



Human Resources Department

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EEOP Short Form August 2010

EEOP Short Form



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Step 1: Introductory Information

Grant Title: BJA FY 09 Edward Bryne Memorial Justice Assistance Grant - Direct **Grant Number:** 2009-DJ-BX-1090

Grantee Name: City of Concord - Concord Police Department **Award Amount:** \$55,149.00

Grantee Type: Local Government Agency

Address: 41 Cabarrus Avenue W.
Concord, North Carolina
28025

Contact Person: Captain Betty Crump **Telephone #:** 704-920-5010

Contact Address: 41 Cabarrus Avenue W.
Concord, North Carolina
28025

DOJ Grant Manager: Starr Small **DOJ Telephone #:** 202-514-9870

Grant Title: BJA FY 09 Edward Bryne Memorial Justice Assistance Grant - ARRA **Grant Number:** 2009-SB-B9-2326

Grantee Name: City of Concord - Concord Police Department **Award Amount:** \$255,502.00

Grantee Type: Local Government Agency

Address: 41 Cabarrus Avenue W.
Concord, North Carolina
28025

Contact Person: Captain Betty Crump **Telephone #:** 704-920-5010

Contact Address: 41 Cabarrus Avenue W.
Concord, North Carolina
28025

DOJ Grant Manager: Starr Small **DOJ Telephone #:** 202-514-9870

Grant Title: COPS Technology Program **Grant Number:** 2009CKWX0054

Grantee Name: City of Concord - Concord Police Department **Award Amount:** \$300,000.00

Grantee Type: Local Government Agency

Address: 41 Cabarrus Avenue W.
Concord, North Carolina
28025

Contact Person: Captain Betty Crump **Telephone #:** 704-920-5010

Contact Address: 41 Cabarrus Avenue W.

Concord, North Carolina
28025

DOJ Grant Manager: Starr Small

DOJ Telephone #: 202-514-9870

Policy Statement:

It is the fundamental POLICY of the City of Concord that a fair and uniform personnel management system be established for its employees in order to ensure the most effective provision of services to the citizens of the community. It shall be the policy of the City of Concord that:

- Employment shall be based on merit and fitness, without regard to sex, age, race, religion, creed, color, national origin or political affiliation.
- No handicapped person who can, with reasonable accommodation, perform the essential functions of a job as outlined in the job description, be denied employment in or promotion to any position for which he or she is qualified.
- Just and equitable incentives and conditions of employment shall be established and maintained.
- City employees shall be paid in relation to the value of the work they perform and performance shall be a major factor in justifying salary adjustments and increases.

Discrimination against any person in recruitment, examinations, appointments, training, promotion, retention, discipline, salary increases, or any other aspect of personnel administration because of race, color, national origin, or because of political or religious opinions or affiliations is hereby prohibited. Discrimination on the basis of age, sex, or physical disability is hereby prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for job performance.

Step 4b: Narrative Underutilization Analysis

An analysis of The City of Concord's labor force with the 2000 Community Labor Statistics for Cabarrus County, North Carolina area indicates that underutilization of minorities ranges from 3% to 6% and underutilization of females ranges from 3% to 40%.

The Utilization Analysis chart showed underutilization of two standard deviations or more in the job categories Professionals, Technicians, Protective Services Sworn: Sworn Officials, Protective Services Sworn: Patrol Officers, Skilled Craft and Service/Maintenance in the following groups: Hispanic or Latino males, Black or African American males, White females, Hispanic or Latino females, Black or African American females.

Black or African American males are underutilized in Protective Services Sworn: Sworn Officials (-4%).

White females are significantly underutilized in Professionals (-11%), Technicians (-40%), Protective Services Sworn: Sworn Officials (-11%), Protective Services Sworn: Patrol Officers (-22%), Skilled Craft (-3%) and Service/Maintenance (-25%).

Hispanic or Latino females are underutilized in Protective Services Sworn: Patrol Officers (-3%), and Service Maintenance (-4%).

Black or African American females are underutilized in Professionals (-4%), Technicians (-4%), Protective Services Sworn: Patrol Officers (-6%), and Service/Maintenance (-3%).

