

# EEOP Short Form



Wed Jun 10 13:24:11 EDT 2009

## Step 1: Introductory Information

**Grant Title:** Justice Assistance Grant      **Grant Number:** MO9-34721-007  
**Grantee Name:** Cowlitz Wahkiakum Task Force      **Award Amount:** \$363,158.00  
**Grantee Type:** Local Government Agency  
**Address:** 312 SW 1st Avenue  
Kelso, Washington  
98626-1740  
**Contact Person:** Duane Engler      **Telephone #:** 360-577-3092  
**Contact Address:** 312 SW 1st Avenue  
Kelso, Washington  
98626-1740  
**State Granting Agency:** Community, Trade and Economic Development      **Grant Number:** MO9-34721-007  
**Contact Name:** Bill Johnson  
**Contact Address:** 906 Columbia Street SW (P O Box 42525)  
Olympia, Washington  
98504-2525  
**Telephone #:** 360-725-3030

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**Grant Title:** Justice Assistance Grant      **Grant Number:** F09-34721-035  
**Grantee Name:** Cowlitz County Prosecutor's Office      **Award Amount:** \$90,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 312 SW 1st Avenue  
Kelso, Washington  
98626  
**Contact Person:** Sue Baur      **Telephone #:** 360-577-3080  
**Contact Address:** 312 SE First Avenue  
Kelso, Washington  
98626  
**State Granting Agency:** Community, Trade and Economic Development      **Grant Number:** F09-34721-035  
**Contact Name:** Bill Johnson  
**Contact Address:** 906 Columbia Street SW (P O Box 42525)  
Olympia, Washington  
98504-2525  
**Telephone #:** 360-725-3030

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## Policy Statement:

**Policy Statement:**

**EQUAL OPPORTUNITY AND NON-DISCRIMINATION.** The County policy of equal opportunity and non-discrimination extends to all employment-related matters, including hiring, layoffs, promotion, transfer, work assignments, pay and benefits, discipline, training and other conditions of employment. Any form of discrimination based on age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, or any other status protected by law, is strictly prohibited, unless based upon a bona fide occupational qualification: Provided, That the prohibition against discrimination because of such disability shall not apply if the particular disability prevents the proper performance of the particular work involved. Cowlitz County is committed to maintaining an environment free from discrimination, harassment and intimidation based on any status protected herein.

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

Most categories of underutilizations would be eliminated by one or two hires or promotions. The areas of significant underutilization are the following:

1. Hispanic or Latino: males in Protective Services Sworn Patrol Officers, Skilled Craft, Service Maintenance and females in Protective Services Sworn Patrol Officers job categories.
2. American Indian or Alaska Native: females in Technicians job category.
3. White: males in Administrative Support and females in Professionals, Technicians, Protective Services Sworn Patrol Officers, Protective Services Non-sworn, Administrative Support job categories.

The objectives and action steps in the Plan are targeted at eliminating significant underutilizations and increasing the representation of all races, genders and national origin groups to reflect our community labor market. According to the 2005-2007 Census update, the county minority population for these groups was: Hispanic or Latino: 5.9% Black or African American: 0.5% American Indian or Alaska Native: 0.8%. Asian: 1.4% Native Hawaiian or Other Pacific Islander: 0.1% Two or More Races: 2.8%

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

### **1. To encourage equal employment opportunities for Hispanics in these job categories: males in Protective Services Sworn Patrol Officers, Skilled Craft and Service Maintenance and females in Protective Services Sworn Patrol Officers**

- a. Collaborate with hiring managers during the recruitment process to sustain awareness of county goals of increasing the diversity of applicant pools for underrepresented categories.
- b. Increase relationships in various ethnically and socially diverse communities and partner with community partners and organizations.
- c. Continue to review employment organizational data related to job categories that show significant underutilization to identify issues that may pose barriers for any protected class, including but not limited to Hispanics or Latinos, Blacks or African Americans, American Indians or Alaska Natives, Asians, Native Hawaiians or Other Pacific Islanders and Two or More Races.

### **2. To encourage equal employment opportunities for American Indians or Alaska Natives in these job categories: females in the Technicians category**

- a. Collaborate with hiring managers during the recruitment process to sustain awareness of county goals of increasing the diversity of applicant pools for underrepresented categories.
- b. Increase relationships in various ethnically and socially diverse communities and partner with community partners and organizations.
- c. Continue to review employment organizational data related to job categories that show significant underutilization to identify issues that may pose barriers for any protected class, including but not limited to Hispanics or Latinos, Blacks or African Americans, American Indians or Alaska Natives, Asians, Native Hawaiians or Other Pacific Islanders and Two or More Races.

