

# EEOP Utilization Report



Fri Sep 18 14:25:57 EDT 2015

## Step 1: Introductory Information

<b>Grant Title:</b>	SCAAP 2014	<b>Grant Number:</b>	2014-AP-BX-0505
<b>Grantee Name:</b>	Collier County Sheriff's Office	<b>Award Amount:</b>	\$217,050.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	3319 Tamiami Trail East Naples, Florida 34112		
<b>Contact Person:</b>	Marien Ruiz	<b>Telephone #:</b>	239-252-0852
<b>Contact Address:</b>	3319 Tamiami Trail East Naples, Florida 34112		
<b>DOJ Grant Manager:</b>	Joseph Husted	<b>DOJ Telephone #:</b>	202-353-4411

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<b>Grant Title:</b>	COPS (CHP)	<b>Grant Number:</b>	2012-UL-WX-0008
<b>Grantee Name:</b>	Collier County Sheriff's Office	<b>Award Amount:</b>	\$500,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	3319 Tamiami Trail East Naples, Florida 34112		
<b>Contact Person:</b>	Marien Ruiz	<b>Telephone #:</b>	239-252-0852
<b>Contact Address:</b>	3319 Tamiami Trail East Naples, Florida 34112		
<b>DOJ Grant Manager:</b>	Verlena Braxton	<b>DOJ Telephone #:</b>	202-514-7016

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<b>Grant Title:</b>	COPS (SRO)	<b>Grant Number:</b>	2013-UL-WX-0047
<b>Grantee Name:</b>	Collier County Sheriff's Office	<b>Award Amount:</b>	\$500,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	3319 Tamiami Trail East Naples, Florida 34112		
<b>Contact Person:</b>	Marien Ruiz	<b>Telephone #:</b>	239-252-0852
<b>Contact Address:</b>	3319 Tamiami Trail East Naples, Florida 34112		
<b>DOJ Grant Manager:</b>	Verlena Braxton	<b>DOJ Telephone #:</b>	202-514-7016

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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, Florida  
34112  
**Contact Person:** Therese Stanley **Telephone #:** 239-252-2959  
**Contact Address:** 3299 Tamiami Trail East  
Naples, Florida  
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:** 2014-DJ-BX-0305  
**Grantee Name:** Collier County Sheriff's Office **Award Amount:** \$68,786.00  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East  
Naples, Florida  
34112  
**Contact Person:** Marien Ruiz **Telephone #:** 239-252-0852  
**Contact Address:** 3319 Tamiami Trail East  
Naples, Florida  
34112  
**DOJ Grant Manager:** Gerardo Velazquez **DOJ Telephone #:** 202-353-8645

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**Grant Title:** Collier County Child Abuse/Sexual Offender/Sexual Predator **Grant Number:** 2015-JAGC-COLL-1-R3-109  
**Grantee Name:** Collier County Sheriff's Office **Award Amount:** \$97,169.00  
**Grantee Type:** Local Government Agency  
**Address:** 3319 Tamiami Trail East  
Naples, Florida  
34112  
**Contact Person:** Marien Ruiz **Telephone #:** 239-252-0852  
**Contact Address:** 3319 Tamiami Trail East  
Naples, Florida  
34112  
**DOJ Grant Manager:** Gary J. Carmichael **DOJ Telephone #:** 850-617-1270

**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.

## **Step 4b: Narrative Underutilization Analysis**

A comparison of the Collier County workforce to the community labor statistics for Collier County, Florida - which may or may not reflect the current community workforce - indicates underutilization of White, Hispanic or Latino, Black or African American and Asian females in at least one job category. Additionally, White, Hispanic or Latino and Asian males are underutilized in at least one job category.

Demographic statistics for Collier County continue show very small populations of individuals in the following categories: Asian - 1% of eligible workforce, Pacific Islander less than 1% of eligible workforce, American Indian/Alaskan Native less than 1% of eligible workforce and individuals with a background consisting of two or more races- less than 1% 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 two percent (2%) in any job category was considered negligible.

