

EEOP Utilization Report



Wed Dec 31 18:12:03 EST 2014

Step 1: Introductory Information

Grant Title:	VOCA	Grant Number:	VOCA-NC-2012-Morrow Co. DAVAP-00002
Grantee Name:	Morrow County	Award Amount:	\$66,000.00
Grantee Type:	Local Government Agency		
Address:	P.O. Box 788 Heppner, Oregon 97836		
Contact Person:	Deona Siex	Telephone #:	541-676-5665
Contact Address:	P.O. Box 664 Heppner, Oregon 97836		
DOJ Grant Manager:	Cathy Relang	DOJ Telephone #:	503-378-4476

Policy Statement:

SECTION 2.1 NONDISCRIMINATION

It is the policy of the County to grant equal opportunity to qualified persons without regard to their membership in a protected class (i.e., race, color, gender, national origin, religion, marital status, age, prior industrial injury, or mental/physical disability unrelated to job performance).

A. Equal Employment - It is the intent and desire of the County that equal employment opportunity will be provided in all aspects of the employer-employee relationship including, but not limited to, recruitment, hiring, promotions, layoff, termination, demotions, transfers, training, rates of pay, fringe benefits, use of facilities, and other terms, conditions and privileges of employment.

B. Affirmative Action - It is also the County's attitude and intention to take affirmative action to improve employment and career opportunities for minority group persons and women at all levels of County government according to affirmative action principles while not discriminating against those who aren't in a protected class.

C. Violations - Any alleged act or complaint of discrimination on the part of any County employee or department shall be reported to the County Judge, the Personnel Director or the department head for appropriate investigation and action.

Step 4b: Narrative Underutilization Analysis

After review of the Utilization Analysis by the Human Resources Director, the following is noted:

1. Hispanic females are significantly under-represented in Sworn-Patrol Officers (-25%) and Professionals (-13%).
2. White males were significantly under represented in Officials/Administrators (-12%), Professionals (-23%) and Technicians (-36%).

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 underutilization (e.g., in the Officials/Administrators category [-1% Latino] [-1% American Indian or Alaska Native]) It is noted that several categories indicate under-represented white males as our number of total employees is pretty equally divided between males and females.

Step 5 & 6: Objectives and Steps

1. Hispanic or Latino Females: Our objective is to provide equal employment opportunities for Hispanic or Latino women when our organization fills vacancies that become available in the Professionals or Sworn-Patrol Officers categories.

- a. Morrow County will review employment applicant data related to the advertising and hiring process for Hispanic or Latino females and identify any issues that may pose barriers . (e.g., examine applicant flow data for recent vacancies and review job posting and advertising language to encourage Hispanic/Latino females.) Research resources for advertising in publications that may provide outreach to Hispanic/Latino females.

2. White Males: Our objective is to provide equal employment opportunities for white males when our organization fills vacancies that become available in the Officials/Administrators, Professionals and Technicians categories.

- a. Morrow County will review employment applicant data related to the advertising and hiring process for white males and identify any issues that may pose barriers . (e.g., examine applicant flow data for recent vacancies and review job posting and advertising language to encourage white males.) Research resources for advertising in publications that may provide outreach to white males.

Step 7a: Internal Dissemination

Morrow County's Human Resources Department will post a PDF file of the EEOP Short Form on the Morrow County website and make the form available electronically for all staff on the shared server.

Step 7b: External Dissemination

1. Post a copy of the EEOP Short Form on the Morrow County website.
2. Assure that all advertisements for job vacancies indicate that Morrow County is an equal opportunity employer.
3. Make copies of the EEOP Short Form available for review in the Human Resources office.

Utilization Analysis Chart
Relevant Labor Market: Morrow County, Oregon

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 #/%	10/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/55%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	310/58%	8/1%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	205/38%	0/0%	0/0%	0/0%	0/0%	0/0%	10/2%	0/0%
Utilization #/%	-12%	-1%	0%	-1%	0%	0%	0%	0%	16%	0%	0%	0%	0%	0%	-2%	0%
Professionals																
Workforce #/%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	110/37%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	150/50%	39/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-23%	0%	0%	0%	0%	0%	0%	0%	36%	-13%	0%	0%	0%	0%	0%	0%
Technicians																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/36%	20/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-36%	0%	0%	0%	0%	0%	0%	0%	4%	31%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	8/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4/17%	15/65%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	33%	-65%	0%	0%	0%	0%	0%	0%	33%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	5/71%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	225/37%	120/20%	0/0%	0/0%	0/0%	0/0%	14/2%	0/0%	95/16%	155/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	34%	-5%	0%	0%	0%	0%	-2%	0%	-1%	-25%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	35/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
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 #/%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/82%	1/6%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%
CLS #/%	145/20%	50/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	450/63%	55/8%	0/0%	10/1%	0/0%	0/0%	4/1%	0/0%
Utilization #/%	-14%	-7%	0%	0%	0%	0%	0%	0%	19%	-2%	0%	-1%	0%	0%	5%	0%
Skilled Craft																
Workforce #/%	16/89%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	430/75%	95/17%	0/0%	0/0%	0/0%	0/0%	20/4%	0/0%	25/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	13%	-17%	0%	0%	0%	0%	2%	0%	1%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	6/100%	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 #/%	560/27%	695/34%	0/0%	4/0%	20/1%	0/0%	44/2%	0/0%	305/15%	370/18%	4/0%	25/1%	30/1%	0/0%	0/0%	0/0%
Utilization #/%	73%	-34%	0%	-0%	-1%	0%	-2%	0%	-15%	-18%	-0%	-1%	-1%	0%	0%	0%

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
Undersheriff																
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%
Detective Sgt																
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%
Parole & Probation Manager																
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%
Communications Sgt																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Patrol Sgt																
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%
Parole & Probation Officer																
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%
Civil Deputy																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Communications Deputy																
Workforce #/%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	5/71%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	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.

Karen Wolff Personnel Director 1/5/2015
[signature] [title] [date]