

EEOP Utilization Report



Tue Jun 16 17:06:15 EDT 2015

Step 1: Introductory Information

Grant Title:	2014 Edward Byrne Memorial Justice Assistance Grant	Grant Number:	2014-DJ-BX-0609
Grantee Name:	Placer County Sheriff's office	Award Amount:	\$23,962.00
Grantee Type:	Local Government Agency		
Address:	2929 Richardson Drive, Ste. A Auburn, California 95603		
Contact Person:	Virginia Valenzuela	Telephone #:	530-886-5926
Contact Address:	2929 Richardson Drive, Ste A Auburn, California 95603		
DOJ Grant Manager:	Zephyr Fraser	DOJ Telephone #:	202-616-0416

Grant Title:	2015 DEA Domestic Cannabis Eradication/Suppression Program	Grant Number:	2015-43
Grantee Name:	Placer County Sheriff's Office	Award Amount:	\$45,000.00
Grantee Type:	Local Government Agency		
Address:	2929 Richardson Drive, Ste A Auburn, California 95603		
Contact Person:	Virginia Valenzuela	Telephone #:	530-886-5386
Contact Address:	2929 Richardson Drive, Ste A Auburn, California 95603		
DOJ Grant Manager:	Linda K Ng	DOJ Telephone #:	415-436-7716

Grant Title:	COPS Hiring Grant (CHP)	Grant Number:	2011-UM-WX-0026
Grantee Name:	Placer County Sheriff's Office	Award Amount:	\$2,587,904.00
Grantee Type:	Local Government Agency		
Address:	2929 Richardson Drive., Ste A Auburn, California 95603		
Contact Person:	Virginia Valenzuela	Telephone #:	530-886-5386
Contact Address:	2929 Richardson Drive, Ste A Auburn, California 95603		
DOJ Grant Manager:	Ronald L. Davis	DOJ Telephone #:	800-421-6770

Grant Title:	2014 Edward Byrne Memorial Justice Assistance Grant	Grant Number:	BSCC-627-14
Grantee Name:	Placer County Sheriff's Office	Award Amount:	\$715,000.00
Grantee Type:	Local Government Agency		
Address:	2929 Richardson Drive., Ste A Auburn, California 95603		
Contact Person:	Virginia Valenzuela	Telephone #:	530-886-5386
Contact Address:	2929 Richardson Drive, Ste A Auburn, California 95603		
State Granting Agency:	Board of State and Community Corrections	Grant Number:	BSCC-627-14
Contact Name:	Daryle McDaniel		
Contact Address:	2590 Venture Oaks Way Sacramento, California 95833		
Telephone #:	916-341-7392		

Policy Statement:

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinance.

The objective of Placer County's nondiscrimination program is, wherever possible, to actively recruit and include for consideration for employment qualified applicants including, members of minority groups, women and persons with disabilities. All decisions of employment and promotions must be made solely on the individual's qualifications (merit) for the job in question.

The County Personnel Director has been designated as the Equal Employment Opportunity Coordinator. Inquiries concerning the application of federal and state laws and regulations should be referred to the Personnel Director (530) 889-4060, Placer County Personnel Department.

To achieve equal employment opportunity, it is necessary that each person working for the County understands the importance of the program. Each individual is responsible to contribute toward the success of the program and he/she will be evaluated accordingly as to his/her performance. Placer County will update and reaffirm this Equal Employment Opportunity Program statement annually.

Step 4b: Narrative Underutilization Analysis

Underutilization of females has been observed in the protective services categories, including sworn patrol and non-sworn officials. Our office currently faces challenges in recruiting and retaining qualified female officers. It remains difficult to hire and retain female applicants into the protective services sworn and non-sworn categories due to the low number of viable female candidates who apply. Even though we have increased our recruitment outreach efforts to attract and successfully recruit female applicants in general, this underutilization remains an ongoing challenge within our agency.