As a result of the underutilization analysis, the Collier County Equal Employment Opportunity Plan (EEO) 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 existing outreach efforts as well as exploring new ways of communicating job openings to all race and ethnic groups.

## **Step 5 & 6: Objectives and Steps**

### **1. To encourage White females to apply for vacancies in the Professional, Protective Services: Non-sworn, and Service/Maintenance categories.**

- a. Within nine months of the date of this report, the Countys Human Resources Division will review the composition of the applicant pool for all vacancies in the Professional, Protective Services: Non-sworn and Service/Maintenance categories 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 Human Resources Division will continue outreach efforts that target White female applicants in the Professional, Protective Services: Non-sworn and Service/Maintenance categories, including involvement in job fairs at local colleges and universities, outreach to career centers, and will maintain relationships with local community organizations that serve this population. The County will continue to provide information about job vacancies and position openings to the following organizations: Lorenzo Walker Institute of Technology (LWIT); Immokalee Technical Center (iTECH); Florida Southwestern 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 Technicians, Administrative Support, and Service/Maintenance categories.**

- a. Within nine months of the date of this report, the Countys Human Resources Division will review the composition of the applicant pool for all vacancies in the Technicians, Administrative Support and Service/Maintenance 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 Human Resources Division will continue outreach efforts that target Hispanic or Latino female applicants in the Technicians, Administrative Support and Service/Maintenance categories, including involvement in career days and job fairs at local high schools and colleges, and maintain relationships with local community organizations that serve the Countys Hispanic community. The County will continue to provide information about job vacancies and position openings to the following organizations: SWFL Hispanic Chamber of Commerce; Lorenzo Walker Institute of Technology (LWIT); Immokalee Technical Center (iTECH); Florida Southwestern State College, Collier Campus; Hodges University; Florida Gulf Coast University and other organizations as deemed appropriate.

### **3. To encourage Black or African American females to apply for vacancies in the Technicians and Service/Maintenance categories.**

- a. Within nine months of the date of this report, the Countys Human Resources Division will review the composition of the applicant pool for all vacancies in the Technicians and Service/Maintenance categories 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 Human Resources Department will continue outreach efforts that target Black or African American female applicants in the Technicians and Service/Maintenance categories, including involvement in career days and job fairs at local high schools and colleges, and maintain relationships with local community organizations that serve the Countys Black/African American community. The County will continue to provide information about job vacancies and position openings to the following organizations: NAACP of Collier County; Lorenzo Walker Institute of Technology (LWIT); Immokalee Technical Center (iTECH); Florida Southwestern State College, Collier Campus; Hodges University; Florida Gulf Coast University and other organizations as deemed appropriate.

#### **4. To encourage Hispanic or Latino males to apply for vacancies in the Officials/Administrators, Administrative Support and Skilled Craft categories.**

a. Within nine months of the date of this report, the Countys Human Resources Division will review the composition of the applicant pool for all vacancies in the Officials/Administrators, Administrative Support and Skilled Craft categories 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.

