

# EEOP Short Form



Tue Jun 08 12:27:51 EDT 2010

## Step 1: Introductory Information

<b>Grant Title:</b>	Laptop Computer Systems for Patrol Vehicles	<b>Grant Number:</b>	2247701
<b>Grantee Name:</b>	City of Stephenville	<b>Award Amount:</b>	\$146,589.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	298 W. Washington Stephenville, Texas 76401		
<b>Contact Person:</b>	Christi Sanders	<b>Telephone #:</b>	254-918-1221
<b>Contact Address:</b>	298 W. Washington Stephenville, Texas 76401		
<b>DOJ Grant Manager:</b>	Helen Martinez	<b>DOJ Telephone #:</b>	512-463-1919

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### Policy Statement:

Elected and appointed officials, Division Directors, supervisors, and employees of the City shall not discriminate on the basis of race, color, religion, disability, national origin, sex, citizenship, veteran status, or age in recruiting, selection, training, compensations, promotions, terminations, discipline, layoff, use of employee facilities or programs, or any other condition or privilege of employment.

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

The City of Stephenville Human Resources department has reviewed the Utilization Analysis Chart and taken note of the following data:

1. White females are significantly under-represented in the job category of Technician.
2. Both White females and American Indian or Alaska Native males are under-represented in the Protective Services: Sworn Officials Category.
3. White females are significantly under-represented, and Hispanic females and males are slightly under-represented in the job category of Protective Services: Sworn Patrol Officers.
4. White males and Hispanic females are significantly under-represented in the job category of Administrative Support.
5. White females are under-represented in the job category of Skilled Crafts.
6. White and Hispanic females and Hispanic males are significantly under-represented in the Service Maintenance job category.

The City of Stephenville is committed to maintain a diverse workforce and have formulated goals and objectives to improve diversity. It should be noted that the City of Stephenville has a very low turnover rate (less than 10% for the last fiscal year). Many of our employees spend their entire careers with the City. Therefore, an explanation for some of our under-representation for certain job categories, such as Technical and Protective Service: Sworn Officials have experienced little to no turnover for many years. Therefore, the opportunity to recruit and select a more diverse workforce has been limited due to this factor.

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

### **1. To encourage White females to apply for vacancies in the Technicians, and Skilled Crafts job categories**

- a. The Human Resource office will review the composition of the applicant data received for positions in these categories for which the City has posted a job opening in the last fiscal year to determine if White female applicants were under-represented.
- b. The Human Resource office will review applicant flow data for posted position openings in these categories for the last fiscal year to determine if any step in the selection process may have created an impact which resulted in the screening out of White female employees.
- c. The Human Resource department will conduct interviews with departmental directors and supervisors of departments that represent significant underutilization of a job category. Based on the data collected from the departments, in addition to other data collected, the HR office will create a recruitment plan for implementation by the end of the next fiscal year.
- d. The Human Resource Office will enhance outreach efforts that target White female applicants in the Technicians, Protective Services: Sworn Officials, Protective Services: Sworn Patrol Officers, and Skilled Crafts job categories. These activities will include continued utilization of the local Texas Workforce center, as well as utilizing the USjobs website. Also targeted will be local job fairs, Tarleton State University, Weatherford College, Ranger College, Stephenville High School, and the local newspaper(s).

### **2. To encourage White females, Hispanic females, American Indian or Alaska Native males, and Hispanic males to apply for vacancies in the Protective Service Sworn job categories**

- a. The Human Resource office will review the composition of the applicant data received for positions in these categories for which the City has posted a job opening in the last fiscal year to determine if White females, Hispanic females, American Indian or Alaska Native males, and Hispanic male applicants were under-represented.

b. The Human Resource office will review applicant flow data for posted position openings in these categories for the last fiscal year to determine if any step in the selection process may have created an impact which resulted in the screening out of White females, Hispanic females, American Indian or Alaska Native males, and Hispanic male employees.

c. The Human Resource department will conduct interviews with departmental directors and supervisors of departments that represent significant underutilization of a job category. Based on the data collected from the departments, in addition to other data collected, the HR office will create a recruitment plan for implementation by the end of the next fiscal year.

d. The Human Resource Office will enhance outreach efforts that target White females, Hispanic females, American Indian or Alaska Native males, and Hispanic male applicants in the Protective Services: Sworn Officials, Protective Services: Sworn Patrol Officers job categories. These activities will include continued utilization of the local Texas Workforce center, as well as utilizing the USjobs website. Also targeted will be local job fairs, Tarleton State University, Weatherford College, Ranger College, Stephenville High School, and the local newspaper(s).

