

EEOP Utilization Report



Tue Feb 03 16:09:08 EST 2015

Step 1: Introductory Information

Grant Title: All Threats-All Crimes (ATAC) 2014 **Grant Number:** 14-JAG-26
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$35,000.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512
Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013
Contact Address: 911 Parr Blvd
Reno, Nevada
89512
State Granting Agency: Office of Criminal Justice Assistance **Grant Number:** 14-JAG-26
Contact Name: Mike Lambrecht
Contact Address: 1535 Hot Springs Rd, Unit 10
Carson City, Nevada
89706
Telephone #: 775-687-4171

Grant Title: SCAAP 2012 **Grant Number:** 2012-AP-BX-0107
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$215,004.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512
Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013
Contact Address: 911 Parr Blvd
Reno, Nevada
89512
DOJ Grant Manager: Joseph Husted **DOJ Telephone #:** 202-353-4411

Grant Title: SCAAP 2011 **Grant Number:** 2011-AP-BX-0472
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$285,559.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512

Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013
Contact Address: 911 Parr Blvd
Reno, Nevada
89512
DOJ Grant Manager: Joseph Husted **DOJ Telephone #:** 202-353-4411

Grant Title: SCAAP 2010 **Grant Number:** 2010-AP-BX-0224
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$343,382.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512
Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013
Contact Address: 911 Parr Blvd
Reno, Nevada
89512
DOJ Grant Manager: Joseph Husted **DOJ Telephone #:** 202-353-4411

Grant Title: SCAAP 2013 **Grant Number:** 201-AP-BX-0596
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$192,277.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512
Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013
Contact Address: 911 Parr Blvd
Reno, Nevada
89512
DOJ Grant Manager: Joseph Husted **DOJ Telephone #:** 202-353-4411

Grant Title: SCAAP 2014 **Grant Number:** 2014-AP-BX-0825
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$151,608.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512
Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013

Contact Address: 911 Parr Blvd
Reno, Nevada
89512

DOJ Grant Manager: Joseph Husted

DOJ Telephone #: 202-353-4411

Grant Title: JAG LOCAL 2012 **Grant Number:** L300008-02012

Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$63,810.00

Grantee Type: Local Government Agency

Address: 911 Parr Blvd
Reno, Nevada
89512

Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013

Contact Address: 911 Parr Blvd
Reno, Nevada
89512

State Granting Agency: Reno Police Department **Grant Number:** 201-DJ-BX-1082

Contact Name: Michelle Gitmed

Contact Address: 455 E 2nd St
Reno, Nevada
89502

Telephone #: 775-334-2110

Grant Title: JAG LOCAL 2013 **Grant Number:** 2013-DJ-BX-0956

Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$57,903.00

Grantee Type: Local Government Agency

Address: 911 Parr Blvd
Reno, Nevada
89512

Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013

Contact Address: 911 Parr Blvd
Reno, Nevada
89512

State Granting Agency: Reno Police Dept **Grant Number:** 2013-DJ-BX-0956

Contact Name: Michelle Gitmed

Contact Address: 455 E 2nd St
Reno, Nevada
89502

Telephone #: 775-334-2110

Grant Title: JAG LOCAL 2014 **Grant Number:** 2014-DJ-BX-0553
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$46,717.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512
Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013
Contact Address: 911 Parr Blvd
Reno, Nevada
89512
State Granting Agency: Reno Police Dept **Grant Number:** 2014-DJ-BX-0553
Contact Name: Mihcelle Gitmed
Contact Address: 455 E. 2nd st
Reno, Nevada
89502
Telephone #: 775-334-2110

Grant Title: cOVERDELL 2012 FORENSIC SCIENCE IMPROVEMENT **Grant Number:** 12-FSI-02
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$60,341.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512
Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013
Contact Address: 911 Parr Blvd
Reno, Nevada
89512
State Granting Agency: Office of Criminal Justice Assistance **Grant Number:** 12-FSI-02
Contact Name: Victoria Hauan
Contact Address: 1535 Hot Springs Road, Unit 10
Carson City, Nevada
89706
Telephone #: 775-687-1289