White males are over utilized by 13% in Professional, 43% in Technician, 14% Protective Services Sworn: Sworn Officials, 36% in Protective Services Sworn: Patrol Officers and 24% Service Maintenance and 6% Skilled Craft relative to the labor pool.

In keeping with The City of Concord's commitment to having a workforce that reflects the community it serves, the City will examine recruitment, promotional, training, and retention practices to ensure all individuals of our applicant pool receive equal opportunity to secure employment.

Step 5 & 6: Objectives and Steps

1. Identify any barriers in recruitment that might deter Hispanic or Latino males, Hispanic or Latino females, White females and Black or African American females from applying for entry-level patrol officer positions

a. The City of Concord will arrange to meet separately with recent recruits who are Black or African American females, Hispanic or Latino male, Hispanic or Latino female, and White female to find out how they learned about the opportunity to become a City of Concord officer. The City will also inquire as to whether anything in the recruitment or training process might warrant any changes. Based on their feedback, the City of Concord will reexamine its outreach and training efforts and develop a revised outreach program within six months, prior to the beginning of the next recruiting cycle.

b. The Human Resources Department will continue conduct exit interviews with all employees who voluntarily leave the city, the Human Resources Department will review the comments from Hispanic or Latino males, Hispanic or Latino females, Black or African American females and White female patrol officers who voluntarily left in the last 12 months and who had three years of service or less. Based on this research, the Human Resources Department will review how its employment policies may affect the recruitment and retention of officers who are Hispanic or Latino males, Hispanic or Latino females, Black or African American females or White females.

2. Target Hispanic or Latino males, Hispanic or Latino females, Black or African American and White females in recruitment campaigns

- a. To attract recruits, The City of Concord plans in the next six months to send recruitment teams to Cabarrus Kannapolis Early College, Central Cabarrus High School, Concord High School, Cox Mill High School, Hickory Ridge High School, Jay M. Robinson High School, Mt. Pleasant High School, Northwest Cabarrus High School, Opportunity High School and the Performance Learning Center, which has diverse populations.
- b. The City of Concord will advertise employment opportunities in minority newspapers and minority websites.
- c. To attract Hispanic or Latino males, Black or African American, White and Hispanic or Latino female recruits, the City Of Concord will within the next six months send a recruitment team (including, if possible, Black or African American, White and Hispanic or Latino officers (male and female) to career days and job fairs at local high schools, and community colleges as well as to similar events at colleges in surrounding areas (i.e., Historically Black Colleges and Universities). The presentations will emphasize career opportunities for minorities as patrol officers and other underutilized categories at the City of Concord.

Step 7a: Internal Dissemination

1. Continue to include the statement that The City of Concord is an Equal Opportunity Employer on all job applications and internal job postings.
2. The Human Resources Department will include a discussion of the EEOP Short Form during new employee orientation and inform employees that a copy is available for review or copy in the Human Resources Department.
3. The Human Resources Department will maintain a copy of the EEOP Short Form on display in the reception area of its office at the City Hall Annex Building.
4. The Human Resources Department will include a written notice in the employee newsletter (CitiLine), explaining how employees may obtain a copy of the EEOP Short Form.
5. The Human Resources Department will post a notice at each City job site and on bulletin boards that employees regularly check, explaining how employees can obtain a copy of the EEOP Short Form.
6. Send an e-mail and a hard-copy memorandum to all employees to let them know that a copy of the EEOP Short Form is available on request.
7. Post a copy of the EEOP Short Form on The City of Concord's intranet.

Step 7b: External Dissemination

1. Continue to include the statement that The City of Concord is an Equal Opportunity Employer on all job applications and external job postings.
2. Post a copy of the EEOP Short Form on The City of Concord's public website.
3. Distribute copies of the EEOP Short Form to the local public library for display in their reading rooms.
4. Include on all job announcements for City Of Concord positions that applicants may obtain a copy of the City of Concord's EEOP Short Form on request.
5. Notify all contractors and vendors that do business with The City of Concord that a copy of The City of Concord's EEOP Short Form is available on request.
6. Include an article in the weekly (City Link) and quarterly (City Circular) citizen/community newsletters informing them a copy of the EEOP Short Form is available on request.

