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## **Affirmative Action/ Equal Employment Opportunity Policy**

The State Fire Marshal's office firmly supports the policies of both affirmative action and equal employment opportunity. All policies and procedures for the State shall be administered in a manner that prohibits discrimination against any individual or group based upon race, color, religion, sex, age, national origin, physical or mental disability, or marital status.

The State of Nebraska has formally endorsed these policies through the passage of the Nebraska Fair Employment Practices Act and State Statute 81-1355, which affirm the State's commitment to affirmative action and EEO. Through these actions, it is the intent of the State Fire Marshal's Office to maximize the effective use of human resources and in so doing, insure that the State Fire Marshal's work force is representative of the composition of the State labor force. In this regard, all employees and applicants for employment shall be given equal access to employment and advancement opportunities. Also, those charged with administrative and decision making responsibilities shall take deliberate steps and employ results-oriented procedures to identify and eliminate artificial barriers to employment and advancement which serve to discriminate against protected groups.

To implement these policies the State of Nebraska, State Fire Marshal's Office, through its administrative entities, will strive to:

1. Recruit, hire, train and promote in all job classifications and at all levels without regard to race, color, religion, age, sex, marital status, national origin or mental or physical disability.
2. Insure that all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, termination, reinstatement, tuition assistance, selection for education or training, treatment during employment or any other conditions of employment) are administered in an open and non-discriminatory manner.
3. Base hiring and employment decisions so as to further affirmative action and equal employment opportunity in State government.

4. Develop goals and timetables directed towards reversing situations where under utilization of protected class individuals exists.
5. Develop results-oriented agency and statewide affirmative action plans.
6. Develop positive and vigorous recruitment and community outreach activities to inform, identify and attract protected class individuals to employment opportunities within State government.
7. Communicate the State affirmative action and equal employment opportunity policies to employees and prospective employees.
8. Identify and eliminate practices, policies and procedures which result in disparate impact or unfair treatment.
9. Create a workplace environment absent from any form of workplace harassment based, in whole or in part, on race, color, religion, age, sex, disability or national origin, which manifests itself in the form of inflammatory comments, jokes, printed material and/or innuendo, unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

In cooperation with the State Affirmative Action Office, the State Fire Marshal's agency will strive to accomplish goals and objectives necessary to establish and continue a State Affirmative Action Program which indicates and projects comparability between the State labor force and State Fire Marshal's work force.

July 1, 2005

  
Dennis C. Hohbein  
State Fire Marshal

## **Workplace Harassment Policy**

It is hereby declared to be the policy of this agency that all women and men are to be treated fairly and equally, with dignity and respect. Any form of workplace harassment is contrary to this Policy and shall be regarded as discrimination on the basis of race, color, religion, age, sex, disability or national origin and shall be treated as a violation of Title 273 Chapter 13, 001.01 and 001.10 of the State Classified System Personnel Rules and Regulations and Title 277, Chapter 2, 003 of the State Affirmative Action Program Rules and Regulations; Title VII, section 703 of the Civil Rights Act of 1964 as amended. It shall be considered a violation of this Policy for any employee of this agency to engage in workplace harassment or for any supervisory personnel within this agency to knowingly permit workplace harassment of any agency employee or recipient of the agency's services. For the purpose of this Policy, "workplace harassment" shall be defined as sexual harassment or any inflammatory comments, jokes, printed material and/or innuendo based, in whole or in part, on race, color, religion, age, disability or national origin, when:

- (1) such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment; or
- (2) such conduct interferes unreasonably with a person's work or employment opportunities.

