

EEOP Utilization Report



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Step 1: Introductory Information

Grant Title:	VOCA Coordinator 1	Grant Number:	26614
Grantee Name:	Lebanon County Commissioners	Award Amount:	\$363,263.00
Grantee Type:	Local Government Agency		
Address:	Room 207, 400 South 8th Street Lebanon, Pennsylvania 17042		
Contact Person:	Nichole Eisenhart	Telephone #:	717-228-4403
Contact Address:	Room 11, 400 South 8th Street Lebanon, Pennsylvania 17042		
State Granting Agency:	PA Commission on Crime & Delinquency	Grant Number:	26614
Contact Name:	Daisy Pagan		
Contact Address:	3101 North Front Street Harrisburg, Pennsylvania 17110		
Telephone #:	717-265-8516		

Policy Statement:

Please see the attached hard copy document.

Date of Issue: September 2011	County of Lebanon	Effective Date: August 25, 2011
Supercedes: N/A		Prepared by: Department of Human Resources and Employee Benefits
Scope of Coverage: To all employees		Distribution: To Elected Officials, Department Heads and employees via interoffice mail

Policy Statement:

It is the policy of the county of Lebanon to provide employment, training, compensation, promotion and other conditions of employment without regard to race, color, sex, national origin, religion, age, marital or veteran status, sexual orientation, political affiliation, or disability.

Purpose Statement:

The purpose of this policy is to provide the guidelines necessary for the County of Lebanon to actively comply with Equal Employment Opportunity regulations. The County of Lebanon is committed to Equal Employment Opportunity and to reducing and eliminating any artificial barriers which unintentionally screen people from County employment. It is also the intent of the County to utilize the maximum level of education, training, and skills of all of its employees.

Scope:

This policy applies to all County employees. Certain County employees are subject to the provisions of prevailing collective bargaining agreements. Provisions of such collective bargaining agreements shall be followed if there is a conflict between this policy and such provisions.

Definitions:

Equal Employment Opportunity Plan: management tool designed to ensure Equal Employment Opportunities. The Equal Employment Opportunity Plan is an analysis and review of the existing workforce as well as newly hired employees compared to existing labor market supply of qualified female and minority applicants. The plan helps to seek and prevent any disparity between the available labor force and the existing County workforce.

Parties and their Roles:

- A. All employees who make decisions with respect to recruitment, evaluation, selection, promotion, compensation, training and termination for employees are responsible for adhering to the County of Lebanon Equal Employment Opportunity Policy/Plan, and ensuring that all employment practices are free from discriminatory factors.

- B. The responsibility of Elected Officials/Department Heads and other designated employees responsible for employment practices include, but are not limited to the following:
 - 1. Provide training and development for all employees without regard to age, sex, race, color, religion, national origin, political affiliation, marital or veteran status, sexual orientation, or disability.
 - 2. Assist in identifying problem areas and establishing goals and objectives. A problem area exists when an area of recruitment, selection, compensation, training, etc. does not meet the standards consistent with equal employment goals.
- C. The Director of Human Resources has the overall responsibility for implementation of the County of Lebanon's Equal Employment Opportunity Plan, with specific responsibilities assigned to other designated persons. The responsibilities of the Director of Human Resources include, but are not limited to the following:
 - 1. Coordination of equal employment efforts.
 - 2. Research and development of the County's Equal Employment Opportunity Plan and statistics.

