

CS-12-114
(a-c)

EEOP Short Form



Mon Dec 03 17:32:19 EST 2012

Step 1: Introductory Information

A

Grant Title: Edward Byrne Memorial Justice Assistance Grant **Grant Number:** 2011-DJ-BX-3084
Grantee Name: Nassau County Board of County Commissioners **Award Amount:** \$51,631.00
Grantee Type: Local Government Agency
Address: 96135 Nassau Place, Suite 1
Yulee, Florida
32097
Contact Person: Human Resources Department **Telephone #:** 904-491-7332
Contact Address: 96135 Nassau Place, Suite 5
Yulee, Florida
32097
DOJ Grant Manager: **DOJ Telephone #:**

B

Grant Title: Edward Byrne Memorial Justice Assistance Grant **Grant Number:** 2012-DJ-BX-1098
Grantee Name: Nassau County Board of County Commissioners **Award Amount:** \$25,391.00
Grantee Type: Local Government Agency
Address: 96135 Nassau Place, Suite 1
Yulee, Florida
32097
Contact Person: Human Resources Department **Telephone #:** 904-491-7332
Contact Address: 96135 Nassau Place, Suite 5
Yulee, Florida
32097
DOJ Grant Manager: **DOJ Telephone #:**

C

Grant Title: Edward Byrne Memorial Justice Assistance Grant **Grant Number:** 2013-JAGC-NASS-1-D7-128
Grantee Name: Nassau County Board of County Commissioners **Award Amount:** \$53,419.00
Grantee Type: Local Government Agency
Address: 96135 Nassau Place, Suite 1
Yulee, Florida
32097
Contact Person: Human Resources Department **Telephone #:** 904-491-7332

Contact Address: 96135 Nassau Place, Suite 5
Yulee, Florida
32097

DOJ Grant Manager:

DOJ Telephone #:

Policy Statement:

The County's policy is to provide equal employment opportunity to all qualified employees and applicants for employment regardless of race, color, sex, age, religion, disability, marital status, military status, veteran status, national origin or any other categories of persons protected by law. We provide a reference to qualified veterans and their spouses to the extent required by law. The County's intent and desire is that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, lay-offs, termination, and all other terms and conditions of employment.

Step 4b: Narrative Underutilization Analysis

See attachment.

Step 5 & 6: Objectives and Steps

1. To encourage white females to apply for vacancies in the Professionals, Protective Services: Sworn, and Service/Maintenance job categories.

- a. The County's Human Resources Department will analyze the County's seniority practices, promotion procedures, transfer procedures (lateral or vertical), and formal and informal training programs during the preceding year, in order to ensure that equal employment opportunity is being afforded. The Human Resources Department will also make a reasonable assessment to determine whether female employment is inhibited by external factors such as the lack of access to suitable housing in the geographical area served by a certain facility or the lack of suitable transportation (public or private) to the workplace.
- b. The County's Human Resource Department will review the composition of the applicant pool for vacancies in the Professionals, Protective Services: Sworn, and Service/Maintenance job categories during the last year, to determine whether white females were under-represented.
- c. The Human Resources Department will also conduct a more detailed workforce analysis to identify particular departments or job positions that represent significant underutilization of white females.
- d. The Human Resources Department will also determine whether there were any particular steps in the application/hiring process which significantly impacted white females.
- e. Based on the results of the review of the applicant pool described above, the County's Human Resources Department will create a recruitment action plan which may consist of some or all of the following: (1) the County will consider whether it is necessary to modify any of its candidate selection processes; (2) the County will enhance its outreach efforts that reach white female applicants in the Professionals, Protective Services: Sworn and Service/Maintenance job categories, by utilizing, to the extent available, the opportunities provided by trade associations, job fairs, educational institutions, and other similar outreach sources.
- f. The County will make information regarding under-represented job categories available to department heads, while ensuring that all employment decisions are made without regard to race, gender, national origin, and all other characteristics protected by law.
- g. The County will continue to include its equal employment opportunity policy in its union contracts and the County's stationery will continue to indicate that it is an EEO employer. All County requests for proposals or services, and all postings/advertisements for vacant positions will continue to indicate that the County is an EEO employer. To the extent available, the County will advertise vacancies in publications that create exposure to potential female applicants, in an effort to attract qualified applicants.

Step 7a: Internal Dissemination

The County will take steps to disseminate its EEOP internally by doing the following: (1) a copy of the EEOP will be provided to each County department head; and (2) copies will be posted on County bulletin boards.

