

EEOP Short Form



Thu Nov 05 15:30:58 EST 2009

Step 1: Introductory Information

Grant Title: Recovery Act: Edward Byrne Memorial Justice Assistance Grant **Grant Number:** 2009-RA-C01-2042

Grantee Name: Hamilton County Juvenile Court **Award Amount:** \$139,144.00

Grantee Type: Local Government Agency

Address: 800 Broadway, 15th Floor
Cincinnati, Ohio
45202

Contact Person: Gary Berger **Telephone #:** 513-946-4712

Contact Address: 138 E. Court Street, Room 707
Cincinnati, Ohio
45202

State Granting Agency: Office of Criminal Justice Services **Grant Number:** 2009-RA-Col1-2042

Contact Name: Sharman Sayre

Contact Address: 1970 W. Broad Street
Columbus, Ohio
43218

Telephone #: 614-728-4789

Grant Title: BJA FY 09 Recovery Act Edward Byrne Memorial Competitive Grant Program: Providing for Funding of **Grant Number:** 2009-SC-B9-0123

Grantee Name: Hamilton County **Award Amount:** \$596,366.00

Grantee Type: Local Government Agency

Address: 138 E. Court Street, Room 603
Cincinnati, Ohio
45202

Contact Person: Gary Berger **Telephone #:** 513-946-4712

Contact Address: 138 E. Court Street, Room 707
Cincinnati, Ohio
45202

DOJ Grant Manager: Linda Hill-Franklin **DOJ Telephone #:** 202-514-0712

Grant Title: BJA FY 09 Justice and Mental Health Collaboration Program Expansion **Grant Number:** 2009-MO-BX-0003

Grantee Name: Hamilton County Juvenile Court **Award Amount:** \$200,000.00

Grantee Type: Local Government Agency
Address: 800 Broadway, 15th Floor
Cincinnati, Ohio
45202
Contact Person: Gary Berger **Telephone #:** 513-946-4712
Contact Address: 138 E. Court Street, Room 707
Cincinnati, Ohio
45202
DOJ Grant Manager: Linda Hill-Franklin **DOJ Telephone #:** 202-514-0712

Grant Title: Recovery Act: Edward Byrne **Grant Number:** 2009-RA-B01-2126
Memorial Justice Assistance Grant
Grantee Name: Hamilton County Juvenile Court **Award Amount:** \$398,024.00
Grantee Type: Local Government Agency
Address: 800 Broadway, 15th Floor
Cincinnati, Ohio
45202
Contact Person: Gary Berger **Telephone #:** 513-946-4712
Contact Address: 138 E. Court Street, Room 707
Cincinnati, Ohio
45202
State Granting Agency: Office of Criminal Justice Services **Grant Number:** 2009-RA-B01-2126
Contact Name: Sharman Sayre
Contact Address: 1970 W. Broad Street
Columbus, Ohio
45202
Telephone #: 614-728-4789

Policy Statement:

Hamilton County is an Equal Employment Opportunity Employer and all Elected Officials within the County will practice Equal Employment Opportunities in all aspects of their operations. All employees shall be treated in a fair and equitable manner based solely upon merit, fitness and such other occupational qualifications as each individual might possess. Personnel actions or decisions concerning any term or condition of employment shall not unlawfully discriminate on the basis of race, sex, sexual orientation, gender identity, age, religion, color, national origin, ancestry, disability or any other non-job related criteria. Hamilton County will accept nothing less than zero tolerance for violations of public or employee rights, or harassment or discrimination based on any of these criteria.

Step 4b: Narrative Underutilization Analysis

The areas of significant underutilization are as follows:

White Females were significantly under-represented in the following categories: Technicians (-16%), Skilled Craft (-6%) and Service/Maintenance (-20%)

Black Females were significantly under-represented in the following categories: Technicians (-13%), and Service/Maintenance (-9%)

White Males were significantly under-represented in the following categories: Professionals (-17%), Protective Services (-4%) and Administrative Support (-5%)

Black Males were significantly under-represented in the following categories: Skilled Craft (-10%)

The objectives and action steps in the Plan are targeted at eliminating significant underutilizations and increasing the representation of all races, genders and national origin groups to reflect our community labor market.

