

CITY OF JOHNS CREEK
Johns Creek, Georgia

EEOP Short Form



Tue Jan 17 13:39:11 EST 2012

Step 1: Introductory Information

Grant Title:	Edward Byrne Memorial Justice	Grant Number:	CFDA 16.803
Grantee Name:	City of Johns Creek	Award Amount:	\$25,000.00
Grantee Type:	Local Government Agency		
Address:	12000 Findley Road, #400 Johns Creek, Georgia 30097		
Contact Person:	Patty Hansen	Telephone #:	678-512-3324
Contact Address:	12000 Findley Road, #400 Johns Creek, Georgia 30097		
State Granting Agency:	Georgia Criminal Justice Coordinating Council	Grant Number:	B82-8-250
Contact Name:	Linda Davis		
Contact Address:	104 Marietta Street Atlanta, Georgia 30303		
Telephone #:	404-657-1956		

Policy Statement:

Equal Opportunity Employer

The City of Johns Creek is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

Step 4b: Narrative Underutilization Analysis

The City of Johns Creek Human Resources & Support Services Director has reviewed the Utilization Analysis (comparing the City's workforce to Fulton County's labor market), and noted the following:

1. Black/African American males were under-represented in the Sworn Protective Services job category (Fire and Police).
2. Black/African American females were under-represented in the Sworn Protective Services job category (Fire and Police).

Considering the 2010 U.S. Census report for the City of Johns Creek, however, the true under-representation may be in Asian males and females in these job categories. Johns Creek's population is primarily comprised of 63.5% White, 23.4% Asian, 9.2% Black, 5.2% Hispanic/Latino Origin, and others. This is markedly different from Fulton County.

Step 5 & 6: Objectives and Steps

1. To encourage Male Blacks/African Americans to apply for vacancies in Protective Services - Sworn (Police and Fire) job categories.

- a. Human Resources will conduct a more detailed analysis to identify possible obstacles to Black males in the Protective Services Sworn job category. The analysis may include interviews with both current and former employees and supervisors. Based on the results of the analysis, as well as other data collected, HR will work with Police and Fire to enhance recruiting processes for implementation by the end of the current fiscal year.
- b. HR and the City's Police Administration will seek opportunities to participate in career fairs, speaking engagements, and other activities that involve a wide audience, especially Black males.
- c. HR and the City's Fire Administration will seek opportunities to participate in career fairs, speaking engagements, and other activities that involve a wide audience, especially Black males.

2. To encourage Female Blacks/African Americans to apply for vacancies in Protective Services - Sworn (Police and Fire) job categories.

- a. Human Resources will conduct a more detailed analysis to identify possible obstacles to Black females in the Protective Services Sworn job category. The analysis may include interviews with both current and former employees and supervisors. Based on the results of the analysis, as well as other data collected, HR will work with Police and Fire to enhance recruiting processes for implementation by the end of the current fiscal year.
- b. HR and the City's Police Administration will seek opportunities to participate in career fairs, speaking engagements, and other activities that involve a wide audience, especially Black females.
- c. HR and the City's Fire Administration will seek opportunities to participate in career fairs, speaking engagements, and other activities that involve a wide audience, especially Black females.

3. To encourage Asians to apply for vacancies in Protective Services - Sworn (Police and Fire), Technicians, and Professionals job categories so that our workforce is representative of our City.

- a. Human Resources will meet with current Asian employees to solicit input on ways it can better connect with the local Asian community and modify its recruiting efforts to be more inclusive of Asian organizations/groups.
- b. HR and the City's Police Administration will seek opportunities to participate in career fairs, speaking engagements, and other activities that involve a wide audience, especially the Asian community.
- c. HR and the City's Fire Administration will seek opportunities to participate in career fairs, speaking engagements, and other activities that involve a wide audience, especially the Asian community.

Step 7a: Internal Dissemination

1. The City's Human Resources Office (HR) at its annual benefits Open Enrollment presentations and its New Hire Orientation program for all new employees will include a discussion of the EEOP Short Form and inform City employees that a copy is available on the City's HRIS portal and City's Internet website.
2. The City will post an electronic copy of the EEOP Short Form on its Internet website.

