

# EEOP Short Form



Wed Jun 06 18:09:12 EDT 2012

## Step 1: Introductory Information

<b>Grant Title:</b>	Justice Assistance Grant	<b>Grant Number:</b>	M12-34021-007
<b>Grantee Name:</b>	Cowlitz Wahkiakum Task Force	<b>Award Amount:</b>	\$207,200.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	312 SW 1st Avenue Kelso, Washington 98626		
<b>Contact Person:</b>	Marc Gilchrist	<b>Telephone #:</b>	360-577-3092
<b>Contact Address:</b>	312 SW 1st Avenue Kelso, Washington 98626		
<b>DOJ Grant Manager:</b>	Harvey Queen	<b>DOJ Telephone #:</b>	360-725-3034

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### Policy Statement:

#### NON-DISCRIMINATION POLICY

##### Policy

Cowlitz County will comply with the provisions of Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Chapter 49.60 RCW, the Americans with Disabilities Act, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans reemployment Rights Act, and the Uniformed Services Employment and Reemployment Act of 1994.

##### Procedures

The County policy of equal opportunity and non-discrimination extends to all employment related matters, including hiring, layoffs promotion, transfer, work assignments, pay and benefits, discipline, training and other conditions of employment. Any form of discrimination based on age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, or any other status protected by law, is strictly prohibited, unless based upon a bona fide occupational qualification: Provided, that the prohibition against discrimination because of such disability shall not apply if the particular disability prevents the property performance of the particular work involved. Cowlitz County is committed to maintaining an environment free from discrimination, harassment and intimidation based on any status protected herein.

(Res. No. 6230, 6-20-79; Res. 09-095, 6-12-09)

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

In reviewing the Utilization Analysis Chart, the Cowlitz County Human Resources Department (CCHR) for the Cowlitz County Sheriffs Office (CCSO) made the following observations:

White males in the Administrative Support & Skilled Craft job categories.

White females in the Professionals, Technicians, Protective Services: Sworn-Patrol Officers and Protective Services Non-sworn job categories.

More significant, is the underutilization of White females in the job category of Protective Services: Sworn-Patrol Officers (-27%), Technicians (-30%) and Protective Services: Non-Sworn (-32%).

In keeping with the CCHR's commitment to having a workforce that reflects the community it services, the CCHR will examine its recruitment and retention practices to see if there may be ways to attract more White females to apply for Professionals, Technicians, Protective Services: Sworn-Patrol Officers and Protective Services Non-sworn job categories.

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

### **1. To encourage equal employment opportunities in these job categories:**

- a. White females in the following positions: Professionals, Technicians, Protective Services: Sworn-Patrol Officers and Protective Services: Non-Sworn.

Females of all races in all job categories.

White males in the following positions: Administrative Support, and Skilled Craft; a

Males of all races in all job categories.

- a. Collaborate with hiring managers during the recruitment process to sustain awareness of county goals of increasing the diversity of applicant pools for under-represented categories.
- b. Increase relationships in various ethnically and social diverse community organizations.
- c. Continue to review employment organizational data related to job categories that shows significant underutilization to identify issues that may pose barriers for any protected class.

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

1. State and Federal EEO notices will be posted on bulletin boards throughout the county.
2. Records of EEO applicant flow data for all positions are monitored and appropriate reports are made.
3. The CCHR will post a PDF file of the EEOP Short Form on the Countys Intranet, (the electronic communication system for the County).
4. The CCHR will keep two bound copies of the EEOP Short Form on display in its office at the Countys Administration Building.
5. Cowlitz County will continue to advertise employment opportunities on its internet website, newspapers and job posting bulletin boards.
6. Job announcements/applications for promotional recruitment will continue to include the following statement of discrimination, Cowlitz County is an Equal Opportunity Employer and it is the Countys policy that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.
7. Continue to include statements of nondiscrimination in collective bargaining union agreements. A copy of the collective bargaining union agreement is distributed to union/guild employees by their respective union/guild.

