

EEOP Short Form



Thu Oct 06 10:40:51 EDT 2011

Step 1: Introductory Information

Grant Title: COPS Hiring Recovery Program **Grant Number:** 2009-RK-WX-0768
Grantee Name: City of West Columbia **Award Amount:** \$502,011.00
Grantee Type: Local Government Agency
Address: 200 North 12th Street
West Columbia, South Carolina
29169
Contact Person: Nanci Cirmella **Telephone #:** 803-939-3183
Contact Address: 200 North 12th Street
West Columbia, South Carolina
29169
DOJ Grant Manager: Priya Sarathy **DOJ Telephone #:** 202-616-5106

Grant Title: COPS Technology Program **Grant Number:** 2010-CK-WX-0103
Grantee Name: City of West Columbia **Award Amount:** \$350,000.00
Grantee Type: Local Government Agency
Address: 200 North 12th Street
West Columbia
29169
Contact Person: Nanci Cirmella **Telephone #:** 803-939-3183
Contact Address: 200 North 12th Street
West Columbia, South Carolina
29169
DOJ Grant Manager: Verlena Braxton **DOJ Telephone #:** 202-514-7016

Grant Title: 2010 Justice Assistance Program **Grant Number:** 2010-DJ-BX-0719
Grantee Name: City of West Columbia **Award Amount:** \$19,805.00
Grantee Type: Local Government Agency
Address: 200 North 12th Street
West Columbia, South Carolina
29169
Contact Person: Nanci Cirmella **Telephone #:** 803-939-3183
Contact Address: 200 North 12th Street
West Columbia, South Carolina
29169
DOJ Grant Manager: Tamaro White **DOJ Telephone #:** 202-353-3503

Step 4b: Narrative Underutilization Analysis

See attached document.

Step 5 & 6: Objectives and Steps

- 1. The City desires to ensure equal employment opportunity for female professional employees.**
 - a. The City Administrator and personnel office will meet to review positions classified as professional to determine whether there are any barriers to entry to female employment in those positions.
 - b. The City Administrator and personnel office will review applicant flow data for professional positions to determine if there are any barriers to entry in the application process.
 - c. The City Administrator and personnel office will develop strategies for recruiting female employees into professional vacancies in the City. Such steps will be determined by the results of position and applicant flow reviews, but may include targeting female undergraduate and post-graduate institutions for recruiting and advertising job openings in journals and publications that reach professional female audiences.
- 2. The City desires to ensure equal employment opportunity for females in sworn protective services.**
 - a. The City Administrator, Police Chief and Fire Chief will review positions and position requirements to ensure that there are no job requirements that form unnecessary barriers to female employment.
 - b. The City Administrator, Police Chief, and Fire Chief will review applicant flow data to ensure that there are no barriers to female employment in the application process.
 - c. Dependent upon the outcome of the position and data reviews, the City Administrator, Police Chief and Fire Chief will develop strategies for recruitment of females into sworn protective services positions. This may include recruiting efforts targeting female institutions of higher learning, advertisements in journals and publications that reach female audiences, and outreach efforts in the community to make females aware of employment opportunities. City officials will also consider whether changes to the position requirements are necessary or desirable to attract female applicants.
- 3. The City desires to ensure equal employment opportunity for females in service and maintenance positions.**
 - a. The City Administrator, relevant department heads, and the personnel office will meet to review positions classified as service and maintenance to determine whether barriers to female employment exist in those positions.
 - b. The City Administrator, relevant department heads and the personnel office will review applicant flow data for service and maintenance positions to determine if there are any barriers to entry to female employment in the application process.
 - c. The City Administrator, relevant department heads and personnel office will develop strategies for recruiting female employees into service and maintenance vacancies in the City. The specific steps will be determined by the result of the reviews, but may include advertisements in journals and publications expected to reach female audiences. Where appropriate, City officials may also consult placement offices at local technical institutes to determine strategies to reach potential female applicants.

Step 7a: Internal Dissemination

The City Administrator will brief City Council on the EEOP, its purpose, and the City's steps for reaching objectives. The City will also post the EEOP in the human resources office and in other areas where employees congregate. In addition, the City plans to make a copy of the EEOP available online, which will reach internal audiences, as well as external audiences.

Step 7b: External Dissemination

The City will inform the public of the EEOP through discussion of the document at a City Council meeting. Additionally, the City will make a copy of the EEOP available on its website.