### **3. To encourage equal employment opportunities for Whites in these categories: males in the Administrative Support category and females in Professionals, Technicians, Protective Services Sworn Patrol Officers, Protective Services Non-sworn and Administrative Support**

- a. Collaborate with hiring managers during the recruitment process to sustain awareness of county goals of increasing the diversity of applicant pools for underrepresented categories.
- b. Increase relationships in various ethnically and socially diverse communities and partner with community partners and organizations.
- c. Continue to review employment organizational data related to job categories that show significant underutilization to identify issues that may pose barriers for any protected class, including but not limited to Hispanics or Latinos, Blacks or African Americans, American Indians or Alaska Natives, Asians, Native Hawaiians or Other Pacific Islanders and Two or More Races.

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

1. State and federal EEO notices will be posted on bulletin boards throughout the county.
2. Records of EEO applicant flow data for all positions are monitored and appropriate reports are made.
3. The Personnel Department will post a PDF file of the EEOP Short Form on the Countys Intranet, the internal electronic communication system for the County.
4. The Personnel Department will keep two bound copies of the EEOP Short Form on display in its office at the County Administration Building.
5. Cowlitz County will continue to advertise employment opportunities on its Internet website, newspapers and job posting bulletin boards.
6. Job announcements for promotional recruitment will continue to include the following statement of nondiscrimination, Cowlitz County is an Equal Opportunity Employer and it is the Countys policy that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.
7. Continue to include statements of nondiscrimination in collective bargaining union agreements. A copy of the collective bargaining union agreement is distributed to union/guild employees by their respective union/guild.
8. Policy for nondiscrimination is included in the Countys intranet website under the Commissioners Office labeled County Policies & Procedures and distributed to new and existing employees. County Policies and Procedures is also posted on the Countys Intranet website.
9. Provide EEO reports with workforce minority and female statistics to department directors. Also, continue to provide statistical reports to department directors and managers, as requested, for specific position vacancies to strategize how to attract and retain diversity in the underutilized job categories.

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

1. The Cowlitz County application is periodically reviewed to determine compliance with the latest state and federal EEO regulations to ensure each applicant is provided the maximum opportunity to present her/his related qualifications.
2. Work sessions with the Board of County Commissioners will be held to review the Countys EEOP progress and results and to reinforce the Countys commitment as an Equal Opportunity Employer.
3. Copies of the EEOP will be sent to the County Public Libraries so that copies may be put on display in the Main Library and in the reading rooms of neighborhood libraries throughout the County.
4. Electronic copy will be posted on the Countys Internet site.
5. Cowlitz County will include protected group members through targeted advertising (newspapers, special publications, websites, posting with community organizations, etc.).
6. Cowlitz County will continue to advertise employment opportunities on its Internet website, newspapers and job posting

bulletin boards.

7. Job announcements for promotional recruitment will continue to include the following statement of nondiscrimination, Cowlitz County is an Equal Opportunity Employer and that it is the Countys policy that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

8. Job announcements will continue to be open until filled or open continuously to allow as many applicants to apply and for longer periods of time. In addition, reminder notices will be sent to interested applicants as to opening date for large recruitments and hard to fill position vacancies.

**Utilization Analysis Chart**  
**Relevant Labor Market: Cowlitz County, Washington**

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 #/%	23/49%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	23/49%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,250/56%	45/1%	15/0%	20/1%	10/0%	0/0%	20/1%	1,540/39%	35/1%	15/0%	25/1%	4/0%	0/0%	10/0%
Utilization #/%	-7%	1%	-0%	-1%	-0%	0%	-1%	10%	-1%	-0%	-1%	-0%	0%	-0%
<b>Professionals</b>														
Workforce #/%	44/44%	1/1%	0/0%	0/0%	0/0%	1/1%	0/0%	50/51%	2/2%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	2,055/39%	19/0%	4/0%	15/0%	20/0%	0/0%	10/0%	3,005/57%	75/1%	4/0%	30/1%	35/1%	10/0%	0/0%
Utilization #/%	6%	1%	-0%	-0%	-0%	1%	-0%	-6%	1%	-0%	-1%	-1%	1%	0%
<b>Technicians</b>														
Workforce #/%	13/39%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	18/55%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	245/32%	20/3%	0/0%	10/1%	0/0%	0/0%	0/0%	455/59%	0/0%	4/1%	25/3%	4/1%	0/0%	4/1%
Utilization #/%	7%	0%	0%	-1%	0%	0%	0%	-5%	3%	-1%	-3%	-1%	0%	-1%
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	570/73%	4/1%	4/1%	4/1%	0/0%	0/0%	0/0%	195/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-23%	-1%	-1%	-1%	0%	0%	0%	25%	0%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	81/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	23/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,320/53%	150/3%	20/0%	55/1%	0/0%	10/0%	15/0%	1,665/38%	90/2%	0/0%	25/1%	40/1%	0/0%	0/0%
Utilization #/%	25%	-3%	-0%	-1%	0%	-0%	-0%	-16%	-2%	0%	-1%	-1%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	21/54%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	17/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	55/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	23%	0%	0%	0%	0%	3%	0%	-25%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>														