3. Within 30 days of receiving the Justice Department's approval of the City's EEOP Short Form, HR will send an email to all City employees and post a notice on its employee bulletin boards at all locations to inform employees that they may obtain a copy of the City's EEOP Short Form through its HRIS portal, Internet website, or by email request to HR.
4. HR will meet with all City department heads and supervisors to review the EEOP Short Form objectives within 90 days of receiving the Justice Department's approval of the City's EEOP Short Form.

Step 7b: External Dissemination

Following approval by the Justice Department of its EEOP Short Form:

1. The City's Human Resources Department (HR) will notify applicants, vendors, and contractors via its Internet website that the City has developed an EEOP Short Form with a link to the electronic copy for downloading.
2. The City will post a copy of the EEOP Short Form on the City's Internet website for public view.
3. HR will make one bound copy of its EEOP Short Form for each public library within the City, requesting it be placed in the reading room.
4. HR will make one bound copy of its EEOP Short Form for its Senior Center's public area.

Utilization Analysis Chart
Relevant Labor Market: Fulton County, Georgia

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 #/%	12/71%	0/0%	2/12%	0/0%	1/6%	0/0%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	40,290/49%	1,445/2%	7,465/9%	35/0%	1,625/2%	10/0%	350/0%	20,355/25%	860/1%	8,405/10%	45/0%	800/1%	10/0%	300/0%
Utilization #/%	21%	-2%	3%	-0%	4%	-0%	-0%	-13%	-1%	-10%	-0%	-1%	-0%	-0%
Professionals														
Workforce #/%	29/62%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	9/19%	0/0%	7/15%	0/0%	0/0%	0/0%	0/0%
CLS #/%	35,650/37%	1,370/1%	8,390/9%	115/0%	3,025/3%	35/0%	465/0%	30,615/32%	1,010/1%	13,690/14%	50/0%	1,770/2%	15/0%	275/0%
Utilization #/%	25%	-1%	-4%	-0%	-3%	-0%	-0%	-13%	-1%	1%	-0%	-2%	-0%	-0%
Technicians														
Workforce #/%	22/79%	0/0%	2/7%	0/0%	1/4%	0/0%	0/0%	2/7%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%
CLS #/%	1,370/20%	140/2%	1,230/18%	10/0%	160/2%	0/0%	45/1%	1,710/25%	75/1%	2,010/29%	4/0%	130/2%	0/0%	40/1%
Utilization #/%	59%	-2%	-11%	-0%	1%	0%	-1%	-18%	-1%	-29%	4%	-2%	0%	-1%
Protective Services: Sworn														
Workforce #/%	61/80%	2/3%	10/13%	0/0%	1/1%	0/0%	0/0%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,100/18%	85/1%	2,795/46%	20/0%	20/0%	0/0%	70/1%	215/4%	20/0%	1,730/28%	10/0%	0/0%	10/0%	0/0%
Utilization #/%	62%	1%	-33%	-0%	1%	0%	-1%	-2%	-0%	-27%	-0%	0%	-0%	0%
Protective Services: Non-sworn														
Workforce #/%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	5/45%	1/9%	4/36%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	40/16%	0/0%	40/16%	0/0%	0/0%	0/0%	0/0%	30/12%	0/0%	135/55%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-16%	9%	-16%	0%	0%	0%	0%	33%	9%	-19%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/89%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%
CLS #/%	24,320/22%	1,280/1%	14,885/13%	130/0%	970/1%	0/0%	425/0%	30,510/27%	2,145/2%	34,625/31%	215/0%	1,260/1%	30/0%	525/0%
Utilization #/%	-22%	-1%	-13%	-0%	-1%	0%	-0%	61%	-2%	-20%	-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
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	6,700/28%	4,205/18%	10,010/42%	80/0%	285/1%	25/0%	135/1%	625/3%	225/1%	1,290/5%	4/0%	180/1%	0/0%	20/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	1/50%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	14,025/15%	9,525/10%	31,165/32%	85/0%	1,760/2%	35/0%	435/0%	10,290/11%	3,385/4%	24,160/25%	95/0%	1,025/1%	0/0%	545/1%
Utilization #/%	35%	-10%	-32%	50%	-2%	-0%	-0%	-11%	-4%	-25%	-0%	-1%	0%	-1%

Significant Underutilization 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
Protective Services: Sworn			✓							✓				

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]

City Manager
[title]

January 17, 2012
[date]