According to the 2008 Census update, the county minority population was Black or African American: 24.9%, American Indian/Alaskan Native: 0.2%, Asian: 1.9%, Hispanic/Latino: 1.9%

Step 5 & 6: Objectives and Steps

1. Hamilton County will encourage equal employment opportunities for Black or African American males in the Skilled Craft job category

- a. Hamilton County will partner with ethnically and socially diverse community partners and organizations in the job posting process in order to recruit more qualified individuals in this under-represented category.
- b. The Human Resources Department will collaborate with hiring managers during the recruitment process to sustain awareness of County goals regarding the diversity of applicants for this under-represented category.
- c. The Human Resources Department will continue to review employment and organizational data related to the job categories that show significant underutilization in order to identify issues that may pose barriers for any protected class, including but not limited to Hispanics or Latinos, Blacks or African Americans, American Indians or Alaska Natives, Asians, Native Hawaiians or Other Pacific Islanders and Two or More Races.

2. Hamilton County will encourage equal employment opportunities for Black or African American females in the following job categories: Technicians and Service/Maintenance

- a. Hamilton County will partner with ethnically and socially diverse community partners and organizations in the job posting process in order to recruit more qualified individuals in these under-represented categories.
- b. The Human Resources Department will collaborate with hiring managers during the recruitment process to sustain awareness of County goals regarding the diversity of applicants for these under-represented categories.
- c. The Human Resources Department will continue to review employment and organizational data related to the job categories that show significant underutilization in order to identify issues that may pose barriers for any protected class, including but not limited to Hispanics or Latinos, Blacks or African Americans, American Indians or Alaska Natives, Asians, Native Hawaiians or Other Pacific Islanders and Two or More Races.

3. Hamilton County will encourage equal employment opportunities for White males in the following job categories: Professionals, Protective Services and Administrative Support

- a. Hamilton County will partner with ethnically and socially diverse community partners and organizations in the job posting process in order to recruit more qualified individuals in these under-represented categories.
- b. The Human Resources Department will collaborate with hiring managers during the recruitment process to sustain awareness of County goals regarding the diversity of applicants for these under-represented categories.

c. The Human Resources Department will continue to review employment and organizational data related to the job categories that show significant underutilization in order to identify issues that may pose barriers for any protected class, including but not limited to Hispanics or Latinos, Blacks or African Americans, American Indians or Alaska Natives, Asians, Native Hawaiians or Other Pacific Islanders and Two or More Races.

4. Hamilton County will encourage equal employment opportunities for White females in the following job categories: Technicians, Skilled Craft, and Service/Maintenance

- a. Hamilton County will partner with ethnically and socially diverse community partners and organizations in the job posting process in order to recruit more qualified individuals in these under-represented categories.
- b. The Human Resources Department will collaborate with hiring managers during the recruitment process to sustain awareness of County goals regarding the diversity of applicants for these under-represented categories.
- c. The Human Resources Department will continue to review employment and organizational data related to the job categories that show significant underutilization in order to identify issues that may pose barriers for any protected class, including but not limited to Hispanics or Latinos, Blacks or African Americans, American Indians or Alaska Natives, Asians, Native Hawaiians or Other Pacific Islanders and Two or More Races.

Step 7a: Internal Dissemination

1. State and federal EEO notices will be posted on bulletin boards in all buildings occupied by Hamilton County employees.
2. Hamilton County will continue to advertise employment opportunities on the County Internet site, with local colleges and universities, in newspapers, and on bulletin boards in all buildings occupied by County employees.
3. The Human Resources Department will post a PDF file of the Equal Employment Opportunity Plan- Short Form on the County Intranet site, which is the electronic communication system for employees within Hamilton County.
4. The Human Resources Department will keep a bound copy of the Equal Employment Opportunity Plan- Short Form on display in each of their 2 locations with one being at the County Administration Building office and the other at the Jobs and Family Services office.
5. Hamilton County will continue to include statements of non-discrimination in collective bargaining agreements. Copies of such agreements are distributed to union employees by their respective union.
6. The policy for nondiscrimination will continue to be posted on the County's Intranet website as part of the Personnel Policy Manual available to all employees and will continue to be reviewed with all new employees upon hire.
7. The Human Resources Department will continue to provide statistical reports to department directors and managers, as requested, for specific job vacancies to strategize how to attract and retain a diverse group of applicants in the underutilized job categories.
8. The Human Resources Department will continue to provide EEO reports with statistics on workforce minorities to department directors and County administrators, as requested.