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 #/%	18/8%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	204/90%	1/0%	0/0%	0/0%	0/0%	2/1%	0/0%
CLS #/%	2,170/23%	90/1%	30/0%	40/0%	4/0%	4/0%	0/0%	6,685/72%	120/1%	15/0%	70/1%	70/1%	20/0%	4/0%
Utilization #/%	-15%	-1%	-0%	-0%	-0%	-0%	0%	19%	-1%	-0%	-1%	-1%	1%	-0%
<b>Skilled Craft</b>														
Workforce #/%	72/90%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	7/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,070/91%	155/3%	10/0%	55/1%	30/1%	0/0%	40/1%	215/4%	15/0%	0/0%	0/0%	4/0%	0/0%	0/0%
Utilization #/%	-1%	-2%	-0%	-1%	-1%	0%	-1%	5%	-0%	0%	0%	-0%	0%	0%
<b>Service/Maintenance</b>														
Workforce #/%	12/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,235/57%	715/4%	35/0%	205/1%	130/1%	25/0%	80/0%	5,325/33%	275/2%	15/0%	95/1%	145/1%	0/0%	50/0%
Utilization #/%	14%	-4%	-0%	-1%	-1%	-0%	-0%	-3%	-2%	-0%	-1%	-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
<b>Protective Services: Sworn-Officials</b>														
Workforce #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	81/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	23/22%	0/0%	0/0%	0/0%	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 Short Form.

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

Jim Zdzita  
[signature]

Personnel Director  
[title]

6-12-09  
[date]

**CERTIFICATION FORM**

Recipient Name and Address: Cowlitz Wahkiakum Task Force 312 SW 1st Ave., Kelso, WA

Grant Title: Justice Assistance Grant Grant Number: MO9-34721-007 Award Amount: \$363,158 98626

Contact Person Name and Title: Duane Engler, Under Sheriff Phone Number: (360) 577-3092

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete Section A below. Recipients that claim the limited exemption from the submission requirement, must complete Section B below. A recipient should complete either Section A or Section B, not both. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

**Section A- Declaration Claiming Complete Exemption from the EEOP Requirement. Please check all the boxes that apply.**

- Recipient has less than 50 employees,
- Recipient is a non-profit organization,
- Recipient is a medical institution,
- Recipient is an Indian tribe,
- Recipient is an educational institution, or
- Recipient is receiving an award less than \$25,000

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that \_\_\_\_\_ [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.**

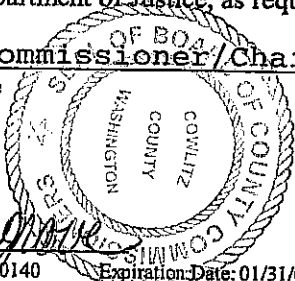
If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Commissioner, George Raiter [responsible official], certify that the Cowlitz Wahkiakum Task Force [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR §42.301, et seq., subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: Administrative Services/Personnel Department [organization], at 207 Fourth Ave., N., Rm. 306, Kelso, WA 98626 [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

George Raiter, Commissioner/Chairman \_\_\_\_\_ Signature \_\_\_\_\_ Date 6-12-09  
Print or type Name and Title

ATTEST:

Hickie M. Musgrave  
OMB Approval No. 1121-0140 Expiration Date: 01/31/06  
Clerk of the Board



**CERTIFICATION FORM**

Recipient Name and Address: Cowlitz County Prosecutor's Office 312 SW 1st Ave.  
Kelso, WA 98626

Grant Title: Justice Assistance Grant Grant Number: F09-34721-035 Award Amount: \$90,000

Contact Person Name and Title: Sue Baur, Prosecuting Attorney Phone Number: (360)-577-3080

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete Section A below. Recipients that claim the limited exemption from the submission requirement, must complete Section B below. A recipient should complete either Section A or Section B, not both. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

**Section A- Declaration Claiming Complete Exemption from the EEOP Requirement. Please check all the boxes that apply.**

- |                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Recipient has less than 50 employees,   | <input type="checkbox"/> | Recipient is an Indian tribe,                      |
| <input type="checkbox"/> | Recipient is a non-profit organization, | <input type="checkbox"/> | Recipient is an educational institution, or        |
| <input type="checkbox"/> | Recipient is a medical institution,     | <input type="checkbox"/> | Recipient is receiving an award less than \$25,000 |

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that \_\_\_\_\_ [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title	Signature	Date
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**Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.**

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Commissioner, George Raiter [responsible official], certify that the Cowlitz County Prosecutor's Office [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR §42.301, et seq., subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: Administrative Services/Personnel Department [organization], at 207 Fourth Ave., N., Rm. 306, Kelso, WA 98626 [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

George Raiter, Commissioner/Chairman		6-12-09
Print or type Name and Title	Signature	Date

ATTEST:

Dickie M. Murgrove  
Clerk of the Board

