

EEOP Short Form



Mon Sep 28 12:21:38 EDT 2009

Step 1: INTRODUCTORY INFORMATION

Grant Title: Grant Number:
Grantee Name: County of York Award Amount:
Grantee Type: Local Government Agency
Address: 28 East Market Street
York, PA 17401
Contact Person: Telephone #:
Contact Address:
DOJ Grant Manager: DOJ Telephone #

Policy Statement:

The County of York is firmly committed to equal opportunity and provides for equal opportunity prior to and during employment with the County of York for all applicants and employees regardless of race, color, sex, national origin, age, religious preference, marital status, disability, or any other protected status and/or conditions specified in federal or Pennsylvania civil rights laws. The County of York policy of equality or opportunity applies to all levels of employment in the County of York and all job classifications. In addition, it is the responsibility of each department director and supervisor to give the County of York's non-discrimination policy full support through leadership and by personal example. In addition, it is the duty of each employee to help maintain a work environment which is conducive to and which reflects the County of York's commitment to equal employment opportunity. In compliance with the Americans with Disabilities Act of July 26, 1990 and the Americans with Disabilities Act (ADA) Amendments Act of 2008, the County of York will make every effort to employ and retain disabled individuals. The County of York exercises an affirmative duty to make reasonable accommodations to disabled applicants and employees so that qualified individuals can perform the essential functions of a job.

The County of York's Equal Employment Opportunity Plan (EEO) is reviewed bi-annually and updated based on the County of York employment trends.

Utilization Analysis Chart
Relevant Labor Market: York 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	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 #/%	33/39%	3/4%	0/0%	0/0%	1/1%	0/0%	0/0%	46/54%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	15,015/61%	145/1%	180/1%	0/0%	160/1%	0/0%	35/0%	8,745/35%	85/0%	195/1%	15/0%	80/0%	0/0%	10/0%
Utilization #/%	-22%	3%	-1%	0%	1%	0%	-0%	19%	-0%	2%	-0%	-0%	0%	-0%
Professionals														
Workforce #/%	103/24%	4/1%	5/1%	0/0%	0/0%	0/0%	0/0%	300/70%	2/0%	10/2%	1/0%	3/1%	0/0%	0/0%
CLS #/%	13,645/45%	180/1%	175/1%	25/0%	225/1%	0/0%	20/0%	15,465/51%	245/1%	415/1%	10/0%	145/0%	4/0%	20/0%
Utilization #/%	-21%	0%	1%	-0%	-1%	0%	-0%	20%	-0%	1%	0%	0%	-0%	-0%
Technicians														
Workforce #/%	16/18%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	68/77%	1/1%	1/1%	0/0%	1/1%	0/0%	0/0%
CLS #/%	1,975/40%	35/1%	45/1%	4/0%	15/0%	10/0%	0/0%	2,780/56%	50/1%	40/1%	0/0%	30/1%	0/0%	0/0%
Utilization #/%	-21%	-1%	0%	-0%	-0%	-0%	0%	21%	0%	0%	0%	1%	0%	0%
Protective Services: Sworn														
Workforce #/%	449/69%	12/2%	30/5%	1/0%	2/0%	0/0%	0/0%	140/22%	5/1%	8/1%	1/0%	0/0%	0/0%	0/0%
CLS #/%	1,965/83%	25/1%	90/4%	0/0%	0/0%	0/0%	4/0%	230/10%	0/0%	25/1%	0/0%	30/1%	0/0%	0/0%
Utilization #/%	-14%	1%	1%	0%	0%	0%	-0%	12%	1%	0%	0%	-1%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	21/33%	2/3%	17/27%	0/0%	0/0%	0/0%	0/0%	14/22%	5/8%	4/6%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	90/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	110/51%	0/0%	15/7%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-9%	3%	27%	0%	0%	0%	0%	-29%	8%	-1%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	56/9%	0/0%	2/0%	0/0%	1/0%	0/0%	0/0%	505/81%	15/2%	35/6%	0/0%	6/1%	0/0%	0/0%
CLS #/%	13,640/28%	185/0%	415/1%	30/0%	40/0%	0/0%	40/0%	33,210/67%	665/1%	920/2%	70/0%	155/0%	4/0%	45/0%
Utilization #/%	-19%	-0%	-1%	-0%	0%	0%	-0%	14%	1%	4%	-0%	1%	-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
Skilled Craft														
Workforce #/%	38/93%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	20,815/89%	350/2%	275/1%	55/0%	80/0%	0/0%	25/0%	1,515/7%	70/0%	85/0%	0/0%	10/0%	0/0%	0/0%
Utilization #/%	3%	-2%	1%	-0%	-0%	0%	-0%	-2%	-0%	-0%	0%	-0%	0%	0%
Service/Maintenance														
Workforce #/%	81/18%	4/1%	12/3%	0/0%	2/0%	0/0%	0/0%	268/61%	11/3%	58/13%	1/0%	2/0%	0/0%	0/0%
CLS #/%	34,455/52%	1,630/2%	1,710/3%	55/0%	320/0%	10/0%	165/0%	25,335/38%	805/1%	1,240/2%	25/0%	260/0%	4/0%	90/0%
Utilization #/%	-34%	-2%	0%	-0%	-0%	-0%	-0%	23%	1%	11%	0%	0%	-0%	-0%

