

EEOP Short Form



Wed Jul 01 17:50:49 EDT 2009

Step 1: Introductory Information

Grant Title: Domestic Violence/Crimes Against Women Reduction Program Grant
Grant Number: LE08017237
Grantee Name: City of Lompoc Police Dept
Award Amount: \$194,667.00
Grantee Type: Local Government Agency
Address: 107 Civic Center Plaza
Lompoc, California
93436
Contact Person: Captain Larry Ralston
Telephone #: 805-875-8104
Contact Address: 107 Civic Center Plaza
Lompoc, California
93436
DOJ Grant Manager:
DOJ Telephone #: 916-324-9101

Grant Title: Project Safe Neighborhoods
Grant Number: US08027237
Grantee Name: City of Lompoc
Award Amount: \$30,000.00
Grantee Type: Local Government Agency
Address: 107 Civic Center Plaza
Lompoc, California
93436
Contact Person: Larry Ralston
Telephone #: 805-736-2341
Contact Address: 107 Civic Center Plaza
Lompoc, California
93436
DOJ Grant Manager: Taunya Joseph
DOJ Telephone #: 916-322-0389

Grant Title: Bulletproof Vest Partnership
Grant Number: 09047947
Grantee Name: City of Lompoc
Award Amount: \$2,090.00
Grantee Type: Local Government Agency
Address: 107 Civic Center Plaza
Lompoc, California
93436
Contact Person: Timothy L Dabney
Telephone #: 805-736-2341
Contact Address: 107 Civic Center Plaza
Lompoc, California
93436
DOJ Grant Manager: BVP Program Team
DOJ Telephone #: 877-758-3787

Grant Title: Bulletproof Vest Partnership **Grant Number:** 08043832
Grantee Name: City of Lompoc **Award Amount:** \$2,100.00
Grantee Type: Local Government Agency
Address: 107 Civic Center Plaza
Lompoc, California
93436
Contact Person: Timothy L Dabney **Telephone #:** 805-736-2341
Contact Address: 107 Civic Center Plaza
Lompoc, California
93436
DOJ Grant Manager: BVP Program Team **DOJ Telephone #:** 877-758-3787

Grant Title: Byrne Justice Assistance Grant Program **Grant Number:** 2006-DJ-BX-0751
Grantee Name: City of Lompoc **Award Amount:** \$12,295.00
Grantee Type: Local Government Agency
Address: 107 Civic Center Plaza
Lompoc, California
93436
Contact Person: Timothy L Dabney **Telephone #:** 805-736-2341
Contact Address: 107 Civic Center Plaza
Lompoc, California
93436
DOJ Grant Manager: Joyce Gemee **DOJ Telephone #:** 202-514-6134

Grant Title: Byrne Justice Assistance Grant **Grant Number:** 2007-DJ-BX-0329
Grantee Name: City of Lompoc **Award Amount:** \$24,300.00
Grantee Type: Local Government Agency
Address: 107 Civic Center Plaza
Lompoc, California
93436
Contact Person: Timothy L Dabney **Telephone #:** 805-726-2341
Contact Address: 107 Civic Center Plaza
Lompoc, California
93436
DOJ Grant Manager: Joyce Gemee **DOJ Telephone #:** 202-514-6134

Policy Statement:

CITY OF LOMPOC

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Lompoc, in affirming its commitment to equal opportunity employment, established an equal employment opportunity policy in accordance with Title VI and VII of the Civil Rights Act of 1964 (as amended), and all applicable laws relating to fair employment practices.

The City of Lompoc's employment policies and practices are designed to be fair and impartial, based upon job-related merit factors. The City will take positive steps in its personnel actions and make reasonable accommodation, as needed, to ensure that appropriate equal employment opportunities are available to individuals without regard to race, color, ancestry, national origin, religious creed, sex, medical condition (cancer related), physical handicap (includes HIV and AIDS), age, sexual orientation, and marital status. The City also prohibits discrimination in the form of slurs or derogatory remarks. This policy will be applicable to all employment practices, including recruitment, examination, appointment, promotions, training, suspension, or dismissal.

Step 4b: Narrative Underutilization Analysis

The City's Human Resources Department reviewed the Utilization Analysis (comparing the City's workforce to the Santa Barbara County labor market), and noted the following:

1. White males were significantly under-represented in the following categories: Protective Services Non-Sworn (-19%), Administrative Support (-19%).
2. Hispanic males were significantly under-represented in the following categories: Officials/Administrators (-9%), Protective Services Sworn-Patrol Officers (-7%), Administrative Support (-6%), Service Maintenance (-10%).
3. White females were significantly under-represented in the following categories: Officials/Administrators (-7%), Professionals (-10%), Protective Services Sworn-Patrol Officers (-13%).
4. Hispanic females were significantly under-represented in the following categories: Officials/Administrators (-6%), Protective Services Sworn-Officials (-6%), Protective Services Sworn-Patrol Officers (-18%), Service Maintenance (-14%).

