

EEOP Short Form



Mon Sep 21 15:33:39 EDT 2009

Step 1: Introductory Information

Grant Title:	Sonoma County's 2009 JAG Program	Grant Number:	2009-SB-B9-2363
Grantee Name:	County of Sonoma	Award Amount:	\$704,302.00
Grantee Type:	Local Government Agency		
Address:	575 Administration Drive Room 104A Santa Rosa, CA 95403-2871, California 95403-2871		
Contact Person:	June Gerron, EEO Investigator	Telephone #:	707-565-3003
Contact Address:	2300 County Center Drive, Suite B167 Santa Rosa, California 95403		
DOJ Grant Manager:	Kerri Vitalo Logan	DOJ Telephone #:	202-353-9074

Policy Statement:

Please see attachment.

Step 4b: Narrative Underutilization Analysis

In reviewing the Underutilization Analysis Chart, the Human Resources Equal Employment Opportunity Division made the following observations:

Given the smaller percentage of Black or African American, American Indian or Alaska Native, Asian, or Native Hawaiian or Pacific Islanders available in the community, the level of utilization appears appropriate (less than 2%) for all job categories, for both male and female employees.

Hispanic or Latino males are underutilized in the Officials/Administrators, Technicians, Administrative Support, Skilled Craft, and Service/Maintenance categories.

Hispanic or Latina females are underutilized in the Skilled Craft and Service/Maintenance categories.

White women are underutilized in the Protective Services: Non-Sworn and Service/Maintenance categories.

The County of Sonoma is committed to employing a labor force that mirrors the community it serves and has recognized the challenge of attracting and retaining minority and female candidates. The County continually examines its recruitment and retention practices to encourage more minority and female candidates to apply, and to educate and outreach to women about non-traditional employment opportunities.

Step 5 & 6: Objectives and Steps

1. Commission Recruitment and Consultation firm to identify and tailor a marketing campaign to attract and retain minority (particularly Hispanic or Latino) and female candidates.

a. This was completed in January 2009.

2. Perform community outreach at local job fairs and universities highlighting the career opportunities available for minorities and female candidates with the County of Sonoma.

a. The County of Sonoma regularly performs community outreach at local job fairs and universities highlighting the career opportunities available for minorities and female candidates. The County has developed targeted marketing outreach pieces to attract minority and female candidates.

3. Expand use of non-mainstream advertisement, specialty and minority trade associations, and internet forums to outreach to a diversified population to attract minority and female candidates.

a. The County of Sonoma's Human Resources Department continues to expand its use of non-mainstream advertisement, specialty and minority trade associations, and Internet forums to outreach to a diversified population to attract minority and female candidates. Examples of targeted media advertising include advertising in the local Latino newspaper, La Voz; and in specialized publications such as Asian Pacific Careers and Black Jobs. The County has also outreached to the Latino Peace Officers Association and created a Spanish-language radio ad.

4. Work with Human Resources to monitor recruitment policies to ensure the County of Sonoma meets objectives to continue diversifying its workforce.

a. The County of Sonoma's Human Resources Department continually collects information within its recruitment process to assess the effectiveness of its advertising to attract more minority and female candidates. Human Resources will continue to monitor recruitment policies to ensure the County meets its objectives to continue diversifying its workforce.

Step 7a: Internal Dissemination

The County of Sonoma will post a copy of this Equal Employment Opportunity Plan on its intranet page. The County will also post a copy of this plan on its main employee notice boards. The Equal Employment Opportunity division will also

send an email notification to all of its employees letting them know that a copy of the plan is available on the intranet page and that a hard copy is available upon request. The EEO division will also publish a newsletter for all County employees announcing the results of the EEOP survey and that it is an integral part of the County's commitment to a diversified workplace.

Step 7b: External Dissemination

The County of Sonoma will post a copy of the Equal Employment Opportunity Plan on its Internet web page.

The County will make available a copy of the EEOP at the Human Resources Equal Employment Opportunity division office.

All job announcements will include a link to the Human Resources web site where the EEOP will be posted. Written job announcements and employment applications for the County of Sonoma will continue to state that the County of Sonoma is an equal opportunity employer.

All invitations to bid for services or contract for work will include a link to the Human Resources web site where the EEOP will be posted, and all notices will advise that the County of Sonoma is an equal employment opportunity employer.

