

EEOP Short Form



Fri Jul 17 09:51:13 EDT 2009

Step 1: Introductory Information

Grant Title: FY 2009 Recovery Act Justice assistance Grant Program **Grant Number:** 2009-SB-B9-0338

Grantee Name: Boone County **Award Amount:** \$327,978.00

Grantee Type: Local Government Agency

Address: 801 East Walnut
Columbia, Missouri
65201

Contact Person: Chad Martin **Telephone #:** 573-876-6101

Contact Address: 2121 County Drive
Columbia, Missouri
65202

DOJ Grant Manager: Linda B. Hill-Franklin **DOJ Telephone #:** 202-514-0712

Grant Title: BJA FY 08 Edward Byrne memorial justice assistance grant program: local solicitation **Grant Number:** 2008-DJ-BX-0577

Grantee Name: Boone County **Award Amount:** \$18,217.00

Grantee Type: Local Government Agency

Address: 801 E. Walnut
Columbia, Missouri
65201

Contact Person: Chad Martin **Telephone #:** 573-876-6101

Contact Address: 2121 County Drive
Columbia, Missouri
65202

DOJ Grant Manager: Linda Hill-Franklin **DOJ Telephone #:** 202-514-0712

Grant Title: FY07 (BJA - JAG Formula) **Grant Number:** 2007-DJ-BX-0855

Grantee Name: Boone County **Award Amount:** \$54,884.00

Grantee Type: Local Government Agency

Address: 801 E. Walnut
Columbia, Missouri
65201

Contact Person: Chad Martin **Telephone #:** 573-876-6101

Contact Address: 2121 County Drive
Columbia, Missouri
65202

DOJ Grant Manager: Linda Hill-Franklin

DOJ Telephone #: 202-514-0712

Policy Statement:

1.15: EQUAL OPPORTUNITY INSTITUTION:

Boone County does not discriminate against any employee or applicant for employment due to age, race, religion, skin color, gender, national origin, veteran status or disability. However, there are positions which include citizenship or mobility as a bonafide occupational requirement. Boone County accommodates working conditions to the religious observances and practices of all employees unless doing so interferes with the purpose of the agency.

1.16: AMERICANS WITH DISABILITIES ACT/HUMAN RIGHTS LAW:

Boone County does not discriminate against persons with disabilities. Job applicants are not asked about disabilities in the employment selection process except, as it would relate to performance of the essential functions of the position. In addition, if the employee can perform the essential functions of the position, the county makes reasonable accommodations for the physical and mental limitations of employees or applicants unless the accommodations impose an undue hardship on the employer.

Step 4b: Narrative Underutilization Analysis

1. White females were significantly under-represented in the following job categories: Officials (-13%), Professionals (-13%), Technicians (-37%), Protective Services Sworn Patrol Officers (-34%), and Service Maintenance (-23%).
2. Black females were significantly under-represented in the following job categories: Technicians (-5%), Protective Services Sworn Patrol Officers (-5%).
3. Asian males & Asian females were under-represented in the Professional category by -3%, the Officials category by -1%, the Technicians category by -1% and -2% respectively, the Protected Services: Sworn Patrol Officers by -1%, and the Service/Maintenance category by -1%. Additional Asian females were under-represented by -1% in both the Administrative Support and Skilled Craft categories. Although the percentages of underutilization are relatively small for both Asian males and females in these job categories, these results raise a concern since there are no Asian males or Asian females in the County's workforce.

Although the Utilization Analysis indicated other instances of under-representation, the actual number of employees in some of the job categories make it difficult to draw any reliable conclusions regarding the under-utilization (e.g., in the Technician category, the rate of under-utilization was -37% for White females and -5% for Black females, but the total number of employees in this job category was only 8. The same applies to the Service Maintenance category, the rate of under-utilization was -23% for White females, but the total number of employees in this job category was only 8 also).