Utilization Analysis Chart
Relevant Labor Market: Lexington County, South 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 #/%	6/60%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,545/84%	455/3%	900/7%	50/0%	25/0%	30/0%	4/0%	575/4%	4/0%	140/1%	0/0%	4/0%	0/0%	0/0%
Utilization #/%	-24%	-3%	3%	-0%	-0%	-0%	-0%	26%	-0%	-1%	0%	-0%	0%	0%
Professionals														
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%
CLS #/%	11,180/44%	900/4%	2,755/11%	80/0%	90/0%	30/0%	70/0%	7,185/28%	210/1%	2,845/10%	45/0%	155/1%	4/0%	35/0%
Utilization #/%	56%	-4%	-11%	-0%	-0%	-0%	-0%	-28%	-1%	-10%	-0%	-1%	-0%	-0%
Technicians														
Workforce #/%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,680/58%	115/1%	440/2%	30/0%	110/1%	4/0%	60/0%	6,470/35%	105/1%	475/3%	20/0%	50/0%	0/0%	4/0%
Utilization #/%	-18%	-1%	-2%	-0%	-1%	-0%	-0%	-15%	-1%	37%	-0%	-0%	0%	-0%
Protective Services: Sworn														
Workforce #/%	66/84%	1/1%	4/5%	0/0%	1/1%	0/0%	0/0%	6/8%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,030/39%	100/0%	415/2%	30/0%	160/1%	0/0%	25/0%	10,365/51%	120/1%	910/4%	50/0%	155/1%	15/0%	15/0%
Utilization #/%	44%	1%	3%	-0%	0%	0%	-0%	-43%	-1%	-3%	-0%	-1%	-0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/70%	1/10%	2/20%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,060/38%	15/1%	115/4%	10/0%	0/0%	0/0%	0/0%	1,290/46%	14/0%	295/10%	0/0%	10/0%	0/0%	10/0%
Utilization #/%	-38%	-1%	-4%	-0%	0%	0%	0%	24%	10%	10%	0%	-0%	0%	-0%
Administrative Support														
Workforce #/%	4/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/67%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,490/65%	35/2%	220/10%	0/0%	0/0%	0/0%	25/1%	330/15%	0/0%	175/8%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-43%	-2%	-10%	0%	0%	0%	-1%	52%	0%	3%	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
Skilled Craft														
Workforce #/%	24/83%	0/0%	4/14%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4/9%	4/9%	15/35%	0/0%	0/0%	0/0%	0/0%	20/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	73%	-9%	-21%	0%	0%	0%	0%	-43%	0%	0%	0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	19/49%	1/3%	19/49%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,110/27%	125/0%	785/3%	55/0%	90/0%	15/0%	35/0%	18,665/62%	240/1%	1,955/6%	50/0%	75/0%	15/0%	65/0%
Utilization #/%	22%	2%	46%	-0%	-0%	-0%	-0%	-62%	-1%	-6%	-0%	-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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Protective Services: Sworn								✓						
Service/Maintenance								✓						

Grant Title: 2011 Justice Assistance Program **Grant Number:** 2011-DJ-BX-2399
Grantee Name: City of West Columbia **Award Amount:** \$15,398.00
Grantee Type: Local Government Agency
Address: 200 North 12th Street
West Columbia, South Carolina
29169
Contact Person: Nanci Cirmella **Telephone #:** 803-939-3183
Contact Address: 200 North 12th Street
West Columbia
29169
DOJ Grant Manager: Tamaro White **DOJ Telephone #:** 202-353-3503

Grant Title: White Collar Crime Investigator **Grant Number:** 1G11003
Grantee Name: City of West Columbia **Award Amount:** \$58,124.00
Grantee Type: Local Government Agency
Address: 200 North 12th Street
West Columbia, South Carolina
29169
Contact Person: Nanci Cirmella **Telephone #:** 803-939-3183
Contact Address: 200 North 12th Street
West Columbia, South Carolina
29169
State Granting Agency: S.C. Department of Public Safety **Grant Number:** 1G11003
Contact Name: Bonnie Burns
Contact Address: 10311 Wilson Boulevard
Blythewood, South Carolina
29016
Telephone #: 803-896-8707

Policy Statement:

It is the policy of the City of West Columbia to provide equal opportunity to all applicants for employment, and to administer hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, disability, age, or national origin. Any employee who believes that he/she has been discriminated against in violation of this policy should report the matter to the city administrator.