

# EEOP Short Form



Wed Feb 06 11:40:57 EST 2013

## Step 1: Introductory Information

<b>Grant Title:</b>	County Atty. RMS Project	<b>Grant Number:</b>	09JAR014
<b>Grantee Name:</b>	Belknap County	<b>Award Amount:</b>	\$31,950.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	34 County Drive Laconia, New Hampshire 03246		
<b>Contact Person:</b>	Melissa Guldbrandsen	<b>Telephone #:</b>	603-527-5440
<b>Contact Address:</b>	64 Court Street Laconia, New Hampshire 03246		
<b>State Granting Agency:</b>	NH Dept. of Justice	<b>Grant Number:</b>	09JAR014
<b>Contact Name:</b>	Tim Brackett		
<b>Contact Address:</b>	33 Capitol Street Concord, New Hampshire 03301		

**Telephone #:**

---

### Policy Statement:

#### POLICY STATEMENT.

Belknap County is committed to promoting equal employment opportunity as part of its mission to provide fairness and equity in its employment practices. Equal Employment Opportunities will be provided for all employees and applicants. The County will make employment decisions based on merit, qualifications, abilities and other legitimate business considerations. We seek to maintain a cordial, professional work place where the dignity and respect of individuals is promoted and protected.

There are certain non-merit characteristics for which it is strictly prohibited to illegally discriminate against any individual with respect to his/her recruitment, examination, appointment, compensation, retention, fringe benefits, upgrading, training and transfer opportunities, discipline, or any phase of employment. These characteristics include sex, race, color, national origin, political opinions, religion, age, military or veteran status, physical or mental disability, marital status, pregnancy, sexual orientation or genetic information or any other legally protected category.

No employee or applicant will be subject to unlawful discrimination, segregation, limitations, classifications, or deprivation in any way which would adversely affect his/her status as an employee or applicant because of the above stated personal characteristics.

Consideration of a protected status such as age or disability may occur only in cases where specific job requirements constitute a bona fide qualification necessary to proper and efficient administration. These conditions of employment will be made available to the applicant.

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

After reviewing the Utilization Analysis Chart, our understanding of the results shows an underutilization of white males of more than 2 standard deviations in Administrative Support and Service Maintenance. This is not surprising given the overwhelming number of women who are employed in our office support across the county and the number of LNAs employed in the nursing home.

The data does not show and significant underutilization of any women or members of minority groups.

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

**1. Belknap Countys objectives remain to continue ensure equal opportunity in employment for individuals, women and minorities in all areas of employment including recruitment, applicant screening, hiring, promotion, termination, transfer and discipline.**

- a. Belknap Countys objectives remain to continue ensure equal opportunity in employment and we will continue to have our human resources team serve as a liaison and educational and consultative resource to departments and employees engaged in all aspects of employment including but not limited to recruitment, applicant screening, hiring, promotion, termination, transfer and discipline.
- b. The County will continue our policy of publicizing vacancies to inform as many qualified individuals as possible.
- c. Human Resources will continue to review applications and screening processes to ensure receipt of as many qualified applicants as possible.

#### **Step 7a: Internal Dissemination**

Examples of disseminating our EEOP Short Form internally include but may not be limited to:

Distributing & Discussing the EEOP Short Form with all members of the County Management team;

Posting the EEOP Short Form on the Belknap Countys intranet;

Posting information on bulletin boards in employee break areas about where a copy of the EEOP Short Form can be located.

#### **Step 7b: External Dissemination**

Examples of disseminating our EEOP Short Form externally include but may not be limited to:

Posting a copy of the EEOP Short Form on the Belknap Countys website; and

Notifying applicants and contractors that the Belknap County has developed an EEOP Short Form and that it is available on request for review.

**Utilization Analysis Chart  
Relevant Labor Market: Belknap County, New Hampshire**

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 #/%	7/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,595/59%	20/0%	4/0%	4/0%	35/1%	0/0%	0/0%	1,685/38%	20/0%	4/0%	10/0%	30/1%	0/0%	4/0%
Utilization #/%	-9%	-0%	-0%	-0%	-1%	0%	0%	12%	-0%	-0%	-0%	-1%	0%	-0%
<b>Professionals</b>														
Workforce #/%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	23/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,045/44%	10/0%	4/0%	4/0%	10/0%	0/0%	0/0%	2,580/55%	4/0%	10/0%	10/0%	0/0%	0/0%	15/0%
Utilization #/%	-36%	-0%	-0%	-0%	-0%	0%	0%	37%	-0%	-0%	-0%	0%	0%	-0%
<b>Technicians</b>														
Workforce #/%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	19/90%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%
CLS #/%	205/34%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	385/63%	10/2%	0/0%	0/0%	10/2%	0/0%	0/0%
Utilization #/%	-29%	0%	0%	0%	0%	0%	0%	27%	-2%	0%	0%	3%	0%	0%
<b>Protective Services: Sworn</b>														
Workforce #/%	46/82%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	350/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-8%	0%	0%	0%	0%	0%	0%	9%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	15/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
<b>Administrative Support</b>														
Workforce #/%	2/7%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	27/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,885/28%	4/0%	4/0%	4/0%	10/0%	0/0%	0/0%	4,885/71%	4/0%	0/0%	10/0%	10/0%	0/0%	15/0%
Utilization #/%	-21%	3%	-0%	-0%	-0%	0%	0%	19%	-0%	0%	-0%	-0%	0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	6/100%	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%
CLS #/%	3,620/91%	25/1%	20/1%	20/1%	20/1%	0/0%	0/0%	305/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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	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 #/%	9%	-1%	-1%	-1%	0%	0%	0%	-8%	0%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	9/9%	0/0%	1/1%	0/0%	1/1%	0/0%	0/0%	89/88%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%
CLS #/%	4,510/53%	45/1%	4/0%	25/0%	30/0%	0/0%	45/1%	3,775/44%	14/0%	15/0%	20/0%	20/0%	0/0%	10/0%
Utilization #/%	-44%	-1%	1%	-0%	1%	0%	-1%	44%	-0%	-0%	-0%	1%	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	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>Administrative Support</b>	✓													
<b>Service/Maintenance</b>	✓													



