

EEOP Short Form



Tue Oct 04 10:26:20 EDT 2011

Step 1: Introductory Information

Grant Title: Disproportionate Minority Contact Assessment **Grant Number:** FS2009-14

Grantee Name: Youth Services **Award Amount:** \$20,000.00

Grantee Type: Local Government Agency

Address: 2727 MLK Blvd.
Eugene, Oregon
97401

Contact Person: Pat Walker **Telephone #:** 541-682-4723

Contact Address: 2727 MLK Blvd.
Eugene, Oregon
97401

State Granting Agency: Oregon Commission on Children and Families **Grant Number:**

Contact Name: Sandra Flickinger

Contact Address:

Telephone #: 503-378-5125

Grant Title: Juvenile Accountability Block Grant **Grant Number:** 2009-6356

Grantee Name: Youth Services **Award Amount:** \$32,601.00

Grantee Type: Local Government Agency

Address: 2727 MLK Blvd.
Eugene, Oregon
97401

Contact Person: Pat Walker **Telephone #:** 541-682-4723

Contact Address: 2727 MLK Blvd.
Eugene, Oregon
97401

State Granting Agency: Oregon Commission on Children and Families **Grant Number:**

Contact Name: Marsha Clark

Contact Address:

Telephone #: 503-373-1283

Grant Title: STOP Violence Against Women Formula Grant **Grant Number:** 10-VAWA-3561

Contact Person: Judy Simpson **Telephone #:** 541-682-3744
Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401
State Granting Agency: Office Justice Programs **Grant Number:**
Contact Name:
Contact Address:
Telephone #:

Grant Title: Justice Assistance Grant Program **Grant Number:** 2009-DJ-BX-0570
Grantee Name: Sheriff's Office **Award Amount:** \$128,913.00
Grantee Type: Local Government Agency
Address: 125 E. 8th Ave.
Eugene, Oregon
97401
Contact Person: Judy Simpson **Telephone #:** 541-682-3744
Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401
State Granting Agency: Office of Justice Programs **Grant Number:**
Contact Name:
Contact Address:
Telephone #:

Grant Title: State Criminal Alien Assistance Program **Grant Number:** 2010-AP-BX-0572
Grantee Name: Sheriff's Office **Award Amount:** \$326,039.00
Grantee Type: Local Government Agency
Address: 125 E. 8th Ave.
Eugene, Oregon
97401
Contact Person: Judy Simpson **Telephone #:** 541-682-3744
Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401

State Granting Agency: Office of Justice Programs **Grant Number:**
Contact Name:
Contact Address:

Telephone #:

Grant Title: COPS Resident Deputy Recovery Act **Grant Number:** 2009RKWX0706
Grantee Name: Sheriff's Office **Award Amount:** \$763,782.00
Grantee Type: Local Government Agency
Address: 125 E. 8th Ave.
Eugene, Oregon
97401
Contact Person: Judy Simpson **Telephone #:** 541-682-3744
Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401

State Granting Agency: Office of Justice Programs **Grant Number:**
Contact Name:
Contact Address:

Telephone #:

Grant Title: COPS Methamphetamine Grant **Grant Number:** 2008CKWX0050
Grantee Name: Sheriff's Office **Award Amount:** \$397,503.00
Grantee Type: Local Government Agency
Address: 125 E. 8th Ave.
Eugene, Oregon
97401
Contact Person: Judy Simpson **Telephone #:** 541-682-3744
Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401

State Granting Agency: Office of Justice Programs **Grant Number:**
Contact Name:

Contact Address:

Telephone #:

Grant Title: FY2009 ARRA JAG Grant **Grant Number:** 2009SBB91402

Grantee Name: Sheriff's Office **Award Amount:** \$530,991.00

Grantee Type: Local Government Agency

Address: 125 E. 8th Ave.
Eugene, Oregon
97401

Contact Person: Judy Simpson **Telephone #:** 541-682-3744

Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401

State Granting Agency: Office of Justice Programs **Grant Number:**

Contact Name:

Contact Address:

Telephone #:

Grant Title: Bulletproof Vest Partnership Grant **Grant Number:** unknown

Grantee Name: Sheriff's Office **Award Amount:** \$27,667.00

Grantee Type: Local Government Agency

Address: 125 E. 8th Ave.
Eugene, Oregon
97401

Contact Person: Judy Simpson **Telephone #:** 541-682-3744

Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401

State Granting Agency: Office of Justice Programs **Grant Number:**

Contact Name:

