

# EEOP Short Form



Fri Nov 06 13:31:29 EST 2009

## Step 1: Introductory Information

<b>Grant Title:</b>	American Recovery Act - Jag	<b>Grant Number:</b>	2010-ARRC-88
<b>Grantee Name:</b>	City of Destin	<b>Award Amount:</b>	\$75,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	4200 Indian Bayou Trail Destin, Florida 32541		
<b>Contact Person:</b>	Lindey Chabot	<b>Telephone #:</b>	850-837-4242
<b>Contact Address:</b>	4200 Indian Bayoy Trail Destin, Florida 32541		
<b>DOJ Grant Manager:</b>	Lindey Chabot	<b>DOJ Telephone #:</b>	850-837-4242

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### Policy Statement:

The City of Destin, Florida, is an equal opportunity employer and is pledged to provide equal employment opportunity without regard to race, age, color, religion, national origin, marital status, disability, or sex. This pledge applies to all employees and to all applicants for employment with regard to recruiting, hiring, placement, promotion, transfer, demotion, advertising, or solicitation for employment, rates of pay, or other forms of compensation, treatment while employed, training, lay-off or termination.

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

**OFFICIALS/ADMINISTRATORS:** (20 positions) The 9% underrepresentation (White Males) equates to 1.8 employees. All other underrepresentation in this category represents .8 of an employee or less.

**PROFESSIONALS:** (13 positions) White Females are underrepresented by 1.95 individuals. There is no other significant underrepresentation as all other classes fall below .39 of an employee.

**TECHNICIANS:** (8 positions) White Females are underrepresented by 34% or 2.72 individuals. However, with the exception of Black/African American Males (22%, 2 positions) and Asian Males (11%, 1 position) all other classes in this category are underrepresented by no more than .32 of an employee.

**ADMINISTRATIVE SUPPORT:** (17 positions) White Males are underrepresented by 12% (2 employees). White Females (15) represent 28% (4 employees) more as is indicated on the analysis. All other classes reflect underrepresentation on less than 1 employee.

**SERVICE MAINTENANCE:** (17 positions) White Males represent 94% (16 positions, class is overrepresented by 54% or 9 positions). White Females are underrepresented by 28% (4 employees), Black/African American Males are underrepresented by 6% (1 individual) and Asian Females are underrepresented by 5% or 1 individual.

**CONTEXTUAL ANALYSIS:** Analysis reflects that a number of positions are underrepresented by a fraction of an individual. This is due in large part to calculating percentages with the City's relatively small workforce size (79 employees).

When all classes of the City are viewed across the job category spectrum and compared to the Okaloosa County job category utilization data (across class spectrum as well), the City is underrepresented as follows: Hispanic/Latino Males by 4.7% (3.7 individuals); Black/African American Females by 2% (1.58 individual); Asian Females by 1.6% (1.3 individuals); Hispanic/Latino Females by 1.4% (1.1 individual); and Black/African American Males by 1.3% (1 individual).

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

### **1. To encourage Hispanic/Latino Males to apply for vacancies in the Service/Maintenance job categories.**

- a. Human Resources will expand recruitment through use of Employ Florida Market Place which is widely used throughout our relevant labor market.
- b. Human Resources will monitor applicant log to determine if applications from target populations are being received.

### **2. To encourage Black/African American Females to apply for vacancies in the Administrative Support & Service/Maintenance job categories.**

- a. Human Resources will expand recruitment through use of Employ Florida Market Place which is widely used throughout our relevant labor market.
- b. Human Resources will monitor applicant log to determine if applications from target populations are being received.

### **3. To encourage Asian Females to apply for vacancies in the Administrative Support & Service/Maintenance job category.**

- a. Human Resources will expand recruitment through use of Employ Florida Market Place which is widely used throughout our relevant labor market.
- b. Human Resources will monitor applicant log to determine if applications from target populations are being received.

