

# EEOP Short Form



Tue May 17 14:03:50 EDT 2011

## Step 1: Introductory Information

<b>Grant Title:</b>	Justice Practioner Job Creation and Retention Program	<b>Grant Number:</b>	2009-AJ-01-20862
<b>Grantee Name:</b>	City of Lock Haven	<b>Award Amount:</b>	\$100,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	20 East Church Street Lock Haven, Pennsylvania 17745		
<b>Contact Person:</b>	Elwood C. Hocker, Police Chief	<b>Telephone #:</b>	570-893-5630
<b>Contact Address:</b>	20 East Church Street Lock Haven, Pennsylvania 17745		
<b>State Granting Agency:</b>	PA Commission on Crime & Delinquency	<b>Grant Number:</b>	2009-AJ-01-20862
<b>Contact Name:</b>	Robert Ardner		
<b>Contact Address:</b>	PO Box 1167 Harrisburg, Pennsylvania 17108-1167		
<b>Telephone #:</b>	717-265-8456		

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<b>Grant Title:</b>	Better Automation and Sharing By Law Enforcement Grant	<b>Grant Number:</b>	2009-JG-06-21472
<b>Grantee Name:</b>	City of Lock Haven	<b>Award Amount:</b>	\$398,200.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	20 East Church Street Lock Haven, Pennsylvania 17745		
<b>Contact Person:</b>	Elwood C. Hocker, Police Chief	<b>Telephone #:</b>	570-893-5630
<b>Contact Address:</b>	20 East Church Street Lock Haven, Pennsylvania 17745		
<b>DOJ Grant Manager:</b>	Robert K. Merwine	<b>DOJ Telephone #:</b>	717-265-8542

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### Policy Statement:

The City of Lock Haven shall not discriminate in hiring, job assignment, promotion, discipline, termination, compensatin, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex, national origin, age, disability, military status, or any other characteristics protected by law.

The City of Lock Haven shall make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment.

If there are any questions or concerns about any type of discrimination in the workplace, they can be brought to the attention of the City Manager. Concerns and reports can be made without fear of reprisal. Anyone found engaging in any type of unlawful discrimination can be subject to disciplinary action, up to and including termination of employment.

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

See Attachment

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

### **1. To encourage white females to apply for vacancies in the Protective Services: Sworn Patrol Officers job category**

a. The Police Chief will review the composition of the applicant pool for all vacancies in this job category in the last fiscal year to determine whether White female applicants were under-represented. The Police Chief will send a report of his findings, along with relevant observations and recommendations, to the City Manager within one (1) month of the date of this report. The Police Chief will enhance outreach efforts that target white female applicants through advertising the availability of the openings and encouraging white females to apply in Civil Service test advertising.

### **2. To encourage white females to apply for vacancies in the Protective Services: Non-Sworn job category**

a. The City Manager will review the composition of the applicant pool for all vacancies in this job category (which is made up of fire relief drivers) in the last fiscal year to determine whether White female applicants were under-represented. The Fire Administrator will send a report of his findings, along with relevant observations and recommendations, to the City Manager within one (1) month of the date of this report. The Fire Administrator will enhance outreach efforts that target white female applicants through advertising the availability of the openings and encouraging white females to apply in the advertising.

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

The City will keep a copy of the EEOP Short Form on display on the bulletin board in the reception area on the second floor of City Hall. Within 30 days of receiving the Justice Departments approval of the Citys EEOP Short Form, the City Manager will send an email and a hard copy memorandum to all department heads requesting that they inform their employees that they may obtain a copy of the Citys EEOP Short Form on request.

At each City facility, the City Manager will post a written notice on the bulletin board that employees regularly check, providing information on how employees can obtain a copy of the EEOP Short Form.

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

The City Manager will include in all job announcements and other communications with prospective employees to notify them that they may obtain a copy of the EEOP Short Form on request. The City will post on its public website a PDF file of the EEOP Short Form that any user may access and download. The City Manager will send two (2) bound copies of the EEOP Short Form to the Citys Public Library so that two copies may be put on display in the Main Librarys periodical reading room.