For the purpose of this Policy, "sexual harassment" shall be defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, when:

- (1) Submission to such conduct is made either explicitly or implicitly a term of an individual's employment or a condition to receipt of services by a recipient of the agency's services;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment or agency decisions affecting an employee or a recipient of the agency's services; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or the receipt of services by a recipient of the agency's services, or of creating an intimidating, hostile or offensive environment. All

employees shall be notified of the agency Policy regarding workplace harassment and any person making a complaint of workplace harassment shall be entitled to receive special notification of the Policy and of the rights of individuals making such complaints. The agency head may designate an employee(s) of the agency as the officer(s) to whom reports of alleged workplace harassment may be submitted by complainants and/or supervisory personnel. The name(s) and telephone number(s) of the designated officer or officer(s) shall be publicized and posted for the purpose of advising all employees of the existence and identity of the officer(s) charged with the duty of receiving such allegations. In addition, this posted notification shall advise complainants that they may also contact the State Affirmative Action Office (471-3678), Commission on the Status of Women (471-2039), Nebraska Equal Opportunity Commission (471-2024) or State Ombudsman (471-2035) for assistance in reporting complaints of workplace harassment. All complaints shall be handled in a timely and confidential manner. Information concerning a complaint shall not be released to anyone who is not a party to or involved in the investigation. Complainants and other persons involved in the investigation of an allegation of workplace harassment shall not be subjugated to retaliation, coercion or intimidation, or fear of reprisal.

### **Directives to Supervisors**

Workplace harassment can and does create a negative work environment which will affect productivity, efficiency, work attendance and turnover of staff. In addition, allegations of workplace harassment which are not appropriately responded to by the agency may place the State of Nebraska in a position of potential liability to the victim of such harassment. Under the circumstances, it is essential that supervisory personnel take all workplace harassment complaints seriously and that the agency act immediately to investigate and resolve all such complaints in accordance to the following procedures

### **Reporting of Complaint**

- (1) Any supervisor who receives a complaint alleging workplace harassment or who is otherwise aware of a situation involving workplace harassment shall be required to immediately report that complaint or situation, in writing, to the agency head or to his/her designee.
- (2) Any failure by a supervisor to report such workplace harassment complaints or situations shall be considered to be in violation of this Policy and shall subject the supervisor to appropriate corrective or disciplinary action.
- (3) Any supervisor receiving a complaint alleging workplace harassment shall also be obligated to immediately notify the complainant of the agency's Policy concerning workplace harassment and of the complainant's rights concerning the pursuit of such allegations, as set forth in this Policy. This notification shall be achieved by giving the complainant a copy of this Policy, including the section on "Complainant's Rights" as set forth in this Policy.
- (4) Except as is otherwise provided by this Policy, any supervisor receiving a complaint or report of workplace harassment shall take proper care to protect the identity of the complainant or complainants and of the accused party or parties and shall endeavor to hold the allegations of workplace harassment in confidence pending appropriate action by the agency.

### **Investigative Procedures**

- (1) In the event that the agency head or his/her designee receives a report of alleged workplace harassment, the agency head or designee shall immediately take all necessary steps to ensure that the report is promptly and thoroughly investigated by the agency.

- (2) At the complainant's request, the investigating officer may seek informal resolution of the complaint by bringing the offensive behavior to the attention of the accused party or parties and by securing agreement that the behavior will not be repeated. If such informal resolution is accomplished, and no further investigation is required, then the investigating officer shall submit a report to the agency head. If the offending party or parties denies the allegation, or if an informal resolution of the matter cannot be achieved, then the investigating officer shall complete the steps outlined below.
- (3) The investigative officer shall be obligated to make certain that the complainant has been advised of the agency's policy concerning workplace harassment and of the complainant's rights concerning pursuit of such allegations, as set forth in this Policy.
- (4) Except as otherwise provided by this Policy, and except as may be reasonably necessary to successfully complete an investigation of workplace harassment allegations, the investigative officer shall take proper care to protect the identity of the complainant or complainants and of the accused party or parties and shall endeavor to hold the allegations of workplace harassment in confidence pending action by the agency.
- (5) Prior to the completion of the investigation, the investigative officer shall consult with the agency head or his or her designee concerning the progress of the investigation.
- (6) Upon completion of the investigation, the investigative officer shall prepare a report, in writing, stating the findings of the investigation and, where appropriate, recommendations regarding corrective action to be taken against the accused party or parties.
- (7) The investigative officer shall submit to the agency head the written report and also notify the complainant of his/her findings.
- (8) Upon completion of any follow-up as considered necessary, the agency head shall render a final decision regarding the complaint and specify disciplinary action(s), if any, that is (are) to be taken.
- (9) Documentation pertaining to the complaint and investigation, including the report of the investigative officer, shall be maintained by the agency in a separate investigative file.