Contact Address:

Telephone #:

Grant Title: Second Chance Act Housing Grant **Grant Number:** unknown
Grantee Name: Sheriff's Office **Award Amount:** \$101,807.00
Grantee Type: Local Government Agency
Address: 125 E. 8th Ave.
Eugene, Oregon
97401
Contact Person: Janice Gotchall **Telephone #:** 541-682-3705
Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401
State Granting Agency: Department of Corrections **Grant Number:**
Contact Name:
Contact Address:
Telephone #:

Grant Title: Lane County Law Enforcement Partnership to Disrupt Illicit Drugs **Grant Number:** LE023-10 JAG
Grantee Name: Sheriff's Office **Award Amount:** \$65,000.00
Grantee Type: Local Government Agency
Address: 125 E. 8th Ave.
Eugene, Oregon
97401
Contact Person: Janice Gotchall **Telephone #:** 541-682-3705
Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401
State Granting Agency: Oregon Criminal Justice Commission **Grant Number:**
Contact Name:
Contact Address:
Telephone #:

Grant Title: Lane County Adult Drug Court **Grant Number:** DC020-11
Grantee Name: Sheriff's Office **Award Amount:** \$147,080.00

Grantee Type: Local Government Agency

Address: 125 E. 8th Ave.
Eugene, Oregon
97401

Contact Person: Janice Gotchall

Telephone #: 541-682-3705

Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401

State Granting Agency: Oregon Criminal Justice
Commission

Grant Number:

Contact Name:

Contact Address:

Telephone #:

Grant Title: Victim Safety Through Enforcement **Grant Number:** 2006-WE-AX-0021

Grantee Name: Sheriff's Office **Award Amount:** \$799,996.00

Grantee Type: Local Government Agency

Address: 125 E. 8th Ave.
Eugene, Oregon
97401

Contact Person: Janice Gotchall

Telephone #: 541-682-3705

Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401

State Granting Agency: Office of Justice Programs

Grant Number:

Contact Name:

Contact Address:

Telephone #:

Grant Title: Drug Court Enhancement Project **Grant Number:** 22962

Grantee Name: Sheriff's Office **Award Amount:** \$299,097.00

Grantee Type: Local Government Agency

Address: 125 E. 8th Ave.
Eugene, Oregon
97401

Contact Person: Janice Gotchall

Telephone #: 541-682-3705

Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401

DOJ Grant Manager:

DOJ Telephone #:

Grant Title: Intensive Treatment & Transition **Grant Number:** unknown
Grantee Name: Sheriff's Office **Award Amount:** \$500,000.00

Grantee Type: Local Government Agency

Address: 125 E. 8th Ave.
Eugene, Oregon
97401

Contact Person: Janice Gotchall **Telephone #:** 541-682-3705

Contact Address: 125 E. 8th Ave.
Eugene, Oregon
97401

DOJ Grant Manager:

DOJ Telephone #:

Policy Statement:

Lane County will demonstrate its commitment to diversity through the way in which it provides County services, through its employment practices, through its funding decisions, and through its appointments to County boards, commissions and committees by:

- (1) ensuring that all County services, programs and activities are provided to its diverse communities in ways that are sensitive to and responsive to cultural differences, including accessibility for persons with disabilities;
- (2) ensuring that all County-funded services are provided, and funding decisions are made, in a manner that recognizes, addresses and is reflective of the cultural diversity of the communities served;
- (3) demonstrating a commitment to workplace diversity through implementation of affirmative action plans and development of cultural sensitivity and cultural competency among other employees; and,
- (4) ensuring that all County boards, commissions, and committees are reflective of the diversity of the Lane County population.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resources Organizational Development and Risk Program Supervisor for Lane County Government made the following observations:

The most striking underutilization is of white women in the job categories of Technicians (-16%), Protective Services: Sworn-Patrol Officers (-24%), and Service/Maintenance (-22%). While we did not meet the goal of being in line with the relevant community labor market for white women in these job categories there was improvement over the previous numbers from (-22%) to (-16 %) for Technicians, and from (-26%) to (-22%) for Service Maintenance. However, there was a decline in the percentage of Protective Services: Sworn-Patrol Officers from (-9%) to (-24%).

Consistent with the Lane Manuals policy and commitment to having a workforce that reflects the community it serves, Lane County will examine its recruitment and retention practices to see if there may be ways to attract more people of color to the organization and to encourage white women to apply for Technician, Patrol, and Service/Maintenance positions.