Grant Title: Coverdell Forensic Science Improvement (Training) **Grant Number:** 14-FSI-02
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$18,000.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512
Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013
Contact Address: 911 Parr Blvd
Reno, Nevada
89512
State Granting Agency: Office of Criminal Justice Assistance **Grant Number:** 14-FSI-02
Contact Name: Victoria Hauan
Contact Address: 1535 Hot Springs Road, Unit 10
Carson City, Nevada
89512
Telephone #: 775-687-1289

Grant Title: Multi-Jurisdictional Gang Task Force **Grant Number:** 14-JAG-23
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$15,000.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512
Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013
Contact Address: 911 Parr Blvd
Reno, Nevada
89512
State Granting Agency: Reno Police Dept **Grant Number:** 14-JAG-23
Contact Name: Michelle Gilmed
Contact Address: 455 E 2nd St
Reno, Nevada
89502
Telephone #: 775-334-2110

Grant Title: Adam Walsh Compliance Project **Grant Number:** 12-JAG-33
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$15,000.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512

Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013
Contact Address: 911 Parr Blvd
Reno, Nevada
89512

State Granting Agency: Sparks Police Dept. **Grant Number:** 12-JAG-33
Contact Name: Karl Nieberlein
Contact Address: 1701 E. Prater Way
Sparks, Nevada
89434

Telephone #: 775-527-3692

Grant Title: 2013 NIJ DNA BACKLOG REDUCTION **Grant Number:** 2013-DN-BX-0121
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$350,000.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512

Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013
Contact Address: 911 Parr Blvd
Reno, Nevada
89512

DOJ Grant Manager: Mark Nelson **DOJ Telephone #:** 202-616-0786

Grant Title: 2014 NIJ DNA BACKLOG REDUCTION **Grant Number:** 2014-DJ-BX-0029
Grantee Name: Washoe County Sheriff's Office **Award Amount:** \$325,430.00
Grantee Type: Local Government Agency
Address: 911 Parr Blvd
Reno, Nevada
89512

Contact Person: Jeanie Knowles **Telephone #:** 775-328-3013

Contact Address: 911 Parr Blvd
Reno, Nevada
89512

DOJ Grant Manager: Alan Spanbauer

DOJ Telephone #: 202-305-2436

Policy Statement:

Washoe County, as a political subdivision of the State of Nevada, is a merit system in which personnel actions, except for a limited number of unclassified appointments, are taken based upon merit and fitness. Washoe County, through its Board of County Commissioners, sets policy for all employment actions affecting Washoe County departments including elected and appointed officers and for Washoe County employees. The Board of County Commissioners hereby reaffirms its commitment to equal employment opportunity.

It is the policy of Washoe County to be fair and impartial in recruitment, retention, examination, appointment, training, promotion, compensation, discipline, and any other aspect of human resources administration.

As an Equal Employment Opportunity Employer, Washoe County does not discriminate on the basis of sex, sexual orientation, race, color, age, religion, disability or national origin including in employment practices in which it operates, except where specific requirements constitute a bona fide occupational qualification.

This Equal Employment Opportunity Plan commits Washoe County, its officers, and employees to support and pursue in good faith the basic guarantees of equal employment opportunity.

Washoe County is working together in support of this program.

Step 4b: Narrative Underutilization Analysis

Step 4b Narrative Underutilization Analysis

The Department of Human Resources reviewed the Utilization Analysis and noted the following:

1. Hispanic or Latino males were under represented in the following job categories: Officials/Administrators (-4%), Technicians (-3), Protective Services Sworn & Patrol Officers (10%), Administrative Support (-3%), Skilled Craft (-28%), Service Maintenance (-9%).
2. Black or African American males were under represented in the following job category: Service/Maintenance (-2%).
3. American Indian or Alaska Native males were under represented in the following job categories: Technicians (-2%), Protective Services Non-Sworn (-3%).
4. Asian males were under represented in the following job categories: Officials/Administrators (-2%), Professionals (-3%), Skilled Craft (-2%), Service Maintenance (-4%).
5. White Females were under represented in the following categories: Protective Services Sworn & Patrol Officers (8%), Protective Services Non-Sworn (-31), Skilled Craft (-3), Service Maintenance (17%).
6. Hispanic or Latino females were under represented in the following job categories: Officials/Administrators (-5%), Protective Service Sworn-Officials (-2%), Protective Services Sworn Patrol Officers (-13), Administrative Support (-6), and Service Maintenance (-12%).
7. Asian Females were under represented in the following job categories: Officials/Administrators (-2%), Professionals (-4%), Administrative Support (-2%), Service Maintenance (-4%).