8. Policy for non-discrimination is included in the Countys intranet website under the Commissioners Office labeled County Policies & Procedures and distributed to new and existing employees. County Policies & Procedures are also posted on the Countys website.
9. Provide EEO reports upon request with workforce minority and females statistics to department directors for specific position vacancies to strategize how to attract and retain diversity in the underutilized job categories.

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

1. The Cowlitz County application is periodically reviewed to determine compliance with the latest state and federal EEO regulations to ensure each applicant is provided the maximum opportunity to present her/his related qualifications.
2. Work sessions with the Board of County Commissioners will be held to review the countys EEOP progress and results to reinforce the Countys commitment as an Equal Opportunity Employer.
3. Copies of the EEOP will be sent to the county Public Libraries so that copies may be on display in the Main Library and in the reading rooms.
4. Electronic copy will be posted on the Countys Internet site.
5. Cowlitz County will include protected group members through targeted advertising (newspapers, special publications, websites, posting with community organizations, etc.)
6. Job announcements/applications for promotional recruitment will continue to include the following statement of discrimination, Cowlitz County is an Equal Opportunity Employer and it is the Countys policy that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin,

**Utilization Analysis Chart**  
**Relevant Labor Market: Cowitz County, Washington**

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 #/%	24/50%	1/2%	0/0%	0/0%	0/0%	0/0%	2/4%	20/42%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%		
CLS #/%	2,250/56%	45/1%	15/0%	20/1%	10/0%	0/0%	20/1%	1,540/39%	35/1%	15/0%	25/1%	4/0%	0/0%	10/0%		
Utilization #/%	-6%	1%	-0%	-1%	-0%	0%	4%	3%	-1%	-0%	-1%	-0%	0%	2%		
<b>Professionals</b>																
Workforce #/%	48/45%	1/1%	0/0%	0/0%	1/1%	1/1%	1/1%	49/46%	1/1%	0/0%	1/1%	1/1%	0/0%	3/3%		
CLS #/%	2,055/39%	19/0%	4/0%	15/0%	20/0%	0/0%	10/0%	3,005/57%	75/1%	4/0%	39/1%	35/1%	10/0%	0/0%		
Utilization #/%	6%	1%	-0%	-0%	1%	1%	1%	-11%	-0%	-0%	0%	0%	-0%	3%		
<b>Technicians</b>																
Workforce #/%	33/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/29%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%		
CLS #/%	245/32%	20/3%	0/0%	10/1%	0/0%	0/0%	0/0%	455/59%	0/0%	4/1%	25/3%	4/1%	0/0%	4/1%		
Utilization #/%	37%	-3%	0%	-1%	0%	0%	0%	-30%	0%	-1%	-3%	-1%	0%	2%		
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	6/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%		
CLS #/%	570/73%	4/1%	4/1%	4/1%	0/0%	0/0%	0/0%	195/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%		
Utilization #/%	-7%	-1%	-1%	-1%	0%	0%	0%	8%	0%	0%	0%	0%	0%	0%		
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	7/177%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/22%	0/0%	0/0%	0/0%	0/0%	0/0%	1/1%		
Civilian Labor Force #/%	2,365/45%	75/1%	15/0%	50/1%	25/0%	15/0%	15/0%	2,570/49%	75/1%	15/0%	35/1%	15/0%	4/0%	20/0%		
Utilization #/%	33%	-1%	-0%	-1%	-0%	-0%	-0%	-27%	-1%	-0%	-1%	-0%	-0%	1%		
<b>Protective Services: Non-sworn</b>																
Workforce #/%	24/59%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/37%	0/0%	0/0%	1/2%	0/0%	0/0%	1/2%		
CLS #/%	25/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	55/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%		
Utilization #/%	27%	0%	0%	0%	0%	0%	0%	-32%	0%	0%	2%	0%	0%	2%		
<b>Administrative Support</b>																

