

EXECUTIVE SUMMARY

Recommendation to approve and authorize the Chairman to sign the Collier County Government Equal Employment Opportunity Plan.

OBJECTIVE: To obtain approval from the Board of County Commissioners of the Collier County Government Equal Employment Opportunity Plan effective May 26, 2015.

CONSIDERATIONS: The Board of County Commissioners' agency is the grantee for grant funding received by the Sheriff's Office and the BCC from the U.S. Department of Justice. The Department of Justice requires the grantee to have an Equal Employment Opportunity Plan (EEOP). The purpose of an EEOP is to ensure full and equal participation of men and women regardless of race or national origin in the workforce of the recipient. As a recipient, the Board Agency is required to maintain an EEOP on file for review by the Office of Justice during their monitoring visits.

An EEOP is a document that analyzes the agency's workforce in comparison to its relevant labor market data and all agency employment practices to determine their impact on the basis of race, sex, or national origin. The report includes the County's EEO Policy, Human Resource practices, the results of the comparison of labor market data, and goals and objectives to overcome any deficiencies.

The attached EEOP is substantially similar to the Board approved plan submitted in 2013. The Office for Civil Rights, Office of Justice Programs under the U.S. Department of Justice reviewed and approved the County's EEOP on June 27, 2013, which was valid for two years from that date. The County is required to resubmit the plan to remain eligible to receive grant funds.

FISCAL IMPACT: There is no fiscal impact for approval of the plan. However, the EEOP is a grant requirement for receiving the grant funding. The Sheriff's Office grants awards total \$1,383,005.00 and BCC grants awards total \$700,000.00 received from the U.S. Department of Justice for total funding of \$2,083,005.00. Failure to have an EEOP could result in suspending the draw down of funds until an EEOP has been approved.

GROWTH MANAGEMENT IMPACT: There is no growth management impact associated with this action.

LEGAL CONSIDERATIONS: This item has been approved as to form and legality and requires majority vote for approval. – CMG

RECOMMENDATION: That the Board of County Commissioners approves and authorizes the Chairman to execute the Collier County Government Equal Employment Opportunity Plan.

Prepared by: Amy Lyberg, Division Director, Human Resources

Attachments: Collier County 2015 EEO Plan

COLLIER COUNTY
Board of County Commissioners

Item Number: 16.16.E.16.E.10.
Item Summary: Recommendation to approve and authorize the Chairman to sign the Collier County Government Equal Employment Opportunity Plan.
Meeting Date: 5/26/2015

Prepared By

Name: LybergAmy
Title: Division Director - Human Resources, Administrative Services Department
5/11/2015 4:53:34 PM

Submitted by

Title: Division Director - Human Resources, Administrative Services Department
Name: LybergAmy
5/11/2015 4:53:35 PM

Approved By

Name: GreeneColleen
Title: Assistant County Attorney, CAO General Services
Date: 5/12/2015 10:07:46 AM

Name: PriceLen
Title: Department Head - Administrative Svc, Administrative Services Department
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Name: KlatzkowJeff
Title: County Attorney,
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Name: CasalanguidaNick

Title: Deputy County Manager, County Managers Office
Date: 5/14/2015 10:10:01 AM

EEOP Short Form



COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS

EQUAL EMPLOYMENT OPPORTUNITY PLAN

SHORT FORM

STEP 1: INTRODUCTORY INFORMATION

Grant Title:	Safe Havens Supervised Visitation and Safe Exchange Grant 2009	Grant Number:	2009-CW-AX-K011
Grantee Name:	Collier County BCC	Award Amount:	\$700,000.00
Grantee Type:	Local Government Agency		
Address:	3299 Tamiami Trail East, Naples, FL 34112		
Contact Person:	Therese Stanley	Telephone #:	239-252-2959
Contact Address:	3299 Tamiami Trail East, Naples, FL 34112		
DOJ Grant Manager:	Michelle Dodge	DOJ Telephone #:	202-353-7345

