

# EEOP Utilization Report



Wed May 04 11:18:41 EDT 2016

## Step 1: Introductory Information

**Grant Title:** Substance Abuse and Mental Health Services      **Grant Number:** 1H79T1026109-01

**Grantee Name:** Clark County Eight Judicial District Court Family Division      **Award Amount:** \$325,000.00

**Grantee Type:** Local Government Agency

**Address:** 200 Lewis Avenue  
Las Vegas, Nevada  
89155

**Contact Person:** Oscar Arante      **Telephone #:** 702-671-4547

**Contact Address:** 200 Lewis Avenue  
Las Vegas, Nevada  
89155

**DOJ Grant Manager:** Helen Zhou      **DOJ Telephone #:** 240-276-2916

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**Grant Title:** Violence Against Women Formula Grants      **Grant Number:** 2015-VAWA-09

**Grantee Name:** Clark County District Attorney      **Award Amount:** \$50,375.00

**Grantee Type:** Local Government Agency

**Address:** 200 Lewis Avenue  
Las Vegas, Nevada  
89155

**Contact Person:** Patty Cummings      **Telephone #:** 702-671-0988

**Contact Address:** 200 Lewis Avenue  
Las Vegas, Nevada  
89155

**State Granting Agency:** State of Nevada, Office of Attorney General      **Grant Number:** 2015-VAWA-09

**Contact Name:** Debbie Tanaka

**Contact Address:** 100 N. Carson Street  
Carson City, Nevada  
89701

**Telephone #:** 775-684-1119

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**Grant Title:** Violence Against Women Formula Grants      **Grant Number:** 2015-VAWA-35

**Grantee Name:** Clark County Las Vegas Justice Courts      **Award Amount:** \$35,000.00

**Grantee Type:** Local Government Agency  
**Address:** 200 Lewis Avenue  
Las Vegas, Nevada  
89155  
**Contact Person:** Brandie Rangel **Telephone #:** 702-671-4526  
**Contact Address:** 200 Lewis Avenue  
Las Vegas, Nevada  
89155  
**State Granting Agency:** State of Nevada, Office of Attorney General **Grant Number:** 2015-VAWA-35  
**Contact Name:** Elizabeth Greb  
**Contact Address:** 100 N. Carson Street  
Carson City, Nevada  
89701  
**Telephone #:** 775-684-1148

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**Grant Title:** Edward Bryne Memorial Justice Assistance Grant Program **Grant Number:** 13-JAG-37  
**Grantee Name:** Clark County District Attorney **Award Amount:** \$94,477.00  
**Grantee Type:** Local Government Agency  
**Address:** 200 Lewis Avenue  
Las Vegas, Nevada  
89155  
**Contact Person:** Lindbert Pagtama **Telephone #:** 702-671-0975  
**Contact Address:** 200 Lewis Avenue  
Las Vegas, Nevada  
89155  
**State Granting Agency:** State of Nevada Office of Criminal Justice Assistance **Grant Number:** 13-JAG-37  
**Contact Name:** Michelle Hamilton  
**Contact Address:** 1535 Old Springs Road #10  
Carson City, Nevada  
89706  
**Telephone #:** 775-687-3700

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**Grant Title:** Edward Byrne Memorial Justice Assistance Grant **Grant Number:** 2015-DJ-BX-0997  
**Grantee Name:** Clark County **Award Amount:** \$884,236.00  
**Grantee Type:** Local Government Agency

**Address:** 500 S. Grand Central Parkway  
Las Vegas, Nevada  
89155

**Contact Person:** Emma Garcia

**Telephone #:** 702-455-2263

**Contact Address:** 500 S. Grand Central Parkway  
Las Vegas, Nevada  
89155

**DOJ Grant Manager:** Joseph Husted

**DOJ Telephone #:** 202-353-4411

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**Grant Title:** Edward Byrne Memorial Justice  
Assistance Grant