Actions/Procedures:

- A. General Procedures:
 - 1. Recruitment for candidates will include actively seeking qualified individuals by:
 - a. Maintaining consistency in advertising the availability of employment to all sources of recruitment, both internally and externally.
 - 2. All personnel activity, including referrals, transfers, promotions, terminations and compensation will be monitored on a regular basis to ensure that all practices are nondiscriminatory.
 - 3. The County of Lebanon is not limited to efforts identified in the Equal Opportunity Plan. If appropriate, or as required by specific programs, supplements to the Plan should be developed by individual offices or agencies as required.
- B. Actions for Identifying and Correcting Problem Areas:
 - 1. Upon identification of a problem area, the Director of Human Resources shall be notified.
 - 2. The Director of Human Resources and other designated staff will develop a set of goals to correct the problem and set forth a timeframe in which to accomplish those goals.
 - 3. The goals will be monitored on a scheduled basis during the course of the timeframe that is set.
 - 4. At the end of the set timeframe, the Director of Human Resources or other designated staff will determine the effectiveness of the goals. If the area of employment is still considered to be a problem area, new goals and timeframes will be set.

Dissemination of the Equal Employment Opportunity Plan

The County of Lebanon's Equal Employment Opportunity Plan will be disseminated both internally and externally.

- 1. The County Policy on Equal Employment Opportunity will be discussed with each new employee during his/her Orientation Session.

2. The County of Lebanon's Equal Employment Opportunity Plan will be readily accessible to the public and to all agencies that conduct business with the County, including the Human Resources page of the County website, www.lebcounty.org, the Human Resources Bulletin Board at the Municipal Building, posted within each department that is visible to all employees, and to employment agencies.
3. The County of Lebanon's Equal Employment Opportunity Plan will be readily accessible to all County employees within the County Handbook.

Open Door Policy

The County of Lebanon maintains an "open door" policy for anyone who feels they have been discriminated against on the basis of race, color, sex, national origin, religion, age, marital or veteran status, sexual orientation, political affiliation or disability.

To report a discrimination complaint:

1. Immediately discuss the situation with your Supervisor and/or Department Head. If your Supervisor and/or Department Head is not available or you feel it is not appropriate to discuss the matter with him/her, contact the County of Lebanon Human Resources Department and/or the Cedar Haven Human Resources Department and/or the County Administrator and/or the Cedar Haven Administrator and/or the Cedar Haven Assistant Administrator and/or any affiliated Union representative and/or any County Commissioner and a resolution will be sought.
2. If you are not satisfied with the outcome of the resolution, you may file a written complaint with the County of Lebanon Director of Human Resources, and/or Cedar Haven's Director of Human Resources, The PA Human Relations Commission, Harrisburg Regional Office, Riverfront Office Center, 5th floor, 1101-1125 South Front Street, Harrisburg, PA 17104, Telephone (717)787-9784 (voice), (717)787-7279 TTY and www.phrc.state.pa.us and the Equal Employment Opportunity Commission, Philadelphia District EEOC Office, 801 Market Street, Suite 1300, Philadelphia, PA 19107-3127, Telephone 1-800-669-4000, Alternate Telephone 1-866-408-8075 and fax (215)440-2606.

Reviewed and approved by:

Larry E. Stehler
Larry E. Stehler, County Commissioner

8.25.11
Date

William G. Carpenter
William G. Carpenter, County Commissioner

8-25-11
Date

Jo Ellen Litz
Jo Ellen Litz, County Commissioner

8.25.11
Date

Jamie A. Wolgemuth
Jamie A. Wolgemuth, County Administrator

8-25-11
Date

Adrienne C. Snelling
Adrienne C. Snelling, County Solicitor

8-25-11
Date

Step 4b: Narrative Underutilization Analysis

Please see the attached hard copy document.