Step 5 & 6: Objectives and Steps

1. 1. A. To encourage Hispanic or Latino Males to apply for vacancies in the Officials/Administrator job category.

a. We will review the makeup of the applicant pool to determine if this group was under-represented. We will review the applicant flow data that is required under the EEOP regs for all vacancies in the last FY to determine whether any step in the selection process may have had a significant impact on the screening out of Hispanic or Latino Males. We will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

The DHR, along with the WCSO will enhance outreach efforts that this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, vocational and higher ed institutions and networking with organizations which assist military personnel transition to civilian employment; those with a significant Hispanic membership; post job vacancies with the local Hispanic newspaper, media and develop relationships with those organizations serving the Hispanic community.

2. 1. B. To encourage Hispanic or Latino Males to apply for vacancies in the Technicians job category.

a. We will review the makeup of the applicant pool to determine if this group was under-represented. We will review the applicant flow data that is required under the EEOP regs for all vacancies in the last FY to determine whether any step in the selection process may have had a significant impact on the screening out of Hispanic or Latino Males. We will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

The DHR, along with the WCSO will enhance outreach efforts that this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, vocational and higher ed institutions and networking with organizations which assist military personnel transition to civilian employment; those with a significant Hispanic membership; post job vacancies with the local Hispanic newspaper, media and develop relationships with those

organizations serving the Hispanic community.

3. 1. C. To encourage Hispanic or Latino Males to apply for vacancies in the Protective Services Sworn-Patrol Officers job category.

a. We will review the makeup for all vacancies in this category in the last FY to determine whether this group was under-represented. We will review the flow data that is required under the EEOP regs for all vacancies in the last FY to see if any step in the selection process may have had an impact on the screening out of this group. We will produce a report and based on the results, consider modifying its candidate selection process.

The DHR, along with the WCSO will enhance outreach efforts that this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, vocational and higher ed institutions and networking with organizations which assist military personnel transition to civilian employment; those with a significant Hispanic membership; post job vacancies with the local Hispanic newspaper, media and develop relationships with those organizations serving the Hispanic community.

4. 1. D. To encourage Hispanic or Latino Males to apply for vacancies in the Administrative Support job category.

a. We will review the makeup of the applicant pool to determine if this group was under-represented. We will review the applicant flow data that is required under the EEOP regs for all vacancies in the last FY to determine whether any step in the selection process may have had a significant impact on the screening out of Hispanic or Latino Males. We will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

The DHR, along with the WCSO will enhance outreach efforts that this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, vocational and higher ed institutions and networking with organizations which assist military personnel transition to civilian employment; those with a significant Hispanic membership; post job vacancies with the local Hispanic newspaper, media and develop relationships with those organizations serving the Hispanic community.

5. 1. E. To encourage Hispanic or Latino Males to apply for vacancies in the Skilled Craft job category.

a. We will review the makeup of the applicant pool to determine if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process may have had a significant impact on the screening out of Hispanic or Latino Males. We will produce a report of findings; and consider modifying its candidate selection process.

The DHR, along with the WCSO will enhance outreach efforts that this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, vocational and higher ed institutions and networking with organizations which assist military personnel transition to civilian employment; those with a significant Hispanic membership; post job vacancies with the local Hispanic newspaper, media and develop relationships with those organizations serving the Hispanic community.
there is only one (1) Skilled Craft position at the WCSO.

6. 1. F. To encourage Hispanic or Latino Males to apply for vacancies in the Service Maintenance job category.

a. We will review the makeup of the applicant pool to determine if this group was under-represented. We will review the applicant flow data that is required under the EEOP regs for all vacancies in the last FY to determine whether any step in the selection process may have had a significant impact on the screening out of Hispanic or Latino Males. We will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

The DHR, along with the WCSO will enhance outreach efforts that this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, vocational and higher ed institutions and networking with organizations which assist military personnel transition to civilian employment; those with a significant Hispanic membership; post job vacancies with the local Hispanic newspaper, media and develop relationships with those organizations serving the Hispanic community.

