

EEO Utilization Report

Organization Information

Name: Hendry County Board Of County Commissioners

City: LaBelle

State: FL

Zip: 33935

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Hendry County values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the County believes that the best public policy and governmental services result from careful consideration of the needs of all of its communities and when those communities are involved in the public policy and governmental services decision-making process. Thus, the County does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and related laws and regulations, the County will not exclude from participation in, deny the benefits of, or subject to discrimination or retaliation anyone on the grounds of race, color, national origin, sex, genetics, age, disability, religion, income or family status.

Step 4b: Narrative of Interpretation

The Skilled Craft category shows an underutilization of Hispanic males. In keeping with Hendry County's commitment to having a workforce that reflects the community it serves, Hendry County will examine its recruitment practices to see if there may be other ways to attract more Hispanic males into the skilled craft field. Hendry County Schools has developed a technical/certification training at the Hendry County Adult School which includes: Welding, Beginning Welding, Industrial Mechanics, E911 Telecommunication, Forklift Certification, Security Guard Class D, and Security Guard Class G. Hendry County does advertise vacancies through Employ Florida, CareerSource, and JobLink.

Step 5: Objectives and Steps

1. Our organization will increase recruitment and outreach activities for Hispanic males in skilled craft trades.

- a. Our organization will designate the Human Resources team to serve as liaison to educational institutions and technical training centers with significant Hispanic male members to provide information about equal employment opportunities in our underutilized category of Hispanic males in skilled crafts. In the next 12 months, our organization will contact local institutions such as Hendry County Adult School, Glades Regional Training Center, and Immokalee ITech to identify internship, training, and scholarship opportunities for workforce development.
- b. Recruitment efforts for vacancies categorized as skilled crafts in the Port Labelle Utility System, Facility Maintenance, and Road & Bridge Departments will include attending career days and open house events for the high school "Academy" program and the Adult School; and announcing vacancies through the school board or career development officers at the high school Academy program and the Adult School.

2. To ensure equal employment opportunities to Hispanic males when positions become available in the Skilled Craft category.

- a. Our organization will continue to develop communication efforts of announcing vacancies through various means. Our vacancies will be announced through our Human Resources team serving as liaison and outreach coordinator to educational institutions and technical organizations; our vacancies will be posted on our website www.hendryfla.net, LinkedIn, EmployFL, and Florida trade or career association sites when applicable. Vacancy notices will be sent to our local GoodWill Job Link coordinator. Additional contacts within vocational training institutions will be established during the next 12 months. Vacancy announcements will be advertised in regional newspaper publications to further extend our communication efforts.
- b. Our organization will develop communication efforts to collaborate with local vocational training institutions, colleges, and universities. Our organization will designate a member of the Human Resources team to serve as liaison and outreach coordinator to educational institutions and training centers to provide information about equal employment opportunities in the Skilled Craft job category, to stay informed of upcoming career days at local high schools or job fairs at vocational training institutes, local colleges and universities, and to schedule attendance of appropriate county departments to represent equal employment opportunities within our organization.
- c. To ensure equal employment and promotional opportunities for all applicants, our organization will review our recruitment, outreach, and retention practices, interview and selection processes, and background checks and testing to identify possible or perceived barriers in the underutilized categories to ensure there are no adverse impacts for all applicants.

Step 6: Internal Dissemination

Hendry County Board of County Commissioners (BOCC) will post the EEOP Utilization Report on the recipient's intranet, an in-house communication service that only employees can access.

Distribute a copy of the EEOP Utilization Report to all recipient's supervisors, department heads, and elected officials; and send electronic and hard copy memoranda to every employee stating that a copy of the EEOP Utilization Report is available upon request in the recipient's Human Resources Office with an attachment of the report and instructions on locating it on the intranet.

Instruct department heads to print electronic memoranda to post on bulletin boards in employee break areas on how to obtain a copy of the EEOP Utilization Report.

Step 7: External Dissemination

Hendry County Board of County Commissioners (BOCC) will notify applicants, vendors, and contractors in writing and that the recipient has developed an EEO Utilization Report and that it is available on request for review;

Post a copy of the EEO Utilization Report on the recipient's public website www.hendryfla.net ; and make copies of the EEO Utilization Report available in Hendry County Human Resources Department and the reading rooms of local public libraries - Barron Library in LaBelle, the Clewiston Public Library in Clewiston, and the Florida B. Thomas Community Library in Harlem; require that all contractors with the county provide No Discrimination certification that they may not discriminate against any employee employed under their contractual agreement, or against any any applicant for employment because of race, color, religion, gender, national origin, age, handicap or martial status. The Contractor is also required to insert a similar provision in all of its subcontracts for services under their agreement.

All advertisements and letter head contains the language "Hendry County is an equal opportunity provider and employer".

Utilization Analysis Chart
Relevant Labor Market: Hendry 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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	11/58%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/26%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	435/42%	185/18%	20/2%	0/0%	45/4%	0/0%	0/0%	0/0%	175/17%	145/14%	40/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	-12%	-2%	0%	-4%	0%	0%	0%	10%	-9%	1%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	12/36%	2/6%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	14/42%	3/9%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	185/18%	65/6%	0/0%	0/0%	10/1%	0/0%	0/0%	0/0%	490/47%	215/21%	65/6%	0/0%	15/1%	0/0%	0/0%	0/0%
Utilization #/%	19%	-0%	3%	0%	-1%	0%	0%	0%	-4%	-11%	-6%	0%	2%	0%	0%	0%
Technicians																
Workforce #/%	17/61%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/29%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	140/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	85/22%	80/21%	85/22%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	25%	4%	0%	0%	0%	0%	0%	0%	7%	-13%	-22%	0%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	175/44%	15/4%	40/10%	0/0%	0/0%	0/0%	0/0%	0/0%	140/35%	10/2%	20/5%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/71%	5/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	475/15%	305/9%	60/2%	0/0%	15/0%	0/0%	0/0%	0/0%	1,265/39%	835/26%	275/8%	10/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-10%	-9%	-2%	0%	-0%	0%	0%	0%	32%	-2%	-8%	-0%	0%	0%	0%	0%
Skilled Craft																

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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	22/73%	5/17%	3/10%	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 #/%	650/57%	400/35%	65/6%	10/1%	0/0%	0/0%	0/0%	0/0%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	-19%	4%	-1%	0%	0%	0%	0%	-1%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	9/43%	5/24%	3/14%	0/0%	0/0%	0/0%	0/0%	0/0%	3/14%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,065/14 %	3,935/53 %	230/3%	0/0%	10/0%	0/0%	0/0%	0/0%	700/10%	895/12%	420/6%	0/0%	0/0%	0/0%	65/1%	45/1%
Utilization #/%	28%	-30%	11%	0%	-0%	0%	0%	0%	5%	-7%	-6%	0%	0%	0%	-1%	-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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Skilled Craft		✓														

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 EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Janet Papinaw

Grants & Special Projects Coordinator

11-13-2019

[signature]

[title]

[date]



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

December 4, 2019

Janet Papinaw
Grants Director
Hendry County Board Of County Commissioners
640 S. Main Street
LaBelle, FL 33935

Re: Equal Employment Opportunity Plan (EEOP) Utilization Report for Hendry County Board Of County Commissioners, 20-OCR-0242

Dear Ms. Papinaw,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity Plan (EEOP) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEOP Utilization Report is effective for two years from the date of this letter, and satisfies the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X *Michael L. Alston*

Michael L. Alston

Director

Signed by: MICHAEL ALSTON