Utilization Analysis Chart
Relevant Labor Market: Sonoma County, California

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 #/%	82/52%	3/2%	2/1%	0/0%	0/0%	0/0%	1/1%	58/37%	5/3%	4/3%	0/0%	2/1%	0/0%	0/0%
CLS #/%	18,795/51%	1,545/4%	220/1%	135/0%	515/1%	30/0%	270/1%	13,400/37%	895/2%	115/0%	65/0%	480/1%	15/0%	145/0%
Utilization #/%	1%	-2%	1%	-0%	-1%	-0%	-0%	0%	1%	2%	-0%	-0%	-0%	-0%
Professionals														
Workforce #/%	335/30%	29/3%	5/0%	11/1%	12/1%	1/0%	7/1%	598/54%	69/6%	9/1%	14/1%	13/1%	0/0%	12/1%
CLS #/%	17,580/40%	1,085/2%	400/1%	105/0%	960/2%	30/0%	200/0%	21,055/48%	1,345/3%	250/1%	150/0%	785/2%	35/0%	285/1%
Utilization #/%	-10%	0%	-0%	1%	-1%	0%	0%	6%	3%	0%	1%	-1%	-0%	0%
Technicians														
Workforce #/%	293/34%	44/5%	7/1%	9/1%	5/1%	0/0%	3/0%	386/45%	83/10%	5/1%	8/1%	6/1%	0/0%	4/0%
CLS #/%	2,220/41%	345/6%	25/0%	25/0%	90/2%	0/0%	35/1%	2,130/40%	305/6%	25/0%	45/1%	60/1%	10/0%	40/1%
Utilization #/%	-7%	-1%	0%	1%	-1%	0%	-0%	5%	4%	0%	0%	-0%	-0%	-0%
Protective Services: Sworn														
Workforce #/%	357/63%	57/10%	20/4%	5/1%	8/1%	0/0%	0/0%	92/16%	19/3%	3/1%	1/0%	5/1%	0/0%	1/0%
CLS #/%	2,660/69%	375/10%	105/3%	25/1%	90/2%	4/0%	60/2%	430/11%	55/1%	15/0%	15/0%	15/0%	0/0%	15/0%
Utilization #/%	-6%	0%	1%	0%	-1%	-0%	-2%	5%	2%	0%	-0%	0%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	27/17%	11/7%	1/1%	2/1%	2/1%	0/0%	1/1%	59/38%	45/29%	1/1%	4/3%	1/1%	0/0%	3/2%
Civilian Labor Force #/%	95/49%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	95/49%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-32%	7%	1%	1%	1%	0%	1%	-11%	27%	1%	3%	1%	0%	2%
Administrative Support														
Workforce #/%	62/7%	7/1%	3/0%	4/0%	0/0%	1/0%	0/0%	609/69%	146/17%	6/1%	16/2%	11/1%	1/0%	14/2%
CLS #/%	14,720/25%	2,000/3%	345/1%	155/0%	580/1%	20/0%	195/0%	33,330/57%	4,230/7%	455/1%	340/1%	1,010/2%	40/0%	600/1%
Utilization #/%	-18%	-3%	-0%	0%	-1%	0%	-0%	12%	9%	-0%	1%	-0%	0%	1%

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
Skilled Craft														
Workforce #/%	143/79%	14/8%	1/1%	2/1%	3/2%	0/0%	2/1%	14/8%	2/1%	0/0%	0/0%	0/0%	0/0%	1/1%
CLS #/%	18,320/72%	4,085/16%	200/1%	265/1%	315/1%	45/0%	390/2%	1,195/5%	365/1%	30/0%	50/0%	140/1%	4/0%	30/0%
Utilization #/%	7%	-8%	-0%	0%	0%	-0%	-0%	3%	-0%	-0%	-0%	-1%	-0%	0%
Service/Maintenance														
Workforce #/%	88/64%	26/19%	3/2%	2/1%	3/2%	0/0%	2/1%	10/7%	2/1%	0/0%	1/1%	1/1%	0/0%	0/0%
CLS #/%	20,605/34%	12,940/21%	730/1%	375/1%	1,025/2%	95/0%	530/1%	16,180/26%	6,730/11%	375/1%	240/0%	1,050/2%	30/0%	400/1%
Utilization #/%	30%	-2%	1%	1%	1%	-0%	1%	-19%	-10%	-1%	0%	-1%	-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 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.

[signature]

[title]

[date]