Step 4b: Narrative Underutilization Analysis

COUNTY WIDE

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

1. Females, specifically, White females (-29%) are under-represented in the Protective Service Non-Sworn job category.
2. White males in all categories but Skilled Craft were significantly under-represented.

In reviewing the EEO Short Form that the County submitted to the Office of Civil Rights two years ago, we are able to note a reduction in the under-utilization of white males in the Technician job category. There were no significant changes in the utilization in other job categories.

Step 5 & 6: Objectives and Steps

1. The County of York is committed to maintaining a workforce at all levels of employment that represents the community it serves.

- a. The County of York will make every effort to provide EEO training to supervisors and managing directors on EEO policies, processes, documentation, interview processes and employment requirements.
- b. The County of York will review and update annually recruitment methods, practices and policies and promote equal employment opportunity through recruitment efforts.
- c. The County of York will monitor recruitment policies and procedures to determine if recruitment efforts are enabling the County to continue to meet and maintain minority objectives.

2. The County of York will continue with their efforts to promote and hire qualified individuals for all positions and will make every effort to assure that all qualified individuals are provided with equal opportunity to apply for all position vacancies.

- a. The County of York believes that it should continue to recruit workers from several areas. Recruitment contacts have been made and will continue to be used at York Technical Institute where a career/skills educational curriculum is taught. The County should also take advantage of programs such as business/office programs taught in local high schools, as well as, community colleges and local business institutions that offer business-related courses and could provide viable candidates for positions with the County of York.
- b. The County of York is committed to continually making contacts and presentations at job fairs, community colleges, technical schools and high schools throughout the community concerning job opportunities throughout the County.
- c. The County of York will make every effort to identify, contact, and advertise open positions in Community agencies, as well as the York County Job Center and through television and local publications.
- d. The County of York will make every effort to publicize employment and career opportunities with minority and professional societies as well as develop contacts and a presence in minority communities by working with established groups.
- e. The County of York will regularly review recruitment and retention efforts and apply information derived from exit interviews in an effort to improve retention.

3. The County of York provides opportunities for employees to attend Junior college, college, professional and other related training programs to increase opportunities for promotions and makes every effort to ensure that all qualified individuals are provided with equal opportunity to apply for all position vacancies.

- a. The County of York will make every effort to encourage upward mobility of all employees, but also assure that opportunities for advancement are equally distributed while encouraging minority participation.
- b. The County of York will make available a tuition reimbursement program for those employees with an interest in pursuing educational and/or promotional opportunities.

Step 7a: Internal Dissemination

1. The County of York will include articles covering the availability of the EEO plan/policy in all County of York publications.
2. The County of York will conspicuously post portions of the EEO plan/policy on employee bulletin boards.
3. The County of York will include the EEO plan/policy on the Countys web page and the intranet site.
4. In employee staff meetings, held with all managers, we will periodically update the County of Yorks compliance with this plan/policy. Discussions will include assisting managers in identifying and addressing problem areas with effective solutions.

Step 7b: External Dissemination

1. The County of York will annually inform recruiting sources of the EEO plan/policy and commitment.
2. The County of York will add the following to all written job announcements and help wanted ads: York County is a dedicated Equal Opportunity Employer.
3. The County of York will remind applicants, vendors, and suppliers regularly and in writing of the County of Yorks EEO plan/policy and indicate that the plan/policy is available for review.
4. The County of York will post a notice on the public community bulletin board explaining how applicants and members of the public may obtain a copy of the EEO plan/policy.

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.

Robert J. Nace Executive Director HR 9.24.09
[signature] [title] [date]