

EEOP Short Form



Wed Oct 21 12:28:26 EDT 2009

Step 1: Introductory Information

Grant Title: COPS Hiring Recovery Program **Grant Number:** 2009KWX0219
Grantee Name: Hendry County Board of Commissioners **Award Amount:** \$756,400.00
Grantee Type: Local Government Agency
Address: PO Box 2340
LaBelle, Florida
33975
Contact Person: Ron Zimmerly **Telephone #:** 863-675-5264
Contact Address: PO Box 2340
LaBelle, Florida
33975
DOJ Grant Manager: Yolaine Faustin **DOJ Telephone #:** 202-353-1720

Grant Title: Improving Covert Surveillance Capabilities **Grant Number:** 2009-DJ-BX-1281
Grantee Name: Hendry County Board of Commissioners **Award Amount:** \$25,616.00
Grantee Type: Local Government Agency
Address: P.O. Box 2340
LaBelle, Florida
33975
Contact Person: Ron Zimmerly **Telephone #:** 863-675-5264
Contact Address: P.O. Box 2340
LaBelle, Florida
33975
DOJ Grant Manager: Yolaine Faustin **DOJ Telephone #:** 202-353-1720

Grant Title: Improving In-car video, audio capabilities **Grant Number:** 2009-SB-B9-2578 R
Grantee Name: Hendry County Board of Commissioners **Award Amount:** \$30,438.00
Grantee Type: Local Government Agency
Address: P.O. Box 2340
LaBelle, Florida
33975
Contact Person: Ron Zimmerly **Telephone #:** 863-675-5264
Contact Address: P.O. Box 2340

LaBelle, Florida
33975

DOJ Grant Manager: Naydine Foulton-Jones

DOJ Telephone #: 202-514-6661

Grant Title: Parent Educationn Project II (PEP) **Grant Number:** 2005-DJ-BX-1242

Grantee Name: Hendry County Board of Commissioners **Award Amount:** \$20,183.00

Grantee Type: Local Government Agency

Address: P.O. Box 2340
LaBelle, Florida
33975

Contact Person: Ron Zimmerly **Telephone #:** 863-675-5264

Contact Address: P.O. Box 2340
LaBelle, Florida
33975

DOJ Grant Manager: Yolaine Foustain

DOJ Telephone #: 202-353-1720

Grant Title: Parent Education Project III (PEP) **Grant Number:** 2006-DJ-BX-1076

Grantee Name: Hendry County Board of Commissioners **Award Amount:** \$11,985.00

Grantee Type: Local Government Agency

Address: P.O. Box 2340
LaBelle, Florida
33975

Contact Person: Ron Zimmerly **Telephone #:** 863-675-5264

Contact Address: P.O. Box 2340
LaBelle, Florida
33975

DOJ Grant Manager: Yolaine Faustin

DOJ Telephone #: 202-353-1720

Grant Title: Portable Radio Safety and Interperability **Grant Number:** 2007-DJ-BX-0900

Grantee Name: Hendry County Board of Commissioners **Award Amount:** \$20,061.00

Grantee Type: Local Government Agency

Address: P.O. Box 2340
LaBelle, Florida
33975

Contact Person: Ron Zimmerly **Telephone #:** 863-675-5264
Contact Address: P.O. Box 2340
LaBelle, Florida
33975
DOJ Grant Manager: Yolaine Faustin **DOJ Telephone #:** 202-353-1720

Grant Title: Multi-Programatic Initiative **Grant Number:** 2009-SB-B9-3038
Grantee Name: Hendry County Board of Commissioners **Award Amount:** \$105,405.00
Grantee Type: Local Government Agency
Address: P.O. Box 2340
LaBelle, Florida
33975
Contact Person: Ron Zimmerly **Telephone #:** 863-675-5264
Contact Address: P.O. Box 2340
LaBelle, Florida
33975
DOJ Grant Manager: nADINE fULTON-jONES **DOJ Telephone #:** 202-514-6661

Grant Title: Surveillance Technology Advancement Initiative **Grant Number:** 2009-JAGD-HEND-1-T8-126
Grantee Name: Hendry County Board of Commissioners **Award Amount:** \$3,952.00
Grantee Type: Local Government Agency
Address: P.O. Box 2340
LaBelle, Florida
33975
Contact Person: Ron Zimmerly **Telephone #:** 863-675-5264
Contact Address: P.O. Box 2340
LaBelle, Florida
33975
DOJ Grant Manager: Joan Sizemore **DOJ Telephone #:** 850-617-1250

Policy Statement:

The Board of County Commissioners of Hendry County Florida will assure to each applicant or employee, using both objective and subjective merit principles, without regard to that persons race, color, gender, religion, creed, national origin, political opinions or affiliations, marital status, familial status, disability, sexual preference or age, except as provided by law, it is an equal employment opportunity/affirmative action employer. This relates to Board practices in recruitment, examination, appointment, training, promotion, demotion, compensation, retention, discipline, separation or other employment practices.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resource Department for the Hendry County Commissioners made the following observations:

Community population statistics show that certain minority populations are very small in Hendry County:

Female American Indian, Native Hawaiian is less than 1%

Male American Indian, Native Hawaiian is less than 1%

In keeping with the Hendry County Commissioners commitment to having a workforce that reflects the community there will be an examination of its recruitment and promotion procedures to see if there may be ways to attract more Hispanics males and White females to apply for positions in the Officials and Managers and Service Maintenance categories. And Black males in fields of Technician.

Given the small numbers in the job categories of Protective Services- Non-sworn (4), it is difficult to interpret the level of underutilization in this job category as significant in relation to the relevant community labor market.