Underutilization of minorities (Black/African American and Hispanic or Latino in general) within our protective services sworn and non-sworn categories continues to be a challenge for our agency. We will continue to advertise and recruit in publications and geographical locations which focus on minority groups. Schools, professional associations, and community organizations with a focus on promoting the interests of these specific groups will also be utilized in this effort.

These underutilized categories will continue to be a challenge due to area demographics of Placer County; however, we will continue to aspire to meet the utilization benchmarks for each of these categories.

Step 5 & 6: Objectives and Steps

1. Identify barriers in recruitment that might deter minority applicants

- a. Continue joint efforts with the Placer County Personnel Department to develop valid job related employment standards and job classifications.
- b. Meet with current female and Hispanic officers to identify perceived barriers in recruiting for sworn positions. Identify recruitment strategies that will present more opportunities for the hard to recruit target groups, thus making our agency more attractive to these specific groups. Similarly, African American employees will be consulted to identify potential improvements in our recruitment efforts for non-sworn positions.
- c. Meet with local community minority organizations to discuss and identify new advertising and recruiting techniques that target the intended groups we strive to attract. Identify new advertising and recruiting sources to distribute job bulletins.
- d. Wherever practical, become more active in the local middle schools, high schools, colleges, and community groups to attract and recruit the target groups necessary to diversify our workforce.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEOP to all new hires at time of orientation with our agency.
2. Distribute an agency-wide email communication to all employees notifying them of access availability to the County's EEO Statement on-line, through the County's intranet, Placer County Personnel Department and the Human Resources Unit of the Sheriff's Office.
3. Distribute an agency-wide email communication to all employees notifying them of access availability to the agency's EEOP Short form within the Placer County Sheriff's shared computer access and that a hard copy is available for viewing in the Human Resources Unit within the Placer County Sheriff's Office.
4. Continue to distribute the county-wide policies regarding harassment, discrimination, and retaliation to all employees upon completion of each employee's performance appraisal; bi-annually or annually, depending on performance appraisal schedule for employee.
5. Continue to require a signed confirmation from each employee annually of his/her understanding of the county-wide harassment, discrimination, and retaliation policies.

Step 7b: External Dissemination

1. The phrase "Equal Opportunity Employer" will be included in all job announcements and recruiting advertisements.
2. A copy of the EEOP Short Form will be placed in the lobby of the Sheriff's Office for public viewing.
3. A copy of the EEOP Short Form will be provided to the Placer County Personnel Director for placement in a

conspicuous location where applications are received for employment.

4. A copy of the EEO Short Form will be included on the Placer County Sheriff's Office Human Resources Unit web page for public viewing. The Placer County's EEO Statement is currently viewable on-line through the Placer County Personnel Department's webpage.

Utilization Analysis Chart
Relevant Labor Market: Placer County, California

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
Officials/Administrators																
Workforce #/%	4/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,235/48%	845/4%	140/1%	100/0%	530/2%	45/0%	210/1%	65/0%	7,360/35%	730/3%	230/1%	20/0%	525/2%	10/0%	110/1%	60/0%
Utilization #/%	18%	-4%	-1%	-0%	-2%	-0%	-1%	-0%	-18%	13%	-1%	-0%	-2%	-0%	-1%	-0%
Professionals																
Workforce #/%	7/41%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/53%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,890/35%	645/3%	50/0%	45/0%	900/4%	35/0%	104/0%	55/0%	11,605/46%	985/4%	220/1%	125/0%	1,125/4%	45/0%	255/1%	45/0%
Utilization #/%	6%	3%	-0%	-0%	-4%	-0%	-0%	-0%	7%	-4%	-1%	-0%	-4%	-0%	-1%	-0%
Technicians																
Workforce #/%	3/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	18/78%	1/4%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%
CLS #/%	1,175/30%	195/5%	15/0%	0/0%	165/4%	0/0%	70/2%	35/1%	1,580/41%	185/5%	100/3%	0/0%	200/5%	25/1%	40/1%	75/2%
Utilization #/%	-17%	-5%	-0%	0%	-4%	0%	-2%	-1%	37%	-0%	-3%	0%	-1%	-1%	-1%	-2%
Protective Services: Sworn-Officials																
Workforce #/%	44/79%	4/7%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%	6/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,215/62%	155/8%	65/3%	30/2%	100/5%	0/0%	20/1%	25/1%	250/13%	60/3%	50/3%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	-1%	-3%	-2%	-1%	0%	-1%	-1%	-2%	-3%	-3%	-0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	164/84%	3/2%	1/1%	3/2%	4/2%	1/1%	0/0%	0/0%	16/8%	1/1%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	7,515/39%	1,240/6%	195/1%	80/0%	465/2%	55/0%	184/1%	35/0%	7,185/38%	1,205/6%	150/1%	95/0%	470/2%	10/0%	184/1%	85/0%
Utilization #/%	45%	-5%	-1%	1%	-0%	0%	-1%	-0%	-29%	-6%	-0%	-0%	-2%	-0%	-1%	-0%
Protective Services: Non-sworn																

