

EEOP SHORT FORM

STEP 1: INTRODUCTORY INFORMATION – (Agency)

Grant Title: Multiple Grants

Grant Number: Multiple Grants

Grantee Name: Albemarle County **Award Amount:** Multiple awards

Address: 401 McIntire Rd
Charlottesville, VA 22902

Contact Person: Dr. Jonathon Earl, Albemarle County Police Department

Telephone: (434) 296-5807

Date and effective duration of EEOP: May 2005 – May 2007

Policy Statement:

Albemarle County shall adhere to a policy of equal employment opportunities for all employees. It is the policy of the Board to not discriminate against any employee because of race, color, religion, age, sex, disability, national origin, marital status, or physical disability except in situations where such disability will constitute an employment liability. Discrimination against any person shall be prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspect of personnel administration for any of the above-listed reasons, because of political or religious opinion or affiliation, or because of other non-merit factors.

The statement, "Albemarle County is an Equal Opportunity Employer," shall be placed on all employment application forms and shall be disseminated throughout Albemarle County. The County will abide by Section 504 of the Handicapped Rehabilitation Act and the American's with Disabilities Act.

Robert W. Tucker, Jr., County Executive

Date

OMB Approval No.:

Expiration Date:

STEP 2: AGENCY'S WORKFORCE *

2005

MALE

FEMALE

Job Category		Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators		46 100%	1 2.2%	38 82.6%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	7 15.2%	0 0.0%	0 0.0%	0 0.0%
Professionals		112 100%	6 5.4%	40 35.7%	1 0.9%	0 0.0%	0 0.0%	6 5.4%	54 48.2%	1 0.9%	1 0.9%	3 2.7%
Technicians		61 100%	1 1.6%	48 78.7%	0 0.0%	0 0.0%	0 0.0%	2 3.3%	10 16.4%	0 0.0%	0 0.0%	0 0.0%
Protective Services	Officials**	44 100%	1 2.3%	21 47.7%	0 0.0%	0 0.0%	1 2.3%	2 4.5%	19 43.2%	0 0.0%	0 0.0%	0 0.0%
	Patrol Officers***	121 100%	9 7.4%	97 80.2%	2 1.7%	0 0.0%	0 0.0%	0 0.0%	13 10.7%	0 0.0%	0 0.0%	0 0.0%
Para-Professional		68 100%	5 7.4%	20 29.4%	1 1.5%	0 0.0%	0 0.0%	13 19.1%	27 39.7%	1 1.5%	0 0.0%	1 1.5%
Office/Clerical		103 100%	2 1.9%	5 4.9%	0 0.0%	0 0.0%	0 0.0%	23 22.3%	71 68.9%	1 1.0%	0 0.0%	1 1.0%
Skilled Craft		3 100%	0 0.0%	3 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Service/Maintenance		18 100%	5 27.8%	10 55.6%	0 0.0%	0 0.0%	0 0.0%	1 5.6%	2 11.1%	0 0.0%	0 0.0%	0 0.0%

*Numbers are reported in the categories as they are submitted to the Equal Employment Opportunity Commission (e.g., Chief of Police reported under Officials/Administrators not under Protective Services Officials)