Step 5 & 6: Objectives and Steps

1. Continue to provide supervisor training programs on comprehensive recruitment and selection

- a. Continue to provide training programs for Supervisors that include information on comprehensive recruitment and selection with a component on diversity, equity and accessibility.

Research in this area suggests that organizations which successfully recruit and retain employees do so, in large part, by creating a respectful work environment where people feel welcome, valued, and engaged. We recently developed a respectful work environment training program called Working Better Together which all new employees must take within their first year. We will place renewed emphasis on harassment and discrimination training for all employees. In addition we will provide more specialized training for supervisors and managers to increase their skills and understand their responsibilities in creating a safe and respectful workplace free of harassment and discrimination.

2. Improve tracking of applicant data to identify opportunities for more strategic recruitments.

- a. Better track applicant data to identify opportunities for more strategic recruitments. In June 2011, Lane County acquired a software package, Neogov, to provide automated recruitment services. With this new software system Lane County Human Resources will be able to gather and evaluate applicant/recruitment data and demographics in a number of different ways, such as recruitment by classification, region or state. This program simplifies the application process and provides access to applicants throughout the US. Use of Neogov should increase our visibility, enable us to reach a wider range of applicants and provide data necessary to allow us to be more strategic in our recruitment and outreach.

3. Identify barriers in recruitment of female Technicians, Patrol Officers and Service/Maintenance workers

- a. Building on our practice of offering exit interviews or questionnaires to all employees who leave the organization, the Human Resources department will review the comments from female technicians, patrol officers, and service/maintenance workers who have left Lane County in the last 24 months. Based on this information, Human Resources will consider how its employment policies or practices may affect the recruitment and retention of female workers.
- b. Department directors who supervise the majority of Technicians and Service/Maintenance positions within the County will meet to discuss the barriers of recruiting females into these male-dominated positions and develop more effective recruitment strategies in conjunction with Human Resources.

4. Actively recruit female Patrol Officers

- a. Actively recruit women by reaching out to local high school counselors; Pioneer Pacific College; Criminal Justice Program at Lane Community College; and friends, relatives, or acquaintances of Sheriff's Office employees and encourage them to participate in volunteer programs with the Sheriffs Office, ride along on patrols and participate in community outreach/service projects.

- b. Use teams that include female deputies to assist in recruitment outreach at schools, job fairs, community and employment centers and other recruiting sources.
- c. Actively recruit and provide opportunities for women currently working in other positions within the county, including non-sworn positions in Law Enforcement, to become sworn officers.

Step 7a: Internal Dissemination

1. Distribute printed copies of the EEOP to all Department Directors and elected officials.
2. Distribute an electronic copy of the EEOP to all employees in a supervisory position and to all employees in Human Resources.
3. Email all County employees about the EEOP with instructions for downloading a copy or requesting a hard copy.
4. Discuss the Countys EEOP at new employee orientation.
5. Post a copy of the EEOP on the County intranet.

Step 7b: External Dissemination

1. Post a copy of the EEOP on the Countys website.
2. Distribute printed copies of the EEOP to lobbies in County facilities (e.g.: Human Resources, County Administration, Mental Health, Animal Services, etc.) for customers to read or take.
3. Notify contractors and vendors that do business with the County that a copy of the EEOP is available upon request.
4. Send information and links to the completed EEOP to all County boards and commissions.
5. Include an overview of the EEOP and information about how to obtain a copy in the 2012-2013 budget document.

