

# EEOP Short Form



Mon Apr 16 11:43:31 EDT 2012

## Step 1: Introductory Information

**Grant Title:** District Attorney VWAP **Grant Number:** C11-8-080  
**Grantee Name:** Enotah Judicial Circuit - District Attny's Office **Award Amount:** \$53,030.00  
**Grantee Type:** Local Government Agency  
**Address:** 325 Riley Road - Rm. 226  
Dahlonega, Georgia  
30533  
**Contact Person:** Kathryn Meaders **Telephone #:** 706-482-2439  
**Contact Address:** 325 Riley Road - Rm. 226  
Dahlonega, Georgia  
30533  
**State Granting Agency:** Criminal Justice Coordinating Council **Grant Number:** C11-8-080  
**Contact Name:** Tonya Jenkins  
**Contact Address:** 104 Marietta Street - Ste. 440  
Atlanta, Georgia  
30303  
**Telephone #:** 404-657-1956

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**Grant Title:** Law Enforcement **Grant Number:** W11-8-039  
**Grantee Name:** Lumpkin County Finance Dept. **Award Amount:** \$37,620.00  
**Grantee Type:** Local Government Agency  
**Address:** 99 Courthouse Hill - Ste. D  
Dahlonega, Georgia  
30533  
**Contact Person:** Mark French **Telephone #:** 706-482-2552  
**Contact Address:** 99 Courthouse Hill - Ste. D  
Dahlonega, Georgia  
30533  
**State Granting Agency:** Criminal Justice Coordinating Council **Grant Number:** W11-8-039  
**Contact Name:** Tonya Jenkins  
**Contact Address:** 104 Marietta Street - Ste. 440  
Atlanta, Georgia  
30303  
**Telephone #:** 404-657-1956

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<b>Grant Title:</b>	Comprehensive Victims	<b>Grant Number:</b>	C10-8-218
<b>Grantee Name:</b>	Lumpkin County Sheriff's Office	<b>Award Amount:</b>	\$37,931.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	325 East Main Street Dahlonega, Georgia 30533		
<b>Contact Person:</b>	Mike Ramsey	<b>Telephone #:</b>	706-482-2624
<b>Contact Address:</b>	325 East Main Street Dahlonega, Georgia 30533		
<b>State Granting Agency:</b>	Criminal Justice Coordinating Council	<b>Grant Number:</b>	C10-8-218
<b>Contact Name:</b>	Tonya Jenkins		
<b>Contact Address:</b>	104 Marietta Street - Ste. 440 Atlanta, Georgia 30303		
<b>Telephone #:</b>	404-657-1956		

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**Policy Statement:**

It is the policy of the Lumpkin County Board of Commissioners to provide a work environment that is free from unlawful discrimination and harassment based on race, color, religion, gender, national origin, age, disability, or genetic information. The County is committed to complying with all applicable federal, state and local laws that pertain to employment.

## Step 4b: Narrative Underutilization Analysis

### Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Community and Employees Services (HR) Department for Lumpkin County BOC, which also serves the Lumpkin County Sheriffs Office, made the following observations:

Only two areas show what are considered to be statistically significant deviations (two standard deviation or more):

In the area of Technicians, white females are underutilized by -18%. In our employee group, Technicians are primarily EMTs and Paramedics who also work as firefighters. An ongoing challenge is that Lumpkin Countys starting pay in the Technician group, for all populations, is lower that it is for surrounding counties. Many Emergency Services workers tend to work multiple full and part time jobs; this occurs less frequently in women because those raising children may not be willing to work more than one job. This means that women must be more selective in accepting lower paying positions and because Lumpkin County pays less than surrounding counties, attracting and retaining white females is more difficult.

In the area of Administrative Support, white males are underutilized by -22%. As in the Technician area, Lumpkin County is faced with the same challenge regarding pay. Lumpkin County typically pays less than surrounding counties, additionally, in the area of Administrative Support we compete with local companies that are not faced with continuously lowering tax digests which equals to budget deficits that preclude pay increases. These challenges are compounded by the fact that males are traditionally the primary income earners for their families and the lower paying Administrative Support jobs will not allow them to support their families.