### **Corrective Action**

If, upon investigation, an allegation of workplace harassment is found to be substantiated, then the agency head shall take appropriate corrective action against the employee(s) found responsible for such workplace harassment. This corrective action may consist of verbal counseling of the employee(s) responsible for the workplace harassment or may consist of disciplinary action imposed pursuant to Title 273, Chapter 13 of the State Classified System Personnel Rules and Regulations. If the complainant so requests, then a statement of the findings of fact and corrective action taken shall be provided to the complainant.

### **Rights of Complainants**

- (1) In the event that any employee of this agency or recipient of services provided by this agency believes that he or she has been or is being subjected to workplace harassment, that party shall have the right to report such alleged workplace harassment to the agency for purposes of prompt investigation and appropriate action.
- (2) Any employee or recipient of services who believes that he/she is being subjected to workplace harassment is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.
- (3) If the aggrieved person does not wish to communicate directly with the offending person or persons, or if direct communication has been ineffective, then the aggrieved person is encouraged to immediately report the alleged workplace harassment to his/her supervisor, to the agency head or to the officer within the agency designated to receive complaints of workplace harassment.
- (4) In reporting allegations of workplace harassment, complainants should take care to state specific facts including, wherever practical, the identity of the person or persons who committed such workplace harassment, the date, time and place of the alleged harassment, what was done or said, and the identity of any witnesses who were present.
- (5) Any aggrieved person who is uncertain how to report complaints of alleged workplace harassment may contact the State Affirmative Action Office (471-3678), Commission on the Status of Women

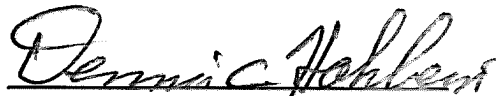
(471-3039), Nebraska Equal Opportunity Commission (471-2024) or State Ombudsman (471-2035) for assistance in reporting such complaints.

- (6) An employee of the agency shall be designated as an investigative officer to investigate the complainant's allegation of workplace harassment. Upon completion of the investigation, the investigative officer shall prepare a report, in writing, stating the findings of the investigation and, where appropriate, recommendations regarding corrective actions to be taken against the accused party or parties.
- (7) Upon completion of that report, the investigative officer shall consult with the complainant regarding the investigative findings and recommendations.
- (8) If the complainant so requests, then a statement of the findings of fact and corrective action taken shall be provided to the complainant.
- (9) If the complainant is dissatisfied with the agency's action in response to a complaint of workplace harassment, then the complainant may contact the State Affirmative Action Office for the purpose of requesting that office to conduct an independent investigation of the allegation of workplace harassment. The Affirmative Action Office can be reached by telephone at 471-3678 or by letter addressed to the Administrator for Affirmative Action Office; P.O. Box 94905; Lincoln, Nebraska 68509-4905.
- (10) Persons who wish to report allegations of workplace harassment also have the right, at any time, to file a complaint of workplace harassment with the Nebraska Equal Opportunity Commission (NEOC) and/or the Federal Equal Employment Opportunity Commission (EEOC). IT IS NEITHER NECESSARY NOR REQUIRED THAT AN EMPLOYEE OF THE AGENCY FILE A CHARGE OF WORKPLACE SEXUAL HARASSMENT WITH THE AGENCY BEFORE FILING A FORMAL COMPLAINT WITH THE NEBRASKA EQUAL OPPORTUNITY COMMISSION OR WITH THE FEDERAL EQUAL EMPLOYMENT OPPORTUNITY COMMISSION. There is, of course, nothing to prevent an employee from filing formal charges with the Nebraska Equal Opportunity Commission and/or the Federal Equal Employment Opportunity Commission, while, at the same time, reporting the allegation of workplace harassment within the agency.
- (11) Because of the legally mandated filing period restrictions imposed for filing formal charges of workplace harassment with the Nebraska

Equal Opportunity Commission (300 days) and the Federal Equal Employment Opportunity Commission (180 days or in some cases 300 days), it is recommended that any employee who feels that he/she has been harassed and who wishes to file such charges with the Nebraska Equal Opportunity Commission and/or Federal Equal Employment Opportunity Commission take the necessary steps to file such charges as soon as possible.

