

EEOP Short Form



Wed Oct 28 10:07:35 EDT 2009

Step 1: Introductory Information

Grant Title: JAG - Policing Bike Initiative **Grant Number:** 2008-DJ-BX-0518
Grantee Name: City of West Palm Beach **Award Amount:** \$38,364.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida
33401
Contact Person: CPT Bryan Kummerlen **Telephone #:** 561-822-1611
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida
33401
DOJ Grant Manager: Naydine Fulton-Jones **DOJ Telephone #:** 202-514-6661

Grant Title: Urban Area Security Initiative (UASI) **Grant Number:** 07DS-5N-11-16-01-259
Grantee Name: City of West Palm Beach **Award Amount:** \$14,800.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida
33401
Contact Person: CPT Bryan Kummerlen **Telephone #:** 561-822-1611
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida
33401
DOJ Grant Manager: Naydine Fulton-Jones **DOJ Telephone #:** 202-514-6661

Grant Title: W&S Banyan/Aust./59th/Flagler **Grant Number:** R-2007-0706
Grantee Name: City of West Palm Beach **Award Amount:** \$100,000.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida
33401
Contact Person: Craig Spatara **Telephone #:** 561-822-1611
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida
33401
DOJ Grant Manager: Rosalind Murray **DOJ Telephone #:** 561-355-2332

Grant Title: W&S Gramercy Village **Grant Number:** 2008-WS-QX-0021
Grantee Name: City of West Palm Beach **Award Amount:** \$150,000.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida
33401
Contact Person: Craig Spatara **Telephone #:** 561-822-1611
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida
33401
DOJ Grant Manager: William Ballweber **DOJ Telephone #:** 202-305-2975

Grant Title: Universal Grant **Grant Number:** 2003-UM-WX-0029
Grantee Name: City of West Palm Beach **Award Amount:** \$900,000.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida
33401
Contact Person: CPT Bryan Kummerlen **Telephone #:** 561-822-1611
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida
33401
DOJ Grant Manager: Naydine Fulton-Jones **DOJ Telephone #:** 202-514-6661

Grant Title: COPS Hiring Recovery Program Grant **Grant Number:** 2009 RKWX0239
Grantee Name: City of West Palm Beach **Award Amount:** \$1,785,456.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida
33401
Contact Person: CPT Bryan Kummerlen **Telephone #:** 561-822-1611
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida
33401
DOJ Grant Manager: Naydine Fulton-Jones **DOJ Telephone #:** 202-514-6661

Grant Title: Edward Byrne Memorial Justice Assistance
Grant Number: 2009-DJ-BX-1509
Grantee Name: City Of West Palm Beach
Award Amount: \$121,675.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida
33401
Contact Person: CPT Bryan Kummerlen
Telephone #: 561-822-1611
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida
33401
DOJ Grant Manager: Naydine Fulton-Jones
DOJ Telephone #: 202-514-6661

Grant Title: Edward Byrne Memorial Justice Assistance Grant (JAG)
Grant Number: 2009-SB-B9-2133
Grantee Name: City Of West Palm Beach
Award Amount: \$500,573.00
Grantee Type: Local Government Agency
Address: 401 Clematis Street
West Palm Beach, Florida
33401
Contact Person: CPT Bryan Kummerlen
Telephone #: 561-822-1611
Contact Address: 600 Banyan Blvd
West Palm Beach, Florida
33401
DOJ Grant Manager: Naydine Fulton-Jones
DOJ Telephone #: 202-514-6661

Policy Statement:

The City of West Palm Beach, as an equal opportunity employer, is committed to providing equal employment opportunity for all applicants and employees regardless of race, color, religion, sex, gender identity or expression, national origin, age, disability, familial status, marital status, sexual orientation, or any other status protected by law.

Step 4b: Narrative Underutilization Analysis

The City of West Palm Beach has conducted a utilization analysis for the Police Department in an effort to determine if there are any job groups in which there are fewer minorities and/or women in a job group than would reasonably be expected based on their availability. This analysis indicates that underutilization (representation at less than availability) exists in the Police Department and that there is a need to establish corrective goals and objectives. Underutilization is indicated in the following job categories:

Officials/Administrators - All Police Department Officials are included in the Protective Services/Officials job category.

Professionals - Underutilization exists for White, Hispanic or Latino, Black or African American, and Asian, for males; and Hispanic, Asian, and Two or More Races for females.

Technicians - Underutilization exists for Hispanic or Latino, Black or African American, and Asian males; and for Black or African American, Asian females.

Protective Services/Officials - Underutilization exists for Hispanic or Latino, Black or African American and Two or More Races for males; and for White females.

Protective Services/Patrol Officers Underutilization exists for Two or More Races for males; underutilization exists for White, Hispanic or Latino, Black or African American, Asian, and Two or More Races for females.

Administrative Support - Underutilization exists for White, Hispanic or Latino, and Black or African American for males and White, Asian and Two or More Races for females.

