

## MEMORANDUM

**Date:** May 31, 2013

**To:** Amy Lyberg, Director  
Human Resources Department

**From:** Teresa Cannon, Deputy Clerk  
Minutes & Records Department

**Re:** **Equal Employment Opportunity Plan**

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Attached for your records is a **copy** of the agreement referenced above (**Item #16E12**) approved by the Board of County Commissioners **May 14, 2013**.

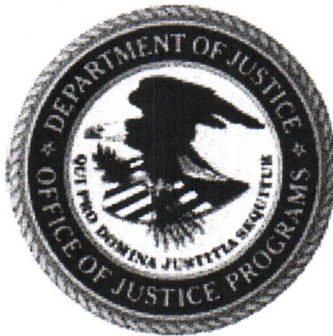
The original document is being held in the Minutes and Records Department for the Board's official record.

If you have any questions, please feel free to call me at 252-84011.

Thank you.

Attachment

# EEOP Short Form



COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS

**EQUAL EMPLOYMENT OPPORTUNITY PLAN**  
SHORT FORM

**STEP 1: INTRODUCTORY INFORMATION**

**Grant Title:** Adult Drug Court Grant **Grant Number:** 2010-DC-BX-0016  
**Grantee Name:** Collier County BCC **Award Amount:** \$197,614.00  
**Grantee Type:** Local Government Agency  
**Address:** 3299 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Therese Stanley **Telephone #:** 239-252-2959  
**Contact Address:** 3299 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Timothy Jeffries **DOJ Telephone #:** 202-616-7385

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**Grant Title:** Safe Havens Supervised Visitation and  
Safe Exchange Grant 2009 **Grant Number:** 2009-CW-AX-K011  
**Grantee Name:** Collier County BCC **Award Amount:** \$700,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 3299 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Therese Stanley **Telephone #:** 239-252-2959  
**Contact Address:** 3299 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Michelle Dodge **DOJ Telephone #:** 202-353-7345

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**Grant Title:** JAG Standard – Juveniles at Risk  
Comprehensive Action Plan **Grant Number:** 2012-DJ-BX-0156  
**Grantee Name:** Collier County Sheriff's Office **Award Amount:** \$69,610.00  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Derek Bell **Telephone #:** 239-252-0848  
**Contact Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Stefanie Harris **DOJ Telephone #:** 202-305-8069

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**Grant Title:** Collier County Child Abuse/Sexual  
Offender/Sexual Predator **Grant Number:** 2013-JAGC-1875  
**Grantee Name:** Collier County Sheriff's Office **Award Amount:** \$106,009.00  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Derek Bell **Telephone #:** 239-252-0848  
**Contact Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Gwen Clark **DOJ Telephone #:** 850-617-1256



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**Grant Title:** SCAAP '05 **Grant Number:** 2006-AP-BX-0188  
**Grantee Name:** Collier County Sheriff's Office **Award Amount:** \$597,409.00  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Derek Bell **Telephone #:** 239-252-0848  
**Contact Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Joseph Husted **DOJ Telephone #:** 202-353-4411

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**Grant Title:** SCAAP '06 **Grant Number:** 2007-AP-BX-0296  
**Grantee Name:** Collier County Sheriff's Office **Award Amount:** \$1,429,192.00  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Derek Bell **Telephone #:** 239-252-0848  
**Contact Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Joseph Husted **DOJ Telephone #:** 202-353-4411

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**Grant Title:** SCAAP '07 **Grant Number:** 2008-AP-BX-0316  
**Grantee Name:** Collier County Sheriff's Office **Award Amount:** \$897,401.00 (amended award)  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Derek Bell **Telephone #:** 239-252-0848  
**Contact Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Joseph Husted **DOJ Telephone #:** 202-353-4411

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**Grant Title:** SCAAP '08 **Grant Number:** 2008-AP-BX-0859  
**Grantee Name:** Collier County Sheriff's Office **Award Amount:** \$1,036,091.00  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Derek Bell **Telephone #:** 239-252-0848  
**Contact Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Joseph Husted **DOJ Telephone #:** 202-353-4411

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**Grant Title:** SCAAP '09  
**Grantee Name:** Collier County Sheriff's Office  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Derek Bell  
**Contact Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Joseph Husted

