

EEOP Short Form



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Step 1: Introductory Information

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|---------------------------|--|-------------------------|--------------|
| Grant Title: | Anti-Drug Abuse Enforcement Program | Grant Number: | DC07180490 |
| Grantee Name: | County of Sonoma Sheriff's Department | Award Amount: | \$184,428.00 |
| Grantee Type: | Local Government Agency | | |
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| DOJ Grant Manager: | Lisa Abila | DOJ Telephone #: | 916-845-8454 |

Policy Statement:

The Sonoma County Sheriffs Department and the County of Sonoma have been, and will continue to be, committed to the principle that equal employment opportunity in the public service must be afforded to all persons regardless of race, color, ancestry, national origin, religion, sex, sexual orientation, marital status, age, medical condition or disability as required by state and federal laws.

The Sheriffs Department commitment to equal employment opportunity is articulated in its Department-wide Policy & Procedure Manual. The County of Sonoma Board of Supervisors resolution #97-0233 updated its Equal Employment Opportunity Policy and its Discrimination Complaint Procedure detailing in-house procedures for filing, investigating, and resolving complaints alleging employment discrimination.

Step 4b: Narrative Underutilization Analysis

In reviewing the Underutilization Analysis Chart, the Human Resources Equal Employment Opportunity Division made the following observations:

Given the smaller percentage of Black or African American, American Indian or Alaska Native, or Native Hawaiian or Other Pacific Islander available in the community labor market, the level of utilization appears appropriate (less than 2%) for all job categories, for both male and female employees.

Hispanic or Latino males are underutilized in all job categories, with the exception of the Protective Services: Sworn Officials (0%), and Protective Services: Non-sworn (+8.0%). Hispanic or Latino Males are most underutilized in the Officials/Administrators, Technicians; Protective Services: Sworn Patrol Officers and Service/Maintenance.

Hispanic or Latino females are underutilized in approximately half of all job categories, including Professionals; Technicians; Protective Services: Sworn Patrol Officers and Service/Maintenance.

Women of all races are underutilized in many categories, including Technicians; Protective Services: Sworn Officials; Protective Services: Sworn Patrol Officers; and Service/Maintenance.

The Sheriffs Department is committed to employing a labor force that mirrors the community it serves and has recognized the challenge of attracting and retaining minority and female candidates. The Department continually examines its recruitment and retention practices to encourage more minority and female candidates to apply, and to educate and outreach to women about non-traditional employment opportunities

Step 5 & 6: Objectives and Steps

1. Commission Recruitment and Consultant firm to identify and tailor a marketing campaign to attract and retain minority (particularly Hispanic) and female candidates.

- a. This step was completed in January 2009.

2. Perform community outreach at local job fairs and universities highlighting the career opportunities available for minorities and female candidates.

- a. The Sheriffs Department regularly performs community outreach at local job fairs and universities highlighting the career opportunities available for minorities and female candidates. The Sheriffs Department has developed targeted marketing outreach pieces to attract minority and female candidates.

3. Expand use of non-mainstream advertisement, specialty and minority trade associations, and Internet forums to outreach to a diversified population to attract minority and female candidates.

- a. The Sheriffs Department, in conjunction with Human Resources, continues to expand its use of non mainstream advertisement, specialty and minority trade associations, and Internet forums to outreach to a diversified population to attract minority and female candidates. Examples of targeted media advertising include advertising in the local Hispanic Newspaper La Voz, and in specialized publications such as Asian Pacific Careers and Black Jobs. Human Resources has also outreached to the Latino Peace Officers Association and created a Spanish-language radio ad.

4. Work with Human Resources to monitor recruitment policies to ensure the Sheriffs Department and the County meet objectives to continue diversifying its workforce.

- a. Human Resources collects information within its recruitment to assess the effectiveness of its advertisement in an effort to attract more minority and female candidates. Human Resources will continue to monitor recruitment policies to ensure the Sheriffs Department and the County meets its objectives to continue diversifying its workforce.

Step 7a: Internal Dissemination

Internal Dissemination:

The Sheriffs Department will post a copy of this Equal Employment Opportunity Plan (Short Form) on its intranet page. The Department will also post a copy of this plan on its main employee notice boards. The Department will also send an email notification to all of its employees letting them know a copy of the plan is available on its intranet page and that a hard copy is available upon request. The Department will announce that an Equal Employment Opportunity Plan has been updated, and that it is an integral part of the Departments commitment to a diversified workforce, in its regularly scheduled management meeting and invite managers to view the plan.

Step 7b: External Dissemination

External Dissemination:

The Department will post a copy of the Equal Employment Opportunity Plan on its Internet page.

The Department will make available a copy of the Equal Employment Opportunity Plan available at the Human Resources Equal Employment Opportunity Office.

All job announcements will include a link to the Departments web site where the Equal Employment Opportunity Plan will be posted. Written Job announcements and employment applications for the County of Sonoma will continue to state The County of Sonoma is an equal opportunity employer.

All invitations to bid for services or contract for work will include a link to the Departments web site where the Equal Employment Opportunity Plan will be posted, and all notices will advise The County of Sonoma is an equal opportunity employer.

