

Equal Employment Opportunity Plan  
Athens County Department of Job & Family  
Services

## Step 1: introductory Information

Grant Title: Edward Byrne Grant Program

Grant Number: 2010-JG-C01-6863

Grantee Name: Athens Co. Dept. of Job & Family Services

Award Amount: \$45,000.00

Grantee Type: Local Government Agency

Address: 184 N. Lancaster St.  
Athens, Ohio 45701

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State Granting Agency: Office of Criminal Justice Services Grant Number: 2010-JG-C01-6863

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Office of Criminal Justice Services  
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Columbus, Ohio 43216-2632

### Policy Statement:

The Athens County Dept. of Job & Family Services, as a department under the Board of Athens County Commissioners, is an Equal Employment Opportunity Employer. It is the policy of the ACDJFS to not unlawfully discriminate against any qualified employee, qualified applicant for employment, or eligible beneficiary of services on the basis of race, color, religion, age, sex, national origin, disability, or military status, except where such a factor constitutes a bona fide occupational qualification, regarding the following:

1. Recruitment
2. Selection
3. Placement
4. Testing
5. Training
6. Promotions and Transfers
7. Layoff and Recall
8. Termination
9. Disciplinary Action
10. Social and Recreational Programs
11. Employee Benefits and Compensation
12. Tangible Program Services and Benefits

All references to employees in this policy designate both sexes and wherever the male gender is used by itself, it shall be construed to include male and female employees.

## Step 4b: Narrative Underutilization Analysis

ACDJFS reviewed the Utilization Analysis (comparing the agency's workforce as of June 30, 2009 to the relevant labor market from the Census 2000 EEO Data Tool), and noted the following:

1. Asian males were under-represented or not represented at all in the following job categories: Officials/Administrators (-2%), Professionals (-5%), Administrative Support (1%).
2. Black males were under-represented or not represented at all in the following job categories: Officials/Administrators (-1%), Professionals (-2%), Administrative Support (-3%), and Service Maintenance (-3%).
3. Hispanic/Latino males were under-represented or not represented at all in the following job categories: Professionals (-1%), Administrative Support (-2%), and Service Maintenance (-1%).
4. Black males were under-represented or not represented at all in the following job categories: Officials/Administrators (-1%), Professionals (-2%), Administrative Support (-3%), and Service Maintenance (-3%).
5. American Indian/Alaska Native males were under-represented or not represented at all in the following job categories: Administrative Support (-1%), and Service Maintenance (-1%).
6. Multi-racial males were under-represented or not represented at all in the following job categories: Officials/Administrators (-2%), Professionals (-2%), Administrative Support (-1%), and Service Maintenance (-2%).
7. Asian females were under-represented or not represented at all in the following job categories: Officials/Administrators (-2%), Professionals (-4%), Administrative Support (-1%), and Service Maintenance (-1%).
8. Black females were under-represented or not represented at all in the following job categories: Professionals (-2%), and Service Maintenance (-2%).
9. Hispanic/Latino females were under-represented or not represented at all in the following job categories: Professionals (-1%), Administrative Support (-1%), and Service Maintenance (-2%).
10. American Indian/Alaska Native females were under-represented or not represented at all in the following job categories: Service Maintenance (-2%).

11. Multi-racial females were under-represented or not represented at all in the following job categories: Professionals (-1%), Administrative Support (-1%), and Service Maintenance (-1%).

Although the Utilization Analysis indicated one other instance of under-representation, the utilization percentage fell within the 80% rule-of-thumb and is therefore considered to be within reasonably expected rates (e.g., in the Officials/Administrators job category, the rate of underutilization was -2% for White females, but the total percentage of employees in this job category was 93% compared to 95% in the labor force).

Overall, there appear to be no instances where the Utilization Analysis highlights areas of significant under-representation. The largest percentages of all of the under-represented categories are 5% and 4% for Asian professional males and females. Since Athens County is home to Ohio University, a large state university, it is hard to know if the number of Asian professionals identified in the local workforce are actually seeking general employment opportunities or if these professionals are associated particularly with the university.

As of June 30, 2009, 81.75% of all appointments were female and 2.9% of all appointments were people of color. Overall, the Utilization Analysis does not indicate any serious or moderate under-representation by females within the agency's workforce.