**4. Encourage Hispanic/Latino Females to apply for vacancies in the Administrative Support job category.**

- a. Human Resources will expand recruitment through use of Employ Florida Market Place which is widely used throughout our relevant labor market.
- b. Human Resources will monitor applicant log to determine if applications from target populations are being received.

**5. Encourage Black/African American Males to apply for vacancies in the Service/Maintenance job category.**

- a. Human Resources will expand recruitment through use of Employ Florida Market Place which is widely used throughout our relevant labor market.
- b. Human Resources will monitor applicant log to determine if applications from target populations are being received.

**Step 7a: Internal Dissemination**

- 1. The EEOP will be forwarded via e-mail to City employees and posted on bulletin boards.
- 2. The EEOP will be provided to new employees during orientation.
- 3. The Senior Leadership Team will be presented with a copy of thwe EEOP Short Form for review & discussion.

**Step 7b: External Dissemination**

- 1. The Destin Library will have access to the EEOP Short Form.
- 2. The EEOP Short Formm will be made available on the City's Website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Okaloosa County, Florida**

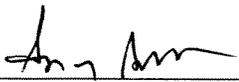
Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	9/45%	1/5%	0/0%	0/0%	1/5%	0/0%	0/0%	9/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,695/54%	120/1%	375/4%	10/0%	85/1%	0/0%	30/0%	3,715/35%	110/1%	210/2%	55/1%	175/2%	0/0%	20/0%
Utilization #/%	-9%	4%	-4%	-0%	4%	0%	-0%	10%	-1%	-2%	-1%	-2%	0%	-0%
<b>Professionals</b>														
Workforce #/%	9/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,690/44%	115/1%	325/3%	4/0%	105/1%	10/0%	40/0%	5,860/45%	210/2%	350/3%	75/1%	90/1%	0/0%	25/0%
Utilization #/%	25%	-1%	-3%	-0%	-1%	-0%	-0%	-15%	-2%	-3%	-1%	-1%	0%	-0%
<b>Technicians</b>														
Workforce #/%	3/38%	0/0%	2/25%	1/12%	1/12%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	915/42%	25/1%	55/3%	0/0%	25/1%	0/0%	4/0%	1,015/46%	65/3%	65/3%	0/0%	4/0%	10/0%	0/0%
Utilization #/%	-4%	-1%	22%	12%	11%	0%	-0%	-34%	-3%	-3%	0%	-0%	-0%	0%
<b>Protective Services: Sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,250/69%	40/2%	105/6%	20/1%	15/1%	0/0%	0/0%	320/18%	0/0%	60/3%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	15/26%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	20/35%	14/25%	4/7%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-26%	-7%	0%	0%	0%	0%	0%	15%	-25%	43%	0%	0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,240/23%	160/1%	425/2%	40/0%	60/0%	10/0%	95/1%	11,040/61%	515/3%	990/5%	45/0%	395/2%	20/0%	155/1%
Utilization #/%	-12%	-1%	-2%	-0%	-0%	-0%	-1%	28%	-3%	-5%	-0%	-2%	-0%	-1%
<b>Skilled Craft</b>														
Workforce #/%	2/100%	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%

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
CLS #/%	7,145/80%	360/4%	515/6%	65/1%	70/1%	0/0%	65/1%	555/6%	19/0%	30/0%	10/0%	45/1%	0/0%	0/0%
Utilization #/%	20%	-4%	-6%	-1%	-1%	0%	-1%	-6%	-0%	-0%	-0%	-1%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	16/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,790/41%	465/2%	1,185/6%	55/0%	270/1%	40/0%	130/1%	6,530/34%	415/2%	1,265/7%	30/0%	865/5%	20/0%	120/1%
Utilization #/%	54%	-2%	-6%	-0%	-1%	-0%	-1%	-28%	-2%	-7%	-0%	-5%	-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.

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 C.I.T. MANAGER 11/6/09  
[signature] [title] [date]