## **Narrative of Interpretation**

The City of Lock Haven reviewed the Utilization Analysis (comparing the City's workforce to the relevant labor market), and noted the following were under-represented: (1) White females in the following job categories: Officials/Administrators (22%), Technicians (63%), Protective Services: Sworn Patrol Officers (42%), Protective Services: Non-Sworn (12%), Skilled Craft and (7%); (2) White males in the following job categories: Professions (6%), Protective Services: Sworn Officials (3%), Administrative Support (24%), and Service/Maintenance (57%); (3) Black or African American males in the following job categories: Protective Services: Sworn Officials (1%), and (4) Hispanic or Latino females in the following job categories: Professionals (1%).

Although the Utilization Analysis indicated instances of under-representation, the actual number of employees in some of the job categories made it difficult to draw any reliable conclusions regarding underutilization (e.g. in the officials/administrators job category, the rate of underutilization was 22% for white females but the total number of employees in this job category is only 2 while the remaining 9 are elected officials and in the technical job category, the rate of underutilization was 63% for white females but the total number of employees in this job category is only 1 and in the service/maintenance job category, the rate of underutilization was 57% for white males but the total number of employees in this job category is only 1).

While the Black or African American males are under-represented in the protective services:sworn officials (1%) job category and Hispanic or Latino females are under-represented in the professional job category (1%) , again it is difficult to draw any reliable conclusions since the number of employees in these job categories were only 4 and 14 respectively in the entire Clinton county labor market.

In keeping with the City's commitment to have a workforce that reflects the community it services, the City will examine its recruitment and retention practices to see if there may be ways to attract more white females to apply for officials/administrator, protective services: sworn patrol officers and non-sworn positions as well as white males in the administrative support positions.

**Utilization Analysis Chart**  
**Relevant Labor Market: Clinton County, Pennsylvania**

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 #/%	9/82%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	965/59%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%	665/41%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	23%	0%	0%	-0%	0%	0%	0%	-22%	0%	-0%	0%	0%	0%	0%
<b>Professionals</b>														
Workforce #/%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	865/39%	0/0%	4/0%	0/0%	4/0%	0/0%	0/0%	1,305/59%	14/1%	10/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	-6%	0%	-0%	0%	-0%	0%	0%	8%	-1%	-0%	-0%	0%	0%	0%
<b>Technicians</b>														
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%
CLS #/%	190/37%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	330/63%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	63%	0%	0%	0%	0%	0%	0%	-63%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn</b>														
<b>Officials</b>														
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	255/87%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	35/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-3%	0%	-1%	0%	0%	0%	0%	5%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	8/100%	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%
Civilian Labor Force #/%	1,365/57%	8/0%	4/0%	0/0%	4/0%	0/0%	0/0%	1,000/42%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	43%	-0%	-0%	0%	-0%	0%	0%	-42%	-0%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	9/100%	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%
CLS #/%	30/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	12%	0%	0%	0%	0%	0%	0%	-12%	0%	0%	0%	0%	0%	0%
<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 #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	945/24%	4/0%	10/0%	0/0%	4/0%	0/0%	0/0%	2,875/74%	14/0%	15/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-24%	-0%	-0%	0%	-0%	0%	0%	26%	-0%	-0%	0%	0%	0%	0%
<b>Skilled Craft</b>														
Workforce #/%	29/100%	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%
CLS #/%	1,890/92%	4/0%	0/0%	4/0%	4/0%	0/0%	0/0%	135/7%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	8%	-0%	0%	-0%	-0%	0%	-7%		-0%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,055/57%	14/0%	30/0%	4/0%	10/0%	0/0%	0/0%	3,030/42%	14/0%	0/0%	4/0%	10/0%	4/0%	0/0%
Utilization #/%	-57%	-0%	-0%	-0%	-0%	0%	58%		-0%	0%	-0%	-0%	-0%	0%

**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>Chief of Police</b>														
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%
<b>Sergeant</b>														
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%
<b>Corporal</b>														
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	8/100%	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%



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.

Richard W. Marcumbeage CITY MANAGER

[signature]

[title]

MAY 17, 2011

[date]