Grant Title:	JAG Standard – Juveniles at Risk Comprehensive Action Plan	Grant Number:	2014-DJ-BX-0305
Grantee Name:	Collier County Sheriff's Office	Award Amount:	\$68,786.00
Grantee Type:	Local Government Agency		
Address:	3319 Tamiami Trail East, Naples, FL 34112		
Contact Person:	Marien Ruiz	Telephone #:	239-252-0852
Contact Address:	3319 Tamiami Trail East, Naples, FL 34112		
DOJ Grant Manager:	Gerardo Velazquez	DOJ Telephone #:	202-353-8645

Grant Title:	Collier County Child Abuse/Sexual Offender/Sexual Predator	Grant Number:	2015-JAGC-COLL-1-R3-109
Grantee Name:	Collier County Sheriff's Office	Award Amount:	\$97,169.00
Grantee Type:	Local Government Agency		
Address:	3319 Tamiami Trail East, Naples, FL 34112		
Contact Person:	Marien Ruiz	Telephone #:	239-252-0852
Contact Address:	3319 Tamiami Trail East, Naples, FL 34112		
DOJ Grant Manager:	Gary J. Carmichael	DOJ Telephone #:	850-617-1270

Grant Title: SCAAP '14 **Grant Number:** 2014-AP-BX-0505
Grantee Name: Collier County Sheriff's Office **Award Amount:** \$217,050.00
Grantee Type: Local Government Agency
Address: 3319 Tamiami Trail East, Naples, FL
34112
Contact Person: Marien Ruiz **Telephone #:** 239-252-0852
Contact Address: 3319 Tamiami Trail East, Naples, FL
34112
DOJ Grant Manager: Joseph Husted **DOJ Telephone #:** 202-353-4411

Grant Title: COPS (CHP) **Grant Number:** 2012-UL-WX-0008
Grantee Name: Collier County Sheriff's Office **Award Amount:** \$500,000.00
Grantee Type: Local Government Agency
Address: 3319 Tamiami Trail East, Naples, FL
34112
Contact Person: Marien Ruiz **Telephone #:** 239-252-0852
Contact Address: 3319 Tamiami Trail East, Naples, FL
34112
DOJ Grant Manager: Verlena Braxton **DOJ Telephone #:** 202-514-7016

Grant Title: COPS (SRO) **Grant Number:** 2013-UL-WX-0047
Grantee Name: Collier County Sheriff's Office **Award Amount:** \$500,000.00
Grantee Type: Local Government Agency
Address: 3319 Tamiami Trail East, Naples, FL
34112
Contact Person: Marien Ruiz **Telephone #:** 239-252-0852
Contact Address: 3319 Tamiami Trail East, Naples, FL
34112
DOJ Grant Manager: Verlena Braxton **DOJ Telephone #:** 202-514-7016

Policy Statement:

It is the continuing policy of Collier County Board of County Commissioners to ensure that all Human Resources policies and practices are administered without regard to race, color, religion, sex, age, national origin, physical or mental handicap, or marital status. [Ref: Collier County Personnel Ordinance No. 2001-50.] All Human Resources practices, including compensation, benefits, discipline, safety, as well as social and recreational activities are administered and conducted in compliance with State and Federal law. All recruitment, selection, placement, promotion, transfer, training, and reduction in force decisions are based solely on the candidates'/employees' job-related qualifications and abilities. Outreach programs may be utilized to recruit, hire and ensure advancement of qualified minority group members, women, disabled individuals and veterans.

Collier County Government takes steps as necessary to ensure that the work environment is free of unlawful discrimination or harassment. On an annual basis, the County reviews its Human Resources procedures and strives to ensure that its supervisors and managers adhere to its commitment to Equal Employment Opportunity principles.

Collier County Government encourages employees who have EEO-related questions, comments or complaints to discuss them with their supervisor, department director, administrator, or a representative from the Human Resources department. Employees are also encouraged to utilize the Commitment to Fair Treatment Procedure. Additionally, Collier County Government refers applicants and employees to the Florida Commission on Human Relations (FCHR), established in 1969 with the intent of protection against unlawful discrimination. The FCHR assists in claims of wrongdoing, including discrimination, and provides a means for effectively resolving problems should they arise.