**Grant Number:** 2013-DJBX-1172

**Grantee Name:** Clark County

**Award Amount:** \$964,872.00

**Grantee Type:** Local Government Agency

**Address:** 500 S. Grand Central Parkway  
Las Vegas, Nevada  
89155

**Contact Person:** Emma Garcia

**Telephone #:** 702-455-2263

**Contact Address:** 500 S. Grand Central Parkway  
Las Vegas, Nevada  
89155

**DOJ Grant Manager:** Joseph Husted

**DOJ Telephone #:** 202-353-4411

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**Grant Title:** Edward Byrne Memorial Justice  
Assistance Grant

**Grant Number:** 2014-DJ-BX-0554

**Grantee Name:** Clark County

**Award Amount:** \$1,004,322.00

**Grantee Type:** Local Government Agency

**Address:** 500 S. Grand Central Parkway  
Las Vegas, Nevada  
89155

**Contact Person:** Emma Garcia

**Telephone #:** 702-455-2263

**Contact Address:** 500 S. Grand Central Parkway  
Las Vegas, Nevada  
89155

**DOJ Grant Manager:** Joseph Husted

**DOJ Telephone #:** 202-353-4411

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### Policy Statement:

Clark County is an equal opportunity employer and will not discriminate on the basis of race, color, religion, sex, age, national origin, disability status, sexual orientation, gender identity or expression, or genetic information in employment. In accordance with State and/or Federal laws, the Board of County Commissioners is committed to an Equal Opportunity,

Affirmative Action and Sexual Harassment Policy, which prohibit unlawful discrimination in the workplace.

## Step 4b: Narrative Underutilization Analysis

A comparison of Clark Countys workforce to the community labor statistics for Clark County indicates an underutilization of women and minorities in some areas. Clark County has focused on underutilizations on two standard deviations or greater from the relevant workforce in reportable areas. The narrative below is a review of the Utilization Analysis Chart which identifies the following areas of such underutilization:

Females were underutilized in five (5) of the job categories, as follows:

- a. White females: Professionals (-9%), Technicians (-12%), Protective Services-Sworn (-5%), Protective Services- Non-Sworn (-7%), and Service/Maintenance (-9%).
- b. Asian females: Technicians (-5%), Protected Services- Sworn (-4%) and in the Protected Services- Non-Sworn (-4%) job categories.
- c. Hispanic females: Service/Maintenance: (-8%).
- d. Black females: Technicians (-5%)and Protective Services- Non-Sworn (-9%)

Black males and Hispanic males were underutilized in four (4) job categories, as follows:

- e. Black males: Protective Services- Non-Sworn (-10%)
- f. Hispanic males: Administrative Support (-4%), Skilled Craft (-21%), and Service Maintenance (-10%)

Clark County remains committed to meeting utilization goals so that its workforce more closely reflects the available labor force in Clark County. It is the Countys goal to increase representation in these areas and ensure that underrepresented groups receive equal opportunity to secure employment and advancement.

## Step 5 & 6: Objectives and Steps

### 1. To encourage females to apply for vacancies in the Professionals, Technicians, Protective Services- Sworn, Protective Services- Non-Sworn, and Service/Maintenance job categories

- a. Clark County will continue to focus on recruiting the most qualified and diverse applicants available with an emphasis on the female population and respective underrepresented groups therein.
- b. Clark County will continue to post open positions on-line and accept applications for employment on-line.
- c. Clark County will continue to provide job announcements to the Nevada Department of Employment, Training and Rehabilitation as well as other community groups specific to the underrepresented groups.
- d. Clark County will advertise job openings specific to positions in the areas of Professionals, Technicians, Protective Services Sworn and Non-Sworn, and Service/Maintenance in publications that focus on female and minority populations.