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 #/%	23/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	163/82%	1/0%	0/0%	1/0%	4/2%	1/0%	7/4%
CLS #/%	2,170/23%	90/1%	30/0%	40/0%	4/0%	4/0%	0/0%	6,685/72%	120/1%	15/0%	70/1%	70/1%	20/0%	4/0%
Utilization #/%	-12%	-1%	-0%	-0%	-0%	-0%	0%	10%	-1%	-0%	-0%	1%	0%	3%
<b>Skilled Craft</b>														
Workforce #/%	45/80%	1/2%	0/0%	1/2%	0/0%	0/0%	3/5%	6/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,070/91%	155/3%	10/0%	55/1%	30/1%	0/0%	40/1%	215/4%	15/0%	0/0%	0/0%	4/0%	0/0%	0/0%
Utilization #/%	-10%	-1%	-0%	1%	-1%	0%	5%	7%	-0%	0%	0%	-0%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	8/57%	1/7%	0/0%	0/0%	0/0%	0/0%	1/7%	4/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,235/57%	715/4%	35/0%	205/1%	130/1%	25/0%	80/0%	5,325/33%	275/2%	15/0%	95/1%	145/1%	0/0%	50/0%
Utilization #/%	1%	3%	-0%	-1%	-1%	-0%	7%	-4%	-2%	-0%	-1%	-1%	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
Professionals								✓						
Technicians								✓						
Protective Services: Sworn-Patrol Officers								✓						
Protective Services: Non-sworn								✓						
Administrative Support	✓													
Skilled Craft	✓													

### 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
<b>Protective Services-Sworn Official</b>														
Workforce #/%	6/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	7/177%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/222%	0/0%	0/0%	0/0%	0/0%	0/0%	1/1%

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.

Jim Zehn                      HR Director                      6-6-12  
[signature]                      [title]                      [date]

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATION

Recipient Name and Address: **Cowlitz Wahkiakum Narcotics Task Force**  
**312 SW 1<sup>st</sup> Ave., Kelso, WA 98626**

Grant Title: **JUSTICE ASSISTANCE GRANT**

Grant Number: **M12-34021-007**

Subaward No.: \_\_\_\_\_

Award Amount: **\$207,200**

Contact Person Name/Title: **Marc Gilchrest/Under Sheriff**

Phone Number: **360-577-3092**

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 CFR Sections 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file, and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete Section A below. Recipients that claim the limited exemption from the submission requirement must complete Section B below. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to: Department of Commerce, Attn: Public Safety Unit - Bill Johnston, Post Office Box 42525, Olympia, WA 98504-2525.

Section A - Declaration of Claiming Complete Exemption from the EEOP Requirement. Please check all boxes that apply.

- Recipient has less than 50 employees
- Recipient is an Indian Tribe
- Recipient is a non-profit organization
- Recipient is an educational institution
- Recipient is a medical institution
- Recipient's award is less than \$25,000

I, \_\_\_\_\_ [individual with primary functional responsibility for equal opportunity/civil rights compliance for the jurisdiction], certify that \_\_\_\_\_ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 CFR Sections 42.302. I further certify that \_\_\_\_\_ [recipient jurisdiction] will comply with the applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print Name of Individual with  
Primary Functional Responsibility

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 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP for review to the Department of Commerce as long as it certifies the following (42 CFR Section 42.305):

I, **Commissioner, George Raiter** [individual with primary functional responsibility for equal opportunity/civil rights compliance for the jurisdiction], certify that **Cowlitz Wahkiakum Narcotics Task Force** [recipient jurisdiction], which has 50 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 Section 42.301, et. seq., subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of **Cowlitz County Human Resources** [organization], at **207 4<sup>th</sup> Ave. N., Kelso, WA 98626** [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations.

**George Raiter, Chairman**

Print Name of Individual with  
Primary Functional Responsibility

Signature

Date

*George Raiter*  
6-19-12

ATTEST:

*Jackie M. Musgrave*  
Clerk of the Board

