

EEOP Utilization Report



Thu Jan 29 16:26:27 EST 2015

Step 1: Introductory Information

Grant Title:	VOCA-Amendment #1	Grant Number:	VOCA-NC-2012 Hood River Co. VAP-0004
Grantee Name:	Hood River County	Award Amount:	\$71,112.00
Grantee Type:	Local Government Agency		
Address:	601 State Street Hood River, Oregon 97031		
Contact Person:	Gloria Needham	Telephone #:	541-386-3103
Contact Address:	309 State Street Hood River, Oregon 97031		
DOJ Grant Manager:	Cathy Relang	DOJ Telephone #:	503-378-4476

Policy Statement:

Policy Statement:

POLICY ON
HARASSMENT/DISCRIMINATION
AND HOSTILE WORK ENVIRONMENT

3.1 Illegal Workplace Harassment and Discrimination Prohibited;

Hood River County is committed to providing all employees with a work environment which is free from illegal bias, prejudice, discrimination and harassment. We have a zero tolerance policy prohibiting workplace harassment or discrimination on the basis of race, marital status, religion, gender, national origin, age, mental or physical disability, veteran status, military status, association with members of a protected class, injured worker status, non-supervisory family relationships, or any other protected status under applicable law.

EQUAL EMPLOYMENT OPPORTUNITIES

5.1 Hood River County is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, gender, sexual orientation, veteran status, military status, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.

Step 4b: Narrative Underutilization Analysis

Step 4b: Narrative Underutilization Analysis

1. White Females were significantly under-represented in technicians (-53%), Protective Services, Non-sworn (-17%), Administrative support (-3%), and Service/Maintenance (-19%).
2. Hispanic females were also significantly under-represented in Professionals (-4%), Technicians (-6%), Skilled Craft workers (-6%), and Service/maintenance (-18%).
3. Hispanic males were significantly under-represented in Administrative Support (-6%), Skilled Craft workers (-15%), and Service/Maintenance (-20%).

Although the Utilization Analysis indicates instances of under-representation in some categories, the actual numbers of employees in some of the job categories made it difficult to draw any reliable conclusions regarding underutilization. As example, Technicians indicates -53% white women and -4% Hispanic women but there are only a total of 2 positions; Protective Services: Non-sworn indicates -17% white women yet 10 out of the 12 positions are white women; Administrative Support indicates -3% white women yet 15 out of 23 are white women; and Service/Maintenance indicates -19% white women and -18% Hispanic women yet the position totals equal 7. Hispanic Males are also underutilized (-20%) in this last category.

In reviewing the EEOP Utilization Report that the County submitted two years ago, we were able to track and make improvements in the recruitment of women in Protective Services Sworn job category.

Step 5 & 6: Objectives and Steps

1. Target specific jobs with identified underutilization

- a. Our objective is to provide equal employment opportunities for women and Hispanic men and women when our organization fills vacancies that become available in Technical, Protective services, sworn and non-sworn, skilled craft workers and service maintenance.

2. Review practices

- a. Our organization will continue to review applicant data and employment organizational data to identify any issues that may pose barriers for females and Hispanics. Continue to review job postings, advertising practices and selection criteria to insure no barriers exist and inform decision makers to be aware of any underutilization in respective job positions.

3. Cultural outreach

- a. Outreach to Hispanic Community regarding job opportunities. Some research with County & City Data Book through U.S. Printing office, library statistical profiles for identifying Hispanic culture in this demographic area and contact with the Department of Human Services for outreach assistance to solicit opportunities with this organization.

Step 7a: Internal Dissemination

Hood River County's Human Resources Department will post an updated PDF file of the EEOP short Form on the Hood River County Website and make the form available electronically for all staff making such a request.

Human Resources will post a copy of the EEOP Short form on all internal bulletin boards, at all locations and in the reception area of its County Business Administration Building.

Human Resources will distribute a hard copy to all Department Directors.

Step 7b: External Dissemination

1. Post a copy of the EEOP Short Form on the Hood River County Website.
2. Distribute bound copies of the EEOP Short Form to local public libraries for display in their reading room and through

any electronically linked libraries.

3. Assure that all advertisements for job vacancies indicate that Hood River County is an equal opportunity employer.
4. Provide a copy to Hood River County legal department for providing to all contracted personnel, vendors and subcontractors to review upon request.

Utilization Analysis Chart
Relevant Labor Market: Hood River County, Oregon

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 #/%	8/36%	1/5%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	11/50%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	590/54%	40/4%	10/1%	0/0%	10/1%	0/0%	0/0%	0/0%	420/38%	30/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-17%	1%	-1%	5%	-1%	0%	0%	0%	12%	2%	0%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	7/35%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/60%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	795/46%	25/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	765/45%	75/4%	0/0%	0/0%	20/1%	15/1%	20/1%	0/0%
Utilization #/%	-11%	-1%	0%	0%	0%	0%	0%	0%	15%	-4%	0%	5%	-1%	-1%	-1%	0%
Technicians																
Workforce #/%	2/100%	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%	0/0%	0/0%
CLS #/%	105/41%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	135/53%	15/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	59%	0%	0%	0%	0%	0%	0%	0%	-53%	-6%	0%	0%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	17/89%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	95/100%	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%	0/0%	0/0%
Utilization #/%	-11%	5%	0%	0%	0%	0%	0%	0%	5%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	60/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	0%	0%	0%	0%	0%	0%	0%	-17%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	5/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	19/50%	12/32%	0/0%	1/3%	1/3%	0/0%	0/0%	0/0%
CLS #/%	695/25%	160/6%	4/0%	10/0%	15/1%	15/1%	0/0%	0/0%	1,450/53%	310/11%	0/0%	30/1%	15/1%	15/1%	35/1%	0/0%
Utilization #/%	-12%	-6%	-0%	-0%	-1%	-1%	0%	0%	-3%	20%	0%	2%	2%	-1%	-1%	0%
Skilled Craft																

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
Workforce #/%	12/92%	1/8%	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%	0/0%
CLS #/%	645/67%	220/23%	0/0%	30/3%	0/0%	0/0%	4/0%	0/0%	10/1%	55/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	25%	-15%	0%	-3%	0%	0%	-0%	0%	-1%	-6%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	6/86%	1/14%	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%	0/0%
CLS #/%	1,210/25%	1,645/34%	0/0%	0/0%	0/0%	0/0%	0/0%	15/0%	890/19%	885/18%	10/0%	25/1%	55/1%	0/0%	0/0%	50/1%
Utilization #/%	60%	-20%	0%	0%	0%	0%	0%	-0%	-19%	-18%	-0%	-1%	-1%	0%	0%	-1%

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.

Denise Ford Human Resources Jan. 29, 2015
[signature] [title] [date]