DATED: May 26, 2015

ATTEST:

BOARD OF COUNTY COMMISSIONERS,
COLLIER COUNTY, FLORIDA

Dwight E. Brock, Clerk of Courts

By: _____

By: _____

Tim Nance, Chairman

Approved as to form and legality:

Colleen M. Greene
Assistant County Attorney



STEP 4b: NARRATIVE UNDERUTILIZATION ANALYSIS

A comparison of the Collier County workforce to the community labor statistics for Collier County, Florida, based on the 2006-2010 Five (5) Year American Communities Survey (ACS) – which may or may not reflect the current community workforce – indicates underutilization of Hispanic or Latino, and Asian females, as well as females of two or more races in at least one job category. Additionally, Hispanic or Latino and Asian males are underutilized in at least one job category.

In the Officials/Administrators category, the results reflect underutilization of Hispanic or Latino males. In the Administrative Support category, the data reflect underutilization of females of two or more races. The Skilled Craft category reflects an underutilization of Hispanic or Latino males and females; and it appears that there is an underutilization of Asian males and females in the Service/Maintenance category.

Demographic statistics for Collier County continue show very small populations of individuals in the following categories:

- Asian - 1.3% of eligible workforce
- Pacific Islander - .03% of eligible workforce
- American Indian/Alaskan Native - .2% of eligible workforce
- Individuals with a background consisting of two or more races- .5% of eligible workforce

Therefore, the underutilization analysis focused on the number of White, Black or African American and Hispanic or Latino individuals in the workforce. For purposes of this analysis, underutilization of less than one percent (1%) in any job category was considered negligible.

As a result of the underutilization analysis, the Collier County Equal Employment Opportunity Plan (EEOP) will address the more significant areas of underutilization; however, Collier County welcomes the opportunity to increase the representation of any underutilized group and will continue existing outreach efforts as well as exploring new ways of communicating job openings to all race and ethnic groups. After reviewing the utilization analysis, the following areas of concern were identified:

Officials/Administrators – Hispanic or Latino males are underutilized by 3.52%.

Skilled Craft – Hispanic or Latino males are underutilized by 26.08% and Hispanic or Latino females are underutilized by 2.80%.

STEPS 5 & 6: OBJECTIVES AND STEPS

Collier County is committed to achieving diversity among the members of its workforce such that it more closely reflects the available labor force in the community. Based on the results of the underutilization analysis, Collier County has established the following objectives:

(1) To encourage Hispanic or Latino males to apply for vacancies in the Officials/Administrators category.

- a. Within nine months of the date of this report, the County's Human Resources Department will review the composition of the applicant pool for all vacancies in the Officials/Administrators category in the last fiscal year to determine whether Hispanic or Latino male applicants were underrepresented. The findings will be maintained with the EEO Plan in the Human Resources Office.
- b. The Human Resources Department will continue outreach efforts that target Hispanic or Latino male applicants in the Officials/Administrators category, including involvement in job fairs at local colleges and universities, outreach to career centers, and will maintain relationships with local community organizations that serve the County's Hispanic/Latino community. The County will continue to provide information about job vacancies and position openings to the following organizations: SWFL Hispanic Chamber of Commerce; Lorenzo Walker Institute of Technology (LWIT); Immokalee Technical Center (iTECH); Florida Southwestern State College, Collier Campus; Hodges University; Florida Gulf Coast University and other organizations as deemed appropriate.

(2) To encourage Hispanic or Latino males to apply for vacancies in the Skilled Craft category.