Utilization Analysis Chart
Relevant Labor Market: Sonoma 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 | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races |
| Officials/Administrators | | | | | | | | | | | | | | |
| Workforce #/% | 6/27% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 14/64% | 1/5% | 0/0% | 0/0% | 1/5% | 0/0% | 0/0% |
| CLS #/% | 18,795/51% | 1,545/4% | 220/1% | 135/0% | 515/1% | 30/0% | 270/1% | 13,400/37% | 895/2% | 115/0% | 65/0% | 480/1% | 15/0% | 145/0% |
| Utilization #/% | -24% | -4% | -1% | -0% | -1% | -0% | -1% | 27% | 2% | -0% | -0% | 3% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | |
| Workforce #/% | 3/43% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 4/57% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 17,580/40% | 1,085/2% | 400/1% | 105/0% | 960/2% | 30/0% | 200/0% | 21,055/48% | 1,345/3% | 250/1% | 150/0% | 785/2% | 35/0% | 285/1% |
| Utilization #/% | 3% | -2% | -1% | -0% | -2% | -0% | -0% | 10% | -3% | -1% | -0% | -2% | -0% | -1% |
| Technicians | | | | | | | | | | | | | | |
| Workforce #/% | 3/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/33% | 0/0% | 0/0% | 0/0% | 1/17% | 0/0% | 0/0% |
| CLS #/% | 2,220/41% | 345/6% | 25/0% | 25/0% | 90/2% | 0/0% | 35/1% | 2,130/40% | 305/6% | 25/0% | 45/1% | 60/1% | 10/0% | 40/1% |
| Utilization #/% | 9% | -6% | -0% | -0% | -2% | 0% | -1% | -6% | -6% | -0% | -1% | 16% | -0% | -1% |
| Protective Services: Sworn-Officials | | | | | | | | | | | | | | |
| Workforce #/% | 67/74% | 9/10% | 3/3% | 2/2% | 0/0% | 0/0% | 1/1% | 7/8% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 2,660/69% | 375/10% | 105/3% | 25/1% | 90/2% | 4/0% | 60/2% | 430/11% | 55/1% | 15/0% | 15/0% | 15/0% | 0/0% | 15/0% |
| Utilization #/% | 6% | 0% | 1% | 2% | -2% | -0% | -0% | -3% | -0% | -0% | -0% | -0% | 0% | -0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | |
| Workforce #/% | 316/69% | 46/10% | 10/2% | 9/2% | 5/1% | 0/0% | 5/1% | 50/11% | 10/2% | 1/0% | 1/0% | 3/1% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 6,280/40% | 2,730/18% | 205/1% | 150/1% | 260/2% | 4/0% | 105/1% | 3,980/26% | 1,385/9% | 80/1% | 65/0% | 235/2% | 20/0% | 95/1% |
| Utilization #/% | 29% | -7% | 1% | 1% | -1% | -0% | 0% | -15% | -7% | -0% | -0% | -1% | -0% | -1% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | |
| Workforce #/% | 17/23% | 6/8% | 0/0% | 3/4% | 1/1% | 0/0% | 0/0% | 43/58% | 3/4% | 0/0% | 0/0% | 1/1% | 0/0% | 0/0% |
| CLS #/% | 95/49% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 95/49% | 4/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -26% | 8% | 0% | 4% | 1% | 0% | 0% | 9% | 2% | 0% | 0% | 1% | 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 |
| Administrative Support | | | | | | | | | | | | | | |
| Workforce #/% | 5/6% | 0/0% | 1/1% | 0/0% | 1/1% | 0/0% | 0/0% | 62/76% | 8/10% | 0/0% | 2/2% | 1/1% | 0/0% | 2/2% |
| CLS #/% | 14,720/25% | 2,000/3% | 345/1% | 155/0% | 580/1% | 20/0% | 195/0% | 33,330/57% | 4,230/7% | 455/1% | 340/1% | 1,010/2% | 40/0% | 600/1% |
| Utilization #/% | -19% | -3% | 1% | -0% | 0% | -0% | -0% | 18% | 2% | -1% | 2% | -1% | -0% | 1% |
| Skilled Craft | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 18,320/72% | 4,085/16% | 200/1% | 265/1% | 315/1% | 45/0% | 390/2% | 1,195/5% | 365/1% | 30/0% | 50/0% | 140/1% | 4/0% | 30/0% |
| Utilization #/% | | | | | | | | | | | | | | |
| Service/Maintenance | | | | | | | | | | | | | | |
| Workforce #/% | 7/24% | 3/10% | 3/10% | 0/0% | 2/7% | 0/0% | 0/0% | 13/45% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 20,605/34% | 12,940/21% | 730/1% | 375/1% | 1,025/2% | 95/0% | 530/1% | 16,180/26% | 6,730/11% | 375/1% | 240/0% | 1,050/2% | 30/0% | 400/1% |
| Utilization #/% | -9% | -11% | 9% | -1% | 5% | -0% | -1% | 18% | -8% | -1% | -0% | -2% | -0% | -1% |

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 |
| Sheriff | | | | | | | | | | | | | | |
| 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% |
| Personnel/Background Investigator | | | | | | | | | | | | | | |
| Workforce #/% | 2/100% | 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% |
| Correctional Lieutenant | | | | | | | | | | | | | | |
| Workforce #/% | 6/75% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/25% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Correctional Sergeant | | | | | | | | | | | | | | |
| Workforce #/% | 14/64% | 4/18% | 1/5% | 0/0% | 0/0% | 0/0% | 0/0% | 3/14% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Assistant Sheriff | | | | | | | | | | | | | | |
| Workforce #/% | 2/67% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/33% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Sheriff's Captain | | | | | | | | | | | | | | |
| Workforce #/% | 5/83% | 0/0% | 1/17% | 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 #/% | 11/85% | 1/8% | 0/0% | 1/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Sheriff's Sergeant | | | | | | | | | | | | | | |
| Workforce #/% | 26/74% | 4/11% | 1/3% | 1/0% | 0/0% | 0/0% | 1/3% | 1/3% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | |
| Workforce #/% | 316/69% | 46/10% | 10/2% | 9/1% | 5/1% | 0/0% | 5/1% | 50/11% | 10/2% | 1/0% | 1/0% | 3/1% | 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 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.

[signature]

[title]

[date]