**Grant Number:** 2009-AP-BX-0859  
**Award Amount:** \$155,299.00 (amended award)  
**Telephone #:** 239-252-0848  
**DOJ Telephone #:** 202-353-4411

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**Grant Title:** SCAAP '10  
**Grantee Name:** Collier County Sheriff's Office  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Derek Bell  
**Contact Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Joseph Husted

**Grant Number:** 2010-AP-BX-0164  
**Award Amount:** \$793,761.00  
**Telephone #:** 239-252-0848  
**DOJ Telephone #:** 202-353-4411

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**Grant Title:** SCAAP '11 Corrections  
**Grantee Name:** Collier County Sheriff's Office  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Derek Bell  
**Contact Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Joseph Husted

**Grant Number:** 2011-AP-BX-0510  
**Award Amount:** \$472,274.00  
**Telephone #:** 239-252-0848  
**DOJ Telephone #:** 202-353-4411

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**Grant Title:** SCAAP '12 Corrections  
**Grantee Name:** Collier County Sheriff's Office  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Derek Bell  
**Contact Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Joseph Husted

**Grant Number:** 2012-AP-BX-0307  
**Award Amount:** \$280,583.00  
**Telephone #:** 239-252-0848  
**DOJ Telephone #:** 202-353-4411

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**Grant Title:** ARRA JAG '09 **Grant Number:** 2009-SB-B9-1969  
**Grantee Name:** Collier County Sheriff's Office **Award Amount:** \$547,316.00  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Derek Bell **Telephone #:** 239-252-0848  
**Contact Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Naydine Fulton Jones **DOJ Telephone #:** 202-514-6661

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**Grant Title:** COPS (CHP) **Grant Number:** 2012-UL-WX-0008  
**Grantee Name:** Collier County Sheriff's Office **Award Amount:** \$500,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**Contact Person:** Derek Bell **Telephone #:** 239-252-0848  
**Contact Address:** 3319 Tamiami Trail East, Naples, FL  
34112  
**DOJ Grant Manager:** Latanya Owens **DOJ Telephone #:** 202-305-1072

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**Policy Statement:**

It is the continuing policy of Collier County Board of County Commissioners to ensure that all Human Resources policies and practices are administered without regard to race, color, religion, sex, age, national origin, physical or mental handicap, or marital status. [Ref: Collier County Personnel Ordinance No. 2001-50.] All Human Resources practices, including compensation, benefits, discipline, safety, as well as social and recreational activities are administered and conducted in compliance with State and Federal law. All recruitment, selection, placement, promotion, transfer, training, and reduction in force decisions are based solely on the candidates'/employees' job-related qualifications and abilities. Outreach programs may be utilized to recruit, hire and ensure advancement of qualified minority group members, women, disabled individuals and veterans.

Collier County Government takes steps as necessary to ensure that the work environment is free of unlawful discrimination or harassment. On an annual basis, the County reviews its Human Resources procedures and strives to ensure that its supervisors and managers adhere to its commitment to Equal Employment Opportunity principles.

Collier County Government encourages employees who have EEO-related questions, comments or complaints to discuss them with their supervisor, department director, administrator, or a representative from the Human Resources department. Employees are also encouraged to utilize the Commitment to Fair Treatment Procedure. Additionally, Collier County Government refers applicants and employees to the Florida Commission on Human Relations (FCHR), established in 1969 with the intent of protection against unlawful discrimination. The FCHR assists in claims of wrongdoing, including discrimination, and provides a means for effectively resolving problems should they arise.

DATED: May 14, 2013

ATTEST:

BOARD OF COUNTY COMMISSIONERS,  
COLLIER COUNTY, FLORIDA

Dwight E. Brock, Clerk of Courts

By: *Dwight E. Brock*  
Attest as to Chairman's  
signature only.

By: *Georgia A. Hiller*  
~~Georgia A. Hiller, Esq.~~  
~~Chairwoman~~

Approved as to form and legal sufficiency:

*Tom Henning*, Vice Chairman

*Colleen Greene*  
Assistant County Attorney



## STEP 4b: NARRATIVE UNDERUTILIZATION ANALYSIS

A comparison of the Collier County workforce to the community labor statistics for Collier County, Florida, based on the 2006-2010 Five (5) Year American Communities Survey (ACS) – which may or may not reflect the current community workforce – indicates underutilization of White, Black or African American, Hispanic, and Asian females, as well as females of two or more races in at least one job category. Additionally, Hispanic or Latino and Asian males are underutilized in at least one job category.