- a. Within nine months of the date of this report, the County's Human Resources Department will review the composition of the applicant pool for all vacancies in the Skilled Craft category in the last fiscal year to determine whether Hispanic or Latino male applicants were underrepresented. The findings will be maintained with the EEO Plan in the Human Resources Office.
- b. The Human Resources Department will continue outreach efforts that target Hispanic or Latino male applicants in the Skilled Craft category, including involvement in career days and job fairs at local high schools and colleges, and maintain relationships with local community organizations that serve the County's Hispanic community. The County will continue to provide information about job vacancies and position openings to the following organizations: SWFL Hispanic Chamber of Commerce; Lorenzo Walker Institute of Technology (LWIT); Immokalee Technical Center (iTECH); Florida Southwestern State College, Collier Campus; Hodges University; Florida Gulf Coast University and other organizations as deemed appropriate.

(3) To encourage Hispanic or Latino females to apply for vacancies in the Skilled Craft category.

- a. Within nine months of the date of this report, the County's Human Resources Department will review the composition of the applicant pool for all vacancies in the Skilled Craft category in the last fiscal year to determine whether Hispanic or Latino female applicants were underrepresented. The findings will be maintained with the EEO Plan in the Human Resources Office.
- b. The Human Resources Department will continue outreach efforts that target Hispanic or Latino female applicants in the Skilled Craft category, including involvement in career days and job fairs at local high schools and colleges, and maintain relationships with local community organizations that serve the County's Hispanic community. The County will continue to provide information about job vacancies and position openings to the following organizations: SWFL Hispanic Chamber of Commerce; Lorenzo Walker Institute of Technology (LWIT); Immokalee Technical Center (iTECH); Florida Southwestern State

College, Collier Campus; Hodges University; Florida Gulf Coast University and other organizations as deemed appropriate.

STEP 7a: INTERNAL DISSEMINATION

- The Human Resources Department will publish the EEO Plan on the Collier County intranet under the Human Resources Intranet/SharePoint site, making it available to all employees and assuring commitment to the EEO Plan by Collier County Government.
- Publicly post the EEO Policy on bulletin boards within departments of the County.
- Communicate with Collier County Department Heads and Division Directors to assure that they are familiar with the County's EEO objectives.
- Collier County will continue to offer a diversity training course to emphasize the benefits of learning how to understand, respect and value the differences among people.

STEP 7b: EXTERNAL DISSEMINATION

- Continue to include the statement "Collier County is an Equal Opportunity Employer" on the website, job postings and the wording "An Equal Opportunity Employer" on the job application.
- Post the EEO Plan and information explaining how applicants and members of the public may obtain a copy of the EEO Plan on Collier County's Internet website.

Annually inform all active recruiting sources, if any, in writing of the EEO Plan and the commitment of Collier County to provide equal opportunities for all qualified candidates.

