

EEOP Utilization Report



Fri Aug 12 10:25:17 EDT 2016

Step 1: Introductory Information

Grant Title:	JAG Programs Cluster	Grant Number:	B14-8-001
Grantee Name:	White County	Award Amount:	\$359,412.00
Grantee Type:	Local Government Agency		
Address:	1235 Helen Hwy Cleveland, Georgia 30528		
Contact Person:	Shanda Murphy	Telephone #:	706-865-2235
Contact Address:			

State Granting Agency:		Grant Number:	
Contact Name:			
Contact Address:			
Telephone #:			

Policy Statement:

White County is committed to a policy of fairness and equity for employees and will give them the opportunity to achieve maximum potential as an employee and as a human being. It is the policy of White County to ensure equal opportunity in employment, employee development and employee advancement to all individuals without regard to religion, political opinions or affiliations, race, color, creed, sex, age, veteran status or other unlawful basis. Individuals with disabilities will be given full consideration for employment and advancement in all departments.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resources Office for White County made the following observations:

Given the small numbers in the job categories Professionals, Technicians and Skilled Craft, it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market; nonetheless, it is noteworthy to address the underutilization of the following: Office/ Administrators Hispanic or Latino male (-3%), Black or African American (-1%) male, Asian (-2%) male and Asian (-2%) female, Protective Services Sworn-Officials White females (-25%), Protective Services Sworn-Patrol Officers White females (-19%), Protective Services: Non Sworn White females (-60%), Administrative Support White male (-24%), Black or African American female (-1%) and Services/Maintenance Hispanic male (-13%), Black or African American (-1%), Asian male (-1%), White female (-27%), Black or African American female (-1%) and Asian (-1%).

White County will examine recruitment and retention practices to see if there may be ways to attract more White males for administration support positions and White females for protective services positions.

Step 5 & 6: Objectives and Steps

1. Target minority applicants

- a. County minority personnel, women and those fluent in non-English speaking languages.

2. Identify any barriers in recruitment (and retention) that might deter females from applying for Protective Services Sworn and Non Sworn and Sown Officials

- a. Because females are under represented in the category of Protective Services - Officials, Sworn and non-Sworn - it is White County's objective to increase representation by evaluating our hiring and promotional practices to ensure compensation and benefits are equal, that the County's No Harassment Policy is distributed and followed, and that provisions of FMLA are followed as relates to pregnancy and childbirth.
- b. All employment opportunities will be listed in a variety of ways - the local and surrounding newspapers, radio, the County website, employment websites, and posted within our administrative building - in order to ensure a diverse audience is informed of employment opportunities with White County.

3. Aim for White males in recruitment for Administrative positions

- a. Because males are under represented in the category of Administrative Support - it is White County's objective to increase representation by evaluating our hiring and promotional practices to ensure males are receiving equal opportunity in recruitment, selection, and promotional activities. We will ensure compensation / benefits are equal and that the County's No Harassment Policy is distributed and followed.
- b. All employment opportunities will be listed in a variety of ways - the local and surrounding newspapers, radio, the County website, employment websites, and posted within our administrative building - in order to ensure a diverse audience is informed of employment opportunities with White County.

Step 7a: Internal Dissemination

Information will be posted conspicuously at each work site regarding the EEOP. Employees who wish to receive additional information, discuss, or comment to the plan will be directed to contact the Director of Human Resources.

All Supervisors and other staff members involved in the hiring process will be informed of the County's EEO objectives.

Step 7b: External Dissemination

Continue to include the statement "White County is an Equal Opportunity Employer" on all employment applications and employment listings.

Post the EEOP on White County's web page.

Post a notice in the Administrative Building where employment opportunities are posted - explaining how a copy of that EEOP can be obtained.

Any external recruiting sources that is utilized will be informed of the County's Equal Employment Opportunity Policy.

Utilization Analysis Chart
Relevant Labor Market: White 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	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 #/%	7/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	425/54%	20/3%	10/1%	0/0%	15/2%	0/0%	0/0%	0/0%	300/38%	0/0%	0/0%	0/0%	15/2%	0/0%	0/0%	0/0%
Utilization #/%	4%	-3%	-1%	0%	-2%	0%	0%	0%	3%	0%	0%	0%	-2%	0%	0%	0%
Professionals																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	405/35%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	655/57%	40/3%	40/3%	0/0%	10/1%	0/0%	0/0%	0/0%
Utilization #/%	48%	0%	0%	0%	0%	0%	0%	0%	-40%	-3%	-3%	0%	-1%	0%	0%	0%
Technicians																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	55/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	170/76%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	42%	0%	0%	0%	0%	0%	0%	0%	-42%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	29/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/9%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	105/66%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	55/34%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	22%	0%	0%	0%	0%	0%	0%	0%	-25%	3%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	44/79%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	11/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	755/59%	0/0%	25/2%	0/0%	0/0%	0/0%	0/0%	5/0%	500/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	20%	0%	-0%	0%	0%	0%	0%	-0%	-19%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	60%	0%	0%	0%	0%	0%	0%	0%	-60%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																

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
Workforce #/%	10/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	65/87%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	815/37%	0/0%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1,355/61%	0/0%	25/1%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-24%	0%	-0%	0%	0%	0%	0%	0%	25%	0%	-1%	-0%	0%	0%	0%	0%
Skilled Craft																
Workforce #/%	16/100%	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%	0/0%	0/0%
CLS #/%	835/78%	95/9%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%	125/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	22%	-9%	-1%	0%	0%	0%	0%	0%	-12%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	17/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,305/45%	370/13%	30/1%	0/0%	35/1%	0/0%	0/0%	0/0%	1,100/38%	30/1%	20/1%	0/0%	0/0%	4/0%	0/0%	0/0%
Utilization #/%	44%	-13%	-1%	0%	-1%	0%	0%	0%	-27%	-1%	-1%	0%	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	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
Protective Services: Sworn-Officials									✓							
Protective Services: Sworn-Patrol Officers									✓							
Administrative Support	✓															

Law Enforcement Category Rank 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
Sergeant																
Workforce #/%	9/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	2/100%	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%	0/0%	0/0%
Captain																
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Chief Deputy																
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%	0/0%	0/0%
Investigator																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protected Services Sworn - Fire Fighter																
Workforce #/%	10/91%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Fire Chief																
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%	0/0%	0/0%
Fire Captain																
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%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	44/79%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	11/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	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 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.

Shanda Murphy HR Director 08/12/2016
[signature] [title] [date]