

# EEOP Utilization Report



Thu Dec 15 15:35:34 EST 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	Edward Byrne Memorial Justice Assistance Grant	<b>Grant Number:</b>	2017-JAGC-NASS-1-F9-120
<b>Grantee Name:</b>	Nassau County Board of County Commissioners	<b>Award Amount:</b>	\$45,615.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	96135 Nassau Place, Suite 1 Yulee, Florida 32097		
<b>Contact Person:</b>	Human Resources Department	<b>Telephone #:</b>	904-530-6075
<b>Contact Address:</b>	96135 Nassau Place, Suite 5 Yulee, Florida 32097		
<b>DOJ Grant Manager:</b>		<b>DOJ Telephone #:</b>	

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### 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**

Please see Step 4b attachment for Narrative of Interpretation.

## **Step 5 & 6: Objectives and Steps**

### **1. To encourage white females to apply for vacancies in the job categories of Professionals and Service/Maintenance**

- a. The County's Human Resources Department will analyze aspects of the County's employment selection processes pertaining to these job categories, including, as applicable: job titles and job descriptions, job application process, seniority practices, interview and selection process, promotion procedures, transfer procedures (lateral or vertical), and formal and informal training programs during the preceding year, for the purpose of ensuring that equal employment opportunity is being afforded.
- b. The County's Human Resources Department will review the composition of the applicant pool for vacancies in the Professionals and Service/Maintenance job categories during the last year, to determine whether white females (and females generally) 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 females.
- d. The Human Resources Department will determine whether there were any particular steps in the application/interview/hiring process which significantly impacted the representation of white females, and females generally.
- e. Upon review of the applicant pool as described above, the County's Human Resource Department will determine if any of the following actions are necessary to ensure equal employment opportunity: (1) modification of candidate selection processes; (2) enhancement of outreach efforts that reach female applicants in the Professionals and Service/Maintenance job categories; and (3) utilization, to the extent available, the opportunities provided by trade associations, job fairs, educational institutions, and other similar outreach sources, in an effort to attract qualified female candidates.
- 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, as applicable, 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 white female applicants, and female applicants generally, in an effort to attract qualified female applicants.

### **2. To encourage both white and black females to apply for vacancies in the Protective Services: Sworn job category**

- a. As with the first objective, the County's Human Resources Department will analyze aspects of the County's employment selection processes pertaining to this job category, including, as applicable: job titles and job descriptions, job application process, seniority practices, interview and selection process, promotion procedures, transfer procedures (lateral or vertical), and formal and informal training programs during the preceding year, for the purpose of ensuring that equal employment opportunity is being afforded. The Human Resources Department will also, if necessary, make a reasonable assessment to determine whether the employment of white and black females 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 job category, during the last year, to determine whether black females or white females were underrepresented.
- 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 black females or white females in the Protective Services: Sworn job category.
- d. The County's Human Resources Department will determine whether there were any particular steps in the application/interview/hiring process which significantly impacted the representation of black females or white females.

- e. 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.
- f. 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 black female and white female applicants, in an effort to attract qualified applicants.
- g. 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, if necessary, 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.
- h. After reviewing the applicant pool for vacancies in the Protective Services: Sworn job category, the County's Human Resources Department will determine whether any of the following steps would be helpful to increasing black female and white female representation in the job category: (1) modification of candidate selection processes; (2) enhancement of outreach efforts that reach black and white female applicants in the Protective Services: Sworn job category; and (3) utilization, to the extent available, the recruitment opportunities provided by trade associations, job fairs, educational institutions, and other similar outreach sources as may pertain specifically to black and white female candidates.

### **Step 7a: Internal Dissemination**

The County's steps toward disseminating its EEOP internally will include: providing a copy of the EEOP to each department head; discussing the County's policy on Equal Employment Opportunity is discussed in employee orientations and management training programs; ensuring that employment decision makers are aware of their individual responsibility to promote the County's policy on Equal Employment Opportunity; ensuring that the County's policy on Equal Employment Opportunity is made a part of any applicable union contracts; and posting a copy of the EEOP on County bulletin boards.