### **Acknowledgment**

This policy is declared to be the policy of this agency effective immediately.



Dennis C. Hohbein  
State Fire Marshal

July 1, 2005

Date

## **Drug Free Workplace Policy**

The State of Nebraska is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end the State unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs. To ensure worker safety and workplace integrity, the State of Nebraska, through this document establishes a Drug Free Workplace Policy. Compliance with and adherence to this Policy is required by State employees and those who engage or seek to engage in business with the State as specified in this Policy.

This Drug Free Workplace Policy for the State of Nebraska prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in the workplace. Any employee found to be in violation of this Policy will be subject to appropriate discipline and/or may be required to successfully complete an approved drug abuse program sponsored by a private or governmental institution.

The term "controlled substance" refers to any drug listed in 21 U.S.C. 812 and other federal regulations. Such drugs include but are not limited to heroin, marijuana, cocaine, crack and PCP. They also include "legal drugs" which are not prescribed by a physician.

To implement this Policy the State of Nebraska, State Fire Marshal, will adhere to the following procedures.

1. Establish individual policies which meet the requirements of federal law and state policy.
2. Ensure that all employees and each new hire will receive a copy of the State and agency Drug Free Workplace Policies.
3. Each employee will be required to sign and date a statement certifying that she/he has received and read a copy of the agency Drug Free Workplace Policy. The signed and dated statement will be forwarded to the employee's immediate supervisor who will forward it to the individual in charge of personnel records. The signed and dated statement will be permanently maintained in the employee's personnel file.

4. All current employees will receive drug awareness training. New hires will receive the training within the first six months of date of hire. Training information will at minimum consist of:
  - A. A definition of drug abuse;
  - B. Information on specific drugs and the effects of drug abuse;
  - C. Dangers of drug abuse in the workplace;
  - D. Availability of counseling and treatment services; and
  - E. Disciplinary actions which may be imposed on employees for violation of this Policy.
5. If employees violate the Drug Free Workplace Policy and/or are convicted of violating any criminal drug statutes in the workplace, they will be subject to discipline, up to and including termination according to established Rules and Regulations of the State Department of Personnel or applicable labor agreements.
6. Agency and employees are to strictly follow all reporting requirements for drug statute conviction notification as specified in federal law, and state and agency policies.

To further strengthen the State of Nebraska Drug Free Workplace Policy, all businesses, individuals, and organizations engaging in or seeking to engage in business with the State must establish and provide proof of a drug free workplace policy.

The State Fire Marshal's office is a recipient of federal grants and therefore responsible for a policy on a drug-free workplace. Below is our policy statement.

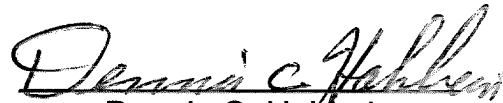
## **STATE FIRE MARSHAL STANDARD OPERATION PROCEDURAL MANUAL**

### **10.10 Use of Alcohol or Controlled Substances\* in Workplace**

The manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in the workplace shall result in severe disciplinary measures and/or termination of

employment. All employees, within their first six months of employment, will be provided drug free awareness training. All employees are required to notify their supervisors if convicted of a criminal drug offense occurring in the workplace within five days after conviction. Convicted employees will be required, at a minimum, to satisfactorily complete a drug rehabilitation program.

- The term "controlled substance" means any drug listed in 21 U.S.C. 812 and other federal regulations. They include but are not limited to heroin, marijuana, cocaine, PCP, crack, and also include "legal drugs" which are not prescribed by a licensed physician.