7. 2. To encourage Black or African American Males to apply for vacancies in the Service Maintenance job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had a impact on the screening out of Black or African- American Male applicants. We will produce a report and consider modifying its selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade assocs, job fairs, and vocational and higher ed institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant Black or African American membership; post job vacancies with media and develop relationships with those organizations serving the Black or African-American community.

8. 3. A. To encourage American Indian or Alaska Native Males to apply for vacancies in the Technicians job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had a impact on the screening out of American Indian or Alaska Native Male applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade assocs, job fairs, and vocational and higher ed institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant American Indian or Alaska Native Male applicants membership; post job vacancies with media and develop relationships with those organizations serving the American Indian or Alaska Native Male applicants community.

9. 3 B. To encourage American Indian or Alaska Native Males to apply for vacancies in the Protective Services Non-Sworn job category.

a. We will review the makeup for all vacancies in this category in the last FY to determine whether this group was under-represented. We will review the flow data that is required under the EEOP regs for all vacancies in the last FY to see if any step in the selection process may have had a impact on the screening out of this group. We will produce a report and based on the results, consider modifying its candidate selection process. The DHR, along with the WCSO will enhance outreach efforts that this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, vocational and higher ed institutions and networking with organizations which assist military personnel transition to civilian employment; those with a significant membership in this group; post job vacancies with the local newspaper, media and develop relationships with those organizations serving this community.

10. 4. A. To encourage Asian Males to apply for vacancies in the Officials/Administrator job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had a impact on the screening out these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade assocs, job fairs, and vocational and higher ed institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community.

11. 4. B. To encourage Asian Males to apply for vacancies in the Professional job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had a impact on the screening out these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade assocs, job fairs, and vocational and higher ed institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community.

12. 4. C. To encourage Asian Males to apply for vacancies in the Skilled Craft job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any

step in the selection process has had a impact on the screening out these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, and vocational and higher ed institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community. There is only 1 of this position at WCSO.

13. 4 D. To encourage Asian Males to apply for vacancies in the Service Maintenance job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had a impact on the screening out these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, and vocational and higher ed institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community.

14. 5. A. To encourage White Females to apply for vacancies in the Protective Services Sworn-Patrol Officers job category.

a. We will review the makeup for all vacancies in this category in the last FY to determine whether this group was under-represented. We will review the flow data that is required under the EEOP regs for all vacancies in the last FY to see if any step in the selection process may have had a impact on the screening out of this group. We will produce a report and based on the results, consider modifying its candidate selection process. The DHR, along with the WCSO will enhance outreach efforts that this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, vocational and higher ed institutions and networking with organizations which assist military personnel transition to civilian employment; those with a significant membership in this group; post job vacancies with the local newspaper, media and develop relationships with those organizations serving this community.

15. 5. B To encourage White Females to apply for vacancies in the Protective Services Non-Sworn job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had a impact on the screening out these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, and vocational and higher ed institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community.

16. 5 C. To encourage White Females to apply for vacancies in the Skilled Craft job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had a impact on the screening out these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, and vocational and higher ed institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community.

17. 5 D. To encourage White Females to apply for vacancies in the Service Maintenance job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had a impact on the screening out these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade assoc, job fairs, and vocational and higher ed institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community.

18. 6. A. To encourage Hispanic or Latino Females to apply for vacancies in the Officials/Administrator job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had an impact on the screening out of these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade associations, job fairs, and vocational and higher education institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community.

19. 6 B. To encourage Hispanic or Latino Females to apply for vacancies in the Protective Services Sworn-Officials job category

a. We will review the makeup for all vacancies in this category in the last FY to determine whether this group was under-represented. We will review the flow data that is required under the EEOP regs for all vacancies in the last FY to see if any step in the selection process may have had an impact on the screening out of this group. We will produce a report and based on the results, consider modifying its candidate selection process. The DHR, along with the WCSO will enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade association, job fairs, vocational and higher education institutions and networking with organizations which assist military personnel transition to civilian employment; those with a significant membership in this group; post job vacancies with the local newspaper, media and develop relationships with those organizations serving this community.