Step 5 & 6: Objectives and Steps

- 1. Monitor the employment process to ensure equal employment opportunities for all underutilized groups.**
 - a. Continue to review and evaluate information received from exit interview forms to improve retention
 - b. Utilize the workforce analysis to identify County departments, offices or job positions that represent a significant underutilization and create a recruitment action plan for implementation
- 2. Educate Hiring Officials, i.e. Department Heads and Elected Officials, regarding EEO compliance and the importance of maintaining the Countys EEOP and the goals set there in.**
 - a. Provide training on the appropriate hiring process to remain in compliance with EEO
 - b. Provide training on EEO compliance and the Countys EEOP and policy
 - c. Conduct a forum with Department Heads and Elected Officials to discuss suggestions to improve the Countys EEOP
- 3. To expand recruitment efforts and encourage White males to apply for vacancies in the Administrative Support, Officials/Administrators and Professionals job categories and Black or African American males to apply for vacancies in the Protective Services: Non-sworn job categories; as well as White females to apply for vacancies in the Protective Services: Non-sworn Patrol Officer, Protective Services: Sworn Patrol Officer, Skilled Craft and Service/Maintenance job categories; and all other minority populations throughout all of the job categories.**
 - a. The County will participate in more local job fairs, as well as conduct their own job fair for specific departments
 - b. The County of Lebanon will conduct a more detailed workforce analysis to identify particular County departments, offices or job positions that represent a significant underutilization of above listed categories. Based on the results from this analysis and other data collected, the County will create a recruitment action plan for implementation
 - c. The County will continue to post vacancies with the local CareerLink Bureau, in an effort to reach all nationalities and income classifications to offer equal employment opportunities
 - d. The County will enhance outreach efforts by contacting local organizations in an effort to recruit employees

Step 7a: Internal Dissemination

The County of Lebanon will post a copy of the EEOP on the employment bulletin board outside of the Employee Benefits Office in the Municipal Building.

The County of Lebanon will post a copy of the EEOP on the bulletin board inside of the Commissioners Office in the Municipal Building.

The County of Lebanon will distribute the EEOP to each of the departments to post in visible areas of their department.

The Human Resources Department will notify all employees annually regarding how to obtain a copy of the EEOP Utilization Report.

The Human Resources Department will distribute a copy of the EEOP to all employees annually.

Step 7b: External Dissemination

The County of Lebanon will include the statement "Equal Employment Opportunity Employer" on all job postings and employment advertisements.

The County of Lebanon will inform Department Heads and Elected Officials as to how applicants, employees and members of the public may obtain a copy of the EEOP.

A Printable version of the EEOP will be available on the County of Lebanons website, under Information, Current Job Openings.

The County of Lebanon will post a copy of the EEOP on the bulletin board inside of the Commissioners Office in the Municipal Building for members of the public to review/obtain a copy.

STEP 4B: UTILIZATION ANALYSIS- Narrative of Interpretation

A comparison of the County of Lebanon's government workforce to the Community Labor Statistics for Lebanon County indicates underutilization of both the minority and White population in several areas. Specifically, the analysis shows the most significant underutilization in the White male Administrative Support category and the Black or African American male Protective Services: Non-sworn population, with lesser percentages of underutilization in some of the other employment categories. The White female populations showed significant underutilization in the Protective Services: Non-sworn Patrol Officers category, as well as the Protective Services: Sworn Patrol Officers, Skilled Craft and Service/Maintenance categories.

For the minority populations, the analysis showed much lower percentages of underutilization, ranging from 1-4% for Hispanic/Latino males and females, 1-12% for Black/African American males and females, 1% for American Indian or Alaska Native males and females, and 1% for Asian males and females. For females with 2 or more races there is a 1-2% underutilization. This data is congruent to the race and population trend in the surrounding area, as the statistics show small populations of all minority categories within the Lebanon County area.

The County of Lebanon has a commitment to have a workforce that reflects the community it serves. Therefore, the County of Lebanon will focus on addressing the large areas of underutilization and to explore more successful ways of communicating employment opportunities to all race and ethnic groups. As such, the County of Lebanon has identified the following areas of concern.

