

# EEOP Short Form



Mon Jan 11 18:14:35 EST 2010

## Step 1: Introductory Information

**Grant Title:** BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program  
**Grant Number:** 2009-SB-B9-1295

**Grantee Name:** City of Cleveland  
**Award Amount:** \$29,283.00

**Grantee Type:** Local Government Agency

**Address:** 907 E. Houston  
Cleveland, Texas  
77327

**Contact Person:** Scott Felts  
**Telephone #:** 281-592-2622

**Contact Address:** 226 Peach Ave  
Cleveland, Texas  
77327

**DOJ Grant Manager:** Pamila Simmons  
**DOJ Telephone #:** 202-514-5947

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**Grant Title:** COPS Hiring Recovery Program (CHRP)  
**Grant Number:** 2009RKWX0831

**Grantee Name:** City of Cleveland/Cleveland Police Department  
**Award Amount:** \$162,615.00

**Grantee Type:** Local Government Agency

**Address:** 907 E. Houston  
Cleveland, Texas  
77327

**Contact Person:** Scott Felts  
**Telephone #:** 281-592-2622

**Contact Address:** 226 Peach Ave  
Cleveland, Texas  
77327

**DOJ Grant Manager:** Emeraldal Wolmack  
**DOJ Telephone #:** 202-353-3450

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### Policy Statement:

The City of Cleveland has approved and adopted the non-discrimination policy as stated in the Employee Handbook.

Section 3-1 - Non-Discrimination: "Employees will be selected solely on the basis of their relevant qualifications for the specific position for which they are being considered. Selections will be made without regard to the applicant's political or religious opinions or affiliations or race, color, national origin, marital status, or other non-merit factors. Age, sex and physical disability will not be considered in selections except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration."

## **Step 4b: Narrative Underutilization Analysis**

The Utilization Analysis Information was compiled using workforce data for the Liberty County, Texas area. The data was obtained from the 2000 EEO Data Tool (United States Census 2000) which is the most current census created for this purpose.

In reviewing the remainder of the City of Cleveland workforce, the Human Resources Manager made the following observations where gender and race are underutilized in specific categories.

1. White females
  - a. Technicians (-25%)
  - b. Protective Services: Sworn (-18%)
  
2. Hispanic females
  - a. Technicians (-4%)
  - b. Administrative Support (-5%)
  - c. Service/Maintenance (-4%)
  
3. Black females
  - a. Technicians (-11%)
  - b. Service Maintenance (-7%)
  
4. White males
  - a. Administrative Support (-18%)
  - b. Skilled Craft (-18%)
  - c. Service/Maintenance (-3%)
  
5. Hispanic males
  - a. Skilled Craft (-5%)
  
6. Black males
  - a. Service/Maintenance (-7%)

Although the Underutilization Analysis indicated other instances of under-representation, the actual numbers of employees in some of the job categories made it difficult to draw any reliable conclusions regarding underutilization (e.g. Protective Services: Non-Sworn (2), Officials (7) and Professionals (5)).

The top three underutilized gender/race is white females in Technicians, followed by a three-way tie by white males in Administrative Support and Skilled Craft and white females in Protective Services: Sworn and the third is black females in Technician category.

These will be our areas of focus however the City of Cleveland welcomes the chance to increase the representation of all minority groups.

## **Step 5 & 6: Objectives and Steps**

1. To identify recruiting sources that target candidates for the City of Cleveland underutilized gender and race categories for Technicians, Skilled Craft and Administrative Support.

a. Currently the City advertises positions on the City of Cleveland website, Texas Workforce Solutions, Texas Municipal League Career Center (which feeds into internet search engines, e.g. Indeed.com), in City Hall Lobby, and Cleveland Advocate.

The Human Resources department will identify websites that target women in the emergency services industry (Technician category) to be used for posting of open positions.

The City will review attending job fairs at technical colleges or vocational schools for help in filling the gender underutilization in the Skilled Craft category.

For Administrative Support positions that have underutilized percentages our objective is to provide equal employment opportunity when our City fills vacancies and will review attending career fairs and researching additional job posting areas.

### **Step 7a: Internal Dissemination**

1. Place a copy of the EEO Plan in the Policies and Procedures Manual of the City of Cleveland.
2. Post a notice in the break area advising employees how to obtain a copy of the EEO Short Form Plan.
3. Distribute a copy of the EEO Short Form Plan to all supervisors and city council members including the Mayor.
4. Send a flyer attached to paychecks to all City employees letting them know that a copy of the EEO Short Form Plan is available upon request.

### **Step 7b: External Dissemination**

1. Post a copy of the EEOP Short Form on the City of Cleveland website on the HR home page.
2. Distribute bound copies of the EEOP Short Form to the local public library for display in their reading room.
3. Include on all job announcements for City positions that applicants may obtain a copy upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Liberty County, Texas**

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
<b>Officials/Administrators</b>														
Workforce #/%	57/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,375/52%	30/1%	50/2%	4/0%	0/0%	0/0%	15/1%	1,035/39%	30/1%	80/3%	0/0%	0/0%	0/0%	4/0%
Utilization #/%	19%	-1%	-2%	-0%	0%	0%	-1%	-11%	-1%	-3%	0%	0%	0%	-0%
<b>Professionals</b>														
Workforce #/%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	990/34%	40/1%	70/2%	0/0%	4/0%	0/0%	0/0%	1,560/54%	50/2%	120/4%	25/1%	10/0%	0/0%	25/1%
Utilization #/%	-14%	-1%	-2%	0%	-0%	0%	0%	26%	-2%	-4%	-1%	-0%	0%	-1%
<b>Technicians</b>														
Workforce #/%	14/82%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	225/37%	15/2%	15/2%	4/1%	0/0%	0/0%	0/0%	260/42%	25/4%	70/11%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	46%	-2%	-2%	-1%	0%	0%	0%	-25%	-4%	-11%	0%	0%	0%	0%
<b>Protective Services: Sworn</b>														
Workforce #/%	31/89%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	415/59%	4/1%	40/6%	0/0%	0/0%	0/0%	0/0%	145/20%	50/7%	55/8%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	30%	2%	-3%	0%	0%	0%	0%	-18%	-4%	-8%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	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%
Utilization #/%	-100%	0%	50%	0%	0%	0%	0%	50%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	24/86%	0/0%	3/11%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,305/21%	85/1%	65/1%	15/0%	10/0%	0/0%	30/0%	3,970/64%	285/5%	350/6%	40/1%	20/0%	0/0%	4/0%
Utilization #/%	-18%	-1%	-1%	-0%	-0%	0%	-0%	21%	-5%	5%	-1%	-0%	0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	10/62%	1/6%	3/19%	0/0%	0/0%	0/0%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,230/80%	575/11%	240/5%	25/0%	10/0%	0/0%	4/0%	160/3%	10/0%	4/0%	0/0%	10/0%	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 #/%	-18%	-5%	14%	-0%	-0%	0%	-0%	9%	-0%	-0%	0%	-0%	0%	0%
<b>Services/Maintenance</b>														
Workforce #/%	5/45%	3/27%	0/0%	0/0%	0/0%	0/0%	0/0%	3/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,825/49%	935/9%	690/7%	10/0%	25/0%	0/0%	20/0%	2,305/23%	370/4%	655/7%	20/0%	20/0%	0/0%	4/0%
Utilization #/%	-3%	18%	-7%	-0%	-0%	0%	-0%	4%	-4%	-7%	-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.

*Rooh*

*2/10/10*

[signature]

[title]

[date]