#### **Step 5: Objectives**

The Utilization Analysis does indicate some under-representation of minorities within its workforce. However, overall turnover within the agency staff is very low, which affords the agency little opportunity to hire new applicants. This is further complicated by the fact that the agency was forced to lay off staff in 2009 and expects to lay off staff in 2011. Pursuant to the terms of a collective bargaining agreement staff that have been laid off have recall rights for a period of two years. The agency will be limited to recalling current staff over the next two years as vacancies arise until those recall rights are exhausted.

Given the limitation imposed by recall rights, it remains the agency's goal to encourage minority applicants and to increase the number of minorities in its workforce.

#### **Step 6: Steps to Achieve Objective**

- The agency will post a copy of the Affirmative Action and Equal Employment Opportunity policy and EEOP Short form on its website for easy access by potential candidates for employment.
- The agency's job announcements and advertisements identify the agency as an Equal Employment Opportunity/Affirmative Action employer and include the statement "The

Athens County Department of Job & Family Services" is an equal opportunity employer committed to workforce diversity.

- The agency's Director and the Board of Commissioners of Athens County support the principles of affirmative action, equal employment opportunity, and legislation such as the Americans with Disabilities Act and will act to ensure that these principals are institutionalized within the department.
- The agency provides annual training on different topics such as sexual harassment and civil rights.
- The agency will continue to make every effort to recruit a diverse workforce by developing community-based recruitment with a focus on under-represented protected classes.
  - The agency will post vacancy notices electronically on its website <http://jfs.athenscountygovernment.com/index.htm>, as well as Ohio's job matching site <https://ohiomeansjobs.com>.
  - The agency will advise Ohio University's Department of Human Resources of any vacancies in order to make use of Ohio University's Dual Career Network program which helps new, incoming faculty and staff find jobs for their spouses/partners.
  - Notices of job vacancies will be reviewed to ensure that the posted language is encouraging women and minorities to apply.

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

- The agency will include a discussion of the EEOP Short Form at its annual agency staff training and inform agency employees that a copy is available to them from the Human Resources Officer.
- The agency will provide two copies of the EEOP Short Form to the county commissioners for display in the brochure rack in the reception area at the main office of the county commissioners.
- The agency will post a written notice at each agency location on bulletin boards that the employees regularly check providing information on how employees can obtain a copy of the EEOP Short Form.

### Step 7b: External Dissemination

- The agency Human Resource Officer will include a written statement in all job announcements and other communications with prospective employees to notify them that they may obtain a copy of the EEOP Short Form upon request.
- The agency will post a copy of the EEOP Short Form on its public website that any user may access and download.
- The agency will provide copies of the EEOP Short Form to the County Public Library system in sufficient quantities so that copies may be put on display in the periodical reading room of the Main Library and each of the branch locations.

### CERTIFICATION

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 that accuracy of the reported workforce data and our organization's employment policies.

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Gregg V. Oakley, Deputy Director

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Date



<b>Para-Professionals</b>	*These numbers are included with the Professionals numbers as there was no corresponding data report available on the Census EEO data site													
Workforce #/%	3	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
CLS #/%														
Utilization #/%		100%		0%		0%		0%		0%		0%		0%
<b>Administrative Support</b>														
Workforce #/%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
CLS #/%	1930	93%	35	2%	50	3%	20	1%	25	1%	0	0%	10	1%
Utilization #/%		7%		-2%		-3%		-1%		-1%		0%		-1%
<b>Skilled Craft</b>														
Workforce #/%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
CLS #/%														
Utilization #/%		0%		0%		0%		0%		0%		0%		0%
<b>Service/Maintenance</b>														
Workforce #/%	3	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
CLS #/%	4910	93%	45	1%	170	3%	35	1%	20	0%	0	0%	80	2%
Utilization #/%		7%		-1%		-3%		-1%		0%		0%		-2%





<b>Administrative Support</b>														
Workforce #/%	35	95%	0	0%	2	5%	0	0%	0	0%	0	0%	0	0%
CLS #/%	4515	94%	60	1%	160	3%	15	0%	30	1%	0	0%	34	1%
Utilization #/%		1%		-1%		2%		0%		-1%		0%		-1%
<b>Skilled Craft</b>														
Workforce #/%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
CLS #/%														
Utilization #/%		0%		0%		0%		0%		0%		0%		0%
<b>Service/Maintenance</b>														
Workforce #/%	14	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
CLS #/%	3870	94%	65	2%	95	2%	25	1%	40	1%	0	0%	23	1%
Utilization #/%		6%		-2%		-2%		-1%		-1%		0%		-1%