Although the Utilization Analysis indicated other instances of under-representation, the statistics were not significant. The focus of this analysis was on those categories revealing the most noteworthy discrepancies.

Some consideration should be made for the geographic (off of the main highway and 30 miles from the nearest labor market) and economic isolation the City of Lompoc must overcome in recruiting from the comparable market. Due to the isolation, a majority of City staff is comprised of local citizenry with a population of approximately 42,000.

Step 5 & 6: Objectives and Steps

1. To encourage White males to apply for vacancies in the Protective Service Non-Sworn, and Administrative Support job categories

a. Classification:

The City on an on-going basis will continue to:

1. Review and revise class specifications, when appropriate, to ensure reflection of current work behaviors.
2. Review and revise job requirements, when appropriate, to ensure accuracy of minimum qualifications for job performance and relatedness to job content.
3. Regular classifications will be under-filled with trainee classes whenever possible to facilitate movement of underutilized job class.
4. Career ladders and logical lines of progression will be identified to facilitate training and promotion of underutilized job class. The City will attempt to fill vacancies with promotional recruitments whenever feasible.

b. Recruitment:

1. All recruitment announcements and advertisements contain notification that the City is an EEO employer.
2. All recruitment methods and forms, including but not limited to application forms, job announcements, and advertisements, will be evaluated to ensure job relatedness.
3. The City will make use of continuous open recruitments where practical to encourage the steady flow of applicant interest in City positions.
4. The City will actively identify and solicit the assistance of relative community agencies and organizations in recruitment.
5. The City will recruit at shopping malls, educational facilities, and community organizations.

c. Selection:

1. All tests and selection criteria will be validated to ensure job-relatedness, including written examinations, physical performance tests, practical performance tests, interviewing procedures, application ratings, and final selection criteria.

2. Overall, written examinations will be de-emphasized. Written tests will be used as only one of the many factors in the selection decision.
3. Interviews and oral Boards will be carefully structured to seek only information relative to the knowledge, skill, and abilities necessary for the position.
4. The City will provide all oral board members with an orientation to the interview process, including the boards responsibilities in equal employment opportunity.
5. Where appropriate, the city will provide pre-examination workshops and practice session to job applicants to assist them in qualifying for entry level and promotional positions.

d. Training:

1. City sponsored or funded training will be made available to employees without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation or disability.
2. The City will survey employee training needs as a basis for establishment of training priorities and programs.
3. Information on job-related training and educational resources will be disseminated on a regular basis.
4. Linkages will be established with state and federally funded agencies providing training which enable individuals to qualify for the City Service.
5. The City will actively promote training programs that will facilitate the upward mobility of the underutilized job class.
6. The City will continue to provide employees with partial tuition reimbursements for approved courses related to employees present or promotional position.

2. To encourage Hispanic males to apply for vacancies in the Officials/Administrators, Protective Services Sworn-Patrol Officers, Administrative Support, Service Maintenance.

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4. Career ladders and logical lines of progression will be identified to facilitate training and promotion of underutilized job class. The City will attempt to fill vacancies with promotional recruitments whenever feasible.

3. To encourage White females to apply for vacancies in the Officials/Administrators, Professionals, Protective Services Sworn-Patrol Officers.

a. Selection:

1. All tests and selection criteria will be validated to ensure job-relatedness, including written examinations, physical performance tests, practical performance tests, interviewing procedures, application ratings, and final selection criteria.
2. Overall, written examinations will be de-emphasized. Written tests will be used as only one of the many factors in the selection decision.
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d. Training:

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6. The City will continue to provide employees with partial tuition reimbursements for approved courses related to employees present or promotional position.

4. To encourage Hispanic females to apply for vacancies in the Officials/Administrators, Protective Services Sworn-Officials, Protective Services Sworn-Patrol Officers, Service Maintenance.

a. Recruitment:

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6. The City will continue to provide employees with partial tuition reimbursements for approved courses related to employees present or promotional position.

Step 7a: Internal Dissemination

1. The City's Human Resources Department in its orientation program for all new employees will include a discussion of the EEOP Short Form and inform them that a copy will be posted in their respective department for review.
2. The Human Resources Department will post a PDF file of the EEOP Short Form on the City website.
3. The Human Resources Department will email the PDF file to each Department Head to be posted in their departments.

Step 7b: External Dissemination

1. The Citys Human Resources Department will post on its public website a PDF file of the EEOP Short Form that any user may access and download.
2. The Citys Human Resources Department will send 5 copies of the EEOP Short Form to the City Public Library so that copies may be put on display in the reading rooms of each of the branches.

