

EEOP Short Form



Tue Nov 09 14:43:21 EST 2010

Step 1: Introductory Information

Grant Title: Edward Byrne Memorial Justice Assistance Grant - Recovery Act Funding
Grant Number: 2009-SB-B9-1543

Grantee Name: Nassau County Board of County Commissioners
Award Amount: \$368,917.00

Grantee Type: Local Government Agency
Address: 96135 Nassau Place
Yulee, Florida
32097

Contact Person: Human Resources Department
Telephone #: 904-491-7332

Contact Address: 96135 Nassau Place
Yulee, Florida
32097

DOJ Grant Manager: _____
DOJ Telephone #: _____

Grant Title: Edward Byrne Memorial Justice Assistance Grant - Regular allocation
Grant Number: 2009-DJ-BX-1298

Grantee Name: Nassau County Board of County Commissioners
Award Amount: \$89,655.00

Grantee Type: Local Government Agency
Address: 96135 Nassau Place
Yulee, Florida
32097

Contact Person: Human Resources Department
Telephone #: 904-491-7332

Contact Address: 96135 Nassau Place
Yulee, Florida
32097

DOJ Grant Manager: _____
DOJ Telephone #: _____

Grant Title: Edward Byrne Memorial Justice Assistance Grant - Regular allocation
Grant Number: 2010-DJ-BX-1142

Grantee Name: Nassau County Board of County Commissioners
Award Amount: \$80,688.00

Grantee Type: Local Government Agency
Address: 96135 Nassau Place

Yulee, Florida
32097

Contact Person: Human Resources Department **Telephone #:** 904-491-7332

Contact Address: 96135 Nassau Place
Yulee, Florida
32097

DOJ Grant Manager: **DOJ Telephone #:**

Grant Title: Edward Byrne Memorial Justice Assistance Grant - ARRC **Grant Number:** 2010-ARRC-NASS-1-W7-172

Grantee Name: Nassau County Board of County Commissioners **Award Amount:** \$374,866.00

Grantee Type: Local Government Agency

Address: 96135 Nassau Place
Yulee, Florida
32097

Contact Person: Human Resources Department **Telephone #:** 904-491-7332

Contact Address: 96135 Nassau Place
Yulee, Florida
32097

State Granting Agency: Florida Department of Law Enforcement **Grant Number:** 2010-ARRC-NASS-1-W7-172

Contact Name: Clayton H. Wilder

Contact Address: P.O. Box 1489
Tallahassee, Florida
32302

Telephone #: 850-617-1250

Grant Title: Edward Byrne Memorial Justice Assistance Grant - Regular allocation **Grant Number:** 2010-JAGC-NASS-1-4X-133

Grantee Name: Nassau County Board of County Commissioners **Award Amount:** \$91,324.00

Grantee Type: Local Government Agency

Address: 96135 Nassau Place
Yulee, Florida
32097

Contact Person: Human Resources Department **Telephone #:** 904-491-7332

Contact Address: 96135 Nassau Place

Yulee, Florida
32097

State Granting Agency: Florida Department of Law Enforcement
Grant Number: 2010-JAGC-NASS-1-4X-133
Contact Name: Clayton H. Wilder
Contact Address: P.O. Box 1489
Tallahassee, Florida
32302
Telephone #: 850-617-1250

Grant Title: Edward Byrne Memorial Justice Assistance Grant - Regular allocation
Grant Number: 2011-JAGC-NASS-1-B2-

Grantee Name: Nassau County Board of County Commissioners
Award Amount: \$88,398.00

Grantee Type: Local Government Agency

Address: 96135 Nassau Place
Yulee, Florida
32097

Contact Person: Human Resources Department
Telephone #: 904-491-7332

Contact Address: 96135 Nassau Place
Yulee, Florida
32097

State Granting Agency: Florida Department of Law Enforcement
Grant Number: 2011-JAGC-NASS-1-B2-

Contact Name: Clayton H. Wilder

Contact Address: P.O. Box 1489
Tallahassee, Florida
32302

Telephone #: 850-617-1250

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 Protective Services: Sworn and Service/Maintenance job categories.

