

# EEOP Short Form



Mon May 10 16:58:01 EDT 2010

## Step 1: Introductory Information

**Grant Title:** Edward Byrne Memorial JAG Program  
**Grant Number:** 2010-JAGC-LAKE-2-4X-080

**Grantee Name:** City of Groveland  
**Award Amount:** \$15,362.00

**Grantee Type:** Local Government Agency

**Address:** 156 South Lake Ave.  
Groveland, Florida  
34736

**Contact Person:** Lt. Jesse Baker  
**Telephone #:** 352-429-4166

**Contact Address:** 408 West Orange St.  
Groveland, Florida  
34736

**State Granting Agency:** Florida Dept. of Law Enforcement  
**Grant Number:** 2010-JAGC-LAKE-2-4X-080

**Contact Name:** Clayton H. Wilder

**Contact Address:** 2331 Phillips Rd.  
Tallahassee, Florida  
32308

**Telephone #:** 850-875-2131

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**Grant Title:** American Recovery Act-JAG Direct  
**Grant Number:** 2010-ARRD-LAKE-1-W8-009

**Grantee Name:** City of Groveland  
**Award Amount:** \$6,268.00

**Grantee Type:** Local Government Agency

**Address:** 156 South Lake Ave.  
Groveland, Florida  
34736

**Contact Person:** Lt. Jesse Baker  
**Telephone #:** 352-429-4166

**Contact Address:** 408 West Orange St.  
Groveland, Florida  
34736

**State Granting Agency:** Florida Dept. of Law Enforcement  
**Grant Number:** 2010-ARRD-LAKE-1-W8-009

**Contact Name:** Clayton H. Wilder

**Contact Address:** 2331 Phillips Rd.  
Tallahassee, Florida  
32308

**Telephone #:** 850-875-2131

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**Grant Title:** Edward Byrne Memorial Justice Assistance Grant (JAG) Program **Grant Number:** 2010-JAGD-LAKE-2-4Y-008

**Grantee Name:** City of Groveland **Award Amount:** \$1,780.00

**Grantee Type:** Local Government Agency

**Address:** 156 South Lake Ave.  
Groveland, Florida  
34736

**Contact Person:** Lt. Jesse Baker **Telephone #:** 352-429-4166

**Contact Address:** 408 West Orange St.  
Groveland, Florida  
34736

**State Granting Agency:** Florida Dept. of Law Enforcement **Grant Number:** 2010-JAGD-LAKE-2-4Y-008

**Contact Name:** Clayton H. Wilder

**Contact Address:** 2331 Phillips Rd.  
Tallahassee, Florida  
32308

**Telephone #:** 850-875-2131

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**Grant Title:** Recovery Act Edwards Byrne Memorial JAG Program **Grant Number:** 2010-ARRC-LAKE-2-W7-047

**Grantee Name:** City of Groveland **Award Amount:** \$57,793.00

**Grantee Type:** Local Government Agency

**Address:** 156 South Lake Ave.  
Groveland, Florida  
34736

**Contact Person:** Lt. Jesse Baker **Telephone #:** 352-429-4166

**Contact Address:** 408 West Orange Ave.  
Groveland, Florida  
34736

**State Granting Agency:** Florida Dept. of Law Enforcement **Grant Number:** 2010-ARRC-LAKE-2-W7-047

**Contact Name:** Clayton H. Wilder

**Contact Address:** 2331 Phillips Rd.  
Tallahassee, Florida  
32308

**Telephone #:** 850-875-2131

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**Policy Statement:**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the city will be based on merit, qualifications, and abilities. The city does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Any employees with questions or concerns about any type of unlawful discrimination or harassment in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or Department Head or City Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

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

The City's Human Recourse Office finds:

1. White males and white females are under-represented in the professional categories.
2. White females are under-represented in the technicians categories.
3. Black males and Hispanic males are under-represented in the protective services non-sworn categories.
4. White males are under-represented in the administrative support categories.

Although the utilization analysis chart also indicated other instances of under-representation, the actual number of employees in some job categories made it difficult to draw any reliable conclusions regarding underutilization. The city will continue to recruit employees from all classes to fill any open positions as they become available.