### **3. To encourage White males and Hispanic females to apply for positions in the Administrative Support job category**

a. The Human Resource office will review the composition of the applicant data received for positions in these categories for which the City has posted a job opening in the last fiscal year to determine if White males and Hispanic female applicants were under-represented.

b. The Human Resource office will review applicant flow data for posted position openings in these categories for the last fiscal year to determine if any step in the selection process may have created an impact which resulted in the screening out of White males and Hispanic female employees.

c. The Human Resource department will conduct interviews with departmental directors and supervisors of departments that represent significant underutilization of a job category. Based on the data collected from the departments, in addition to other data collected, the HR office will create a recruitment plan for implementation by the end of the next fiscal year.

d. The Human Resource Office will enhance outreach efforts that target White males and Hispanic female applicants in the Administrative Support job category. These activities will include continued utilization of the local Texas Workforce center, as well as utilizing the USjobs website. Also targeted will be local job fairs, Tarleton State University, Weatherford College, Ranger College, Stephenville High School, and the local newspaper(s).

### **4. To encourage White and Hispanic females and Hispanic males to apply for positions in the Service Maintenance job category**

a. The Human Resource office will review the composition of the applicant data received for positions in these categories for which the City has posted a job opening in the last fiscal year to determine if White and Hispanic females and Hispanic male applicants were under-represented.

b. The Human Resource department will conduct interviews with departmental directors and supervisors of departments that represent significant underutilization of a job category. Based on the data collected from the departments, in addition to other data collected, the HR office will create a recruitment plan for implementation by the end of the next fiscal year.

c. The Human Resource office will review applicant flow data for posted position openings in these categories for the last fiscal year to determine if any step in the selection process may have created an impact which resulted in the screening out of White and Hispanic females and Hispanic male employees.

d. The Human Resource Office will enhance outreach efforts that target White and Hispanic females and Hispanic male applicants in the Service Maintenance job category. These activities will include continued utilization of the local Texas Workforce center, as well as utilizing the USjobs website. Also targeted will be local job fairs, Tarleton State University, Weatherford College, Ranger College, Stephenville High School, and the local newspaper(s).

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

1. Within 30 days of receiving the Justice Departments approval of the City of Stephenvilles EEOP Short Form, the Human Resource Office will send an email and a hard copy memorandum to all employees to inform them that they may obtain a copy of the Citys EEOP Short Form on request.

2. The Human Resource Office will post a PDF version of the EEOP Short Form on the City Website.

3. The Human Resource Office will produce bound copies of the EEOP Short Form to be distributed to each Division Director, and made available for review at each City facility.
4. The Human Resource Office will include a written notice in the next printing of the City of Stephenville Employee Handbook, explaining how employees may obtain a copy of the EEOP Short Form.

**Step 7b: External Dissemination**

1. The Human Resource Office will include a written statement in all job announcements and other communications with prospective employees to notify them that they may obtain a copy of the EEOP Short Form on request.
2. The Human Resource Office will post a PDF file of the EEOP Short Form on the City Website.
3. The City of Stephenvilles Purchasing Department will, in consultation with the Human Resource Office, provide written notice to all vendors and contractors that they may obtain a copy of the Citys EEOP Short Form on request.
4. The Human Resource Office will send 2 bound copies of the EEOP Short Form to the City Library so they may be kept on display in the Librarys periodical section for public review.
5. The Human Resource Office will provide a link to the Citys EEOP Short Form to be placed on the Citys Facebook page.