20. 6 C. To encourage Hispanic or Latino Females to apply for vacancies in the Protective Services Sworn-Patrol Officers job category.

a. We will review the makeup for all vacancies in this category in the last FY to determine whether this group was under-represented. We will review the flow data that is required under the EEOP regs for all vacancies in the last FY to see if any step in the selection process may have had an impact on the screening out of this group. We will produce a report and based on the results, consider modifying its candidate selection process. The DHR, along with the WCSO will enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade association, job fairs, vocational and higher education institutions and networking with organizations which assist military personnel transition to civilian employment; those with a significant membership in this group; post job vacancies with the local newspaper, media and develop relationships with those organizations serving this community.

21. 6 D. To encourage Hispanic or Latino Females to apply for vacancies in the Administrative Support job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had an impact on the screening out of these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade associations, job fairs, and vocational and higher education institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community.

22. 6 E. To encourage Hispanic or Latino Females to apply for vacancies in the Service Maintenance job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had an impact on the screening out of these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade associations, job fairs, and vocational and higher education institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community.

23. 7 A. To encourage Asian Females to apply for vacancies in the Professional job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had a impact on the screening out these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade assocs, job fairs, and vocational and higher ed institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community.

24. 7 B. To encourage Asian Females to apply for vacancies in the Administrative Support job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had a impact on the screening out these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade assocs, job fairs, and vocational and higher ed institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community.

25. 7 C. To encourage Asian Females to apply for vacancies in the Service Maintenance job category.

a. We will review the composition of the applicant pool for this category in the last FY to see if this group was under-represented. We will review the flow data that is required for all vacancies in the last FY to determine whether any step in the selection process has had a impact on the screening out these applicants. We will produce a report and consider modifying our selection process. We enhance outreach efforts to this group to this job category. This includes attending local, statewide and out of state trade assocs, job fairs, and vocational and higher ed institutions and networking with organizations that assist military personnel transition to civilian employment, those with a significant membership in this group; post job vacancies with media and develop relationships with those organizations serving this community.

Step 7a: Internal Dissemination

- 1) The HRD will post the EEOP Short form on the County website and provide all employees notice of this posting on the internal website.
- 2) Copies of the plan are distributed to all department heads. Department heads will notify employees that the EEOP is available for viewing and printing from the County website.
- 3) All new employees are provided a copy of the County's Sexual Harassment Policy and Discrimination and Harassment Policy during new employee orientation; and, familiarized with the County EEOP and how to access it on the County website.
- 4) The HRD conducts equal employment opportunity training for managers and supervisors and will familiarize managers and supervisors with the County EEOP and how to access it on the County website.
- 5) All employment advertisements contain the phrase An Equal Opportunity Employer or abbreviation for same EOE.

Step 7b: External Dissemination

- 1) All applicants, vendors and contractors are notified in writing that Washoe County Sheriff's Office has developed an EEOP Short Form and that it is available on request for review and/or by accessing the County website.
- 2) Washoe County Sheriff's Office has posted a copy of the EEOP Short form on the County website.