Utilization Analysis Chart
Relevant Labor Market: Lane 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	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 #/%	42/41%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	54/52%	0/0%	1/1%	3/3%	1/1%	0/0%	0/0%
CLS #/%	12,065/57%	215/1%	95/0%	60/0%	220/1%	10/0%	145/1%	7,875/37%	195/1%	45/0%	75/0%	150/1%	4/0%	35/0%
Utilization #/%	-16%	-0%	1%	-0%	-1%	-0%	-1%	15%	-1%	1%	3%	0%	-0%	-0%
Professionals														
Workforce #/%	135/38%	2/1%	4/1%	3/1%	2/1%	0/0%	0/0%	184/51%	14/4%	6/2%	3/1%	5/1%	1/0%	0/0%
CLS #/%	12,460/43%	280/1%	80/0%	80/0%	465/2%	30/0%	135/0%	14,155/49%	450/2%	105/0%	175/1%	335/1%	0/0%	165/1%
Utilization #/%	-5%	-0%	1%	1%	-1%	-0%	-0%	2%	2%	1%	0%	0%	0%	-1%
Technicians														
Workforce #/%	69/57%	3/2%	1/1%	0/0%	2/2%	0/0%	0/0%	40/33%	2/2%	0/0%	1/1%	2/2%	0/0%	0/0%
CLS #/%	1,565/43%	8/0%	15/0%	10/0%	45/1%	10/0%	20/1%	1,800/50%	50/1%	20/1%	25/1%	40/1%	4/0%	10/0%
Utilization #/%	14%	2%	0%	-0%	0%	-0%	-1%	-16%	0%	-1%	0%	1%	-0%	-0%
Protective Services: Sworn-Officials														
Workforce #/%	33/77%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	8/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,455/74%	30/2%	40/2%	20/1%	30/2%	0/0%	0/0%	370/19%	8/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	2%	-2%	-2%	4%	-2%	0%	0%	-0%	-0%	-0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	139/74%	7/4%	1/1%	1/1%	0/0%	0/0%	0/0%	37/20%	0/0%	1/1%	0/0%	1/1%	0/0%	0/0%
Civilian Labor Force #/%	10,860/45%	475/2%	215/1%	135/1%	280/1%	40/0%	300/1%	10,615/44%	460/2%	35/0%	175/1%	345/1%	30/0%	120/0%
Utilization #/%	29%	2%	-0%	-0%	-1%	-0%	-1%	-24%	-2%	0%	-1%	-1%	-0%	-0%
Protective Services: Non-sworn														
Workforce #/%	7/32%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	12/55%	1/5%	0/0%	0/0%	0/0%	1/5%	0/0%
CLS #/%	105/48%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	115/52%	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 #/%	-16%	0%	5%	0%	0%	0%	0%	2%	5%	0%	0%	0%	5%	0%
Administrative Support														
Workforce #/%	27/9%	1/0%	0/0%	1/0%	0/0%	0/0%	0/0%	234/78%	25/8%	1/0%	4/1%	4/1%	2/1%	0/0%
CLS #/%	11,525/29%	365/1%	145/0%	155/0%	175/0%	25/0%	170/0%	25,140/64%	725/2%	140/0%	270/1%	470/1%	30/0%	235/1%
Utilization #/%	-20%	-1%	-0%	-0%	-0%	-0%	-0%	15%	7%	-0%	1%	0%	1%	-1%
Skilled Craft														
Workforce #/%	46/90%	2/4%	1/2%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	14,470/87%	485/3%	80/0%	190/1%	65/0%	45/0%	105/1%	1,135/7%	55/0%	4/0%	0/0%	15/0%	0/0%	15/0%
Utilization #/%	3%	1%	1%	3%	-0%	-0%	-1%	-7%	-0%	-0%	0%	-0%	0%	-0%
Service/Maintenance														
Workforce #/%	104/68%	5/3%	3/2%	8/5%	2/1%	0/0%	0/0%	22/14%	5/3%	1/1%	3/2%	1/1%	0/0%	0/0%
CLS #/%	25,560/51%	2,290/5%	240/0%	295/1%	335/1%	120/0%	335/1%	18,250/37%	1,220/2%	155/0%	335/1%	510/1%	60/0%	180/0%
Utilization #/%	16%	-1%	1%	5%	1%	-0%	-1%	-22%	1%	0%	1%	-0%	-0%	-0%

Significant Underutilization Chart

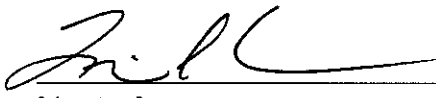
Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators	✓													
Professionals	✓													
Technicians								✓						
Protective Services: Sworn-Patrol Officers								✓						
Administrative Support	✓													
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
Chief Deputy														
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%
Captain														
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%
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%
Sergeant														
Workforce #/%	19/79%	0/0%	0/0%	2/0%	0/0%	0/0%	0/0%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Parole & Probation Manager														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Parole & Probation Supervisor														
Workforce #/%	5/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Search & Rescue Coordinator														
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%
Investigator														
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	139/74%	7/4%	1/1%	1/0%	0/0%	0/0%	0/0%	37/20%	0/0%	1/1%	0/0%	1/1%	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.

 County Administrator October 4, 2011
[signature] [title] [date]