Step 7b: External Dissemination

The County will make its EEOP available to members of the public upon public records request.

Utilization Analysis Chart
Relevant Labor Market: Nassau 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	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 #/%	14/74%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,285/60%	19/1%	55/1%	10/0%	15/0%	0/0%	0/0%	1,300/34%	15/0%	75/2%	10/0%	10/0%	0/0%	0/0%
Utilization #/%	13%	-1%	-1%	-0%	-0%	0%	0%	-8%	-0%	-2%	-0%	-0%	0%	0%
Professionals														
Workforce #/%	33/58%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	22/39%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,535/39%	14/0%	70/2%	0/0%	20/1%	0/0%	20/1%	2,075/53%	30/1%	130/3%	4/0%	45/1%	0/0%	0/0%
Utilization #/%	19%	-0%	-0%	0%	-1%	0%	-1%	-14%	-1%	-2%	-0%	-1%	0%	0%
Technicians														
Workforce #/%	8/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%
CLS #/%	375/53%	10/1%	10/1%	0/0%	0/0%	0/0%	0/0%	285/40%	15/2%	15/2%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	36%	-1%	-1%	0%	0%	0%	0%	-40%	-2%	9%	0%	0%	0%	0%
Protective Services: Sworn														
Workforce #/%	57/86%	1/2%	2/3%	0/0%	1/2%	0/0%	0/0%	5/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	360/73%	0/0%	20/4%	10/2%	0/0%	0/0%	0/0%	90/18%	0/0%	10/2%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	13%	2%	-1%	-2%	2%	0%	0%	-11%	0%	-2%	0%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	3/33%	2/22%	1/11%	0/0%	0/0%	0/0%	0/0%	3/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	10/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/33%	0/0%	10/33%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	0%	22%	11%	0%	0%	0%	0%	0%	0%	-33%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	37/86%	0/0%	3/7%	0/0%	1/2%	0/0%	0/0%
CLS #/%	1,615/23%	25/0%	55/1%	15/0%	0/0%	0/0%	15/0%	4,830/69%	80/1%	310/4%	15/0%	15/0%	0/0%	15/0%
Utilization #/%	-21%	2%	-1%	-0%	0%	0%	-0%	17%	-1%	3%	-0%	2%	0%	-0%
Skilled Craft														
Workforce #/%	43/86%	0/0%	6/12%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,700/91%	54/1%	125/3%	25/1%	10/0%	0/0%	10/0%	145/4%	4/0%	0/0%	0/0%	10/0%	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	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	-5%	-1%	9%	-1%	-0%	0%	-0%	-2%	-0%	0%	0%	-0%	0%	0%
Service/Maintenance														
Workforce #/%	30/86%	0/0%	4/11%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,390/54%	90/1%	480/6%	15/0%	10/0%	4/0%	35/0%	2,535/31%	65/1%	435/5%	10/0%	30/0%	0/0%	20/0%
Utilization #/%	32%	-1%	6%	-0%	-0%	-0%	-0%	-28%	-1%	-5%	-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	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Professionals								✓						
Protective Services: Sworn								✓						
Administrative Support	✓													
Service/Maintenance								✓						

Equal Employment Opportunity Plan (2012)
Nassau County, Florida

Attachment for Step 4b: Narrative of Interpretation

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

1. In the job category of Professionals, white females were under-represented by 14%, with current representation of 39% compared to 53% reflected in the community labor market statistics associated with Nassau County, Florida (the community labor market selected for all job categories discussed in this EEOP).

2. In the Protective Services: Sworn job category, white females were under-represented by approximately 11%, with current representation of 8% compared to 18% in the community labor market.

3. In the Service/Maintenance job category, white females were under-represented by 28%, with current representation of 3% compared to 31% in the community labor market.

4. Although the Utilization Analysis indicated other instances of under-representation, it is difficult to draw any reliable conclusions from the data because either the actual number of total employees in a given job category is low, or the percentage of employees reflected in the community labor market is extremely small. For example, black females were under-represented in the job category of Protective Services: Sworn (under-represented by 2%), but the labor market statistics reflect that black females make up only 2% of the labor market.

5. In reviewing the EEOP Short Form that the County prepared in 2010, the County has improved the representation of black females in the Technicians category, now at 11% compared to representation of 0% in the previous EEOP.