### **Step 7b: External Dissemination**

The County will externally disseminate its EEOP by providing it to members of the public upon receipt of a proper 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	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
<b>Officials/Administrators</b>																
Workforce #/%	15/75%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	4/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,360/58%	34/1%	90/4%	0/0%	10/0%	0/0%	0/0%	0/0%	760/32%	35/1%	60/3%	0/0%	10/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	-1%	-4%	5%	-0%	0%	0%	0%	-12%	-1%	-3%	0%	-0%	0%	0%	0%
<b>Professionals</b>																
Workforce #/%	32/57%	0/0%	1/2%	0/0%	0/0%	0/0%	1/2%	0/0%	21/38%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	940/33%	0/0%	50/2%	30/1%	10/0%	0/0%	0/0%	0/0%	1,630/57%	50/2%	80/3%	0/0%	65/2%	0/0%	25/1%	0/0%
Utilization #/%	25%	0%	0%	-1%	-0%	0%	2%	0%	-19%	-2%	-3%	2%	-2%	0%	-1%	0%
<b>Technicians</b>																
Workforce #/%	9/75%	0/0%	1/8%	0/0%	0/0%	0/0%	1/8%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	350/57%	4/1%	15/2%	0/0%	0/0%	0/0%	4/1%	10/2%	160/26%	20/3%	40/6%	0/0%	0/0%	0/0%	15/2%	0/0%
Utilization #/%	18%	-1%	6%	0%	0%	0%	8%	-2%	-18%	-3%	-6%	0%	0%	0%	-2%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	67/91%	2/3%	2/3%	0/0%	0/0%	0/0%	2/3%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	390/68%	20/4%	20/4%	0/0%	10/2%	0/0%	0/0%	0/0%	60/11%	15/3%	55/10%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	22%	-1%	-1%	0%	-2%	0%	3%	0%	-9%	-3%	-10%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	4/40%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	35/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-38%	10%	0%	0%	0%	0%	0%	-22%	50%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	39/89%	0/0%	2/5%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	1,445/25%	20/0%	170/3%	0/0%	25/0%	0/0%	10/0%	0/0%	3,495/61%	120/2%	340/6%	0/0%	60/1%	0/0%	25/0%	0/0%
Utilization #/%	-23%	2%	-3%	0%	-0%	0%	-0%	0%	27%	-2%	-1%	0%	1%	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
<b>Skilled Craft</b>																
Workforce #/%	39/85%	0/0%	4/9%	0/0%	0/0%	1/2%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,115/90%	45/2%	125/5%	0/0%	0/0%	0/0%	0/0%	0/0%	70/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-5%	-2%	3%	0%	0%	2%	2%	0%	-1%	0%	0%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	30/83%	0/0%	4/11%	0/0%	0/0%	0/0%	0/0%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,670/42%	415/7%	510/8%	15/0%	25/0%	0/0%	4/0%	10/0%	2,035/32%	135/2%	370/6%	0/0%	70/1%	0/0%	20/0%	85/1%
Utilization #/%	41%	-7%	3%	-0%	-0%	0%	-0%	-0%	-26%	-2%	-6%	0%	-1%	0%	-0%	-1%

### 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
<b>Professionals</b>									✓							
<b>Protective Services: Sworn</b>									✓		✓					
<b>Administrative Support</b>	✓															
<b>Service/Maintenance</b>									✓							

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.

 Chairman 1-18-17  
[signature] [title] [date]



**Equal Employment Opportunity Plan (2016)**  
**Nassau County, Florida**

**Attachment for Step 4b: Narrative of Interpretation**

The County's Human Resources Department has reviewed the Utilization Analysis for this EEOP Short Form (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 approximately 19%, with current representation of 37% compared to 56% 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, black females were under-represented by 9.6%, with current representation of 0% compared to the 9.6% figure indicated in the community labor market statistics, while white females were under-represented by 9%, with a current representation of 1.4% compared to 10.5% in the community labor market statistics.

3. In the Service/Maintenance job category, white females were under-represented by approximately 26%, with current representation of 6% compared to approximately 32% in the community labor market statistics.

4. The County's Utilization Analysis indicated other instances of underrepresentation. However, it is difficult to draw any reliable conclusions from the data in these instances 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 Officials and Administrators (under-represented by 2.5%), but the labor market statistics reflect that black females make up only 2.5% of the labor market.