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
Workforce #/%	61/55%	10/9%	0/0%	1/1%	2/2%	0/0%	0/0%	0/0%	28/25%	3/3%	0/0%	1/1%	4/4%	0/0%	0/0%	0/0%
CLS #/%	125/57%	10/5%	20/9%	0/0%	0/0%	0/0%	0/0%	0/0%	40/18%	20/9%	0/0%	0/0%	0/0%	0/0%	4/2%	0/0%
Utilization #/%	-2%	5%	-9%	1%	2%	0%	0%	0%	7%	-6%	0%	1%	4%	0%	-2%	0%
Administrative Support																
Workforce #/%	4/5%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	68/85%	6/8%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	14,080/31%	2,040/4%	345/1%	135/0%	1,100/2%	30/0%	150/0%	65/0%	21,660/47%	3,075/7%	485/1%	225/0%	1,540/3%	110/0%	320/1%	260/1%
Utilization #/%	-26%	-4%	-1%	-0%	-1%	-0%	-0%	-0%	38%	1%	-1%	1%	-3%	-0%	-1%	-1%
Skilled Craft																
Workforce #/%	5/100%	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%	0/0%	0/0%
CLS #/%	8,545/66%	2,730/21%	80/1%	175/1%	465/4%	35/0%	200/2%	25/0%	410/3%	90/1%	10/0%	0/0%	160/1%	0/0%	0/0%	0/0%
Utilization #/%	34%	-21%	-1%	-1%	-4%	-0%	-2%	-0%	-3%	-1%	-0%	0%	-1%	0%	0%	0%
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	12,260/34%	5,490/15%	610/2%	10/0%	1,310/4%	125/0%	220/1%	90/0%	10,515/29%	3,280/9%	245/1%	65/0%	1,645/5%	115/0%	250/1%	80/0%
Utilization #/%																

Significant Underutilization Chart

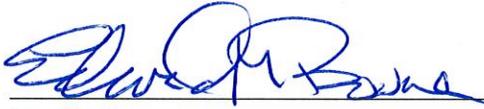
Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Sworn-Patrol Officers		✓							✓	✓						
Protective Services: Non-sworn			✓							✓						
Administrative Support	✓															

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	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
Sheriff-Coroner-Marshal																
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%	0/0%	0/0%
Undersheriff																
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%	0/0%	0/0%
Sheriff's Captain																
Workforce #/%	4/80%	0/0%	0/0%	0/20%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sheriff's Lieutenant																
Workforce #/%	9/75%	1/8%	0/0%	0/8%	1/8%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sheriff's Sergeant																
Workforce #/%	28/78%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Chief Deputy Coroner																
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%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	164/84%	3/2%	1/1%	3/2%	4/2%	1/1%	0/0%	0/0%	16/8%	1/1%	1/1%	0/0%	1/1%	0/0%	0/0%	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 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.



[signature]

[title]



[date]