Officials/Administrators- Underutilization of White males by 7%, Black/African American males by 1%, Hispanic males by 1%, Asian males by 1% and Hispanic/Latino females by 1%

Professionals- Underutilization of White males by 4%, Black/African American males by 1%, Asian males by 1%, Hispanic/Latino females by 2% and Asian females by 1%

Technicians- Underutilization of Asian males by 1%, White females by 1%, Black/African American females by 1%, American Indian/Alaska Native females by 1% and 2 or more races- females by 2%

Protective Services: Sworn Officials- Underutilization of Black/African American males by 7% and White females by 5%

Protective Services: Sworn Patrol Officers- Underutilization of Black/African American males by 12% and White females by 9%

Protective Services: Non-sworn Officials- Underutilization of Black/African American males by 11% and White females by 10%

Administrative Support- Underutilization of White males by 21%, Hispanic/Latino males by 2% and 2 or more races- females by 1%

Skilled Craft- Underutilization of Hispanic/Latino males by 2%, Black/African American males by 1%, Asian males by 1% and White females by 9%

Service and Maintenance- Underutilization of Black/African American males by 1%, White females by 5%, Hispanic/Latino females by 4%, Black/African American females by 1% and Asian females by 1%

Utilization Analysis Chart
Relevant Labor Market: Lebanon County, Pennsylvania

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 #/%	21/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,180/66%	25/1%	50/1%	0/0%	40/1%	0/0%	15/0%	4/0%	1,450/30%	65/1%	15/0%	0/0%	0/0%	0/0%	10/0%	0/0%
Utilization #/%	-7%	-1%	-1%	0%	-1%	0%	-0%	-0%	12%	-1%	-0%	0%	0%	0%	-0%	0%
Professionals																
Workforce #/%	69/35%	1/1%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	12/161%	3/2%	2/1%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,445/39%	49/1%	85/1%	0/0%	65/1%	0/0%	10/0%	0/0%	3,365/53%	230/4%	20/0%	10/0%	45/1%	0/0%	0/0%	25/0%
Utilization #/%	-4%	-0%	-1%	0%	-1%	0%	-0%	0%	8%	-2%	1%	0%	-1%	0%	0%	-0%
Technicians																
Workforce #/%	22/31%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	43/61%	2/3%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	555/31%	10/1%	0/0%	0/0%	15/1%	0/0%	0/0%	0/0%	1,090/61%	4/0%	45/3%	20/1%	0/0%	0/0%	35/2%	0/0%
Utilization #/%	-0%	1%	1%	0%	-1%	0%	0%	0%	-1%	3%	-1%	-1%	1%	0%	-2%	0%
Protective Services:																
Sworn																
Workforce #/%	29/88%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	485/76%	20/3%	45/7%	0/0%	0/0%	0/0%	0/0%	0/0%	90/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	12%	-0%	-7%	0%	0%	0%	0%	0%	-5%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	71/47%	12/8%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	57/38%	6/4%	2/1%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	30/40%	0/0%	10/13%	0/0%	0/0%	0/0%	0/0%	0/0%	35/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	7%	8%	-12%	0%	0%	0%	0%	0%	-9%	4%	1%	0%	1%	0%	0%	0%
Administrative Support																
Workforce #/%	18/10%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	141/79%	16/9%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,085/31%	345/3%	35/0%	15/0%	30/0%	0/0%	25/0%	15/0%	7,810/59%	575/4%	60/0%	0/0%	45/0%	0/0%	89/1%	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
Utilization #/%	-21%	-2%	-0%	-0%	-0%	0%	-0%	-0%	19%	5%	1%	0%	-0%	0%	-1%	0%
Skilled Craft																
Workforce #/%	6/100%	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 #/%	4,425/87%	110/2%	50/1%	0/0%	40/1%	0/0%	4/0%	0/0%	460/9%	20/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	13%	-2%	-1%	0%	-1%	0%	-0%	0%	-9%	-0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	5/56%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,430/48%	1,000/6%	220/1%	0/0%	55/0%	0/0%	24/0%	20/0%	6,655/38%	660/4%	190/1%	0/0%	120/1%	0/0%	80/0%	30/0%
Utilization #/%	7%	5%	-1%	0%	-0%	0%	-0%	-0%	-5%	-4%	-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	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	✓															