- a. The County's Human Resources Department will analyze the County's seniority practices and provisions, upgrading and 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 and/or minority 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 Resources Department will review the composition of the applicant pool for vacancies in the 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 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.

2. To encourage black females to apply for vacancies in the Service and Maintenance job category.

- a. The County's Human Resources Department will analyze the County's seniority practices and provisions, upgrading and 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 and/or minority 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 Human Resources Department will also conduct a more detailed workforce analysis to identify particular departments or job positions that represent significant underutilization of black females.
- c. The Human Resources Department will also determine whether there were any particular steps in the application/hiring process which significantly impacted black females.
- d. The County's Human Resources Department will review the composition of the applicant pool for vacancies in the Service/Maintenance job category during the last year, to determine whether black females were under-represented.
- 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 black female applicants in the Service/Maintenance job category, 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 #/%	30/65%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	12/26%	0/0%	2/4%	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 #/%	5%	-1%	3%	-0%	-0%	0%	0%	-8%	-0%	2%	-0%	-0%	0%	0%
Professionals														
Workforce #/%	9/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/57%	1/4%	0/0%	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 #/%	0%	-0%	-2%	0%	-1%	0%	-1%	4%	4%	-3%	-0%	-1%	0%	0%
Technicians														
Workforce #/%	1/100%	0/0%	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 #/%	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 #/%	47%	-1%	-1%	0%	0%	0%	0%	-40%	-2%	-2%	0%	0%	0%	0%
Protective Services: Sworn														
Workforce #/%	83/90%	0/0%	1/1%	0/0%	1/1%	1/1%	0/0%	6/7%	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 #/%	17%	0%	-3%	-2%	1%	1%	0%	-12%	0%	-2%	0%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	4/40%	1/10%	1/10%	0/0%	0/0%	0/0%	0/0%	4/40%	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 #/%	7%	10%	10%	0%	0%	0%	0%	7%	0%	-33%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	4/8%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	41/82%	0/0%	3/6%	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 #/%	-15%	2%	-1%	-0%	0%	0%	-0%	13%	-1%	2%	-0%	2%	0%	-0%
Skilled Craft														
Workforce #/%	33/80%	0/0%	6/15%	1/2%	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 #/%	-10%	-1%	12%	2%	-0%	0%	-0%	-1%	-0%	0%	0%	-0%	0%	0%
Service/Maintenance														
Workforce #/%	35/80%	0/0%	5/11%	0/0%	0/0%	0/0%	0/0%	4/9%	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 #/%	25%	-1%	5%	-0%	-0%	-0%	-0%	-22%	-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
Protective Services: 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 EEO Short Form.

I have reviewed the foregoing EEO Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

Walter J. Boatright Chairman 12-13-10
[signature] [title] [date]

[Handwritten signature]

*EOA
12/13/10*

**ATTEST AS TO CHAIRMAN'S
SIGNATURE ONLY**

Equal Employment Opportunity Plan (2010)
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 Protective Services: Sworn, white females were under-represented by 11.9%, with current representation of 6.5% compared to 18.4% 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 Service and Maintenance job category, white females were under-represented by 22.1%, with current representation of 9.1% compared to 31.2% in the community labor market. Black females were under-represented by 5%, although this representation is within two standard deviations.

3. Although the Utilization Analysis indicated other instances of under-representation, the actual numbers of employees in some of the job categories made it difficult to draw any reliable conclusions regarding the underutilization. For example, black females were under-represented in the job category of Protective Services: Non-sworn (under-represented by 33.3%); however, the County employs only ten people in that job category.

4. In reviewing the EEOP Short Form that the County prepared in 2008, the County has improved the representation of white females in the Officials and Administrators job category by 7% when compared to the previous EEOP, with white females no longer under-represented by two or more standard deviations. The current representation of black males in the Protective Services: Non-sworn job category has increased from zero to 10% as well.