### 2. To encourage Black and Hispanic males to apply for vacancies in the Protective Non-Sworn, Administrative Support, Skilled Craft, and Service/Maintenance job categories

- a. Clark County will continue to focus on recruiting the most qualified and diverse applicants available with an emphasis on the minority (specifically Black and Hispanic) population.
- b. Clark County will advertise vacancies (particularly involving those vacancies in the underutilized job categories) in minority publications with an emphasis in Black and Hispanic or Latino populations to increase representation in the areas of Protective Services, Administrative Support, Skilled Craft, and Service Maintenance job categories.
- c. Clark County Human Resources will work to develop relationships with Latino, Black, Asian and other minority organizations to target underrepresented groups.

### 3. Evaluate Internal Recruitment Processes/Efforts

- a. Clark County will: a) continue to encourage management staff to participate in Fair Employment Law training and offer in-house training to employees and managers on best practices in the interview and selection process; b) participate in job fairs, career days, and youth programs; c) reach out to employees from underrepresented groups to assist in recruitment efforts such as job fairs, career days, and youth programs; d) focus on increasing recruitment efforts through the use of social media to reach underutilized groups. Human Resources representatives will audit training programs, hiring and promotional practices in an effort to ensure that any impediments to achieving utilization

goals are removed. Clark County will continue to review job descriptions to ensure that they are job-related/consistent with the respective positions that are being filled. Clark County Human Resources will conduct quarterly reviews of outreach and advertising efforts to measure effectiveness.

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

The EEOP Utilization report will be maintained in the Clark County Office of Diversity and the Clark County Human Resources Office. The EEOP Utilization report will be uploaded and available on the County's Intranet and Internet websites, accessible to employees. Clark County will send an email notification to Clark County employees notifying them that the EEOP Utilization report is accessible and available on the County's Intranet and Internet sites. The County's respective websites will have information on how to obtain a copy of the report including downloading a copy or by requesting a copy from the Clark County Office of Diversity or the Clark County Human Resources Office.

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

The EEOP Utilization report will be maintained in the Clark County Office of Diversity and the Clark County Human Resources Office. The EEOP Utilization report will be posted on the County's Internet website that can be accessed by the public including contractors. The County will post notices on County bulletin boards throughout County buildings notifying employees and the public including contractors that the EEOP Utilization report is accessible and available on the County's Internet website. And, that they can obtain a copy of the report by visiting the Internet website and downloading a copy or in the alternative contacting the Clark County Office of Diversity and/or the Clark County Human Resources Office for a copy.

