

EEOP Short Form



Mon Jan 24 15:58:47 EST 2011

Step 1: Introductory Information

Grant Title: Bulletproof Vest Partnership **Grant Number:** FY2010 BVP
Grantee Name: Garrett County **Award Amount:** \$4,043.00
Grantee Type: Local Government Agency
Address: 203 South Fourth Street
Oakland, Maryland
21550
Contact Person: Gloria Burns **Telephone #:** 301-334-1911
Contact Address: 311 East Alder Street
Oakland, Maryland
21550
DOJ Grant Manager: **DOJ Telephone #:**

Grant Title: Garrett County Sheriff's Office
Tactical Equipment Grant **Grant Number:** 2009-SB-B9-0021
Grantee Name: Garrett County **Award Amount:** \$13,251.00
Grantee Type: Local Government Agency
Address: 311 E. Alder Street
Oakland, Maryland
21550
Contact Person: Sheriff Robert Corley **Telephone #:** 301-334-1911
Contact Address: 311 East Alder Street
Oakland, Maryland
21550
DOJ Grant Manager: Kandia Conaway **DOJ Telephone #:** 202-514-9205

Grant Title: Rural Victim Support **Grant Number:** VAWA-2009-1950
Grantee Name: Garrett County Sheriff's Office **Award Amount:** \$35,028.00
Grantee Type: Local Government Agency
Address: 311 East Alder Street
Oakland, Maryland
21550
Contact Person: Sheriff Robert Corley **Telephone #:** 301-334-1911
Contact Address: 311 East Alder Street
Oakland, Maryland
21550
State Granting Agency: Governor's Office of Crime Control & Prevention **Grant Number:** VAWA-2009-1950

Contact Name: Anissa Walker
Contact Address: 300 East Joppa Road, Suite 1105
Baltimore, Maryland
21286-3016
Telephone #: 410-821-2828

Policy Statement:

See attachment

Article 4. Personnel Administration.

Section 1-401. Civil Service Board.

- (a) As provided by Section 20-9 of the Code of Garrett County, Maryland, the Civil Service Board of Garrett County consists of three members. Two (2) members shall be appointed by the Board of County Commissioners representing the public at large but not from among County employees and one (1) member shall be elected by a majority vote of all County classified employees covered by the merit system.
- (b) The Civil Service Board performs the duties prescribed in these rules and regulations, the Code of Garrett County, and any other duties assigned to it by the Board of County Commissioners.

Section 1-402. County Administrator.

- (a) The County Administrator shall be exclusively accountable for the management of the overall County personnel system in accordance with these rules and procedures and executes all duties as prescribed by the Board of County Commissioners.
- (b) Notwithstanding the provisions of subsection (a), the County Administrator shall:
 - (1) Advise the Board of County Commissioners on matters related to personnel administration;
 - (2) Prepare, approve, and if appropriate, recommend amendments to these rules and regulations;
 - (3) Prepare and approve all position reclassifications and applicable compensation;
 - (4) Publish Position vacancies in accordance with the provisions of these rules and regulations; and
 - (5) Log all applications for employment and notify applicants of the receipt of their applications.

Article 5. Equal Opportunity Employer.

Section 1-501. Equal Employment Opportunity.

It is the policy of the Garrett County Government to ensure equal employment opportunity for all Employees and appointed representatives. This commitment includes a mandate to promote and afford fair and equal treatment and services to all County residents, County representatives, and Employees, and to assure to all persons equal employment opportunity based on ability and fitness regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of the essential duties required of a Position and which are bonafide occupational qualifications which cannot be accommodated without undue hardship. The goals and objectives of this policy are to:

- (1) Ensure fair treatment and non-discrimination in County hiring and promotional opportunities, employee benefits, and in Appointments to and service on County boards and commissions.

- (2) Provide compliance with local, state and federal equal opportunity requirements and regulations; and
- (3) Provide a basis for encouraging those who do business with the County to practice Equal Employment Opportunity.

Section 1-502. Program Responsibility.

The County Administrator shall serve as the Equal Opportunity Officer to carry out the County's equal employment opportunity policy and program. The County Administrator shall be the focal point for the County's equal opportunity efforts and shall advise and assist staff and management personnel in all matters regarding implementation of and compliance with the policy. The equal employment opportunity officer shall be responsible for the successful execution of the program, utilizing the assistance of appropriate state and community agencies. The equal opportunity officer will have responsibility for examining existing internal policies or procedures which may serve as barriers to implementing the County's equal employment opportunity policy.

Section 1-503. Affirmative Action.

- (a) The equal employment opportunity policy may require special affirmative action to seek out Employees at any level whose potential has not been fully utilized, with the objective of assisting them in reaching their full potential and to utilize the resources and promise of the community. Thus an affirmative action program seeks to benefit individuals who have been denied equal opportunities and provides positive benefits to the County through the fuller utilization and development of untapped human resources.
- (b) The County Administrator is responsible for the development and administration of an effective affirmative action program. The program will include:
 - (1) A statement of purpose;
 - (2) Procedures for determining and identifying problem areas and factors to be used in determining whether minorities, females, or the disabled are under utilized in an occupational grouping;
 - (3) Procedures for developing action-oriented programs to eliminate problems;
 - (4) Criteria for establishing goals and timetables; and
 - (5) Disciplinary actions for violations of the program and policy.

