

EEOP Utilization Report



Mon Jun 29 12:41:32 EDT 2015

Step 1: Introductory Information

Grant Title:	2014 Edward Byrne Memorial Justice Assistance Grant (JAG) Program	Grant Number:	2013-JAG-014
Grantee Name:	Jasper County, Drug Task Force	Award Amount:	\$118,467.00
Grantee Type:	Local Government Agency		
Address:	302 S Main Street Suite 101 Carthage, Missouri 64836		
Contact Person:	Mrs Sandi Collins	Telephone #:	417-624-9365
Contact Address:	211 W Broadway Webb City, Missouri 64870		
State Granting Agency:	Missouri Department of Public Safety	Grant Number:	2013-JAG-014
Contact Name:	Heather Haslag		
Contact Address:	301 West High Street Room 870 Jefferson City, Missouri 65102		
Telephone #:	573-751-1318		

Policy Statement:

As written in the Jasper County Personnel Policy Manual -
Section 3-1 Equal Employment Opportunity

The Jasper County Commission, being award of the necessity of making a statement of policy as to the equal employment opportunity as provided to the citizens of Jasper County, do hereby issue the following order.

IT IS THEREFORE ORDERED by the County Commission of Jasper County that equal opportunity in employment will be offered without regard to race, color, religion, sex, national origin, handicap, political affiliation, or anything that might be construed as being discriminatory in the employment process no matter how insignificant it might appear.

IT IS FURTHER ORDERED by the Commission that this policy of no discrimination will prevail throughout every aspect of employment and that all decisions for hiring shall be based solely upon each individual's qualifications for the position to be filled.

IT IS FURTHER ORDERED by the Commission that all employee benefits, compensations and other personnel actions will be administered without regard to race, color, religion, sex, age, national origin, handicap, political affiliation, or anything else that might be construed as discriminatory.

IT IS THEREFORE ORDERED by the Commission that it is the intent of the County Commission that this policy shall be enforced the same as any other policy of Jasper County and that all office-holders shall agree to comply with the above statement of policy or submit a policy to their own subject to the approval of the County Commission. Any attempt to thwart or circumvent this policy shall be grounds for disciplinary action as allowed by the Missouri State Statutes.

Step 4b: Narrative Underutilization Analysis

STEP 4b: Narrative Underutilization Analysis

Jasper County has noted the following:

1. In the area of Protective Services: Non-sworn there was significant under-representation for White Females (-52%).
2. In the area of Administrative Support there was significant under-representation of White Males (-12%).
3. In the area of Service/Maintenance there was significant under-representation of White Females (-29%).
4. It is noted there were other areas with less significant under-representation. These areas include:
Officials/Administrators: White Males -8%
Technicians: White Females -23%
5. It is also noted that there were other areas of under-representation of 4% or less.

Upon review of the EEOP Utilization Report that the County submitted to OCR two years ago, we see that under-representation of White Females in the Protective Services-Non-Sworn category has gone from 11% to 52%.

Contributing factors to this increase could be due to:

1. Jasper County elected a new Sheriff and as a result administrative practices for the Sheriffs Department have been reviewed and restructured. The Sheriffs Department has been able to decrease its payroll budget and better utilize current employees. (The decrease occurred by fruition and not by layoffs.)
2. Jasper County has restructured its Juvenile/Juvenile Detention operation due to safety and maintenance issues of the Juvenile Detention facility. Juveniles are now being housed in another County and therefore reduced the payroll roster. In the area of Administrative Support with under-representation of White Males (-12%) it should be noted this number is down from (-14%) two years ago.

In the area of Service/Maintenance with under-representation of White Females (-29%) it is noted that the percentage rate remained the same from two years ago. However the actual number of employees in this area increased from 2 to 3 White Females.

Step 5 & 6: Objectives and Steps

1. Step 5 & 6: Objective and Steps

a. Step 5 & 6: Objective & Steps

The County is slowly seeing more openings filled by individuals of race other than White. This is especially true in offices dealing directly w/ the public and where an interrupter might be needed. The Commission is responsible for setting policy for county offices in regard to non-discrimination in the work place & is set out in the County of Jasper, Missouri Personnel Policy Manual in regard to non-discrimination of race, color, religion, sex, age, national origin, handicap, political affiliation, etc. Each Elected Official has a copy of the Policy Manual & are expected to follow this policy. The County will be more proactive in conducting a more detailed analysis of the employee census to identify positions held in order to achieve a more accurate account pertaining to gender and race. This will be accomplished through the Jasper County Auditors Office.