## Step 5 & 6: Objectives and Steps

### **1. Our objective is to provide equal employment opportunities for White women when our organization fills vacancies that become available in the Technical job category.**

- a. In order to reach this segment of the population, we will begin advertising through the local technical colleges that offer EMT/Paramedic classes.
- b. Additionally, we will work with our current white female Technicians to use word-of-mouth for recruiting as well.

### **2. Our objective is to provide equal employment opportunities for white males when our organization fills vacancies that become available in the Administrative Support job category.**

- a. Lumpkin County will begin advertising these types of positions through the local technical colleges in our areas.
- b. These steps will be in addition to our normal advertisements in the legal organ, the County website and other industry specific associations.

## Step 7a: Internal Dissemination

The Plan is on file in the office of the County Manager and Human Resources Director and is available for review upon request.

Post a copy of the EEOP Short Form on the Lumpking County website, which is accessible to all Lumpkin County Employees.

Notify department directors that the EEOP Short Form is available on the website.

## Step 7b: External Dissemination

Post a copy of the EEOP Short Form on Lumpkin County's public website.

Maintain a copy of the EEOP Short Form in the Community and Employee Services (HR) office for public review.

**Utilization Analysis Chart**  
**Relevant Labor Market: Lumpkin 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
<b>Officials/Administrators</b>														
Workforce #/%	14/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/32%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%
CLS #/%	600/54%	0/0%	10/1%	10/1%	0/0%	0/0%	4/0%	475/43%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	9%	0%	-1%	-1%	0%	0%	-0%	-11%	0%	-0%	0%	0%	0%	5%
<b>Professionals</b>														
Workforce #/%	1/33%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	645/43%	0/0%	10/1%	4/0%	0/0%	4/0%	0/0%	840/56%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	-9%	0%	-1%	33%	0%	-0%	0%	-22%	0%	0%	-0%	0%	0%	0%
<b>Technicians</b>														
Workforce #/%	24/65%	0/0%	1/3%	0/0%	0/0%	0/0%	1/3%	11/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	110/50%	0/0%	0/0%	4/2%	0/0%	0/0%	0/0%	105/48%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	15%	0%	3%	-2%	0%	0%	3%	-18%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	18/95%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	125/81%	0/0%	0/0%	10/6%	0/0%	0/0%	0/0%	20/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	14%	0%	0%	-6%	0%	0%	0%	-8%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	17/89%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	600/54%	19/2%	4/0%	15/1%	0/0%	0/0%	0/0%	465/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	35%	-2%	-0%	-1%	5%	0%	0%	-37%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	16/84%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	84%	5%	0%	0%	0%	0%	0%	-89%	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 #/%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/97%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	610/25%	4/0%	4/0%	15/1%	0/0%	0/0%	0/0%	1,700/70%	20/1%	35/1%	20/1%	10/0%	4/0%	0/0%
Utilization #/%	-22%	-0%	-0%	-1%	0%	0%	0%	27%	-1%	-1%	-1%	-0%	-0%	0%
<b>Skilled Craft</b>														
Workforce #/%	22/100%	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 #/%	1,570/92%	40/2%	0/0%	10/1%	0/0%	0/0%	0/0%	80/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	8%	-2%	0%	-1%	0%	0%	0%	-5%	0%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	3/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,515/46%	115/4%	15/0%	45/1%	10/0%	0/0%	0/0%	1,415/43%	100/3%	0/0%	30/1%	35/1%	0/0%	0/0%
Utilization #/%	-9%	-4%	-0%	-1%	-0%	0%	0%	19%	-3%	0%	-1%	-1%	0%	0%

### 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
<b>Technicians</b>								✓						
<b>Administrative Support</b>	✓													

### 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>Sheriff</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>Major</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>Captain/Commander</b>														
Workforce #/%	3/100%	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>Lieutenant</b>														
Workforce #/%	2/100%	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>Senior 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>Sergeant</b>														
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Investigators</b>														
Workforce #/%	5/100%	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 #/%	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>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	17/89%	0/0%	0/0%	0/5%	1/5%	0/0%	0/0%	1/5%	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.

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[signature]

[title]

[date]