

EEOP Short Form



Tue May 18 16:14:41 EDT 2010

Step 1: Introductory Information

Grant Title:	SB678 grant	Grant Number:	ZP09010010
Grantee Name:	Alameda County Probation Department	Award Amount:	\$1,498,686.00
Grantee Type:	Local Government Agency		
Address:	400 Broadway, 4th Floor Oakland, California 94607		
Contact Person:	Reginald Davis	Telephone #:	510-268-7007
Contact Address:	400 Broadway, 1st Floor Oakland, California 94607		
State Granting Agency:	CalEMA	Grant Number:	ZP09010010
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Policy Statement:

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

The County of Alameda is committed to equal employment opportunity and a program of affirmative action.

It is the policy of the Alameda County Board of Supervisors to afford equal employment opportunity in employment to all persons without discrimination on the basis of race, sex, age (over 40), religion, national origin, color, ethnicity, disability (mental or physical), political affiliation, sexual orientation, marital status, medical condition, or the conditions of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC).

The County of Alameda is committed to a strong Affirmative Action Program, to remove barriers that have operated in the past to preclude employment opportunities to certain groups who have experienced discriminatory practices and to increase the utilization of the skills and talents of minorities, women and disabled persons.

Furthermore, it is the policy of the Board of Supervisors that the County will continue to take affirmative actions to:

1. Attain a workforce in all County Agencies/Departments which includes in all employment areas and job levels, a representative of minorities, women and disabled persons that approximates the ratio of these groups in the Alameda County workforce.
2. Remove all nonrelated job barriers to employment and promotion of minorities, women and disabled persons.
3. Recruit and employ bilingual, and/or bicultural persons as needed to provide adequate, equitable services to all

segments of the Alameda County community with special emphasis toward Spanish, Asian or Pacific Island languages, and other bilingual, bicultural groups.

Step 4b: Narrative Underutilization Analysis

See Attachment

Step 5 & 6: Objectives and Steps

1. Efforts will be made to expand our outreach efforts to include the underutilized ethnic/gender groups, as the budget allows.

a. Increase job bulletin exposure; extend job postings to local business/community colleges, churches and high schools. Incorporate strategic plan with recruitment teams to high schools. Recruit at the Black Expos, Hawaii/Pacific Islander May Day Festival, Chinatown Street Festivals, Vietnamese Moon Festival, National Hispanic University and other Hispanic Cultural Activities. Establish contacts and relationships with local community colleges, high schools, adult education, veterans groups, churches.

Step 7a: Internal Dissemination

The EEOP short form will be placed on the Probation Department's intranet site, which is accessible to all employees in the Department.

Step 7b: External Dissemination

The EEOP Short Form will be placed on the County of Alameda's website, which is accessible to the general public.

NARRATIVE

This analysis is based on information as of March 31, 2010. During this period, the Probation Department had a total workforce of 621 employees. In reviewing the nine (9) categories that were captured on the analysis, seventy-six percent (76%) of Probation's workforce is in the Protective Services category (including officials and officers), fifteen percent (15%) are Administrative Support employees, and the remaining nine percent (9%) is spread throughout the other seven (7) categories.

The County has identified our Probation Department's workforce as required by "The Seven-Step Guide to the Design and Development of an Equal Employment Opportunity Plan." This guide required the County to identify Probation's workforce by the following EEOC Job Categories:

- 1) **Officials and Administrators:** There are 2 employees in this category. These employees set broad policies and exercise overall responsibility for execution of those policies. This category includes non-sworn classifications such as Senior Departmental Personnel Officer and Administrative/Financial Services Manager.
- 2) **Professionals:** There are 23 employees in this category. Employees in this category must have state certification and/or specialized and theoretical knowledge that are usually acquired through college training or through work experience providing comparable knowledge. This category includes classifications such as System Analysts, Personnel Officers and Financial Specialists.
- 3) **Technicians:** There are 2 employees in this category. These employees generally have a combination of basic technical or scientific knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training.
- 4) **Protective Service: Sworn Officials:** There are 66 officials in this category. These employees have progressed beyond the entry-level positions and are responsible for policy development, administration and implementation. This category includes classifications such as Chief Probation Officer, Division Directors, Program Managers, Unit Supervisors and Institutional Supervisors. In reviewing the underutilization displayed in the Utilization Analysis Chart: Two or More Standard Deviations, it appears there is underutilization of two standard deviations or more in the job category Protective Services: Sworn Officials (in the groups of White males and Asian Males).
- 5) **Protective Service: Sworn Patrol Officers:** There are 407 employees in this category. There are 194 Deputy Probation Officers and 213 Juvenile Institutional Officers. These employees are entrusted with public safety, security and protection from destructive forces. Additionally, Juvenile Institutional Officers typically perform probation maintenance and counseling services in the custodial and institutional setting. There appears to be underutilization of two standard deviations or more predominantly in the job category Protective Services: Sworn –Patrol Officers in the following groups: White males and females, Hispanic males and females, Asian males and females and Two or More Races males.
- 6) **Protective Service: Non-sworn:** There are 0 employees in this category.