**Utilization Analysis Chart  
Relevant Labor Market: Erath 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 #/%	7/64%	1/9%	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 #/%	1,485/63%	105/4%	10/0%	0/0%	4/0%	0/0%	4/0%	655/28%	79/3%	0/0%	4/0%	4/0%	0/0%	0/0%
Utilization #/%	0%	5%	-0%	0%	-0%	0%	-0%	-1%	-3%	0%	-0%	-0%	0%	0%
<b>Professionals</b>														
Workforce #/%	3/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	975/36%	35/1%	0/0%	0/0%	30/1%	0/0%	10/0%	1,535/57%	50/2%	25/1%	0/0%	35/1%	0/0%	0/0%
Utilization #/%	1%	-1%	0%	0%	-1%	0%	-0%	6%	-2%	-1%	0%	-1%	0%	0%
<b>Technicians</b>														
Workforce #/%	7/100%	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%
CLS #/%	130/39%	10/3%	0/0%	0/0%	0/0%	0/0%	0/0%	175/52%	4/1%	0/0%	0/0%	15/4%	0/0%	0/0%
Utilization #/%	61%	-3%	0%	0%	0%	0%	0%	-52%	-1%	0%	0%	-4%	0%	0%
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	17/89%	2/11%	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 #/%	235/86%	4/1%	4/1%	10/4%	0/0%	0/0%	0/0%	20/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	3%	9%	-1%	-4%	0%	0%	0%	-7%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	14/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	700/56%	90/7%	10/1%	0/0%	0/0%	0/0%	4/0%	385/31%	60/5%	4/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	32%	-7%	-1%	0%	0%	0%	-0%	-18%	-5%	-0%	-0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	28/97%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	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 #/%	-3%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>														

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 #/%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/95%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	750/21%	65/2%	0/0%	0/0%	40/1%	4/0%	0/0%	2,490/69%	230/6%	4/0%	35/1%	10/0%	0/0%	4/0%
Utilization #/%	-16%	-2%	0%	0%	-1%	-0%	0%	27%	-6%	-0%	-1%	-0%	0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	12/86%	2/14%	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 #/%	1,335/82%	160/10%	10/1%	20/1%	0/0%	0/0%	0/0%	100/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	4%	4%	-1%	-1%	0%	0%	0%	-6%	0%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	13/93%	1/7%	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 #/%	2,865/53%	755/14%	60/1%	15/0%	0/0%	0/0%	10/0%	1,370/25%	360/7%	10/0%	0/0%	10/0%	0/0%	0/0%
Utilization #/%	40%	-7%	-1%	-0%	0%	0%	-0%	-25%	-7%	-0%	0%	-0%	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
<b>Police Chief</b>														
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%
<b>Police Captain</b>														
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%
<b>Police Lieutenant</b>														
Workforce #/%	4/80%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Police Sergeant</b>														
Workforce #/%	9/90%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	14/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%



# CERTIFICATION FORM

Recipient Name and Address: City of Stephenville 298 W. Washington Stephenville, TX 76401

Grant Title: Laptop Computer Systems for Patrol Vehicles Grant Number: 2247701 Award Amount: 146,589.00

Contact Person Name and Title: Christi Sanders Phone Number: (254) 918-1221

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 (EEOP) in accordance with 28 C.F.R §§ 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP 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 EEOP 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 7<sup>th</sup> 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 EEOP Requirement.** Please check all the boxes that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Recipient has less than 50 employees,   | <input type="checkbox"/> Recipient is an Indian tribe,                      |
| <input type="checkbox"/> Recipient is a non-profit organization, | <input type="checkbox"/> Recipient is an educational institution, or        |
| <input type="checkbox"/> Recipient is a medical institution,     | <input type="checkbox"/> Recipient is receiving an award less than \$25,000 |

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient] is not required to prepare an EEOP 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

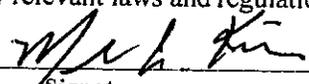
**Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.**

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 EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Mark Kaiser [responsible official], certify that the City of Stephenville [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 EEOP in accordance with 28 CFR §42.301, *et seq.*, subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: City of Stephenville Human Resource Office [organization], at 298 W. Washington Stephenville, TX 76401 [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.

Mark Kaiser, City Administrator

Print or type Name and Title

  
Signature

6/8/2010

Date