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

1. **To encourage all classes to apply for vacancies in the professional categories, technician's, protective services non-sworn, and administrative support categories.**

- a. The city will post vacancies on the cities website along with postings in the local newspapers and trade journals as appropriate.

The city will review all employment data related to the professional, technician's, protective services non-services and administrative support categories to identify any issues that may pose barriers. This will include reviewing applicant data flow for recent vacancies, review job postings and advertizing practices. Evaluate the hiring, retention, and attrition rates for the particular positions or for the particular offices.

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

A copy of the EEO short form will be given to all department heads to be posted at their respective offices and made available for all the employees.

A copy of the EEO short form will be posted on the cities internal computer systems shared drive which is available to all employees.

#### **Step 7b: External Dissemination**

The city will make a copy of the EEO short form available to the public at all city offices to include the police, fire, utilities offices and at city hall.

The city will post the EEO short form on it public website along with the online employment applications.

**Utilization Analysis Chart**  
**Relevant Labor Market: Lake 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 #/%	4/57%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,395/60%	260/2%	120/1%	20/0%	80/1%	0/0%	30/0%	3,990/32%	180/1%	245/2%	0/0%	35/0%	0/0%	10/0%
Utilization #/%	-3%	-2%	-1%	-0%	-1%	0%	-0%	11%	-1%	-2%	0%	-0%	0%	-0%
<b>Professionals</b>														
Workforce #/%	1/25%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	1/25%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,370/37%	195/2%	200/2%	0/0%	85/1%	0/0%	25/0%	6,050/51%	410/3%	425/4%	15/0%	110/1%	0/0%	30/0%
Utilization #/%	-12%	-2%	-2%	25%	-1%	0%	-0%	-26%	22%	-4%	-0%	-1%	0%	-0%
<b>Technicians</b>														
Workforce #/%	3/60%	1/20%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	665/31%	40/2%	30/1%	10/0%	4/0%	0/0%	0/0%	1,085/51%	60/3%	195/9%	4/0%	20/1%	0/0%	20/1%
Utilization #/%	29%	18%	19%	-0%	-0%	0%	0%	-51%	-3%	-9%	-0%	-1%	0%	-1%
<b>Protective Services: Sworn</b>														
Workforce #/%	16/76%	1/5%	0/0%	1/5%	1/5%	0/0%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,550/74%	105/5%	120/6%	4/0%	0/0%	0/0%	15/1%	260/12%	10/0%	25/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	2%	-0%	-6%	5%	5%	0%	4%	-8%	-0%	-1%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	14/78%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	3/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	60/43%	10/7%	15/11%	20/14%	0/0%	0/0%	0/0%	35/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	35%	-7%	-11%	-14%	0%	0%	6%	-8%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	9/69%	2/15%	0/0%	0/0%	0/0%	0/0%	1/8%
CLS #/%	5,410/26%	350/2%	380/2%	30/0%	10/0%	0/0%	20/0%	13,150/62%	795/4%	770/4%	70/0%	100/0%	0/0%	80/0%
Utilization #/%	-26%	6%	-2%	-0%	-0%	0%	-0%	7%	12%	-4%	-0%	-0%	0%	7%
<b>Skilled Craft</b>														
Workforce #/%	10/83%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	1/8%	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 #/%	8,195/81%	720/7%	375/4%	40/0%	10/0%	0/0%	25/0%	620/6%	45/0%	4/0%	15/0%	15/0%	0/0%	10/0%
Utilization #/%	2%	-7%	5%	-0%	-0%	0%	-0%	2%	-0%	-0%	-0%	-0%	0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	6/55%	2/18%	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 #/%	11,170/44%	1,600/6%	1,590/6%	80/0%	120/0%	10/0%	90/0%	7,785/31%	740/3%	1,775/7%	35/0%	140/1%	0/0%	40/0%
Utilization #/%	10%	12%	-6%	-0%	-0%	-0%	-0%	-4%	-3%	-7%	-0%	-1%	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 EEO Short Form.

I have reviewed the foregoing EEO Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

Richard M. Smith - Mayor                      5/11/10  
[signature]    [title]    [date]