

EEOP Short Form



Tue Oct 12 10:44:53 EDT 2010

Step 1: Introductory Information

Grant Title:	Edward Byrne Grant Program	Grant Number:	2010-DJ-BX-0553
Grantee Name:	Taney County, Missouri	Award Amount:	\$27,265.00
Grantee Type:	Local Government Agency		
Address:	132 David Street Forsyth, Missouri 65653		
Contact Person:	Maggie Noe	Telephone #:	417-546-7278
Contact Address:	266 Main Street Forsyth, Missouri 65653		
DOJ Grant Manager:	Veronica Munson	DOJ Telephone #:	

Policy Statement:

Taney County, Missouri will provide a work environment that is free from discrimination, including harassment, based on race, color, national origin, religion, sex, age, or disability. The prohibition against employment discrimination and harassment may extend to conduct that employees are subjected to from vendors, contractors, customers, or others who enter the workplace. Unlawful discrimination may include, but is not limited to, employment actions related to recruitment, examination, transfer, appointment, training, promotion, or the administration of employee benefits. The County may give a veteran's preference in employment to those who may be eligible under applicable state statutes. The County is committed to complying with all applicable federal, state, and local civil rights laws that pertain to employment.

Step 4b: Narrative Underutilization Analysis

The County's Human Resources Department (HR) reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

1. Taney County underutilizes white females by 43% and overutilizes white males by 49% in the job classification category entitled Service/Maintenance.
2. White females were under-represented to a lesser extent in the category of Officials/Administrators (-18%).
3. White males were under-represented in the category entitled Administrative Support (-25%).

Although the Utilization Analysis Chart and the review by staff indicated other instances of under-representation, no percentages exceeded 10%. Further, the limited numbers of employees in each category made it difficult to draw any reliable conclusions regarding underutilization. In fact, the actual numbers indicate that Taney County does not have an underutilization problem other than in the three above-numbered categories.

Step 5 & 6: Objectives and Steps

1. To encourage females to apply for vacancies in the Officials/Administrators and Service/Maintenance categories.

- a. Our organization will review all employment organizational data related to the Officials/Administrators and Service/Maintenance job categories to identify any issues that may pose barriers for women (e.g. review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).
- b. Based on the internal review of employment data, we will design an action plan within six months of the date of this EEOP to attract more women to the Officials/Administrators and the Service/Maintenance job categories in Taney County. Within 12 months of the date of this EEOP we will review our action plan and evaluate our progress.
- c. We will educate elected officials and department heads regarding the need to look beyond traditional or historic preconceptions regarding gender preferences for Officials/Administrators and Service/Maintenance job categories.

2. To encourage males to apply for vacancies in the Administrative Support category.

- a. We will educate elected officials and department heads regarding the need to look beyond traditional or historic preconceptions regarding gender preferences for administrative support jobs.
- b. We will include in our hiring advertisements for administrative support positions that the position will be filled based upon qualifications and without any preference to applicants of one gender over another.

Step 7a: Internal Dissemination

1. The County's Human Resources Department (HR) at its briefings for employees, as well as at its orientation program for all new employees, will include a discussion of the EEOP Short Form and inform County employees that a copy is available to them from HR upon request.
2. HR will post a PDF file of the EEOP Short Form on its website on the internal electronic communication system for the County.
3. HR will keep two bound copies of the EEOP Short Form on display in the main HR office at the Taney County Courthouse.
4. HR will include a written notice in the new county employee manual, explaining how employees may obtain a copy of

the EEOP Short Form.

5. Within 30 days of receiving the Justice Department's approval of the County's EEOP Short Form, HR will send an email to all email addresses on the county system informing employees that they may obtain a copy of the EEOP Short Form by requesting a copy from the HR Department. This information will also be included in a hard copy message attached to each employee's paycheck envelope.

Step 7b: External Dissemination

1. The Human Resources Department will include a written statement in all job announcements and other communications with prospective employees to notify them that they may obtain a copy of the EEOP Short Form on request.
2. Taney County's Purchasing Department, in consultation with HR, will provide written notice to all vendors and contractors that they may obtain a copy of the County's EEOP Short Form on request.
3. The Information Systems Department, in consultation with HR, will post on the county's public website a PDF file of the EEOP Short Form that any user may access and download.

Utilization Analysis Chart
Relevant Labor Market: Taney County, Missouri

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 #/%	10/77%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,735/55%	10/0%	0/0%	20/1%	15/0%	0/0%	0/0%	1,300/41%	20/1%	4/0%	4/0%	30/1%	4/0%	0/0%
Utilization #/%	22%	-0%	0%	-1%	-0%	0%	0%	-18%	-1%	-0%	-0%	-1%	-0%	0%
Professionals														
Workforce #/%	4/36%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	5/45%	0/0%	0/0%	0/0%	0/0%	0/0%	1/9%
CLS #/%	1,080/45%	15/1%	0/0%	15/1%	0/0%	0/0%	0/0%	1,260/53%	20/1%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	-9%	8%	0%	-1%	0%	0%	0%	-7%	-1%	0%	-0%	0%	0%	9%
Technicians														
Workforce #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	140/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	225/60%	4/1%	0/0%	4/1%	0/0%	0/0%	0/0%
Utilization #/%	12%	0%	0%	0%	0%	0%	0%	-10%	-1%	0%	-1%	0%	0%	0%
Protective Services: Sworn														
Workforce #/%	44/85%	0/0%	0/0%	0/0%	0/0%	0/0%	3/6%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%
CLS #/%	255/91%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-6%	0%	0%	0%	0%	0%	6%	-1%	0%	0%	0%	0%	0%	2%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	4/100%	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 #/%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	55/92%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%
CLS #/%	1,700/31%	40/1%	4/0%	25/0%	4/0%	0/0%	0/0%	3,600/66%	8/0%	0/0%	30/1%	20/0%	0/0%	0/0%
Utilization #/%	-25%	-1%	-0%	-0%	-0%	0%	0%	25%	-0%	0%	-1%	-0%	0%	2%
Skilled Craft														
Workforce #/%	28/93%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,875/94%	4/0%	0/0%	10/1%	10/1%	0/0%	4/0%	85/4%	0/0%	0/0%	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 #/%	-1%	-0%	0%	-1%	-1%	0%	-0%	2%	0%	0%	0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	53/98%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,430/49%	160/2%	10/0%	25/0%	25/0%	0/0%	10/0%	3,150/45%	70/1%	10/0%	25/0%	65/1%	4/0%	0/0%
Utilization #/%	49%	-2%	-0%	-0%	-0%	0%	-0%	-43%	-1%	-0%	-0%	-1%	-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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Administrative Support	✓													
Service/Maintenance								✓						