7) **Administrative Support:** There are 95 employees in this category. These employees usually perform administrative functions that require internal and external communication, recording and retrieval of data and/or information, and other paper work required in an office. These are job classifications such as Clerks, Secretaries, Transcriptionists, etc. There is underutilization of two standard deviations or more in the job category of Administrative Support (in the groups of White males and Hispanic males).

8) **Skilled Craft:** There are 0 employees in this category.

9) **Service/Maintenance:** There are 26 employees in this job category. These employees perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public and upkeep buildings and facilities. These are job classifications such as Food Service Workers, Transportation Workers, etc.

In order to comply with the EEOP short form, all Juvenile Institutional Officers and Deputy Probation Officers were placed in the Protective Services: Sworn-Patrol Officers category and all sworn managers, directors and executive management were placed in the Protective Services: Sworn-Officials category.

Due to budget shortfalls, a hiring freeze has been in effect since February 17, 2009.

Regrettably, the Department conducted a lay-off in 2009, which reduced the number of employees that were being fully utilized in the job category Protective Services: Sworn-Patrol Officers. The ethnic/gender group of Hispanic Male was reduced by 2 employees and the ethnic/gender group of Hispanic Female was reduced by 3 employees due to the lay-off. The laying off of any additional staff may, potentially, impact the underutilization in the job categories.

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 #/%														
Administrative Support														
Workforce #/%	2/2%	0/0%	2/2%	0/0%	6/6%	0/0%	1/1%	21/22%	8/8%	36/38%	0/0%	17/18%	0/0%	2/2%
CLS #/%	27,670/16%	8,965/5%	8,835/5%	160/0%	12,370/7%	370/0%	2,015/1%	53,265/30%	17,985/10%	21,150/12%	665/0%	20,790/12%	850/0%	2,925/2%
Utilization #/%	-13%	-5%	-3%	-0%	-1%	-0%	-0%	-8%	-2%	26%	-0%	6%	-0%	0%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	23,980/41%	14,730/25%	4,790/8%	405/1%	6,725/12%	510/1%	1,295/2%	1,805/3%	1,170/2%	555/1%	10/0%	1,820/3%	50/0%	80/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	3/12%	1/4%	7/27%	1/4%	4/15%	0/0%	2/8%	0/0%	1/4%	7/27%	0/0%	0/0%	0/0%	0/0%
CLS #/%	28,530/18%	32,155/20%	14,310/9%	380/0%	16,455/10%	830/1%	2,410/2%	20,130/13%	16,835/11%	10,765/7%	290/0%	14,345/9%	565/0%	1,720/1%
Utilization #/%	-6%	-16%	18%	4%	5%	-1%	6%	-13%	-7%	20%	-0%	-9%	-0%	-1%

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
Chief Probation Officer														
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%
Assistant Chief Probation Officer														
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%
Division Directors														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%
Superintendents														
Workforce #/%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%
Probation Managers														
Workforce #/%	4/13%	2/7%	6/20%	1/3%	1/3%	0/0%	0/0%	5/17%	1/3%	8/27%	0/0%	2/7%	0/0%	0/0%
Institutional Managers														
Workforce #/%	2/7%	3/10%	18/62%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	5/17%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	24/6%	17/4%	126/31%	1/3%	14/3%	0/0%	1/0%	36/9%	23/6%	151/37%	0/0%	8/2%	1/0%	5/1%

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.

[signature] _____ [title] _____ 5/19/10 [date]