Skilled Craft Workers - Underutilization exists for Black, Hispanic or Latino, Asian, and Two or More Races for males; and White, Hispanic or Latino, Black or African American, for females.

Service Maintenance Underutilization exists for White, Hispanic or Latino, Asian, and Two or More Races for males, and Asian and Two or More Races for females.

Step 5 & 6: Objectives and Steps

1. Specific Goal #1 - To increase the applicant flow of qualified African American applicants for entry level positions in the Police Department.

- a. Job announcements will be posted in public facilities such as recreation centers, schools, City and county buildings and other appropriate places that will offer wide exposure to black potential applicants.

Job announcements will continue to be sent to groups who are working to increase employment opportunities for African American individuals such as Urban League, Office of Equal Opportunity, Goodwill Industries, Center for Minority Human Services, Community Action Council, Black Citizens Coalition, and various affiliated churches.

Sponsorship programs will be initiated with local interested groups such as black fraternities and interested civic organizations to provide scholarships to attend the police academy.

Community outreach programs and Job Fairs will be periodically conducted in geographic areas containing a significant black population to inform residents of City services and employment opportunities.

2. Specific Goal #2 - To increase the applicant flow of qualified Hispanic applicants for entry-level positions in the Police Department.

a. Job announcements are sent to civic groups such as Hispanic Human Resources Council, Palm Beach County Migrant Program, Hispanic Alliance, as well as the Florida State Employment Service, and Palm Beach County Office of Equal Opportunity. Job announcements are listed in Hispanic media such as El Latino, Semario El Accion, and local newspapers. When practical media will depict Hispanic police officers. Job announcements are sent to civic groups, Lutheran Ministries Refuge Employment Service, Palm Beach County Migrant Program, and the Florida State Employment Service.

Job vacancies will be posted on the City's web site and public television channel. Interpreters are available in both the Police Department and the Human Resources Department to assist Spanish-speaking applicants. An outreach police employee referral program has been initiated which provides for the provisional employment and police academy sponsorship of individuals who have been referred by current employees.

3. Specific Goal #3 - To increase the applicant flow of qualified Asian applicants for entry level positions in the Police Department.

a. Job announcements will continue to be sent to civic groups such as the Lutheran Ministries Refuge Employment Service, Palm Beach County Migrant Program, and as well as the Florida State Employment Service and the Palm Beach County Office of Equal Opportunity. Job announcements will continue to be posted in public facilities such as recreation centers, schools, City and county buildings and other appropriate places such as the emerging Korean community that will offer wide exposure to Asian potential applicants.

Community outreach programs and Community Job Fairs will be periodically conducted in geographic areas containing a significant Asian population to inform residents of City services and employment opportunities.

4. Specific Goal #4 - To increase the applicant flow of qualified female applicants for entry level positions in the Police Department.

a. College recruiting programs for the Police Department have been budgeted and will be initiated at Bethune Cookman, Florida A&M, and the University of Central Florida. These programs will target female applicants through pre-recruiting literature and advertising.

As an outreach initiative, a police employee referral program has been initiated which provides for the provisional employment and police academy sponsorship of individuals who have been referred by current employees.

The distribution list for job announcements will be expanded to include organizations that will provide greater access to female potential applicants. Special recruitment packets will be developed to present law enforcement as a viable career for females.

5. Specific Goal #5 - To improve promotional opportunities for under represented African Americans (male and female), Hispanic males, and White females in the Protective Service/Officials category.

a. Minorities and females will be encouraged to apply for and compete in promotional examinations. Educational preparation assistance to meet the requirements of higher level positions will be provided through a tuition reimbursement program and developmental training through our Employee Development programs.

Training will be provided to all supervisory personnel on the selection process that will include legal aspects as well as the organizations inclusive diversity initiative.

The promotional selection process will be monitored through a new Oracle Human Resources Information System to minimize disparate impact and to gauge the effectiveness of utilization initiatives.

Developmental plans for Skills and Leadership Skills Academies are included in the City's Strategic Plan which will focus on the acquisition of skills which will allow for increased internal advancement opportunities.

Step 7a: Internal Dissemination

DISSEMINATION OF POLICY

In addition to the actions outlined in Section II, Dissemination of Policy, the Police Department will communicate the Equal Employment Opportunity Plan internally and externally as follows:

1. A copy of the EEOP will be distributed to all divisions, and copies will be available for review by employees, potential applicants, and the public at both the Police Department and the Human Resources Department.
2. Meetings with supervisory personnel will be held to discuss specific goals and objectives of the EEOP and our progress toward those goals. Input from the supervisory meetings will be utilized to develop new initiatives to increase utilization of under represented groups.
3. Presentations on EEOP policies will be included in new employee orientation, and related policies will be periodically distributed to all employees to reaffirm our commitment to these policies.
4. A new employee handbook is under development, which will include sections concerning each employee's responsibilities in EEO areas.
5. Progress toward these EEOP goals will be monitored by the EEO/ADA Compliance Officer. Periodic reports will be submitted to the Chief of Police and City Administration.