UTILIZATION ANALYSIS CHART
Relevant Labor Market: Collier County, Florida

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 #/%	59/93.7%	2/3.2%	2/3.2%	0/0%	0/0%	0/0%	0/0%	38/82.6%	4/8.7%	2/4.3%	1/2.2%	1/2.2%	0/0%	0/0%
CLs #/%	7,620/ 55.34%	925/ 6.72%	195/1.42%	0/0%	65/0.47%	0/0%	30/22%	4155/ 30.17%	585/ 4.25%	110/.80%	0/0%	85/.62%	0/0%	0/0%
Utilization %	38.36%	-3.52%	1.78%	0.00%	-0.47%	0.00%	-0.22%	52.43%	4.45%	3.50%	2.20%	1.58%	0.00%	0.00%
PROFESSIONALS														
Workforce #/%	96/83.5%	12/10.4%	5/4.3%	0/0%	2/1.7%	0/0%	0/0%	67/83.8%	8/10.0%	3/3.8%	0/0%	2/2.5%	0/0%	0/0%
CLs #/%	5115/ 34.11%	815/ 5.44%	265/1.77%	0/0%	145/.97%	0/0%	24/16%	6860/ 45.75%	1085/ 7.24%	510/3.40%	45/.30%	90/.60%	0/0%	35/23%
Utilization #/%	49.39%	4.96%	2.53%	0.00%	0.73%	0.00%	-0.16%	38.05%	2.76%	0.40%	-0.30%	1.90%	0.00%	-0.23%
TECHNICIANS														
Workforce #/%	86/68.3%	27/21.4%	9/7.1%	2/1.6%	2/1.6%	0/0%	0/0%	70/76.1	20/21.7%	2/2.2%	0/0%	0/0.0	0/0%	0/0%
CLs #/%	890/ 29.13%	145/ 4.75%	105/3.44%	0/0%	20/.65%	0/0%	25/82%	1200/ 39.28%	555/ 18.17%	80/2.62%	0/0%	0/0%	25/82%	0/0%
Utilization #/%	39.17%	16.65%	3.66%	1.60%	0.95%	0.00%	-0.82%	36.82%	3.53%	-0.42%	0.00%	1.20%	-0.82%	0.00%
PROTECTIVE SERVICES: SWORN														
Workforce #/%	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 #/%	1660/ 65.9%	265/ 10.5%	205/8.1%	0/0%	45/1.8%	0/0%	0/0%	295/11.7%	40/1.6%	20/.8%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PROTECTIVE SERVICES: NON-SWORN														
Workforce #/%	108/77.7%	28/20.1	3/2.2%	0/0%	0/0%	0/0%	0/0%	48/88.9%	5/9.3%	1/1.9%	0/0%	0/0%	0/0%	0/0%
CLs #/%	120/ 45.28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	145/ 54.72%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	32.42%	20.10%	2.20%	0.00%	0.00%	0.00%	0.00%	34.18%	9.30%	1.90%	0.00%	0.00%	0.00%	0.00%
ADMINISTRATIVE SUPPORT														
Workforce #/%	155/83.3%	20/10.8%	10/5.4%	0/0%	1/0.5%	0/0%	0/0%	242/80.9%	39/13.0%	11/3.7%	1/0.3%	6/2.0%	0/0%	0/0%
CLs #/%	2420/ 13.30%	915/ 5.03%	450/2.47%	35/.19%	70/.38%	0/0%	55/.30%	10990/ 60.42%	2360/ 12.97%	550/3.02%	45/.25%	95/5.2%	0/0%	205/1.12%
Utilization #/%	70.00%	5.77%	2.93%	-0.19%	0.12%	0.00%	-0.30%	20.48%	0.03%	0.68%	0.05%	1.48%	0.00%	-1.12%
SKILLED CRAFT														
Workforce #/%	105/79.5%	21/15.9%	4/3.0%	1/1.8%	1/1.8%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLs #/%	7955/ 48.44%	6895/ 41.98%	560/3.41%	40/.24%	4/.02%	0/0%	0/0%	465/2.83%	460/ 2.80%	30/1.8%	0/0%	4/.02%	0/0%	10/.06%
Utilization #/%	31.06%	-26.08%	-0.41%	0.56%	0.78%	0.00%	0.00%	97.17%	-2.80%	-0.18%	0.00%	-0.02%	0.00%	-0.06%
SERVICE/MAINTENANCE														
Workforce #/%	129/57.1%	79/35.0%	16/7.1%	2/9%	0/0%	0/0%	0/0%	10/55.6%	5/27.8%	3/16.7%	0/0%	0/0%	0/0%	0/0%
CLs #/%	7230/ 25.63%	3350/ 11.88%	1400/ 4.96%	40/.14%	430/ 1.52%	0/0%	55/.20%	7585/ 26.89%	5330/ 18.89%	2345/ 8.31%	80/.28%	320/1.13	0/0%	70/.25%
Utilization #/%	31.47%	23.12%	2.14%	0.76%	-1.52%	0.00%	-0.20%	28.71%	8.91%	8.39%	-0.28%	-1.13%	0.00%	-0.25%

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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.

Amy Lyberg Division Director, Human Resources 5-11-15
Signature Title Date

Contact Person: Amy Lyberg **Telephone #:** (239) 252-8262
 Division Director, Human Resources
 Collier County Board of County Commissioners

