

EEOP Utilization Report



Thu Mar 23 15:42:12 EDT 2017

Step 1: Introductory Information

Grant Title:	Second Chance Act Adult and Juvenile Offender Reentry Demonstration Projects	Grant Number:	2011-CZ-BX-0049
Grantee Name:	Beaver County	Award Amount:	\$2,450,000.00
Grantee Type:	Local Government Agency		
Address:	1040 8th Avenue Beaver Falls, Pennsylvania 15010		
Contact Person:	Tammy Jones	Telephone #:	724-770-4414
Contact Address:	810 Third Street Beaver, Pennsylvania 15009		
DOJ Grant Manager:	Linda Hill-Franklin	DOJ Telephone #:	202-514-0712

Policy Statement:

The Board of Commissioners will provide a work environment for employees and applicants for employment that is free from discrimination, including harassment, based on race, color, national origin, religion, sex, age, genetics or disability. In addition to federal law requirements, the county complies with applicable state and local laws governing non-discrimination in employment in all satellite facilities. This policy statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Step 4b: Narrative Underutilization Analysis

The county's Human Resource office, in consultation with George Krock, HR Consultant, reviewed the Utilization Analysis (comparing the county's workforce to the relevant labor market) and noted the following:

1. White males were significantly under-represented in the following job categories: Protective Services: Sworn (-27%), Administrative support (-21%). Underutilization does not require affirmative action.
2. White females were significantly under-represented in the following job categories: Protective Services: Non-sworn (-35%), Service and Maintenance (-27%)

We will formulate specific objectives and steps to track a successful program to recruit, screen and hire the under-represented population for the protective services sworn and non-sworn.

Step 5 & 6: Objectives and Steps

1. To encourage underutilized represented categories to apply for vacancies in the Protective Services: Sworn, and Service and Maintenance job categories.

- a. The County will encourage/increase recruitment for underutilized categories.
- b. The County will continue to recruit at community events such as colleges, schools and post vacancies.
- c. The county will provide equal employment to all applicants and continue to review the recruitment process to eliminate barriers.
- d. The County will continue to attempt to develop qualified referral sources
- e. When openings occur in job categories of underutilized representation, we will use our applicant tracking system to ensure we are taking affirmative action.
- f. When openings occur in job categories of underutilized representation, we will notify referral sources of such openings and request qualified referrals.

Step 7a: Internal Dissemination

1. Beaver County will distribute hard copies of the EEOP utilization report to all managers, supervisors and department directors.
2. Employees will be notified that a copy of the EEOP utilization report is available upon request in Human Resources
3. The EEOP utilization report will be posted on the county intranet site-in house communication
4. The County will provide copies of the EEOP Utilization Report in Human Resources upon request.

Step 7b: External Dissemination

1. The EEOP utilization report will be posted on the county internet public website
2. Job announcements will include a notice that applicants can obtain a copy of the EEOP utilization report in Human Resources
3. The county will notify the community, such as contractors and vendors that the EEOP utilization report is available upon request in Human Resources
4. The County will provide copies of the EEOP Utilization Report in Human Resources upon request.

Utilization Analysis Chart
Relevant Labor Market: Beaver County, Pennsylvania

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 #/%	47/53%	0/0%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	37/42%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,945/57%	25/0%	70/1%	0/0%	20/0%	0/0%	0/0%	0/0%	1,975/38%	15/0%	50/1%	35/1%	4/0%	0/0%	10/0%	0/0%
Utilization #/%	-4%	-0%	2%	0%	-0%	0%	0%	0%	4%	1%	-1%	-1%	-0%	0%	-0%	0%
Professionals																
Workforce #/%	73/35%	1/0%	2/1%	1/0%	0/0%	0/0%	1/0%	0/0%	114/54%	1/0%	14/7%	0/0%	0/0%	0/0%	3/1%	0/0%
CLS #/%	3,535/38%	55/1%	65/1%	0/0%	20/0%	0/0%	8/0%	4/0%	5,205/56%	80/1%	185/2%	0/0%	60/1%	0/0%	19/0%	0/0%
Utilization #/%	-4%	-0%	0%	0%	-0%	0%	0%	-0%	-2%	-0%	5%	0%	-1%	0%	1%	0%
Technicians																
Workforce #/%	4/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	610/31%	0/0%	4/0%	10/1%	0/0%	0/0%	0/0%	0/0%	1,260/65%	34/2%	20/1%	0/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	-6%	0%	-0%	-1%	0%	0%	0%	0%	10%	-2%	-1%	0%	0%	0%	-0%	0%
Protective Services: Sworn																
Workforce #/%	132/60%	1/0%	24/11%	0/0%	1/0%	0/0%	0/0%	0/0%	50/23%	1/0%	11/5%	0/0%	0/0%	0/0%	1/0%	0/0%
CLS #/%	830/87%	0/0%	20/2%	0/0%	0/0%	0/0%	0/0%	0/0%	60/6%	15/2%	30/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-27%	0%	9%	0%	0%	0%	0%	0%	16%	-1%	2%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	26/63%	0/0%	1/2%	0/0%	0/0%	0/0%	1/2%	0/0%	13/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	50/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	120/67%	10/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	36%	0%	2%	0%	0%	0%	2%	0%	-35%	-6%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	20/9%	1/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	185/85%	1/0%	8/4%	1/0%	0/0%	0/0%	1/0%	0/0%
CLS #/%	4,605/30%	45/0%	205/1%	0/0%	20/0%	0/0%	44/0%	0/0%	9,635/64%	50/0%	485/3%	4/0%	20/0%	0/0%	40/0%	10/0%

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	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
Utilization #/%	-21%	0%	-1%	0%	-0%	0%	-0%	0%	21%	0%	0%	0%	-0%	0%	0%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,795/92 %	20/0%	135/2%	0/0%	0/0%	0/0%	30/0%	4/0%	265/4%	0/0%	25/0%	0/0%	0/0%	0/0%	29/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	34/81%	1/2%	2/5%	0/0%	0/0%	0/0%	1/2%	0/0%	4/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,285/55 %	35/0%	600/3%	0/0%	45/0%	0/0%	100/1%	40/0%	6,905/37 %	50/0%	545/3%	0/0%	45/0%	0/0%	105/1%	0/0%
Utilization #/%	26%	2%	2%	0%	-0%	0%	2%	-0%	-27%	-0%	-3%	0%	-0%	0%	-1%	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	✓															
Protective Services: Non-sworn									✓							
Administrative Support	✓															
Service/Maintenance									✓							

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.

Certified As Final By: Sid Shaw

Director, Human Resources

03-23-2017

[signature]

[title]

[date]