In the Professional category, the results reflect underutilization of Black or African American females. In the Administrative Support category, the data reflect underutilization of Hispanic or Latino females, and females of two or more races. The Skilled Craft category reflects an underutilization of Hispanic or Latino males and females; and it appears that there is an underutilization of Asian males and females as well as White females in the Service/Maintenance category.

Demographic statistics for Collier County continue show very small populations of individuals in the following categories:

- Asian - 1.3% of eligible workforce
- Pacific Islander - .03% of eligible workforce
- American Indian/Alaskan Native - .2% of eligible workforce
- Individuals with a background consisting of two or more races- .5% of eligible workforce

Therefore, the underutilization analysis focused on the number of White, Black or African American and Hispanic or Latino individuals in the workforce. For purposes of this analysis, underutilization of less than one percent (1%) in any job category was considered negligible.

As a result of the underutilization analysis, the Collier County Equal Employment Opportunity Plan (EEOP) will address the more significant areas of underutilization; however, Collier County welcomes the opportunity to increase the representation of any underutilized group and will continue to explore ways of communicating job openings to all race and ethnic groups. After reviewing the utilization analysis, the following areas of concern were identified:

**Professionals** – Black or African American females are underutilized by 1.00%.

**Administrative Support** – Hispanic or Latino females are underutilized by 1.87%

**Skilled Craft** – Hispanic or Latino males are underutilized by 25.18% and Hispanic or Latino females are underutilized by 2.80%.

**Service/Maintenance** – White females are underutilized by 6.09%



## STEPS 5 & 6: OBJECTIVES AND STEPS

Collier County is committed to achieving diversity among the members of its workforce such that it more closely reflects the available labor force in the community. Based on the results of the underutilization analysis, Collier County has established the following objectives:

**(1) To encourage Black or African American females to apply for vacancies in the Professionals category.**

- a. Within six months of the date of this report, the County's Human Resources Department will review the composition of the applicant pool for all vacancies in the Professionals category in the last fiscal year to determine whether Black or African American female applicants were underrepresented. The findings will be maintained with the EEO Plan in the Human Resources Office.
- b. The County's Human Resources Department will conduct a more detailed workforce analysis to identify particular County departments, offices or positions that represent a significant underutilization of Black or African American females in the Professionals category. If a need is determined based on the results of the analysis, the Human Resources Department will create a recruitment action plan for implementation by the end of the calendar year.
- c. The Human Resources Department will enhance outreach efforts that target Black or African American female applicants in the Professionals category, including involvement in career days and job fairs at local high schools and colleges, and will work to develop relationships with local community organizations that serve the County's Black community. The County will approach the following organizations: NAACP of Collier County; Women's Network of Collier County; Lorenzo Walker Institute of Technology (LWIT); Immokalee Technical Center (iTECH); Edison State College, Collier Campus; Hodges University; Florida Gulf Coast University and other organizations as deemed appropriate.

**(2) To encourage Hispanic or Latino females to apply for vacancies in the Administrative Support and Skilled Craft categories.**

- a. Within six months of the date of this report, the County's Human Resources Department will review the composition of the applicant pool for all vacancies in the Administrative Support and Skilled Craft categories in the last fiscal year to determine whether Hispanic or Latino female applicants were underrepresented. The findings will be maintained with the EEO Plan in the Human Resources Office.
- b. The County's Human Resources Department will conduct a more detailed workforce analysis to identify particular County departments, offices or positions that represent a significant underutilization of Hispanic or Latino females in the Administrative Support and Skilled Craft categories. If a need is determined based on the results of the analysis, the Human Resources Department will create a recruitment action plan for implementation by the end of the calendar year.
- c. The Human Resources Department will enhance outreach efforts that target Hispanic or Latino female applicants in the Administrative Support and Skilled Craft categories, including involvement in career days and job fairs at local high schools and colleges, and will work to develop relationships with local community organizations that serve the County's Hispanic community. The County will approach the following organizations: SWFL Hispanic Chamber of Commerce; Council of Hispanic Business Professionals; Women's Network of Collier County; Lorenzo Walker Institute of Technology (LWIT); Immokalee Technical Center (iTECH); Edison State College, Collier Campus; Hodges University; Florida Gulf Coast University and other organizations as deemed appropriate.