Dennis C. Hohbein  
State Fire Marshal

July 1, 2005  
Date

## **Internal Dissemination of Policy and Plan**

Internal dissemination of the Equal Employment Opportunity/Affirmative Action policy and plan shall include, but not be limited to, the following:

1. The State Fire Marshal Affirmative Action Plan will be distributed to all departmental personnel, after receipt of approval from the DAS-State Affirmative Action Specialist.
2. The Equal Employment Opportunity/Affirmative Action Policy will be included in the Human Resources Policy and Procedures manual and available to all employees.
3. Meetings will be conducted as appropriate with management and supervisory staff to explain the intent of the policy, and to reiterate the Agency's commitment, as well as the expectations regarding each individual manager's/supervisor's responsibility for effective implementation of the plan.
4. The policy will be explained in new employee orientation, with each new hire receiving his/her own copy of the Equal Employment Opportunity Policy, the Workplace Harassment Policy, and the Drug/Alcohol Free Workplace Policy.
5. AA/EEO training will be available to all Agency employees at management's request.
6. The policy will be posted on Agency bulletin boards.
7. If requested the Agency will provide a copy of the Affirmative Action Plan to NAPE/AFSCME.
8. The Affirmative Action Plan will be accessible to all Agency Employees.

## **External Dissemination of Policy and Plan**

External dissemination of the Equal Employment Opportunity/Affirmative Action policy and plan shall include, but not be limited to, the following:

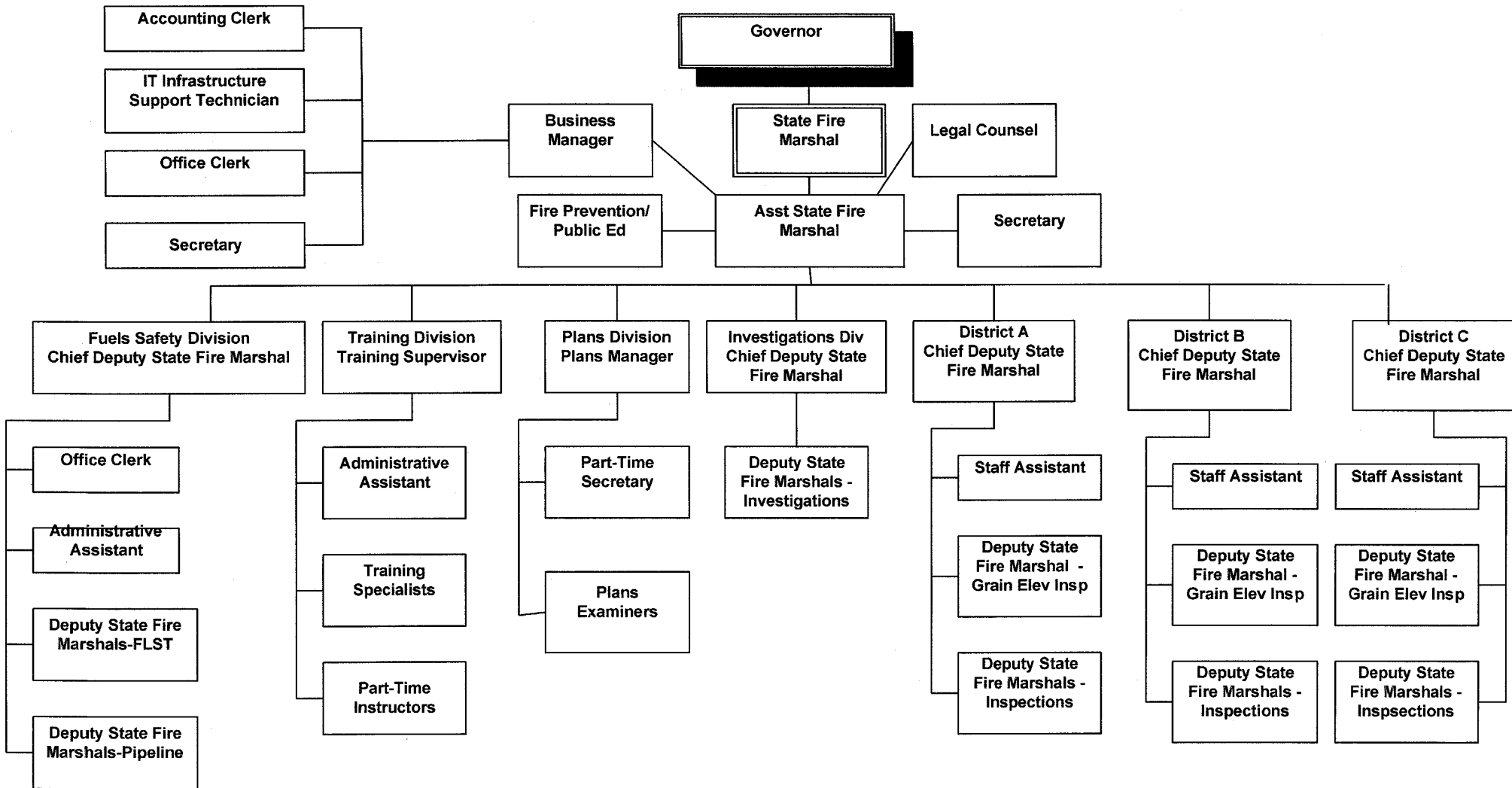
1. Inform all recruiting sources that the State Fire Marshal is an Equal Employment Opportunity employer and request that these sources actively recruit and refer protected group members to the Agency for employment.
2. All advertisements of employment positions shall clearly state that the State of Nebraska is an Equal Opportunity/ Affirmative Action Employer.
3. When recruiting externally, external positions announcements will be sent to special interest groups and organizations informing them of our Equal Opportunity/Affirmative Action Policy and encouraging them to refer qualified applicants for advertised openings.
4. Incorporate in all purchase orders, leases, and contracts covered by Executive Order 11246 as amended a statement that the agency is a EEO Employer, and that contractee's are obligated to adhere to federal, state and local laws regarding EEO/AA.

