

EEOP Short Form

**Oregon Youth Authority
Grant #2008-DD-BX-0802**

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Step 1: Introductory Information

Grant Title:	Juvenile Accountability Block Grant	Grant Number:	2008-DD-BX-0802
Grantee Name:	Oregon Youth Authority	Award Amount:	\$256,047
Grantee Type:	State Government Agency		
Address:	530 Center Street NE Suite 200 Salem, Oregon 97301		
Contact Person:	Phil Cox	Telephone #:	503-373-7531
Contact Address:	530 Center Street NE Suite 200 Salem, Oregon 97301		
Federal Granting Agency:	OJJDP		
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Policy Statement:

The Oregon Youth Authority (OYA) is committed to achieving an equitable and diverse workforce within the Oregon Youth Authority through Affirmative Action and Equal Employment Opportunity measures. It is the policy of the OYA that all employees and applicants will receive fair consideration and treatment in hiring and conditions of employment without regard to race, color, national origin, gender, religion, age, disability, or sexual orientation. The OYA is committed to ensuring that our workplaces are free from discrimination, harassment, or intimidation. The OYA will not tolerate remarks or actions that demean or stereotype any individual. Anyone who has a concern about potential discrimination or harassing treatment in the workplace should immediately raise the concern with a supervisor, manager, Professional Standards Office, or Employee Services. The Oregon Youth Authority is committed to complying with all applicable federal, state, and local civil rights laws that pertain to employment.

Step 4b: Narrative Underutilization Analysis

The Agency's Employee Services office, in consultation with the Department of Administrative Services (DAS), reviewed the Utilization Analysis and noted the following:

1. People with disabilities represent 2.2% of the agency workforce. The DAS parity goal is 6%.
2. Representation by women in middle management positions is currently 27.3%. The DAS parity goal is 43%.
3. Representation of people of color in professional-nurse/health positions is currently 5.9%. The DAS parity goal is 11.3%.
4. Representation of people of color in professional-computer analyst positions is 5%. The DAS parity goal is 13%.
5. Representation of women and people of color in professional-social service positions is currently 54.2% for women with the parity goal of 60% and for people of color is 11.9% with the parity goal of 15.7%.
6. Representation of women in protective service positions is 25%. The DAS parity goal is 22.8%.
7. Representation of people of color in service maintenance worker positions is 5.4%. The DAS parity goal is 11.6%.

Step 5 & 6: Objectives and Steps

1. To encourage the hiring of people with disabilities for all job categories:

- a. Employee Services staff will emphasize the need to hire disabled applicants when discussing filling of vacancies with supervisors, managers, and/or selecting officials.
- b. Employee Services will review recruitment material to ensure it is user friendly and clearly identifies how potential applicants who are disabled can receive assistance.
- c. When and if qualified disabled applicants are identified, strongly encourage them to consider interviewing for more than one job and at several locations.
- d. Give special consideration and priority to hiring fully qualified disabled applicants where authorized and funded vacancies exist.
- e. Ensure the majority of vacancy announcements are open competitive.

2. To increase the representation of women in middle management positions:

- a. Continue good faith effort to have all departing employees complete exit interviews; analyze findings.
- b. Continue efforts to recruit women into Group Life Coordinator, Youth Corrections Unit Coordinator, Juvenile Parole/Probation Officer and Assistant positions, the largest promotional pool within the agency.
- c. Use open competitive job announcements to attract outside applicants.
- d. Use work-out-of-class or job rotational opportunities to develop women in managerial positions.
- e. Advertise vacant management positions in a variety of minority newspapers, Internet websites, diversity meetings, college/university employment boards, etc.
- f. Develop strategy plans and provide career progression paths for promotion from middle management to upper management positions.

3. **To increase representation of people of color in professional – nurse/health positions:**
 - a. Make good faith effort to have all departing employees complete exit interviews; analyze findings.
 - b. Use open competitive job announcements to attract people of color to apply.
 - c. Use work-out-of-class or job rotational opportunities to develop people of color in these positions.
 - d. Target recruitment efforts at job fairs at University of Oregon, Portland State University, Oregon State University, Western Oregon University, and Eastern Oregon University.
 - e. Advertise vacant nursing/health professional positions in minority newspapers, Internet websites, diversity meetings, college/university employment boards, etc.
 - f. Utilize national recruitment media such as professional journals and Internet websites.