**All other employees in Protective Services Category

***Includes Police Officers, Firefighters, Deputy Sheriffs, Animal Control

STEP 3: COMMUNITY LABOR STATISTICS

2005

MALE

FEMALE

Job Category		Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials/Administrators		5910 100%	149 2.5%	3577 60.5%	9 0.2%	69 1.2%	0 0.0%	95 1.6%	1968 33.3%	10 0.2%	21 0.4%	0 0.0%
Professionals		9325 100%	109 1.2%	4335 46.5%	57 0.6%	129 1.4%	0 0.0%	218 2.3%	4349 46.6%	46 0.5%	64 0.7%	8 0.1%
Technicians		2348 100%	59 2.5%	1203 51.2%	11 0.5%	52 2.2%	0 0.0%	102 4.3%	865 36.8%	11 0.5%	33 1.4%	0 0.0%
Protective Services	Officials	434 100%	22 5.1%	311 71.7%	0 0.0%	0 0.0%	0 0.0%	13 3.0%	88 20.3%	0 0.0%	0 0.0%	0 0.0%
	Patrol Officers	13838 100%	698 5.0%	5773 41.7%	92 0.7%	179 1.3%	5 0.0%	860 6.2%	5930 42.9%	95 0.7%	177 1.3%	7 0.1%
Para-Professional		820 100%	58 7.1%	73 8.9%	0 0.0%	6 0.7%	0 0.0%	107 13.0%	546 66.6%	30 3.7%	0 0.0%	0 0.0%
Office/Clerical		7347 100%	248 3.4%	1657 22.6%	21 0.3%	17 0.2%	0 0.0%	740 10.1%	4482 61.0%	63 0.9%	112 1.5%	0 0.0%
Skilled Craft		2997 100%	285 9.5%	2396 79.9%	0 0.0%	6 0.2%	5 0.2%	16 0.5%	282 9.4%	0 0.0%	7 0.2%	0 0.0%
Service/Maintenance		6050 100%	737 12.2%	2866 47.4%	130 2.1%	52 0.9%	0 0.0%	527 8.7%	1596 26.4%	34 0.6%	95 1.6%	7 0.1%

STEP 4A: AGENCY'S UTILIZATION ANALYSIS*

2005

Job Group Category (CLS = Community Labor Statistics Based on 1990 Census Data)		MALE					FEMALE				
		White	Black	Hispanic	Asian	American Indian	White	Black	Hispanic	Asian	American Indian
Officials/Administrators											
Workforce		82.6%	2.2%	0.0%	0.0%	0.0%	15.2%	0.0%	0.0%	0.0%	0.0%
CLS		60.5%	2.5%	0.2%	1.2%	0.0%	33.3%	1.6%	0.2%	0.4%	0.0%
Utilization		22.1%	-0.3%	-0.2%	-1.2%	0.0%	-18.1%	-1.6%	-0.2%	-0.4%	0.0%
Professionals											
Workforce		35.7%	5.4%	0.9%	0.0%	0.0%	48.2%	5.4%	0.9%	0.9%	2.7%
CLS		46.5%	1.2%	0.6%	1.4%	0.0%	46.6%	2.3%	0.5%	0.7%	0.1%
Utilization		-10.8%	4.2%	0.3%	-1.4%	0.0%	1.6%	3.1%	0.4%	0.2%	2.6%
Technicians											
Workforce		78.7%	1.6%	0.0%	0.0%	0.0%	16.4%	3.3%	0.0%	0.0%	0.0%
CLS		51.2%	2.5%	0.5%	2.2%	0.0%	36.8%	4.3%	0.5%	1.4%	0.0%
Utilization		27.5%	-0.9%	-0.5%	-2.2%	0.0%	-20.4%	-1.0%	-0.5%	-1.4%	0.0%
Protective Services	Officials										
	Workforce**	47.7%	2.3%	0.0%	0.0%	2.3%	43.2%	4.5%	0.0%	0.0%	0.0%
	CLS	71.7%	5.1%	0.0%	0.0%	0.0%	20.3%	3.0%	0.0%	0.0%	0.0%
	Utilization	-24.0%	-2.8%	0.0%	0.0%	2.3%	22.9%	1.5%	0.0%	0.0%	0.0%
	Patrol Officers										
	Workforce***	80.2%	7.4%	1.7%	0.0%	0.0%	10.7%	0.0%	0.0%	0.0%	0.0%
CLS****	41.7%	5.0%	0.7%	1.3%	0.0%	42.9%	6.2%	0.7%	1.3%	0.1%	
Utilization	38.5%	2.4%	1.0%	-1.3%	0.0%	-32.2%	-6.2%	-0.7%	-1.3%	-0.1%	
Para-Professional											
Workforce		29.4%	7.4%	1.5%	0.0%	0.0%	39.7%	19.1%	1.5%	0.0%	1.5%
CLS		8.9%	7.1%	0.0%	0.7%	0.0%	66.6%	13.0%	3.7%	0.0%	0.0%
Utilization		20.5%	0.3%	1.5%	-0.7%	0.0%	-26.9%	6.1%	-2.2%	0.0%	1.5%
Office/Clerical											
Workforce		4.9%	1.9%	0.0%	0.0%	0.0%	68.9%	22.3%	1.0%	0.0%	1.0%
CLS		22.6%	3.4%	0.3%	0.2%	0.0%	61.0%	10.1%	0.9%	1.5%	0.0%
Utilization		-17.7%	-1.5%	-0.3%	-0.2%	0.0%	7.9%	12.2%	0.1%	-1.5%	1.0%
Skilled Craft											
Workforce		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS		79.9%	9.5%	0.0%	0.2%	0.2%	9.4%	0.5%	0.0%	0.2%	0.0%
Utilization		20.1%	-9.5%	0.0%	-0.2%	-0.2%	-9.4%	-0.5%	0.0%	-0.2%	0.0%
Service/Maintenance											
Workforce		55.6%	27.8%	0.0%	0.0%	0.0%	11.1%	5.6%	0.0%	0.0%	0.0%
CLS		47.4%	12.2%	2.1%	0.9%	0.0%	26.4%	8.7%	0.6%	1.6%	0.1%
Utilization		8.2%	15.6%	-2.1%	-0.9%	0.0%	-15.3%	-3.1%	-0.6%	-1.6%	-0.1%