**(3) To encourage Hispanic or Latino males to apply for vacancies in the Skilled Craft category.**

- a. Within six months of the date of this report, the County's Human Resources Department will review the composition of the applicant pool for all vacancies in the Skilled Craft category in

the last fiscal year to determine whether Hispanic or Latino male applicants were underrepresented. The findings will be maintained with the EEO Plan in the Human Resources Office.

- a. The County's Human Resources Department will conduct a more detailed workforce analysis to identify particular County departments, offices or positions that represent a significant underutilization of Hispanic or Latino males in the Skilled Craft category. If a need is determined based on the results of the analysis, the Human Resources Department will create a recruitment action plan for implementation by the end of the calendar year.
- b. The Human Resources Department will enhance outreach efforts that target Hispanic or Latino male applicants in the Skilled Craft category, including involvement in career days and job fairs at local high schools and colleges, and will work to develop relationships with local community organizations that serve the County's Hispanic community. The County will approach the following organizations: SWFL Hispanic Chamber of Commerce; Council of Hispanic Business Professionals; Lorenzo Walker Institute of Technology (LWIT); Immokalee Technical Center (iTECH); Edison State College, Collier Campus; Hodges University; Florida Gulf Coast University and other organizations as deemed appropriate.

**(4) To encourage White females to apply for vacancies in the Service/Maintenance category.**

- a. Within six months of the date of this report, the County's Human Resources Department will review the composition of the applicant pool for all vacancies in the Service/Maintenance category in the last fiscal year to determine whether White female applicants were underrepresented. The findings will be maintained with the EEO Plan in the Human Resources Office.
- b. The County's Human Resources Department will conduct a more detailed workforce analysis to identify particular County departments, offices or positions that represent a significant underutilization of White females in the Service/Maintenance category. If a need is determined based on the results of the analysis, the Human Resources Department will create a recruitment action plan for implementation by the end of the calendar year.
- c. The Human Resources Department will enhance outreach efforts that target White female applicants in the Service/Maintenance category, including involvement in career days and job fairs at local high schools and colleges. The County will approach the following organizations: Women's Network of Collier County; Lorenzo Walker Institute of Technology (LWIT); Immokalee Technical Center (iTECH); Edison State College, Collier Campus; Hodges University; Florida Gulf Coast University and other organizations as deemed appropriate.

**STEP 7a: INTERNAL DISSEMINATION**

- The Human Resources Department will publish the EEO Plan on the Collier County intranet under the Labor and Employee Relations section of the HR Intranet site, making it available to all employees and assuring commitment to the EEO Plan by Collier County Government.
- Publicly post the EEO Policy on bulletin boards within departments of the County.
- Communicate with Collier County Administrators and Directors to assure that they are familiar with the County's EEO objectives.
- Collier County will continue to offer a diversity training course to emphasize the benefits of learning how to understand, respect and value the differences among people.

## **STEP 7b: EXTERNAL DISSEMINATION**

- ❑ Continue to include the statement “Collier County is an Equal Opportunity Employer” on the website, job postings and the wording “An Equal Opportunity Employer” on the job application.
- ❑ Post the EEO Plan and information explaining how applicants and members of the public may obtain a copy of the EEO Plan on Collier County’s Internet website.

Annually inform all active recruiting sources, if any, in writing of the EEO Plan and the commitment of Collier County to provide equal opportunities for all qualified candidates.