A comparison of the Hendry County Commissioners workforce to the community labor statistics for Hendry County indicates underutilization of relevant labor market workforces in several areas:

White females are underutilized in categories of Officials and Managers (-19%) and Professionals (-8%).

Black males are underutilized as Technicians (-11).

Hispanic males are underutilized in Office and Managers (-10), Administrative Support (-7), Skilled Craft (-8) and Service Maintenance (-32).

Hispanic females are underutilized as Professionals (-9) and Service Maintenance (-10)

Step 5 & 6: Objectives and Steps

1. Enhance recruitment efforts to facilitate more groups determined to be underutilized based on community workforce statistics.

- a. Human Resource Department will research and identify organizations that provide employment services to these minorities. Once identified, the County will ask that all vacancies be posted with these organizations and solicit recommendations from these organizations on disseminating information on job opportunities with the County.
- b. Expand announcements of job openings to Spanish radio stations and newspapers that offer this type of advertising for free. The County will participate in any Hispanic job fairs held in our area. The Human Resource Department will provide training and information to hiring supervisors on our underutilization analysis to help guide them in the selection process.

2. Hendry County Board of Commissioners will focus on recruitment in the job categories where underutilization exists. Steps to assist in the achievement of this objective include:

- a. Human Resource Department will analyze applicants to determine if any trends indicate minority groups may need additional on the job training for entry level and promotion positions.
- b. For all hires and promotions the County has established the following goals and steps. The Human Resource Department will post job vacancies on the County website, in the local news papers, Caloosa Belle and Clewiston News, with the Workforce Council and other local agencies and publications. With this broad advertising approach a diverse pool of applicants that represents the area workforce will be notified of job openings.

Step 7a: Internal Dissemination

Human Resource Department will address equal employment opportunity issues with new supervisors, training sessions and new employee orientations.

The County Equal Employment Opportunity Plan is disseminated to all department heads to ensure awareness of the commitments and objectives included in the plan.

The Equal Employment Opportunity Plan is available for employee or applicant review in the Human Resource Department during regular office hours, to promote understanding, acceptance and support.

The Equal Employment Opportunity policy is included in the Employee Handbook

Step 7b: External Dissemination

Federal and State agencies and grant providers receive a copy of the plan as requested, reflecting both the commitment and progress in implementing the program.

All employment applications and job announcements state Hendry County Board of Commissioners is an equal employment opportunity employer.

The Equal Employment Opportunity Plan is posted on the Commissioner's portion of the Hendry County website.

Utilization Analysis Chart
Relevant Labor Market: Hendry 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 #/%	5/56%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	1/11%	1/11%	1/11%	0/0%	0/0%	0/0%
CLS #/%	675/46%	145/10%	30/2%	10/1%	20/1%	0/0%	10/1%	450/30%	85/6%	45/3%	0/0%	10/1%	0/0%	0/0%
Utilization #/%	10%	-10%	-2%	-1%	-1%	0%	-1%	-19%	5%	8%	11%	-1%	0%	0%
Professionals														
Workforce #/%	20/42%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	17/35%	1/2%	8/17%	1/2%	0/0%	0/0%	0/0%
CLS #/%	320/25%	105/8%	15/1%	0/0%	15/1%	0/0%	0/0%	550/43%	135/11%	120/9%	0/0%	15/1%	0/0%	0/0%
Utilization #/%	17%	-6%	-1%	0%	-1%	0%	0%	-8%	-9%	7%	2%	-1%	0%	0%
Technicians														
Workforce #/%	26/31%	9/11%	3/4%	0/0%	0/0%	0/0%	0/0%	27/32%	7/8%	12/14%	0/0%	0/0%	0/0%	0/0%
CLS #/%	30/12%	39/16%	35/14%	0/0%	0/0%	0/0%	0/0%	80/32%	35/14%	25/10%	0/0%	0/0%	0/0%	4/2%
Utilization #/%	19%	-5%	-11%	0%	0%	0%	0%	-0%	-6%	4%	0%	0%	0%	-2%
Protective Services: Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	265/44%	40/7%	60/10%	0/0%	0/0%	0/0%	4/1%	110/18%	25/4%	90/15%	0/0%	0/0%	0/0%	10/2%
Utilization #/%														
Protective Services: Non-sworn														
Workforce #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	4/10%	0/0%	10/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/64%	0/0%	0/0%
Utilization #/%	23%	0%	-26%	0%	0%	0%	0%	33%	0%	33%	0%	-64%	0%	0%
Administrative Support														
Workforce #/%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	11/65%	4/24%	1/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	380/13%	205/7%	65/2%	0/0%	0/0%	0/0%	20/1%	1,460/50%	485/17%	250/9%	20/1%	15/1%	0/0%	0/0%
Utilization #/%	-13%	-7%	4%	0%	0%	0%	-1%	14%	7%	-3%	-1%	-1%	0%	0%
Skilled Craft														
Workforce #/%	11/69%	4/25%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,015/51%	660/33%	165/8%	20/1%	4/0%	0/0%	4/0%	45/2%	75/4%	10/1%	0/0%	0/0%	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 #/%	18%	-8%	-2%	-1%	-0%	0%	-0%	-2%	-4%	-1%	0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	25/47%	8/15%	7/13%	0/0%	0/0%	0/0%	0/0%	10/19%	1/2%	1/2%	1/2%	0/0%	0/0%	0/0%
CLS #/%	1,245/18%	3,355/47%	595/8%	30/0%	4/0%	0/0%	30/0%	640/9%	830/12%	315/4%	15/0%	0/0%	0/0%	10/0%
Utilization #/%	30%	-32%	5%	-0%	-0%	0%	-0%	10%	-10%	-3%	2%	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 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]