

EEOP Short Form



Mon Dec 27 16:07:08 EST 2010

Step 1: Introductory Information

Grant Title: STOP Violence Against Women **Grant Number:** 20500
Grantee Name: Lebanon County Commissioners **Award Amount:** \$445,278.00
Grantee Type: Local Government Agency
Address: Room 207, 400 S. 8th Street
Lebanon, Pennsylvania
17042
Contact Person: Tammy Hartman-Hankins **Telephone #:** 717-274-2801
Contact Address: Room 11, 400 S. 8th Street
Lebanon, Pennsylvania
17042
State Granting Agency: PA Commission on Crime & Delinquency **Grant Number:** 20500
Contact Name: Debbra Rollo
Contact Address: 3101 N. Front Street
Harrisburg, Pennsylvania
17110
Telephone #: 717-265-8733

Grant Title: VOCA Coordinator 1 Advocate **Grant Number:** 20060
Grantee Name: Lebanon County Commissioners **Award Amount:** \$145,801.00
Grantee Type: Local Government Agency
Address: Room 207, 400 S. 8th Street
Lebanon, Pennsylvania
17042
Contact Person: Tammy Hartman-Hankins **Telephone #:** 717-274-2801
Contact Address: Room 11, 400 S. 8th Street
Lebanon, Pennsylvania
17042
State Granting Agency: PA Commission on Crime & Delinquency **Grant Number:** 20060
Contact Name: Jennie Seigler
Contact Address: 3101 N. Front St., PO Box 1167
Harrisburg, Pennsylvania
17108-1167
Telephone #: 717-265-8745

Policy Statement:

It is the policy of Lebanon to provide equal employment to all individuals in accordance with their fullest qualifications regardless of their race, sex, color, religious creed, ancestry, age, national origin or non-job related handicaps or disabilities and to safeguard their right to obtain employment without any distinction or discrimination.

The County of Lebanon is committed to creating an atmosphere free from discrimination. Your cooperation is required to fully ensure the fulfillment of this commitment to the practice and spirit of the equal employment opportunity laws.

The County of Lebanon will make reasonable accommodations for an employee's known physical and mental limitations or those of an otherwise qualified individual who is an applicant unless undue hardship would result. Employees requiring an accommodation in order to perform the essential functions of their job shall contact their department head or the Department of Human Resources.

Step 4b: Narrative Underutilization Analysis

See Attachment

Step 5 & 6: Objectives and Steps

1. Expand recruitment methods to reach more people

- a. Contact local colleges to post our open positions with them.
- b. Participate in local job fairs.
- c. Email the job announcements to employees to ensure they are notified of the open positions.

2. Monitor the employment process to ensure equal employment opportunities for all underutilized groups

- a. Continue to educate Department Heads and Elected Officials regarding appropriate interviewing procedures.
- b. Review and update recruitment methods annually.
- c. Review and evaluate information relayed in exit interview forms to improve retention.

3. Educate Department Heads and Elected Officials regarding the importance of EEO and our plan for improvement

- a. Provide training to Department Heads and Elected Officials on EEO policies, processes, documentation, interview processes and employment requirements.
- b. While meeting with Department Heads and Elected Officials, gain feedback/suggestions for areas that would improve EEOP.

Step 7a: Internal Dissemination

The County of Lebanon will conspicuously post the EEOP on the Employee Bulletin Board outside of the Employee Benefits Office in the Municipal Building.

The Human Resources Department will have a printable version of the EEOP on their page of the County website.

The Human Resources Department will provide a copy of the EEOP to all Elected Officials, Administrators and Directors, requesting their acknowledgement and support of the EEOP and its' objectives.

Step 7b: External Dissemination

The County of Lebanon will include the statement "Equal Opportunity Employer" on all job postings and employment advertisements.

The Human Resources Department will have a printable version of the EEOP available on their page of the County website.

The County of Lebanon will inform Elected Officials and Department Heads as to how applicants, employees and members of the public may obtain a copy of the EEOP.

