

EEOP Short Form



Thu Feb 04 13:22:47 EST 2010

Step 1: Introductory Information

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|-------------------------------|--|----------------------|----------------|
| Grant Title: | Byrne Memorial Justice Assistance Grant | Grant Number: | B82-8-119 |
| Grantee Name: | Catoosa County Board of Commissioners | Award Amount: | \$99,428.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 800 Lafayette Street Ringgold, Georgia 30736 | | |
| Contact Person: | Carl Henson | Telephone #: | 706-965-2500-0 |
| Contact Address: | 800 Lafayette Street Ringgold, Georgia 30736 | | |
| State Granting Agency: | Office of the Governor | Grant Number: | 1B002 |
| Contact Name: | Jody Overcash | | |
| Contact Address: | P.O. Box 963 Cartersville, Georgia 30120 | | |
| Telephone #: | 770-387-5480-0 | | |

Policy Statement:

No discrimination shall be exercised, threatened or promised against or in favor of any eligible applicant or employee because of his/her race, color, religion, national origin, political beliefs, age, sex, veteran status, disability and without discrimination on provision of service.

Step 4b: Narrative Underutilization Analysis

After reviewing our Utilization Chart the only extremely high underutilization was in our Administrative Support group and we are underutilizing white females. I really don't see a trend where the County is underrepresented in any of our categories where we actually have employees in the category. Due to the fact that we are a government entity there are a few categories that we don't have any employees but it is because we don't have job positions for Technicians or for people with skilled crafts.

Step 5 & 6: Objectives and Steps

1. Catoosa County desires to have a workforce that reflects its community, which according to the Utilization Chart we have really a small area for concern. We do, however, have a desire to promote diversity. It is our goal to increase minority representation.

a. Historically minorities have not applied in large numbers for County positions. We have already recently increased our area of media coverage to inform citizens of open job positions within the County. We have also increased recently increased employment from surrounding counties and states (we are located near two other state borders). In addition to these recent actions we will:

1. Continue to provide opportunities for all employees in all classifications to upgrade their skills.
2. Provide EEO training to our Directors more often.
3. Increase advertising of open positions with unemployment offices, not just in our County but the surrounding areas.

Step 7a: Internal Dissemination

Internal:

1. Meet with all supervisory staff to ensure they are familiar with the EEO objectives, and continue to review them, the sources of recruitment and seek opinions of new targets.
2. Make all personnel aware of the EEO plan and where it is available for review.
3. We will inform all new employees about the EEO plan and how they may obtain a copy.

Step 7b: External Dissemination

External:

1. Continue to include the Equal Opportunity Employer statement on all applications and postings.
2. Post the EEOP plan on the Agency website.
3. Inform recruiting sources of the EEO plan and commitment.

Utilization Analysis Chart
Relevant Labor Market: Catoosa County, Georgia

| 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 #/% | 58/64% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 30/33% | 0/0% | 2/2% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 2,105/60% | 35/1% | 15/0% | 0/0% | 15/0% | 0/0% | 0/0% | 1,330/38% | 4/0% | 25/1% | 0/0% | 4/0% | 0/0% | 0/0% |
| Utilization #/% | 5% | -1% | -0% | 0% | -0% | 0% | 0% | -4% | -0% | 2% | 0% | -0% | 0% | 0% |
| Professionals | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 1,295/36% | 25/1% | 10/0% | 0/0% | 20/1% | 0/0% | 4/0% | 2,150/61% | 20/1% | 15/0% | 0/0% | 10/0% | 0/0% | 0/0% |
| Utilization #/% | | | | | | | | | | | | | | |
| Technicians | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 250/41% | 0/0% | 10/2% | 0/0% | 0/0% | 0/0% | 0/0% | 305/50% | 0/0% | 30/5% | 10/2% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | | | | | | | | | | | | | | |
| Protective Services: Sworn | | | | | | | | | | | | | | |
| Workforce #/% | 129/73% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 45/25% | 1/1% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 345/85% | 0/0% | 0/0% | 4/1% | 0/0% | 0/0% | 0/0% | 55/14% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -13% | 0% | 1% | -1% | 0% | 0% | 0% | 12% | 1% | 1% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| Civilian Labor Force #/% | 10/100% | 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% |
| Utilization #/% | | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | |
| Workforce #/% | 143/43% | 0/0% | 6/2% | 0/0% | 1/0% | 0/0% | 0/0% | 174/52% | 0/0% | 7/2% | 0/0% | 1/0% | 0/0% | 0/0% |
| CLS #/% | 2,370/31% | 30/0% | 20/0% | 10/0% | 4/0% | 0/0% | 0/0% | 5,085/66% | 50/1% | 55/1% | 4/0% | 65/1% | 0/0% | 0/0% |
| Utilization #/% | 12% | -0% | 2% | -0% | 0% | 0% | 0% | -14% | -1% | 1% | -0% | -1% | 0% | 0% |
| Skilled Craft | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 3,055/90% | 39/1% | 10/0% | 0/0% | 15/0% | 0/0% | 0/0% | 235/7% | 10/0% | 15/0% | 0/0% | 0/0% | 15/0% | 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 #/% | | | | | | | | | | | | | | |
| Service/Maintenance | | | | | | | | | | | | | | |
| Workforce #/% | 101/64% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 57/36% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 5,025/58% | 90/1% | 105/1% | 30/0% | 45/1% | 0/0% | 0/0% | 3,245/37% | 24/0% | 75/1% | 4/0% | 50/1% | 0/0% | 4/0% |
| Utilization #/% | 6% | -1% | -1% | -0% | -1% | 0% | 0% | -1% | -0% | -1% | -0% | -1% | 0% | -0% |

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]