**Utilization Analysis Chart**  
**Relevant Labor Market: Clark 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
<b>Officials/Administrators</b>																
Workforce #/%	310/44%	36/5%	46/6%	4/1%	17/2%	0/0%	0/0%	0/0%	195/27%	22/3%	65/9%	0/0%	17/2%	0/0%	0/0%	0/0%
CLS #/%	42,160/44%	6,080/6%	3,400/4%	355/0%	3,540/4%	135/0%	515/1%	335/0%	25,710/27%	5,700/6%	3,045/3%	205/0%	2,575/3%	150/0%	595/1%	320/0%
Utilization #/%	-1%	-1%	3%	0%	-1%	-0%	-1%	-0%	0%	-3%	6%	-0%	-0%	-0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	990/26%	227/6%	270/7%	18/0%	135/4%	0/0%	0/0%	0/0%	1014/27%	374/10%	571/15%	22/1%	183/5%	0/0%	0/0%	0/0%
CLS #/%	36,705/32%	4,740/4%	4,045/3%	120/0%	5,540/5%	200/0%	725/1%	435/0%	40,895/35%	6,790/6%	5,435/5%	275/0%	7,745/7%	290/0%	1,085/1%	780/1%
Utilization #/%	-6%	2%	4%	0%	-1%	-0%	-1%	-0%	-9%	4%	10%	0%	-2%	-0%	-1%	-1%
<b>Technicians</b>																
Workforce #/%	321/49%	64/10%	49/7%	4/1%	41/6%	0/0%	0/0%	0/0%	99/15%	29/4%	35/5%	2/0%	15/2%	0/0%	0/0%	0/0%
CLS #/%	6,220/31%	1,520/8%	775/4%	40/0%	1,330/7%	30/0%	155/1%	130/1%	5,345/27%	1,295/7%	1,215/6%	10/0%	1,500/8%	85/0%	105/1%	125/1%
Utilization #/%	17%	2%	4%	0%	-0%	-0%	-1%	-1%	-12%	-2%	-1%	0%	-5%	-0%	-1%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	420/51%	101/12%	142/17%	9/1%	41/5%	0/0%	0/0%	0/0%	51/6%	21/3%	34/4%	0/0%	10/1%	0/0%	0/0%	0/0%
CLS #/%	13,900/51%	2,920/11%	3,200/12%	180/1%	1,200/4%	145/1%	400/1%	295/1%	2,980/11%	625/2%	820/3%	20/0%	235/1%	50/0%	90/0%	20/0%
Utilization #/%	-1%	1%	5%	0%	1%	-1%	-1%	-1%	-5%	0%	1%	-0%	0%	-0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	7/35%	5/25%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	4/20%	3/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	655/29%	190/9%	230/10%	20/1%	85/4%	0/0%	0/0%	10/0%	605/27%	110/5%	205/9%	15/1%	80/4%	20/1%	0/0%	0/0%
Utilization #/%	6%	16%	-10%	-1%	1%	0%	0%	-0%	-7%	10%	-9%	-1%	-4%	-1%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	117/6%	58/3%	64/3%	3/0%	37/2%	0/0%	0/0%	0/0%	804/43%	315/17%	323/17%	14/1%	131/7%	0/0%	0/0%	0/0%
CLS #/%	53,410/22%	16,225/7%	8,525/3%	345/0%	7,730/3%	605/0%	1,280/1%	1,040/0%	87,385/36%	31,630/13%	15,995/7%	1,025/0%	13,600/6%	1,495/1%	2,150/1%	1,485/1%

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
	%	%							%	%	%		%			
Utilization #/%	-16%	-4%	-0%	0%	-1%	-0%	-1%	-0%	7%	4%	11%	0%	1%	-1%	-1%	-1%
<b>Skilled Craft</b>																
Workforce #/%	252/61%	68/17%	33/8%	7/2%	36/9%	0/0%	0/0%	0/0%	9/2%	2/0%	2/0%	0/0%	2/0%	0/0%	0/0%	0/0%
CLS #/%	41,675/48%	32,650/38%	3,650/4%	600/1%	2,415/3%	505/1%	660/1%	375/0%	1,940/2%	1,050/1%	440/1%	15/0%	340/0%	40/0%	55/0%	15/0%
Utilization #/%	13%	-21%	4%	1%	6%	-1%	-1%	-0%	-0%	-1%	-0%	-0%	0%	-0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	236/29%	106/13%	156/19%	2/0%	67/8%	0/0%	0/0%	0/0%	52/6%	64/8%	113/14%	3/0%	14/2%	0/0%	0/0%	0/0%
CLS #/%	70,470/23%	72,370/23%	16,275/5%	695/0%	16,265/5%	1,240/0%	1,620/1%	1,730/1%	48,195/16%	49,555/16%	11,630/4%	535/0%	16,725/5%	710/0%	1,235/0%	1,155/0%
Utilization #/%	6%	-10%	14%	0%	3%	-0%	-1%	-1%	-9%	-8%	10%	0%	-4%	-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	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
<b>Officials/Administrators</b>										✓					✓	
<b>Professionals</b>	✓				✓	✓	✓	✓	✓				✓	✓	✓	✓
<b>Technicians</b>							✓	✓	✓	✓			✓			✓
<b>Protective Services: Sworn</b>						✓	✓	✓	✓							
<b>Administrative Support</b>	✓	✓			✓	✓	✓	✓						✓	✓	✓
<b>Skilled Craft</b>		✓														
<b>Service/Maintenance</b>		✓					✓	✓	✓	✓			✓			

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.

Certified As Final By: Sandy Jeantete

Human Resources Director

05-04-2016

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[signature]

[title]

[date]