4. **To increase representation of people of color in professional – computer analyst positions:**
 - a. Make good faith effort to have all departing employees complete exit interviews; analyze findings.
 - b. Use open competitive job announcements to attract people of color to apply.
 - c. Use work-out-of-class or job rotational opportunities to develop people of color in these positions.
 - d. Target recruitment efforts at job fairs at University of Oregon, Portland State University, Oregon State University, Western Oregon University, and Eastern Oregon University.
 - e. Advertise vacant information systems positions in minority newspapers, Internet websites, diversity meetings, college/university employment boards, etc.
 - f. Utilize national recruitment media such as professional journals and Internet websites.

5. **To increase representation of women and people of color in professional – social service positions:**
 - a. Make good faith effort to have all departing employees complete exit interviews; analyze findings.
 - b. Use open competitive job announcements to attract women and people of color to apply.
 - c. Write and develop job vacancy announcements to attract the interest of women and people of color in federal, state, and county government.
 - d. Use work-out-of-class or job rotational opportunities to develop women and people of color in these positions.
 - e. Target recruitment efforts at job fairs at University of Oregon, Portland State University, Oregon State University, Western Oregon University, and Eastern Oregon University.
 - f. Advertise vacant positions in a variety of minority newspapers, Internet websites, diversity meetings, college/university employment boards, etc.
 - g. Utilize national recruitment media such as professional journals and Internet websites.
 - h. Attend and recruit at local professional and diversity organizations.

6. **To increase representation of women in protective service positions:**
 - a. Make good faith effort to have all departing employees complete exit interviews; analyze findings.
 - b. Use open competitive job announcements to attract women applicants.
 - c. Write and develop job vacancy announcements to attract the interest of women in federal, state, and county government.

- d. Use work-out-of-class or job rotational opportunities to develop women and people of color in these positions.
 - e. Target recruitment efforts at job fairs at University of Oregon, Portland State University, Oregon State University, Western Oregon University, and Eastern Oregon University.
 - f. Utilize national recruitment media such as professional journals and Internet websites.
 - g. Attend and recruit at local professional and diversity organizations.
7. **To increase representation of people of color in service maintenance worker positions:**
- a. Make good faith effort to have all departing employees complete exit interviews; analyze findings.
 - b. Use open competitive job announcements to attract people of color to apply.
 - c. Write and develop job vacancy announcements to attract the interest of people of color in federal, state, and county government.
 - d. Use work-out-of-class or job rotational opportunities to develop people of color in these positions.
 - e. Target recruitment efforts at job fairs at University of Oregon, Portland State University, Oregon State University, Western Oregon University, and Eastern Oregon University.
 - f. Utilize national recruitment media such as professional journals and Internet websites.
 - g. Attend and recruit at local professional and diversity organizations.

Step 7a: Internal Dissemination

1. OYA Employee Services will post a PDF file of the EEOP Short Form on OYA's website, the internal, electronic communication system for the agency.
2. OYA Employee Services will keep two bound copies of the EEOP Short Form on display in the reception area of the Central Office.
3. Within 30 days of receiving the U.S. Justice Department's approval of the OYA's EEOP Short Form, Employee Services office will send an e-mail memorandum to all employees to inform them that they may obtain a copy of the OYA's EEOP Short Form on the OYA's website or contact Employee Services for a copy.
4. At each facility, they will post a written notice on the bulletin boards that employees regularly check, providing information on how employees can obtain a copy of the EEOP Short Form.

Step 7b: External Dissemination

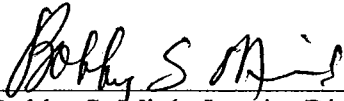
1. OYA Employee Services will post a PDF file of the EEOP Short Form on OYA's website that any user may access and obtain a copy.
2. The OYA Employee Services office will include a written statement in all job announcements that "THE OREGON YOUTH AUTHORITY IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER, COMMITTED TO SELECTING, TRAINING, SUPPORTING AND EMPOWERING A COMPETENT AND DIVERSE WORKFORCE."