STEP 4B: UTILIZATION ANALYSIS

A comparison of the County of Lebanon's government workforce to the Community Labor Statistics for Lebanon County indicates underutilization of both the minority and White population in several areas. Specifically, the analysis shows the most significant underutilization in the White male population, with high percentages of underutilization in six of the eight employment categories. Also, the White female population showed significant underutilization in the Protective Services: Sworn Patrol Officers category.

For the minority populations, the analysis showed much lower percentages of underutilization, ranging from 1-3% for Hispanic/Latino males and females, 1-3% for Black/African American males and 1% for Asian males. This data is congruent to the race and population trend in the surrounding area, as the statistics show small populations of Blacks/African Americans and Asians and even smaller populations of American Indian or Alaskan Natives, Native Hawaiian or Other Pacific Islanders and individuals of two or more races within Lebanon County.

The County of Lebanon has a commitment to have a workforce that reflects the community it serves. Therefore, the County of Lebanon will focus on addressing the large areas of underutilization and to explore more successful ways of communicating employment opportunities to all race and ethnic groups. As such, the County of Lebanon has identified the following areas of concern:

Officials/Administrators- Underutilization of White males by 16%, Hispanic/Latino males by 1% and Asian males by 1%.

Professionals- Underutilization of White males by 14%.

Technicians- Underutilization of White males by 13% and Asian males by 1%.

Protective Services: Sworn Officials- Underutilization of White males by 25%, Hispanic/Latino males by 2%, Black/African American males by 3% and Hispanic/Latino females by 2%.

Protective Services: Sworn Patrol Officers- Underutilization of White females by 35% and Hispanic/Latino females by 2%.

Protective Services: Non-sworn- Underutilization of Black/African American males by 3% and White females by 8%.

Administrative Support- Underutilization of White males by 17% and Hispanic/Latino males by 1%.

Skilled Craft- Underutilization of Hispanic/Latino males by 2%, Black or African American males by 1%, Asian males by 1% and White females by 5%.

Service/Maintenance- Underutilization of White males by 37%, Hispanic/Latino males by 1% and Black/African American males by 1%.

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 #/%	32/13%	0/0%	0/0%	0/0%	-0/0%	0/0%	0/0%	225/80%	20/7%	3/1%	0/0%	1/0%	-0/0%	0/0%
GLS #/%	3,920/28%	145/1%	50/0%	10/0%	50/0%	0/0%	10/0%	9,405/67%	275/2%	45/0%	15/0%	75/1%	0/0%	20/0%
Utilization #/%	-17%	-1%	-0%	-0%	-0%	-0%	-0%	-13%	5%	1%	-0%	-0%	-0%	-0%
Skilled Craft														
Workforce #/%	8/100%	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%
GLS #/%	6,720/91%	170/2%	45/1%	0/0%	60/1%	0/0%	0/0%	355/5%	8/0%	4/0%	20/0%	10/0%	0/0%	0/0%
Utilization #/%	9%	-2%	-1%	0%	-1%	0%	0%	-5%	-0%	-0%	-0%	-0%	0%	0%
Service/Maintenance														
Workforce #/%	46/14%	0/2%	0/0%	0/0%	0/0%	0/0%	0/0%	250/76%	20/6%	3/1%	1/0%	5/2%	0/0%	0/0%
GLS #/%	11,830/51%	765/3%	280/1%	45/0%	50/0%	0/0%	20/0%	9,600/41%	600/3%	35/0%	20/0%	120/1%	0/0%	30/0%
Utilization #/%	-37%	-1%	-1%	-0%	-0%	0%	-0%	34%	3%	1%	0%	4%	0%	-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	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	✓													
Professionals	✓													
Technicians	✓													
Protective Services: Sworn Officials	✓													
Protective Services: Non-sworn								✓						
Administrative Support	✓													
Service/Maintenance	✓		✓											

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
Officials														
Workforce #/%	25/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	19/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	16/84%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

