

# EEOP Utilization Report



Mon Nov 09 16:33:40 EST 2015

## Step 1: Introductory Information

<b>Grant Title:</b>	FY 15 Edward Byrne Memorial Justice Assistance Grant	<b>Grant Number:</b>	2015-DJ-BX-0784
<b>Grantee Name:</b>	Boone County	<b>Award Amount:</b>	\$38,139.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	801 E. Walnut Street Columbia, Missouri 65201		
<b>Contact Person:</b>	Chad Martin	<b>Telephone #:</b>	573-875-1111
<b>Contact Address:</b>	2121 county Drive Columbia, Missouri 65202		
<b>DOJ Grant Manager:</b>	Veronica Munson	<b>DOJ Telephone #:</b>	202-514-7710

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### 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.

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

In reviewing the Utilization Analysis Chart, the Human Resources Office for Boone County Government made the following observations:

Given the small numbers in the job categories Service/Maintenance (13), it is difficult to interpret the relevant community labor market. More significant, is the underutilization of white males (-27%) in the Administrative Support category. There is the underutilization of Hispanic males (-4%) and White females (-4%) in the job category of (Protective Services: Sworn--Patrol Officers).

In keeping with the Boone County Government's commitment to having a workforce that reflects the community it serves, Boone County will examine its recruitment and retention practices to see if there may be ways to attract more Hispanic males to apply for entry-level patrol officer positions and white males to apply for Administrative Support positions.

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

### **1. To encourage Hispanic or Latino males to apply for vacancies particular in the Protective Services: Non-Sworn**

- a. a) The Human Resources Department will continue recruitment efforts to attract and retain Hispanic or Latino male applicants for positions in the Protective Service: Non-Sworn category. We will continue to work with organizations for successful male recruitment including fraternities, 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 males and minorities to ascertain whether they are encountering artificial barriers to advancement into the job categories of Protective Services: Non-Sworn.

### **2. To encourage white males to apply for vacancies particular in the category of Administrative Support.**

- a. a) The Human Resources Department will continue recruitment efforts to attract and retain White male applicants for positions in the Administrative Support category. We will continue to work with organizations for successful white male recruitment including fraternities, churches, special interest groups, and local colleges and universities.