b. The Human Resources Department will continue outreach efforts that target Hispanic or Latino male applicants in the Officials/Administrators, Administrative Support and Skilled Craft categories, including involvement in job fairs at local colleges and universities, outreach to career centers, and will maintain relationships with local community organizations that serve the Countys Hispanic/Latino community. The County will continue to provide information about job vacancies and position openings to the following organizations: SWFL Hispanic Chamber of Commerce; Lorenzo Walker Institute of Technology (LWIT); Immokalee Technical Center (iTECH); Florida Southwestern 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 Human Resources Intranet/SharePoint 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 Department Heads and Division 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	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
<b>Officials/Administrators</b>																
Workforce #/%	59/54%	2/2%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	38/35%	4/4%	2/2%	1/1%	1/1%	0/0%	0/0%	0/0%
CLS #/%	9,590/56%	1,190/7%	255/1%	0/0%	65/0%	0/0%	30/0%	10/0%	5,045/30%	610/4%	125/1%	0/0%	100/1%	0/0%	0/0%	0/0%
Utilization #/%	-2%	-5%	0%	0%	-0%	0%	-0%	-0%	5%	0%	1%	1%	0%	0%	0%	0%
<b>Professionals</b>																
Workforce #/%	96/49%	12/6%	5/3%	0/0%	2/1%	0/0%	0/0%	0/0%	67/34%	8/4%	3/2%	0/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	6,225/34%	1,050/6%	325/2%	0/0%	170/1%	0/0%	40/0%	4/0%	8,180/45%	1,260/7%	555/3%	45/0%	130/1%	0/0%	60/0%	0/0%
Utilization #/%	15%	0%	1%	0%	0%	0%	-0%	-0%	-11%	-3%	-2%	-0%	0%	0%	-0%	0%
<b>Technicians</b>																
Workforce #/%	86/39%	27/12%	9/4%	2/1%	2/1%	0/0%	0/0%	0/0%	70/32%	20/9%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,065/29%	200/5%	195/5%	0/0%	20/1%	0/0%	25/1%	0/0%	1,320/36%	680/19%	130/4%	0/0%	0/0%	25/1%	0/0%	0/0%
Utilization #/%	10%	7%	-1%	1%	0%	0%	-1%	0%	-4%	-9%	-3%	0%	0%	-1%	0%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,140/64%	350/10%	295/9%	0/0%	45/1%	0/0%	0/0%	0/0%	400/12%	60/2%	45/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	108/56%	28/15%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%	48/25%	5/3%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	120/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	145/55%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	15%	2%	0%	0%	0%	0%	0%	-30%	3%	1%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	155/32%	20/4%	10/2%	0/0%	1/0%	0/0%	0/0%	0/0%	242/50%	39/8%	11/2%	1/0%	6/1%	0/0%	0/0%	0/0%
CLS #/%	9,595/26%	2,480/7%	815/2%	45/0%	135/0%	0/0%	115/0%	45/0%	17,745/48%	4,340/12%	970/3%	45/0%	330/1%	10/0%	170/0%	115/0%

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	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	
	%								%	%							
Utilization #/%	6%	-3%	-0%	-0%	-0%	0%	-0%	-0%	2%	-4%	-0%	0%	0%	-0%	-0%	-0%	
<b>Skilled Craft</b>																	
Workforce #/%	105/79%	21/16%	4/3%	1/1%	1/1%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	8,230/50%	6,555/40%	730/4%	10/0%	55/0%	0/0%	20/0%	0/0%	430/3%	430/3%	50/0%	0/0%	0/0%	0/0%	0/0%	10/0%	
Utilization #/%	29%	-24%	-1%	1%	0%	0%	-0%	0%	-2%	-3%	-0%	0%	0%	0%	0%	-0%	
<b>Service/Maintenance</b>																	
Workforce #/%	129/53%	79/32%	16/7%	2/1%	0/0%	0/0%	0/0%	0/0%	10/4%	5/2%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	9,965/23%	11,780/27%	2,070/5%	85/0%	680/2%	0/0%	95/0%	15/0%	7,840/18%	7,010/16%	2,655/6%	80/0%	490/1%	0/0%	85/0%	20/0%	
Utilization #/%	30%	5%	2%	1%	-2%	0%	-0%	-0%	-14%	-14%	-5%	-0%	-1%	0%	-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	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
<b>Officials/Administrators</b>		✓														
<b>Professionals</b>									✓							
<b>Technicians</b>										✓	✓					
<b>Protective Services: Non-sworn</b>									✓							
<b>Administrative Support</b>		✓								✓						
<b>Skilled Craft</b>		✓														
<b>Service/Maintenance</b>									✓	✓	✓					

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 Utilization Report.

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

Certified As Final By: Amy Lyberg

Division Director, Human Resources

09-18-2015

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[title]

[date]