Utilization Analysis Chart
Relevant Labor Market: Santa Barbara County, California

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 #/%	14/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,560/48%	2,300/9%	295/1%	60/0%	545/2%	35/0%	165/1%	7,795/30%	1,665/6%	110/0%	60/0%	475/2%	50/0%	115/0%
Utilization #/%	30%	-9%	-1%	-0%	-2%	-0%	-1%	-7%	-6%	-0%	-0%	-2%	-0%	-0%
Professionals														
Workforce #/%	26/44%	4/7%	0/0%	4/7%	2/3%	0/0%	0/0%	17/29%	4/7%	0/0%	2/3%	0/0%	0/0%	0/0%
CLS #/%	16,130/42%	2,105/5%	470/1%	80/0%	875/2%	30/0%	180/0%	14,720/38%	2,280/6%	295/1%	60/0%	950/2%	15/0%	105/0%
Utilization #/%	2%	1%	-1%	7%	1%	-0%	-0%	-10%	1%	-1%	3%	-2%	-0%	-0%
Technicians														
Workforce #/%	76/31%	35/14%	6/2%	4/2%	0/0%	0/0%	0/0%	85/35%	29/12%	4/2%	3/1%	3/1%	0/0%	0/0%
CLS #/%	1,420/36%	310/8%	40/1%	4/0%	105/3%	0/0%	45/1%	1,435/36%	330/8%	40/1%	10/0%	155/4%	10/0%	45/1%
Utilization #/%	-5%	6%	1%	2%	-3%	0%	-1%	-2%	3%	1%	1%	-3%	-0%	-1%
Protective Services: Sworn-Officials														
Workforce #/%	12/75%	3/19%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,675/55%	600/20%	70/2%	45/1%	75/2%	10/0%	15/0%	305/10%	185/6%	15/0%	0/0%	20/1%	4/0%	0/0%
Utilization #/%	20%	-1%	-2%	-1%	-2%	-0%	-0%	-4%	-6%	-0%	0%	-1%	-0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	23/62%	8/22%	1/3%	0/0%	3/8%	0/0%	0/0%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,050/25%	3,500/29%	185/2%	35/0%	210/2%	30/0%	135/1%	1,955/16%	2,480/21%	115/1%	40/0%	255/2%	25/0%	75/1%
Utilization #/%	37%	-7%	1%	-0%	6%	-0%	-1%	-13%	-18%	-1%	-0%	-2%	-0%	-1%
Protective Services: Non-sworn														
Workforce #/%	12/24%	3/6%	1/2%	0/0%	0/0%	0/0%	0/0%	24/48%	6/12%	3/6%	0/0%	1/2%	0/0%	0/0%
CLS #/%	100/43%	14/6%	4/2%	0/0%	4/2%	0/0%	0/0%	90/39%	19/8%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-19%	-0%	0%	0%	-2%	0%	0%	9%	4%	6%	0%	2%	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
Administrative Support														
Workforce #/%	2/2%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	61/69%	18/20%	3/3%	2/2%	1/1%	0/0%	0/0%
CLS #/%	9,595/21%	3,695/8%	435/1%	80/0%	675/1%	40/0%	265/1%	20,430/45%	7,975/18%	630/1%	180/0%	1,130/2%	35/0%	320/1%
Utilization #/%	-19%	-6%	-1%	-0%	-1%	-0%	-1%	24%	3%	2%	2%	-1%	-0%	-1%
Skilled Craft														
Workforce #/%	40/61%	19/29%	1/2%	2/3%	1/2%	0/0%	0/0%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,450/54%	5,110/33%	280/2%	95/1%	320/2%	25/0%	190/1%	610/4%	340/2%	35/0%	0/0%	170/1%	4/0%	10/0%
Utilization #/%	7%	-4%	-0%	2%	-1%	-0%	-1%	1%	-2%	-0%	0%	-1%	-0%	-0%
Service/Maintenance														
Workforce #/%	44/47%	25/27%	4/4%	3/3%	1/1%	0/0%	0/0%	11/12%	6/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,245/20%	20,455/36%	575/1%	215/0%	1,035/2%	40/0%	300/1%	9,110/16%	11,670/21%	335/1%	120/0%	1,030/2%	30/0%	245/0%
Utilization #/%	27%	-10%	3%	3%	-1%	-0%	-1%	-4%	-14%	-1%	-0%	-2%	-0%	-0%

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
Police Agent														
Workforce #/%	4/80%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Sergeant														
Workforce #/%	5/62%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Captain														
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%
Chief of Police														
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%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	23/62%	8/22%	1/3%	0/8%	3/8%	0/0%	0/0%	1/3%	1/3%	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.


[Signature]

HR DIRECTOR
[title]

7/1/09
[date]