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

1. A copy of the EEOP short form will be distributed to affected county departments.
2. A copy of the EEOP short form will be posted on the county website.
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 county website.
2. A hard copy of the EEOP short form will be maintained by the Human Resources Department and will be made 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	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
<b>Officials/Administrators</b>																
Workforce #/%	18/55%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/39%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,890/51%	89/1%	185/2%	4/0%	50/1%	25/0%	35/0%	0/0%	3,885/41%	110/1%	180/2%	0/0%	55/1%	0/0%	55/1%	0/0%
Utilization #/%	3%	-1%	-2%	-0%	-1%	-0%	-0%	0%	-1%	-1%	4%	0%	-1%	0%	-1%	0%
<b>Professionals</b>																
Workforce #/%	44/53%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/42%	1/1%	2/2%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	7,540/36%	205/1%	270/1%	0/0%	870/4%	0/0%	90/0%	10/0%	10,830/51%	160/1%	455/2%	4/0%	555/3%	0/0%	90/0%	25/0%
Utilization #/%	17%	-1%	-1%	0%	-4%	0%	-0%	-0%	-9%	0%	0%	-0%	-1%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	7/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,645/39%	0/0%	25/1%	4/0%	60/1%	0/0%	14/0%	35/1%	2,195/52%	10/0%	130/3%	0/0%	90/2%	0/0%	15/0%	0/0%
Utilization #/%	39%	0%	-1%	-0%	-1%	0%	-0%	-1%	-30%	-0%	-3%	0%	-2%	0%	-0%	0%
<b>Protective Services:</b>																
<b>Sworn-Officials</b>																
Workforce #/%	21/78%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	4/15%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	675/77%	0/0%	60/7%	0/0%	0/0%	0/0%	10/1%	0/0%	95/11%	0/0%	0/0%	0/0%	0/0%	0/0%	40/5%	0/0%
Utilization #/%	1%	0%	-3%	0%	0%	0%	-1%	0%	4%	0%	0%	4%	0%	0%	-5%	0%
<b>Protective Services:</b>																
<b>Sworn-Patrol Officers</b>																
Workforce #/%	34/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/15%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,850/46%	380/6%	285/5%	4/0%	10/0%	4/0%	104/2%	0/0%	1,735/28%	110/2%	475/8%	4/0%	110/2%	0/0%	30/0%	69/1%
Utilization #/%	37%	-6%	-5%	-0%	-0%	-0%	-2%	0%	-13%	1%	-8%	-0%	-2%	0%	-0%	-1%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	44/38%	1/1%	6/5%	1/1%	0/0%	0/0%	0/0%	0/0%	53/46%	0/0%	10/9%	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	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 #/%	Utilization #/%	Utilization #/%	Utilization #/%	Utilization #/%	Utilization #/%	Utilization #/%	Utilization #/%	Utilization #/%	Utilization #/%	Utilization #/%	Utilization #/%	Utilization #/%	Utilization #/%	Utilization #/%	Utilization #/%				
<b>Administrative Support</b>																				
Workforce #/%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	86/86%	1/1%	8/8%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%				
CLS #/%	7,405/31%	125/1%	585/2%	15/0%	140/1%	84/0%	10/0%	13,350/57%	205/1%	1,145/5%	55/0%	180/1%	10/0%	135/1%	120/1%					
Utilization #/%	-27%	-1%	-2%	-0%	-1%	-0%	-0%	29%	0%	3%	-0%	-1%	1%	-1%	-1%	-1%				
<b>Skilled Craft</b>																				
Workforce #/%	49/92%	0/0%	1/2%	1/2%	0/0%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	5,885/88%	195/3%	210/3%	10/0%	25/0%	40/1%	4/0%	270/4%	0/0%	40/1%	0/0%	10/0%	0/0%	0/0%	0/0%	0/0%				
Utilization #/%	4%	-3%	-1%	2%	-0%	-1%	-0%	-0%	0%	-1%	0%	-0%	0%	0%	0%	0%				
<b>Service/Maintenance</b>																				
Workforce #/%	3/23%	0/0%	2/15%	0/0%	0/0%	0/0%	0/0%	4/31%	0/0%	4/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	8,450/41%	710/3%	1,460/7%	30/0%	110/1%	140/1%	4/0%	7,135/35%	380/2%	1,280/6%	60/0%	365/2%	10/0%	155/1%	70/0%	70/0%				
Utilization #/%	-18%	-3%	8%	-0%	-1%	-0%	-0%	-4%	-2%	24%	-0%	-2%	-0%	-0%	-1%	-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
<b>Protective Services: Non-sworn</b>		✓														
<b>Administrative Support</b>	✓															

### 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	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
<b>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%	0/0%	0/0%
<b>Major</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%	0/0%	0/0%
<b>Captain</b>																
Workforce #/%	3/75%	0/0%	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%	0/0%
<b>Investigator</b>																
Workforce #/%	8/73%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	1/9%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	8/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	34/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/15%	1/2%	0/0%	0/0%	0/0%	0/0%	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 Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

  
[signature] [title]

  
[date]

# CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: <u>Boone County Government</u>	DUNS Number: <u>182739177</u>	
Address: <u>613 E. Ash St. Columbia, MO 65201</u>		
Grant Title: <u>FY 15 Edward Byrne Memorial</u>	Grant Number: <u>2015-DJ-BX-0784</u>	Award Amount: <u>38,139</u>
Name and Title of Contact Person: <u>JENNIFER FELTNER Recruitment &amp; Hiring Coordinator</u>		
Telephone Number: <u>573-886-4128</u>	E-Mail Address: <u>jfeltner@boonecountymo.org</u>	

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees.     Recipient is an Indian tribe.     Recipient is a medical institution.  
 Recipient is a nonprofit organization.     Recipient is an educational institution.     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 fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Daniel K. Atwill [responsible official],  
certify that County of Boone [recipient],

which has fifty 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 pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Boone County Human Resources [organization],  
613 E. Ash St. Columbia, MO 65201 [address].

Daniel K. Atwill  
Print or Type Name and Title

[Signature]  
Signature

11-10-15  
Date

### Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient],  
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in  
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on \_\_\_\_\_ [date] to the  
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date