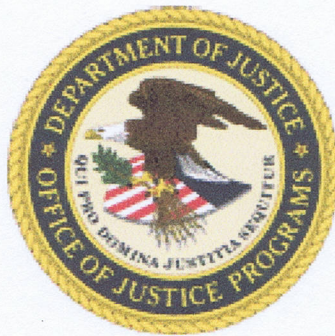


# EEOP Utilization Report



Fri Aug 09 11:47:30 EDT 2013



## Step 1: Introductory Information

<b>Grant Title:</b>	Court Security	<b>Grant Number:</b>	13-CS-06
<b>Grantee Name:</b>	Hardy County Commission	<b>Award Amount:</b>	\$40,900.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	204 Washington Street Room 111 Moorefield, West Virginia 26836		
<b>Contact Person:</b>	J. Michael Teets	<b>Telephone #:</b>	304-530-0284
<b>Contact Address:</b>	204 Washington St Moorefield, West Virginia 26836		
<b>State Granting Agency:</b>	Division of Justice & Community Services	<b>Grant Number:</b>	
<b>Contact Name:</b>	April Dickenson		
<b>Contact Address:</b>	1204 Kanawha Blvd. East Charleston, West Virginia 25301		
<b>Telephone #:</b>	304-558-8814		

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### Policy Statement:

The County is an Equal Opportunity Employer and all elected Officials will practice Equal Employment Opportunity in all aspects of its operation.

It is our policy to hire, train, promote, transfer, demote or terminate employees based on their qualifications and individual effort without regard to race, color, religion, sex, national origin, ancestry, age, veteran status, blindness or handicap.

Each and every one of us must share this responsibility in order to make sure that this policy is a reality.



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

1. White Females were under-represented in the following job categories: Officials/ Administrators -1%, Professionals -15%, Protective Services -22%, and Service/ Maintenance -18%.
2. Black or African American Females were under-represented in the following job categories: Administrative Support -1% and Service/ Maintenance -2%.
3. Hispanic or Latino Females were under-represented in the following job categories: Protective Services -22% and Service/ Maintenance -1%.
4. Hispanic or Latino Males were under-represented in the following job categories: Administrative Support -1% and Service/ Maintenance -2%.
5. Black or African American Males were under-represented in the following job categories: Administrative Support -2%.
6. Two or More Races Males were under-represented in the following job categories: Professional -1%.

In reviewing the Analysis for Hardy County the data shows that there is under-representation in several job categories. In most incidents this under-representation results from a lack of applicants for those positions both by male and females alike. The largest under-representation is in Protective Services -22% for white females and in Service/ Maintenance -18% for white females. This is a direct result of a lack of applicants for those positions.

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

**1. As an Equal Opportunity Employer we will encourage: 1. White Females to apply for vacancies in the Officials/ Administrative, Professionals, Protective Services Sworn, and Service/ Maintenance Categories. 2. Hispanic or Latino Females in Protective Services Sworn and Service/ Maintenance Categories. 3. Black and Africa American Females in the Service/ Maintenance Category. 4. Hispanic or Latino Males in the Administrative Support and Service/ Maintenance Categories. 5. Black or African American Males in the Administrative Support Category. 6. Two or More Races Male in the Professional Category.**

- a. a. The county may talk with office holders and supervisors on the results of the underutilization and get suggestions on a recruitment action plan for implementation by the end of the next fiscal year and attempt to enhance outreach efforts that target the under-representative workforce. We may accomplish this by working with community agencies that assist citizens who are looking for employment.

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

The County will post a copy of the EEOP Short Form on the Courthouse Community Bulletin Board.

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

The County will post a copy of the EEOP Short Form on its website [www.hardycounty.com](http://www.hardycounty.com)



**Utilization Analysis Chart**  
**Relevant Labor Market: Hardy County, West Virginia**

Job Categories	Male										Female																																																																																																																																																																																																																																																																																																																																																																																																																																														
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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
CLS #%%	815/93%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	60/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #%%																
<b>Service/Maintenance</b>																
Workforce #%%	5/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #%%	1,640/47%	75/2%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1,630/47%	30/1%	80/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #%%	24%	-2%	-0%	0%	0%	0%	0%	0%	-18%	-1%	-2%	0%	0%	0%	0%	0%

I understand the regulatory obligation under 28 C.F.R. § 42.301-308 to report and make available to the public, upon request, all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify that it is true and correct and that it accurately reflects the workforce data and our organization's employment policies.

*[Signature]*  
 (signature)

*[Title]*  
 (title)

*[Date]*  
 (date)



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.

J. Michael Teets  
[signature]

[title]

8/20/13  
[date]