**Utilization Analysis Chart
Relevant Labor Market: Oregon Youth Authority, State of Oregon**

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 #/%	63/61%	0/0%	1/1%	3/3%	4/4%	0/0%	0/0%	27/26%	1/1%	2/2%	0/0%	1/6%	3/3%	0/0%	0/0%					
CLS #/%	108650/55.5%	240/1.8%	1035/5%	700/4%	3270/17.7%	165/1%	2085/1.0%	69160/35.3%	2400/1.2%	740/4%	805/4%	1890/1.0%	115/1%	1335/6%						
Utilization #/%	5.5%	-1.8%	.5%	2.6%	2.3%	-1%	-1.0%	-9.3%	-2%	1.6%	-4%	2.0%	-1%	-6%						
Professionals																				
Workforce #/%	66/39%	1/6%	2/1.2%	2/1.2%	2/1.2%	0/0%	0/0%	87/51%	-4/2.3%	1/6%	1/6%	5/2.9%	0/0%	0/0%						
CLS #/%	129855/42.6%	3810/1.2%	1870/6%	780/3%	7175/2.4%	220/1%	2565/7%	142085/46.6%	4810/1.6%	1735/6%	1350/4%	5405/1.8%	185/1%	3270/1.1%						
Utilization #/%	-3.6%	-6%	.6%	.9%	-1.2%	-1%	-7%	4.4%	.7%	0%	2%	1.1%	-1%	-1.1%						
Technicians																				
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%						
CLS #/%	14775/40.6%	805/2.2%	280/8%	230/6%	745/2.0%	55/2%	290/8%	17145/52.8%	640/1.8%	265/7%	170/5%	615/1.7%	55/2%	360/1.0%						
Utilization #/%	-40.6%	-2.2%	-8%	-6%	-2.0%	-2%	-8%	47.2%	-1.8%	-7%	-5%	-1.7%	-2%	-1.0%						
Protective Services: Non-Sworn																				
Workforce #/%	391/58%	19/2.8%	34/5%	12/1.8%	44/6.6%	0/0%	0/0%	145/22%	6/9%	1/1%	4/5%	11/1.6%	0/0%	0/0%						
CLS #/%	915/41.8%	24/1.1%	0/0%	10/5%	15/7%	4/2%	54/2.6%	1030/47%	50/2.3%	0/0%	25/1.1%	10/5%	4/2%	49/2.3%						
Utilization #/%	16.2%	1.7%	5%	1.3%	5.9%	-2%	-2.6%	-25%	-1.4%	.1%	-6%	1.1%	-2%	-2.3%						
Administrative Support																				
Workforce #/%	2/2.2%	0/0%	0/0%	0/0%	1/1.1%	0/0%	0/0%	76/84%	4/4.4%	1/1.1%	1/1.1%	5/5.5%	0/0%	0/0%						
CLS #/%	52115/19.1%	3780/1.4%	1595/6%	695/3%	1760/6%	200/1%	1645/6%	187740/68.7%	8470/3.1%	2845/10%	2530/9%	4605/1.7%	390/1%	4845/1.7%						
Utilization #/%	-16.9%	-1.4%	-6%	-3%	.5%	-1%	-6%	15.7%	1.3%	.1%	2%	3.8%	-1%	-1.7%						
Skilled Craft																				
Workforce #/%	18/86%	0/0%	0/0%	1/4.7%	0/0%	0/0%	0/0%	2/9.5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%						
CLS #/%	139040/82.8%	10215/6.1%	1150/7%	1780/6%	1875/1.1%	355/2%	3760/2.3%	8190/4.9%	595/4%	130/1%	95/1%	375/2%	25/0.0%	310/2%						
Utilization #/%	3.2%	-6.1%	-7%	4.1%	-1.1%	-2%	-2.3%	4.6%	-4%	-1%	-1%	-2%	0%	-2%						
Service Maintenance																				
Workforce #/%	53/95%	1/1.7%	1/1.7%	0/0%	1/1.7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%						
CLS #/%	233385/76.8%	50425/14.1%	5160/1.7%	4165/1.4%	7645/3.0%	1155/3%	7500/2.6%	166855/32%	23170/4.4%	3495/7%	3255/6%	8190/1.6%	570/1%	6235/1.2%						
Utilization #/%	18.2%	-12.4%	0%	-1.4%	-1.3%	-3%	-2.6%	-32%	-4.4%	-7%	-6%	-1.6%	-1%	-1.2%						

I understand the regulatory obligation under OAR 105-040-0001 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.



Bobby S. Mink, Interim Director
Oregon Youth Authority

20 Nov 2008

Date