Step 7b: External Dissemination

1. A copy of the Equal Employment Opportunity Plan- Short Form will be posted on Hamilton County's Internet site.
2. The Hamilton County Employment Application is reviewed periodically to ensure compliance with the latest federal and state EEO regulations and to ensure that each applicant is given the greatest opportunity to present his/her qualifications as it relates to the position that they are applying for.
3. Hamilton County will continue to advertise employment opportunities on bulletin boards in Hamilton County occupied buildings, on Hamilton County's Internet site and through various other paid advertising methods.
4. Hamilton County will attract applicants who are members of protected classes through targeted advertising (i.e. community websites and newspapers, professional organizations and special publications).
5. Job Postings will include the following statement: "An Equal Employment Opportunity Employer"
6. The Hamilton County Employment Application will continue to include the statement "An Equal Opportunity Employer" and will include the EEO policy of Hamilton County that no person shall be subjected to employment discrimination on the basis of race, sex, sexual orientation, gender identity, age, religion, color, national origin, ancestry, disability or any other

non-job related criteria".


Utilization Analysis Chart
Relevant Labor Market: Hamilton County, Ohio

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 #/%	118/56%	0/0%	9/4%	0/0%	2/1%	0/0%	0/0%	70/33%	1/0%	10/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	32,830/54%	335/1%	2,790/5%	45/0%	590/1%	4/0%	150/0%	19,910/33%	260/0%	3,615/6%	75/0%	245/0%	0/0%	100/0%
Utilization #/%	2%	-1%	-0%	-0%	-0%	-0%	-0%	1%	0%	-1%	-0%	-0%	0%	-0%
Professionals														
Workforce #/%	523/23%	5/0%	149/7%	0/0%	3/0%	0/0%	0/0%	985/44%	8/0%	572/25%	0/0%	7/0%	0/0%	0/0%
CLS #/%	35,530/40%	485/1%	3,445/4%	15/0%	2,195/2%	0/0%	190/0%	38,055/43%	465/1%	6,180/7%	55/0%	1,270/1%	4/0%	165/0%
Utilization #/%	-17%	-0%	3%	-0%	-2%	0%	-0%	1%	-0%	18%	-0%	-1%	-0%	-0%
Technicians														
Workforce #/%	253/65%	0/0%	15/4%	0/0%	3/1%	0/0%	0/0%	107/28%	1/0%	7/2%	0/0%	2/1%	0/0%	0/0%
CLS #/%	3,330/32%	40/0%	610/6%	20/0%	95/1%	4/0%	60/1%	4,550/44%	45/0%	1,500/14%	0/0%	65/1%	0/0%	35/0%
Utilization #/%	33%	-0%	-2%	-0%	-0%	-0%	-1%	-16%	-0%	-13%	0%	-0%	0%	-0%
Protective Services: Sworn														
Workforce #/%	540/63%	8/1%	130/15%	0/0%	2/0%	0/0%	0/0%	647%	0/0%	117/14%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,475/66%	25/0%	1,085/16%	15/0%	0/0%	10/0%	30/0%	655/10%	4/0%	435/6%	4/0%	0/0%	0/0%	10/0%
Utilization #/%	-4%	1%	-1%	-0%	0%	-0%	-0%	-2%	-0%	7%	-0%	0%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	145/32%	0/0%	45/10%	0/0%	0/0%	0/0%	0/0%	210/47%	0/0%	45/10%	0/0%	4/1%	0/0%	0/0%
Utilization #/%														
Administrative Support														
Workforce #/%	230/22%	0/0%	42/4%	0/0%	0/0%	0/0%	0/0%	572/55%	3/0%	185/18%	0/0%	2/0%	0/0%	0/0%
CLS #/%	30,025/27%	290/0%	6,395/6%	65/0%	415/0%	4/0%	120/0%	56,235/50%	590/1%	16,615/15%	140/0%	570/1%	10/0%	295/0%
Utilization #/%	-5%	-0%	-2%	-0%	-0%	-0%	-0%	5%	-0%	3%	-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
Skilled Craft														
Workforce #/%	61/97%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25,775/77%	405/1%	4,360/13%	90/0%	115/0%	20/0%	110/0%	1,860/6%	25/0%	570/2%	4/0%	60/0%	0/0%	4/0%
Utilization #/%	20%	-1%	-10%	-0%	-0%	-0%	-0%	-6%	-0%	-2%	-0%	-0%	0%	-0%
Service/Maintenance														
Workforce #/%	102/65%	1/1%	31/20%	0/0%	0/0%	0/0%	0/0%	12/8%	1/1%	10/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	39,945/36%	1,190/1%	18,780/17%	230/0%	700/1%	20/0%	310/0%	30,360/28%	565/1%	16,730/15%	130/0%	530/0%	15/0%	310/0%
Utilization #/%	29%	-0%	3%	-0%	-1%	-0%	-0%	-20%	0%	-9%	-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 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] Dir. H. R. [title] NOV 05 2009 [date]