Utilization Analysis Chart
Relevant Labor Market: Washoe County, Nevada

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
Officials/Administrators																
Workforce #/%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/71%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,260/49%	1,070/4%	315/1%	120/0%	590/2%	20/0%	140/1%	20/0%	8,405/34%	1,285/5%	75/0%	90/0%	405/2%	30/0%	114/0%	0/0%
Utilization #/%	-35%	-4%	-1%	-0%	-2%	-0%	-1%	-0%	38%	-5%	14%	-0%	-2%	-0%	-0%	0%
Professionals																
Workforce #/%	6/29%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/62%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,595/38%	950/3%	205/1%	85/0%	945/3%	10/0%	130/0%	65/0%	15,250/46%	1,020/3%	175/1%	165/0%	1,170/4%	130/0%	175/1%	85/0%
Utilization #/%	-9%	2%	-1%	-0%	-3%	-0%	-0%	-0%	16%	2%	-1%	-0%	-4%	-0%	-1%	-0%
Technicians																
Workforce #/%	6/30%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	10/50%	1/5%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,030/40%	135/3%	70/1%	85/2%	150/3%	25/0%	55/1%	0/0%	1,870/37%	220/4%	70/1%	30/1%	250/5%	20/0%	15/0%	10/0%
Utilization #/%	-10%	-3%	-1%	-2%	2%	-0%	-1%	0%	13%	1%	4%	4%	-5%	-0%	-0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	52/76%	5/7%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%	9/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,280/72%	290/6%	60/1%	4/0%	125/3%	35/1%	124/3%	15/0%	480/11%	90/2%	0/0%	10/0%	15/0%	20/0%	15/0%	0/0%
Utilization #/%	5%	1%	0%	-0%	-1%	-1%	-3%	-0%	3%	-2%	0%	-0%	-0%	-0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	236/69%	26/8%	4/1%	1/0%	7/2%	5/1%	0/0%	0/0%	52/15%	3/1%	3/1%	2/1%	1/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	5,545/32%	3,065/18%	440/3%	265/2%	350/2%	50/0%	185/1%	125/1%	3,945/23%	2,335/14%	140/1%	225/1%	160/1%	69/0%	134/1%	34/0%
Utilization #/%	37%	-10%	-1%	-1%	0%	1%	-1%	-1%	-8%	-13%	0%	-1%	-1%	-0%	-1%	-0%
Protective Services: Non-sworn																

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
Workforce #/%	5/50%	3/30%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	155/42%	35/10%	0/0%	10/3%	0/0%	0/0%	0/0%	0/0%	150/41%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/4%
Utilization #/%	8%	20%	0%	-3%	0%	10%	0%	0%	-31%	0%	0%	0%	0%	0%	0%	-4%
Administrative Support																
Workforce #/%	42/22%	2/1%	2/1%	0/0%	3/2%	1/1%	0/0%	0/0%	131/68%	7/4%	0/0%	1/1%	2/1%	1/1%	0/0%	0/0%
CLS #/%	16,930/29%	2,595/4%	535/1%	235/0%	940/2%	70/0%	155/0%	145/0%	27,625/48%	5,510/9%	555/1%	450/1%	1,520/3%	105/0%	395/1%	310/1%
Utilization #/%	-7%	-3%	0%	-0%	-0%	0%	-0%	-0%	21%	-6%	-1%	-0%	-2%	0%	-1%	-1%
Skilled Craft																
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%	0/0%	0/0%
CLS #/%	11,690/62%	5,295/28%	115/1%	260/1%	330/2%	55/0%	215/1%	125/1%	485/3%	210/1%	30/0%	30/0%	10/0%	0/0%	10/0%	0/0%
Utilization #/%	38%	-28%	-1%	-1%	-2%	-0%	-1%	-1%	-3%	-1%	-0%	-0%	-0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	15/83%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	18,995/32%	11,930/20%	905/2%	300/1%	2,115/4%	210/0%	350/1%	195/0%	13,550/23%	7,330/12%	545/1%	410/1%	2,380/4%	170/0%	340/1%	175/0%
Utilization #/%	52%	-9%	-2%	-1%	-4%	-0%	-1%	-0%	-17%	-12%	-1%	-1%	-4%	-0%	-1%	-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
Protective Services: Sworn-Patrol Officers		✓							✓	✓						
Administrative Support	✓	✓								✓						

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	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
Undersheriff																
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%	0/0%	0/0%
Chief Deputy																
Workforce #/%	2/67%	1/33%	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%	0/0%
Captain																
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	9/69%	2/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	36/78%	2/4%	1/2%	0/2%	1/2%	0/0%	0/0%	0/0%	6/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	236/69%	26/8%	4/1%	1/2%	7/2%	5/1%	0/0%	0/0%	52/15%	3/1%	3/1%	2/1%	1/0%	0/0%	0/0%	0/0%

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.

Cheryl Allen Sheriff 2/4/15
[signature] [title] [date]