*Numbers are reported in the categories as they are submitted to the Equal Employment Opportunity Commission (e.g., Chief of Police reported under Officials/Administrators not under Protective Services Officials)

**All other employees in Protective Services Category

***Includes Police Officers, Firefighters, Deputy Sheriffs, Animal Control

****Based on "18-34 w/ High School" category from census data

STEP 4b: UTILIZATION NARRATIVE

A comparison of the Albemarle County workforce to the community labor statistics for Albemarle County indicates underutilization of women and minorities in several areas. Community labor statistics show that Hispanic, Asian and American Indian populations are very small in Albemarle County. The largest areas of underutilization identified were White females.

Officials and Administrators – White females are underutilized by 18.1%.

Professionals – White males are underutilized by 10.8%.

Technicians – White females are underutilized by 20.4%.

Protective Services (Officials) – White males appear to be underutilized by 24.0%, but this number is skewed by the fact that according to how we report data to the EEOC, these White males are counted in the Categories 1 and 2, “Officials, Administrators” and “Professionals.”

Protective Services (Patrol Officers) - White females are underutilized by 32.2%. Black females are underutilized by 6.2%.

Para-professionals – White females are underutilized by 26.9%.

Office/Clerical – White males are underutilized by 17.7%.

Skilled Craft – Black males are underutilized by 9.5%. White females are underutilized by 9.4%.

Service Maintenance – White females are underutilized by 15.3%. Black females are underutilized by 3.1%.

STEP 5: OBJECTIVES

Albemarle County is committed to making its workforce profile more closely reflect the labor force in the community. Based on the results of the underutilization analysis, the County has established the following objectives for the County:

Because females are underutilized in most categories for the County, it is our goal to increase representation by ensuring that our advertising, recruitment, staffing, and promotional processes afford equal opportunity to females.

We will specifically focus on attracting and retaining qualified female candidates for the County in the categories of Officials/Administrators, Technicians, Protective Services, Para-Professionals, Skilled Craft and Service/Maintenance.

We will also focus on attracting and retaining males in the Professional category, which includes our Department of Social Services employees.

We will continue to ensure that our Black candidates and employees are afforded every opportunity for employment and advancement. In addition, knowing that our community's Hispanic and Asian populations are growing, we will focus on attracting both male and female Hispanic and Asian candidates, and ensure that they receive equal opportunity to secure employment.

STEP 6: STEPS TO ACHIEVE OBJECTIVES

- Review the recruiting, selection and promotion processes to identify and remove any obstacles that have an adverse impact on the hiring and promoting of women and minorities.
- Create an employee mentor program to support women and minorities to move into positions of leadership.
- Continue to identify web sites and publications with high female or minority readership for advertising and recruiting.
- Continue to train all employees on EEO and sexual harassment.
- Continue to use radio and television to advertise our EEO goals.
- Continue to recruit at minority career fairs and colleges
- Communication of EEO goals from County Executive

STEP 7: DISSEMINATION

External

- Continue to include the statement "Albemarle County is an Equal Opportunity Employer" on all job applications and postings.
- Post the EEOP on the County's web site.
- Inform citizens, through various methods of communication, on how they can obtain a copy of the EEOP.

Internal

- Include a statement on the employee Intranet site advising of the availability of the EEOP.
- Meet with all supervisory staff to ensure they are familiar with the Agency's EEOP and objectives.