

EEOP Short Form



Wed Apr 24 14:06:22 EDT 2013

Step 1: Introductory Information

Grant Title:	Law Enforcement Vehicles	Grant Number:	2009-RA-LSS-2453
Grantee Name:	City of Salem	Award Amount:	\$30,000.00
Grantee Type:	Local Government Agency		
Address:	231 South Broadway Avenue Salem, Ohio 44460		
Contact Person:	Chief John T. Panzot	Telephone #:	330-332-4241-241
Contact Address:	231 South Broadway Avenue Salem, Ohio 44460		
DOJ Grant Manager:	Ginger Parks	DOJ Telephone #:	614-466-1831

Policy Statement:

All employees, or applicants, are entitled to equal employment opportunities and no employee or applicant will be discriminated against for employment because of race, color, religion, creed, age, sex, national origin or ancestry, political affiliation or qualifying disability which does not effect the ability to perform the essential functions of a position, with or without reasonable accommodation.

Notices of competitive examinations, advertisements and posting will include an Equal Employment Opportunity statement.

The Service Director serves as the Equal Employment Opportunity Officer of the City. All allegations of violation of this policy are to be reported to the Service Director.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart of Salem City Police Department, the following observations were made:

1. White females were significantly under-represented in the following categories:
 - a. Professionals - (-35%)
 - b. Technicians - (-68%)
 - c. Protective Services Sworn Officials - (-20%)
 - d. Protective Services Sworn Patrol Officers - (-39%)
 - e. Skilled Craft - (-5%)
 - f. Service/Maintenance - (-15%)

2. African American females were under-represented in the following categories:
 - a. Professionals - (-1%)
 - b. Protective Services Sworn Officials - (-1%)
 - c. Administrative Support - (-1%)

3. White males were under-represented in the following categories:
 - a. Officials/Administrators - (-12%)
 - b. Administrative Support - (-12%)

4. African American Males were under-represented in the following categories:
 - a. Protective Services Sworn Officials - (-1%)
 - b. Protective Services Sworn Patrol Officers - (-1%)
 - c. Administrative Support - (-1%)
 - d. Skilled Craft - (-1%)
 - e. Service/Maintenance - (-1%)

5. Asian Males were under-represented in the following category:
 - a. Professionals - (-1%)

Step 5 & 6: Objectives and Steps

1. Identify any barriers in recruitment that might deter woman for applying for protective services sworn patrol officers positions

- a. Currently, City of Salem advertises all open Patrol Officer positions on City of Salem website, all local newspapers, and in the lobby of City Hall. The City will make a conscience effort to identify websites that target women, as well as attending job fairs.

Develop contacts at area Community Colleges and universities for their assistance in specifically recruiting females.

Contact civic and community leaders to make them aware of employment opportunities and ask their help in encouraging qualified applicants to apply.

2. Identify barriers that would deter males from applying for administrative positions

- a. For administrative support positions that are under-utilized the City of Salem's objective is to provide equal employment opportunity and to attend job fairs. The positions under-utilized could and do include administrative assistants and police department dispatchers

3. Encourage white females to apply for service/maintenance positions.

a. The high number of female underutilization in the job category Service Maintenance is assumed to be due to the type of positions that fall into these categories. These positions appear to be less attractive to females based on the number of applicants submitted for these positions.

When these positions come open, we will make every effort to encourage women to apply.

Step 7a: Internal Dissemination

The City of Salem will:

1. Place a copy of the EEOP Short Form in our policies and procedures manual.
2. Post the EEOP Short Form on the City of Salem website.
3. Send a communication out to all employees informing them of the EEOP Short Form and instructions on how to obtain a copy.

Step 7b: External Dissemination

1. Post a copy of the EEOP Short Form on the City of Salem's website.
2. The City of Salem will include a written statement in all job announcements for police positions that applicants may obtain a copy on request.

Utilization Analysis Chart
Relevant Labor Market: Columbiana 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 #/%	5/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,185/62%	0/0%	20/0%	0/0%	4/0%	0/0%	0/0%	1,900/37%	0/0%	10/0%	0/0%	10/0%	0/0%	0/0%
Utilization #/%	-12%	0%	-0%	0%	-0%	0%	0%	13%	0%	-0%	0%	-0%	0%	0%
Professionals														
Workforce #/%	7/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,390/40%	0/0%	0/0%	10/0%	35/1%	0/0%	10/0%	3,430/58%	14/0%	30/1%	0/0%	25/0%	0/0%	10/0%
Utilization #/%	38%	0%	0%	-0%	-1%	0%	-0%	-35%	-0%	-1%	0%	-0%	0%	-0%
Technicians														
Workforce #/%	1/100%	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 #/%	380/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	800/68%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	68%	0%	0%	0%	0%	0%	0%	-68%	0%	-0%	0%	0%	0%	0%
Protective Services: Sworn-Officials														
Workforce #/%	9/100%	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 #/%	570/78%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	150/20%	0/0%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	22%	0%	-1%	0%	0%	0%	0%	-20%	0%	-1%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	9/100%	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%
Civilian Labor Force #/%	4,175/59%	30/0%	60/1%	15/0%	4/0%	0/0%	15/0%	2,770/39%	20/0%	4/0%	0/0%	0/0%	0/0%	20/0%
Utilization #/%	41%	-0%	-1%	-0%	-0%	0%	-0%	-39%	-0%	-0%	0%	0%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	10/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Administrative Support														

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
Workforce #/%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,675/25%	14/0%	60/1%	4/0%	0/0%	0/0%	20/0%	7,935/73%	40/0%	115/1%	0/0%	10/0%	0/0%	15/0%
Utilization #/%	-12%	-0%	-1%	-0%	0%	0%	-0%	15%	-0%	-1%	0%	-0%	0%	-0%
Skilled Craft														
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%
CLS #/%	6,690/93%	30/0%	80/1%	10/0%	0/0%	0/0%	15/0%	330/5%	0/0%	0/0%	0/0%	4/0%	0/0%	0/0%
Utilization #/%	7%	-0%	-1%	-0%	0%	0%	-0%	-5%	0%	0%	0%	-0%	0%	0%
Service/Maintenance														
Workforce #/%	47/73%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	16/25%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	12,170/57%	65/0%	160/1%	20/0%	20/0%	0/0%	20/0%	8,550/40%	60/0%	105/0%	20/0%	30/0%	0/0%	20/0%
Utilization #/%	16%	-0%	-1%	-0%	-0%	0%	-0%	-15%	-0%	-0%	1%	-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
Service/Maintenance								✓						

Law Enforcement Category Rank 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
Detective														
Workforce #/%	1/100%	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%
Sergeant														
Workforce #/%	4/100%	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%
Lieutenant														
Workforce #/%	3/100%	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%
Chief														
Workforce #/%	1/100%	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%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	9/100%	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%

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.

Betty Brothues Auditor 3/
[signature] [title] [date]

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Betty Brothues Auditor 4/24/2013
[signature] [title] [date]