Step 7a: Internal Dissemination

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1. Incorporate EEOP into County Personnel Manual. A copy of the EEOP will be included in the County Personnel Manual given to each new hire.
2. Distribute EEOP to Elected Officials and Department Supervisors by email for distribution to employees.
3. Make EEOP available upon request to every employee through the County Clerk's office.
4. Within 30 days of receiving the Justice Departments approval of the Countys EEOP Short Form, the EEOP will be emailed to all elected officials and supervisors to inform all county employees of the EEOP policy.

5. Written notice will be posted on all public bulletin boards within county buildings at all locations to notify employees that they may obtain a copy of the Countys EEOP Short Form on request and how to obtain.

Step 7b: External Dissemination

STEP 7b: External Dissemination

1. The County will post on its public website a PDF file of the EEOP Short Form that any user may access and download.
2. The County Commission will request each Elected Official and Department Supervisor to include written statement in all job announcements that a copy of the County's EEOP Short Form is available on request.
3. The County will include written statement on all Request for Proposal to potential contractors that a copy of the County's EEOP may be obtained and how to obtain from the County Clerk.
4. A copy of the EEOP Short Form will be posted on the Public Bulletin Board in the main hallway of the Courthouse by the Commission Office as well as Public Bulletin Boards in other locations of County offices.

Utilization Analysis Chart
Relevant Labor Market: Jasper County, Missouri

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 #/%	6/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/33%	0/0%	1/8%	1/8%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,840/58%	10/0%	0/0%	45/1%	30/1%	0/0%	75/2%	0/0%	1,715/35%	50/1%	10/0%	15/0%	40/1%	0/0%	75/2%	0/0%
Utilization #/%	-8%	-0%	0%	-1%	-1%	0%	-2%	0%	-2%	-1%	8%	8%	-1%	0%	-2%	0%
Professionals																
Workforce #/%	12/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/52%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,150/38%	120/1%	20/0%	35/0%	125/2%	0/0%	45/1%	4/0%	4,495/55%	50/1%	10/0%	85/1%	30/0%	0/0%	48/1%	15/0%
Utilization #/%	6%	-1%	-0%	-0%	-2%	0%	-1%	-0%	-3%	-1%	-0%	3%	-0%	0%	-1%	-0%
Technicians																
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	740/45%	10/1%	0/0%	4/0%	30/2%	0/0%	4/0%	0/0%	790/48%	14/1%	0/0%	15/1%	35/2%	0/0%	14/1%	0/0%
Utilization #/%	30%	-1%	0%	-0%	-2%	0%	-0%	0%	-23%	-1%	0%	-1%	-2%	0%	-1%	0%
Protective Services: Sworn																
Workforce #/%	76/92%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	560/80%	10/1%	0/0%	4/1%	10/1%	0/0%	20/3%	0/0%	80/11%	0/0%	15/2%	0/0%	0/0%	0/0%	4/1%	0/0%
Utilization #/%	12%	-0%	0%	-1%	-1%	0%	-3%	0%	-4%	0%	-2%	0%	0%	0%	-1%	0%
Protective Services: Non-sworn																
Workforce #/%	26/46%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	27/48%	1/2%	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%	70/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	46%	2%	0%	2%	0%	0%	0%	0%	-52%	2%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	18/20%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	65/74%	2/2%	0/0%	1/1%	0/0%	0/0%	1/1%	0/0%
CLS #/%	4,940/32%	150/1%	75/0%	145/1%	20/0%	0/0%	114/1%	0/0%	9,075/60%	275/2%	65/0%	215/1%	0/0%	0/0%	165/1%	0/0%
Utilization #/%	-12%	0%	-0%	-1%	-0%	0%	-1%	0%	14%	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	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
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,250/84 %	290/5%	115/2%	185/3%	10/0%	0/0%	40/1%	25/0%	270/4%	30/0%	0/0%	4/0%	10/0%	0/0%	24/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	32/89%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/6%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,535/50 %	965/5%	335/2%	270/1%	35/0%	25/0%	214/1%	40/0%	7,285/35 %	730/3%	100/0%	165/1%	130/1%	10/0%	155/1%	4/0%
Utilization #/%	39%	-2%	-2%	-1%	-0%	-0%	-1%	-0%	-29%	-1%	-0%	-1%	-1%	-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: Non-sworn									✓							
Administrative Support	✓															
Service/Maintenance									✓							