Step 5 & 6: Objectives and Steps

1. **To encourage White females to apply for vacancies in the Officials, Professionals, Technicians, Protective Services Sworn Patrol Officers, and Service Maintenance job categories.**
 - a. The Human Resources Department will continue recruitment efforts to attract and retain White female applicants for positions in the Officials, Professionals, Technicians, Protective Services Sworn Patrol Officers, and Service Maintenance job categories. We will continue to work with organizations for successful female recruitment including Sororities, Churches, Special Interest Groups, and local Colleges and Universities.
 - b. The Human Resources Department will continue monitoring records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscriminatory policy is carried out.
 - c. The Human Resources Department will continue reviewing personnel actions involving females and minorities to ascertain whether they are encountering artificial barriers to advancement into the job categories of Officials, Professionals, Technicians, Protective Services Sworn Patrol Officers and Service Maintenance job categories.
2. **To encourage Black or African American females to apply for vacancies in the Technicians, and Protective Services Sworn Patrol Officers job categories.**
 - a. The Human Resources Department will continue recruitment efforts to attract and retain Black or African American female applicants for positions in the Officials, Professionals, Technicians, Protective Services Sworn Patrol Officers, and Service Maintenance job categories. We will continue to work with organizations for successful Black or African American female recruitment including Sororities, Churches, Special Interest Groups, and local Colleges and Universities.
 - b. The Human Resources Department will continue monitoring records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscriminatory policy is carried out.
 - c. The Human Resources Department will continue reviewing personnel actions involving females and minorities to ascertain whether they are encountering artificial barriers to advancement into the job categories of Officials, Professionals, Technicians, Protective Services Sworn Patrol Officers and Service Maintenance job categories.

3. To encourage the Asian population to apply for vacancies with Boone County Government especially pertaining to the Professional job category.

a. The Human Resources Department will monitor the applicant flow data, to see whether the Asian population was present in the applicant pool or whether there are any identifiable obstacles in the selection process that may have had an adverse effect on Asian applicants.

b. The Human Resources Department will seek to establish contacts with Special Interest Groups to attract the Asian population in an effort to increase the number of Asian applicants for positions.

Step 7a: Internal Dissemination

1. A copy of the EEOP short form will be distributed to all county departments.

2. A copy of the EEOP short form will be posted on the web site.

3. A hard copy of the EEOP will be maintained by the Human Resources Department and will be made available upon request.

Step 7b: External Dissemination

1. A copy of the EEOP short form will be posted on the web site.

2. A hard copy of the EEOP will be maintained by the Human Resources Department and will be available upon request.

Utilization Analysis Chart
Relevant Labor Market: Boone 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	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 #/%	21/72%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/24%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,400/54%	120/1%	190/2%	15/0%	60/1%	0/0%	15/0%	3,655/37%	80/1%	285/3%	10/0%	70/1%	0/0%	20/0%
Utilization #/%	18%	-1%	-2%	0%	-1%	0%	-0%	-13%	-1%	1%	-0%	-1%	0%	-0%
Professionals														
Workforce #/%	29/62%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	16/34%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,990/41%	105/1%	395/2%	75/0%	670/3%	0/0%	20/0%	9,275/47%	150/1%	505/3%	0/0%	510/3%	0/0%	20/0%
Utilization #/%	21%	2%	-2%	-0%	-3%	0%	-0%	-13%	1%	-3%	0%	-3%	0%	-0%
Technicians														
Workforce #/%	6/75%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,125/35%	4/0%	95/3%	0/0%	35/1%	0/0%	4/0%	1,440/49%	20/1%	145/5%	4/0%	60/2%	0/0%	4/0%
Utilization #/%	37%	12%	-3%	0%	-1%	0%	-0%	-37%	-1%	-5%	-0%	-2%	0%	-0%
Protective Services: Sworn-Officials														
Workforce #/%	33/65%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	12/24%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	625/65%	20/2%	65/9%	30/3%	0/0%	0/0%	0/0%	170/18%	0/0%	20/2%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	0%	-2%	-5%	-3%	0%	0%	0%	6%	0%	4%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	31/86%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	3/8%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	5,985/47%	85/1%	280/2%	35/0%	85/1%	0/0%	45/0%	5,405/42%	75/1%	635/5%	35/0%	145/1%	0/0%	35/0%
Utilization #/%	40%	-1%	-2%	3%	-1%	0%	-0%	-34%	-1%	-5%	3%	-1%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	34/34%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	57/57%	0/0%	6/6%	1/1%	0/0%	0/0%	0/0%
CLS #/%	95/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	70/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-24%	0%	2%	0%	0%	0%	0%	15%	0%	6%	1%	0%	0%	0%
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 #/%	6.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	54.79%	0.0%	7.0%	1.1%	0.0%	0.0%	0.0%		
CLS #/%	5,636/29%	80/0%	535/2%	30/0%	95/0%	0/0%	30/0%	11,300/59%	145/1%	975/5%	70/0%	185/1%	10/0%	40/0%		
Utilization #/%	-2.1%	-0%	-3%	-0%	-0%	0%	-0%	20%	-1%	5%	1%	-1%	-0%	-0%		
Skilled Craft																
Workforce #/%	49/94%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%		
CLS #/%	4,540/86%	60/1%	150/3%	55/1%	4/0%	0/0%	35/1%	345/7%	10/0%	30/1%	4/0%	30/1%	0/0%	0/0%		
Utilization #/%	8%	-1%	-3%	-1%	-0%	2%	-1%	-3%	-0%	-1%	-0%	-1%	0%	0%		
Service/Maintenance																
Workforce #/%	4/50%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	11/2%	0/0%	2/25%	0/0%	0/0%	0/0%	0/0%		
CLS #/%	8,370/47%	345/2%	1,020/6%	55/0%	195/1%	15/0%	50/0%	6,375/36%	95/1%	1,155/6%	40/0%	135/1%	0/0%	40/0%		
Utilization #/%	3%	-2%	7%	-0%	-1%	-0%	-0%	-23%	-1%	19%	-0%	-1%	0%	-0%		

