

# EEOP Utilization Report



Fri Feb 27 08:56:42 EST 2015

## Step 1: Introductory Information

<b>Grant Title:</b>	2014 Leading Into New Communities (LINC) Inc - Reentry Day Treatment	<b>Grant Number:</b>	2013-DJ-BX-0189
<b>Grantee Name:</b>	County of New Hanover	<b>Award Amount:</b>	\$74,998.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	230 Government Center Drive Wilmington, North Carolina 28403		
<b>Contact Person:</b>	Teresa Hewett	<b>Telephone #:</b>	910-798-7408
<b>Contact Address:</b>	230 Government Center Drive Ste 165 Wilmington, North Carolina 28403		
<b>State Granting Agency:</b>	NC Department of Public Safety/Governor's Crime Commission	<b>Grant Number:</b>	PROJ010213
<b>Contact Name:</b>	Cassandre Haynesworth		
<b>Contact Address:</b>	1201 Front Street, Suite 200 Raleigh, North Carolina 27609		
<b>Telephone #:</b>	919-733-4564		

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### Policy Statement:

The County will recruit for and select individuals for employment or promotion on the basis of qualifications relative to the position vacancies being filled without regard to race, sex, color, religion, national origin, age or disability. The Human Resources Department will review hiring qualifications periodically to ensure that requirements conform to the actual job performance requirements and are consistently administered.

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

The County's Human Resources Department reviewed the Utilization Analysis Chart and noted the following areas having two or more standard deviations:

1. Professional job category has -10% white males
2. Technicians job category has -31% white females
3. Protective services sworn job category has -6% black or African American males
4. Administrative support job category has -20% white males
5. Services/maintenance job category has -14% white females

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

### **1. Refer diverse groups of qualified applicants, in each category, that are representative of the civilian labor force.**

- a. The Human Resources Department will review the EEO statistics of applicants referred for interviews, in order to determine which minority groups of qualified applicants, if any, are underrepresented.
- b. The Human Resources Department will resolve deficiencies, if any, identified in Step a.

### **2. Obtain diverse groups of applicants, in each job category, that represents the civilian labor force.**

- a. The Human Resources Department will analyze the EEO statistics from applications received, in order to determine which minority groups are underrepresented in each category.
- b. Based on the data obtained from Step a., the Human Resources Department may determine a plan of action that includes increasing the number of underrepresented minority applicants through various advertising venues.

### **3. Hire diverse groups, in each category, that are representative of the civilian labor force.**

- a. The Human Resources Department will review the EEO statistics of applicants hired, as well as the reasons for department representatives rejecting qualified applicants from diverse groups.
- b. If the selection criteria analyzed in Step a. shows any deficiencies, the Human Resources Department will carefully monitor departments identified as having deficiencies in that area and provide training related to the importance of having a diverse employee population that is representative of the civilian labor force.

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

1. The County will post the EEOP Short Form on the County's internal website, which is available to all County employees.
2. The County will keep a copy on display in the reception area of the Finance Department.

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

1. The Human Resources Department has a written statement in all job announcements of its equal opportunity practices.
2. The EEOP Short Form will be posted on the County's external web site to be available to the public.
3. The County will keep a copy of the EEOP Short Form on display in the reception area of the Finance Department.