Article 6. Nepotism.

Section 1-601. Nepotism.

- (a) It is the Employer's policy that immediate relatives will not be employed in regular full-time or regular part-time Positions where:
 - (1) One relative would have the authority to supervise, appoint, remove discipline or evaluate the performance of the other.
 - (2) One relative would be responsible for auditing the work of the other.
 - (3) Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the Employer's interest and their own.

Step 4b: Narrative Underutilization Analysis

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

White females were significantly under-represented in the following job categories:

Protective Services: Sworn and Service Maintenance.

Step 5 & 6: Objectives and Steps

1. To encourage White females to apply for vacancies in the Protective Services: Sworn and Service Maintenance job categories

- a. HR will review the composition of the applicants for Protective Services: Sworn and Service Maintenance Positions in the last fiscal year to determine whether White female applicants were under-represented. HR will produce a written report of its findings within six months of the date of this report.
- b. HR will review the applicant flow data that it is required to keep under the EEOP regulations for all applicants in the last fiscal year in the Protective Services: Sworn and Service Maintenance job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out White female applicants. HR will produce a written report of its findings within six months of the date of this report; and based on the results, consider modifying its candidate selection process.
- c. HR will conduct a more detailed workforce analysis to identify particular County departments, offices, or job positions that represent significant underutilization of White females in the Protective Services: Sworn and Service Maintenance job categories. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, HR will create a recruitment action plan for implementation by the end of the current fiscal year.
- d. HR will enhance outreach efforts that target White female applicants in the Protective Services: Sworn and Service Maintenance job categories (e.g., presentation at Garrett College Job Fair and working with organizations such as the Business & Professional Women, League of Women Voters, and Garrett County Commission on Women).

Step 7a: Internal Dissemination

1. At its orientation program for all new employees, HR will include a discussion of the EEOP Short Form and inform County employees that a copy is available to them from HR on request.
2. HR will post a PDF file of the EEOP Short Form on the internal public computer drive.
3. HR will keep one copy of the EEOP Short Form on display in the reception area of its office.
4. HR will include a written notice in the standard County Employee Handbook, explaining how employees may obtain a copy of the EEOP Short Form.
5. HR will send an e-mail to all employees to inform them that they may obtain a copy of the County's EEOP Short Form on request within 30 days of the date of this report.
6. At each County job site and office, HR will post a written notice providing information on how employees can obtain a copy of the EEOP Short Form.

Step 7b: External Dissemination

1. HR 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. HR will post on its public website a PDF file of the EEOP Short Form that any user may access and download.
3. The County's Purchasing Office, in consultation with HR, will provide written notice to all vendors and contractors that register with the Purchasing Office that they may obtain a copy of the County's EEOP Short Form on request.
4. HR will send 10 bound copies of the EEOP Short Form to the Ruth Enlow Library so that two copies may be put on display in the Main Library and two copies may be put on display at each of the four branch libraries in the County.

Utilization Analysis Chart
Relevant Labor Market: Garrett County, Maryland

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 #/%	11/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,005/62%	0/0%	0/0%	0/0%	4/0%	0/0%	0/0%	605/37%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	7%	0%	0%	0%	-0%	0%	0%	-6%	-0%	0%	0%	0%	0%	0%
Professionals														
Workforce #/%	14/61%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	680/38%	4/0%	0/0%	0/0%	4/0%	0/0%	0/0%	1,115/62%	0/0%	0/0%	0/0%	10/1%	0/0%	0/0%
Utilization #/%	23%	-0%	0%	0%	-0%	0%	0%	-22%	0%	0%	0%	-1%	0%	0%
Technicians														
Workforce #/%	17/74%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	90/35%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%	160/63%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	38%	-2%	0%	0%	0%	0%	0%	-37%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn														
Workforce #/%	30/97%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	195/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	40/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	14%	0%	0%	0%	0%	0%	0%	-14%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	25/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	10/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	7%	0%	0%	0%	0%	0%	0%	-7%	0%	0%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	8/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	26/76%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	720/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2,120/74%	4/0%	20/1%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	0%	0%	0%	0%	0%	0%	3%	-0%	-1%	-0%	0%	0%	0%
Skilled Craft														
Workforce #/%	126/100%	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%
CLS #/%	1,855/98%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	45/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

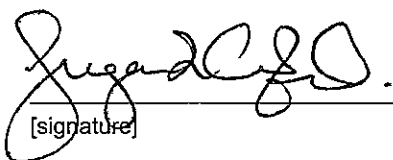
Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	2%	0%	0%	0%	0%	0%	0%	-2%	0%	0%	0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	60/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,960/59%	19/0%	0/0%	0/0%	0/0%	0/0%	4/0%	2,000/40%	0/0%	4/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	24%	-0%	0%	0%	0%	0%	-0%	-23%	0%	-0%	-0%	0%	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
Protective Services: Sworn								✓						
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 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.

 County Commissioner 2.22.2011
[signature] [title] [date]