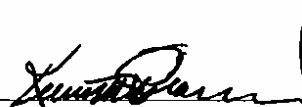
Law Enforcement Category Rank Chart

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
Major														
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%
Chief Jailer/Jail Administrator														
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%
Capitan														
Workforce #/%	3/75%	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%
Sergeant														
Workforce #/%	7/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Investigator														
Workforce #/%	6/60%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Enforcement Corporal														
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%
Corrections Corporal														
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%
Corrections Officer														
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Court Marshal														
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%
Deputy Court Marshal														
Sergeant														
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%
Court Services Officer II														
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%
Court Services Officer														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%
Deputy Court Marshal II														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Deputy Court Marshal														

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 #/%	2/33%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	2/33%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers	31/85%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%	3/8%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
Workforce #/%														

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]

President, Commissioner 7/20/2009

CERTIFICATION FORM

Recipient Name and Address: County of Boone, 801 East Walnut, Columbia, MO 65201-7732

Grant Title: Recovery Act Byrne Assistance Grant Number: 2009-SB-B9-0338 Award Amount: \$327,978

Contact Person Name and Title: Betty Dicknelle, HR Director Phone Number: (573)886-4405

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEO) in accordance with 28 C.F.R. §§ 42.301-308. The regulations exempt some recipients from all of the EEO requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEO, but they do not need to submit the EEO to OJP for review. Recipients that claim a complete exemption from the EEO requirement must complete Section A below. Recipients that claim the limited exemption from the submission requirement, must complete Section B below. A recipient should complete either Section A or Section B, not both. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant ensuring that any EEO recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

Section A- Declaration Claiming Complete Exemption from the EEO Requirement. Please check all the boxes that apply.

- Recipient has less than 50 employees.
Recipient is a non-profit organization.
Recipient is a medical institution.
Recipient is an Indian tribe.
Recipient is an educational institution, or
Recipient is receiving an award less than \$25,000

I, Ken Pearson [responsible official], certify that [recipient] is not required to prepare an EEO for the reason(s) checked above, pursuant to 28 C.F.R. §42.302. I further certify that [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title Signature Date

Section B- Declaration Claiming Exemption from the EEO Submission Requirement and Certifying That an EEO Is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEO to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Ken Pearson [responsible official], certify that the County of Boone [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEO in accordance with 28 CFR §42.301, et seq., subpart E. I further certify that the EEO has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEO is on file in the office of: County of Boone, Human Resources Department [organization], at 601 East Walnut, Johnson Building Room 211, Columbia, MO 65201 [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

Ken Pearson, Presiding Commissioner
Print or type Name and Title Signature Date 7/20/2009