UTILIZATION ANALYSIS CHART  
 Relevant Labor Market: Collier 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						
<b>OFFICIALS/ADMINISTRATORS</b>																				
Workforce #/%	57/87.7%	4/6.2%	4/6.2%	0/0%	0/0%	0/0%	37/80.4%	5/10.9%	2/4.3%	1/2.2%	1/2.2%	0/0%	0/0%							
CLS #/%	7.620/	925/	6.72%	195/1.42%	0/0%	65/0.47%	30.17%	4.25%	110/80%	0/0%	85/62%	0/0%	0/0%							
Utilization #/%	32.36%	<b>-0.52%</b>	4.78%	0.00%	<b>-0.47%</b>	0.00%	50.23%	6.65%	3.50%	2.20%	1.58%	0.00%	0.00%							
<b>PROFESSIONALS</b>																				
Workforce #/%	97/80.8%	14/11.7%	6/5.0%	0/0%	3/2.5%	0/0%	70/84.3%	9/10.8%	2/2.4%	0/0%	2/2.4%	0/0%	0/0%							
CLS #/%	5115/	815/	5.44%	265/1.77%	0/0%	145/.97%	6860/	1085/	510/3.40%	45/30%	90/60%	0/0%	35/23%							
Utilization #/%	46.69%	6.26%	3.23%	0.00%	1.53%	0.00%	38.55%	3.56%	<b>-1.00%</b>	<b>-0.30%</b>	1.80%	0.00%	<b>-0.23%</b>							
<b>TECHNICIANS</b>																				
Workforce #/%	86/72.3%	20/16.8%	8/6.7%	2/1.7%	3/2.5%	0/0%	59/72.0%	19/23.2%	3/3.7%	0/0%	1/1.2%	0/0%	0/0%							
CLS #/%	890/	145	14.75%	105/3.44%	0/0%	20/65%	1200/	555/	80/2.62%	0/0%	0/0%	25/82%	0/0%							
Utilization #/%	43.17%	12.05%	3.26%	1.70%	1.85%	0.00%	39.28%	18.17%	1.08%	0.00%	1.20%	<b>-0.82%</b>	0.00%							
<b>PROTECTIVE SERVICES: SWORN</b>																				
Workforce #/%	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 #/%	1660/	265/	10.5%	205/8.1%	0/0%	45/1.8%	295/11.7%	40/1.6%	20/8%	0/0%	0/0%	0/0%	0/0%							
Utilization #/%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A							
<b>PROTECTIVE SERVICES: NON-SWORN</b>																				
Workforce #/%	105/75.0%	32/22.9%	3/2.1%	0/0%	0/0%	0/0%	50/90.9%	5/9.1%	0/0%	0/0%	0/0%	0/0%	0/0%							
CLS #/%	120/	0/0%	0/0%	0/0%	0/0%	0/0%	145/	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%							
Utilization #/%	29.72%	22.90%	2.10%	0.00%	0.00%	0.00%	54.72%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
<b>ADMINISTRATIVE SUPPORT</b>																				
Workforce #/%	153/84.5%	17/9.4%	9/5.0%	0/0%	2/1.1%	0/0%	259/82.2%	35/11.1%	12/3.8%	4/1.3%	5/1.6%	0/0%	0/0%							
CLS #/%	2420/	915/	5.03%	450/2.47%	35/1.9%	70/38%	10990/	2360/	550/3.02%	45/25%	95/52%	0/0%	205/1.12%							
Utilization #/%	71.20%	4.37%	2.53%	<b>-0.19%</b>	0.72%	0.00%	21.78%	<b>-1.87%</b>	0.78%	1.05%	1.08%	0.00%	<b>-1.12%</b>							
<b>SKILLED CRAFT</b>																				
Workforce #/%	103/78.6%	22/16.8%	4/3.1%	1/8%	1/8%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%							
CLS #/%	7955/	6895	141.98%	560/3.41%	40/24%	4/02%	465/2.83%	2.80%	30/18%	0/0%	4/02%	0/0%	10/06%							
Utilization #/%	30.16%	<b>-25.18%</b>	<b>-0.31%</b>	0.56%	78.00%	0.00%	97.17%	<b>-2.80%</b>	<b>-0.18%</b>	0.00%	<b>-0.02%</b>	0.00%	<b>-0.06%</b>							
<b>SERVICE/MAINTENANCE</b>																				
Workforce #/%	131/57.2%	79/34.5%	17/7.4%	2/9%	0/0%	0/0%	5/20.8%	7/29.2%	12/50.0%	0/0%	0/0%	0/0%	0/0%							
CLS #/%	7230/	3350/	1400/	40/14%	430/	55/20%	7555/	5330/	2345/	80/28%	320/1.13	0/0%	70/25%							
Utilization #/%	31.57%	22.62%	2.44%	0.76%	<b>-1.52%</b>	0.00%	<b>-6.09%</b>	10.31%	41.69%	<b>-0.28%</b>	<b>-1.13%</b>	0.00%	<b>-0.25%</b>							