Utilization Analysis Chart
Relevant Labor Market: Cabarrus County, North Carolina

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 #/%	27/53%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%	17/33%	0/0%	4/8%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,405/60%	110/1%	255/3%	10/0%	65/1%	0/0%	0/0%	2,830/31%	65/1%	300/3%	10/0%	10/0%	4/0%	4/0%
Utilization #/%	-7%	-1%	3%	-0%	-1%	0%	0%	2%	-1%	5%	-0%	-0%	-0%	-0%
Professionals														
Workforce #/%	8/50%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	7/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,020/37%	8/0%	250/2%	10/0%	45/0%	0/0%	4/0%	5,895/54%	40/0%	455/4%	20/0%	60/1%	10/0%	0/0%
Utilization #/%	13%	-0%	4%	-0%	-0%	0%	-0%	-11%	-0%	-4%	-0%	-1%	-0%	0%
Technicians														
Workforce #/%	44/81%	2/4%	1/2%	0/0%	0/0%	0/0%	0/0%	7/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	680/38%	10/1%	50/3%	0/0%	0/0%	0/0%	0/0%	950/53%	10/1%	70/4%	15/1%	0/0%	0/0%	0/0%
Utilization #/%	43%	3%	-1%	0%	0%	0%	0%	-40%	-1%	-4%	-1%	0%	0%	0%
Protective Services: Sworn-Officials														
Workforce #/%	83/94%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	815/80%	15/1%	60/6%	0/0%	0/0%	0/0%	0/0%	120/12%	0/0%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	14%	-1%	-4%	0%	0%	0%	0%	-11%	0%	1%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	218/84%	3/1%	15/6%	0/0%	0/0%	0/0%	0/0%	20/8%	1/0%	1/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,080/48%	320/5%	470/7%	10/0%	10/0%	0/0%	0/0%	1,900/30%	195/3%	400/6%	0/0%	15/0%	0/0%	0/0%
Utilization #/%	36%	-4%	-2%	-0%	-0%	0%	0%	-22%	-3%	-6%	0%	-0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Administrative Support														

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
Workforce #/%	13/11%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	84/71%	1/1%	20/17%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,090/29%	70/0%	515/3%	4/0%	4/0%	0/0%	10/0%	10,270/58%	200/1%	1,320/7%	25/0%	65/0%	0/0%	30/0%
Utilization #/%	-18%	-0%	-2%	-0%	-0%	0%	-0%	12%	-0%	9%	-0%	0%	0%	-0%
Skilled Craft														
Workforce #/%	181/89%	1/0%	16/8%	0/0%	0/0%	0/0%	0/0%	4/2%	0/0%	2/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,455/83%	555/6%	360/4%	50/1%	30/0%	0/0%	15/0%	450/5%	4/0%	60/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	6%	-6%	4%	-1%	-0%	0%	-0%	-3%	-0%	0%	0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	73/64%	3/3%	25/22%	0/0%	0/0%	0/0%	0/0%	6/5%	0/0%	7/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,050/40%	1,030/5%	2,035/10%	55/0%	65/0%	0/0%	30/0%	5,960/30%	710/4%	1,855/9%	30/0%	105/1%	0/0%	30/0%
Utilization #/%	24%	-3%	12%	-0%	-0%	0%	-0%	-25%	-4%	-3%	-0%	-1%	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
Fire Chief														
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%
Deputy Fire Chief														
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%
Battalion Chief														
Workforce #/%	9/100%	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%
Emergency Management Coordinator														
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%
Fire Captain														
Workforce #/%	37/97%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Police Chief														
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%
Deputy Police Chief														
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%
Police Major														
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%
Police Captain														
Workforce #/%	6/75%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%
Police Sergeant														
Workforce #/%	23/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	218/84%	3/1%	15/6%	0/0%	0/0%	0/0%	0/0%	20/8%	1/0%	1/0%	0/0%	0/0%	0/0%	0/0%