Step 7b: External Dissemination

1. Post a copy of the EEOP Short Form on the City of West Palm Beach public website at www.wpb.org.
2. Distribute copies of the EEOP Short Form to the City of West Palm Beach and local public libraries for display in their reading rooms.
3. Notify all contractors and vendors that do business with the City of West Palm Beach that a copy of the City of West Palm Beach EEOP Short Form is available on request.

Utilization Analysis Chart
Relevant Labor Market: Palm Beach 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	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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	45,400/55%	3,750/5%	2,065/3%	40/0%	800/1%	10/0%	390/0%	24,170/29%	2,615/3%	2,165/3%	40/0%	515/1%	0/0%	215/0%
Utilization #/%														
Professionals														
Workforce #/%	4/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/47%	0/0%	4/27%	0/0%	0/0%	0/0%	0/0%
CLS #/%	35,905/40%	2,870/3%	2,485/3%	25/0%	1,510/2%	4/0%	245/0%	36,750/41%	3,255/4%	4,975/6%	30/0%	1,250/1%	4/0%	520/1%
Utilization #/%	-13%	-3%	-3%	-0%	-2%	-0%	-0%	6%	-4%	21%	-0%	-1%	-0%	-1%
Technicians														
Workforce #/%	7/35%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/45%	2/10%	2/10%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,905/28%	410/4%	320/3%	4/0%	105/1%	0/0%	15/0%	4,520/44%	555/5%	1,225/12%	15/0%	150/1%	20/0%	40/0%
Utilization #/%	7%	-4%	-3%	-0%	-1%	0%	-0%	1%	5%	-2%	-0%	-1%	-0%	-0%
Protective Services: Sworn-Officials														
Workforce #/%	46/81%	0/0%	2/4%	1/2%	0/0%	0/0%	0/0%	4/7%	1/2%	3/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,045/62%	700/6%	1,620/14%	25/0%	30/0%	0/0%	150/1%	1,085/10%	90/1%	605/5%	4/0%	0/0%	0/0%	20/0%
Utilization #/%	19%	-6%	-11%	2%	-0%	0%	-1%	-3%	1%	-0%	-0%	0%	0%	-0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	147/61%	28/12%	37/15%	2/1%	4/2%	0/0%	0/0%	17/7%	0/0%	6/2%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	15,800/33%	3,395/7%	3,555/7%	55/0%	355/1%	0/0%	350/1%	16,025/33%	3,315/7%	4,290/9%	45/0%	410/1%	10/0%	380/1%
Utilization #/%	28%	5%	8%	1%	1%	0%	-1%	-26%	-7%	-6%	-0%	-1%	-0%	-1%
Protective Services: Non-Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	305/47%	40/6%	85/13%	0/0%	0/0%	0/0%	0/0%	160/24%	30/5%	25/4%	0/0%	0/0%	0/0%	10/2%

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
Utilization #/%														
Administrative Support														
Workforce #/%	12/18%	1/1%	2/3%	0/0%	0/0%	0/0%	0/0%	24/35%	6/9%	23/34%	0/0%	0/0%	0/0%	0/0%
CLS #/%	35,185/26%	4,370/3%	4,965/4%	40/0%	670/0%	4/0%	650/0%	67,895/50%	9,170/7%	11,290/8%	190/0%	1,265/1%	40/0%	975/1%
Utilization #/%	-8%	-2%	-1%	-0%	-0%	-0%	-0%	-14%	2%	26%	-0%	-1%	-0%	-1%
Skilled Craft														
Workforce #/%	3/75%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	30,705/63%	8,475/17%	5,290/11%	135/0%	380/1%	25/0%	520/1%	1,790/4%	640/1%	415/1%	10/0%	85/0%	0/0%	25/0%
Utilization #/%	12%	-17%	-11%	25%	-1%	-0%	-1%	-4%	-1%	-1%	-0%	-0%	0%	-0%
Service/Maintenance														
Workforce #/%	0/0%	0/0%	4/15%	0/0%	0/0%	0/0%	0/0%	6/22%	3/11%	13/48%	1/4%	0/0%	0/0%	0/0%
CLS #/%	36,150/29%	18,100/15%	14,410/12%	170/0%	1,140/1%	85/0%	2,065/2%	26,025/21%	9,830/8%	13,880/11%	95/0%	1,065/1%	25/0%	1,440/1%
Utilization #/%	-29%	-15%	3%	-0%	-1%	-0%	-2%	1%	3%	37%	4%	-1%	-0%	-1%

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
Sergeants														
Workforce #/%	27/82%	0/0%	1/3%	1/0%	0/0%	0/0%	0/0%	1/3%	1/3%	2/6%	0/0%	0/0%	0/0%	0/0%
Lieutenants														
Workforce #/%	11/79%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	2/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captains														
Workforce #/%	6/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Chief, Assistant Chief														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	147/61%	28/12%	37/15%	2/2%	4/2%	0/0%	0/0%	17/7%	0/0%	6/2%	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.



Senior Employee Relations Specialist

10/28/09

[signature]

[title]

[date]

City of West Palm Beach
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