three were filled by Hispanic females, two were filled by females of unknown race, and eight were filled by white females.
7. There were five position vacancies in the Skilled Craft job category. All five of the vacancies were filled by white males.
8. There were 29 position vacancies in the Service/Maintenance job category. Two of the vacancies were filled by white females, four were filled by black males, 22 were filled by white males, and one was filled by a male of unknown race.