## **Responsibilities of the Affirmative Action Officer**

The responsibilities of the Affirmative Action Officer include:

- Write Affirmative Action Plan and compile and submit reports to the State Affirmative Action Office,
- Collect and analyze employment data for quarterly reports to the State Affirmative Action Office in DAS State Personnel, and measure program progress through this data,
- Support the development of Affirmative Action objectives and timetables,
- Provide information and technical support as needed to managers in areas relating to Affirmative Action,
- Provide for internal and external communication of Affirmative Action policies, plans, and procedures,
- Work with management in identifying problem areas,
- Develop goals, objectives and support programs to provide specific remedies to employment concerns and to insure ongoing equal employment opportunity,
- Act as a contact person for any employee who has an EEO/AA concern,
- Observe the work environment for any real or perceived barriers to equal opportunity and recommend corrective action,
- Serve as the liaison for Minority Business Enterprise/Disadvantaged Business Enterprise/Women Business Enterprise programs and provide input in this area,
- Perform other duties as necessary to develop and maintain an effective affirmative action program.

# Nebraska State Fire Marshal's Office



**MAIN OFFICE:** 246 S 14th Street  
Lincoln, NE 68508-1804  
(402) 471-2027  
FAX: (402) 471-3118

**DISTRICT A:** 246 South 14th Street  
Lincoln, NE 68508-1804  
(402) 471-2590  
FAX: (402) 471-3118

**DISTRICT B:** 438 West Market  
Albion, NE 68620-1241  
(402) 395-2164  
(402) 395-2165  
FAX: (402) 395-2400

**DISTRICT C:** Craft State Office Building  
200 South Silber  
North Platte, NE 69101-4200  
(308) 535-8181  
FAX: (308) 535-8175

**TRAINING DIVISION:** 2410 N Wheeler Ave, Suite 112  
Grand Island, NE 678801-2358  
(308) 385-6892  
FAX: (308) 385-6890

**FUELS DIVISION:** 246 South 14th Street  
Lincoln, NE 68508-1804  
(402) 471-9465  
FAX: (402) 471-1024



**Minority Business Enterprise/Disadvantaged Business/Women Business Enterprise Contracts**

<b>Contract #</b>	<b>DBE Firm</b>	<b>DBE Name</b>	<b>Approval Date</b>	<b>Subcontract Amounts</b>	<b>% of Contract</b>	<b>Total Contract Amount</b>
N/A						

## Workforce Analysis

### State Fire Marshal Agency Staff Totals as of July 1, 2005

EEO Category	Total	Male	Female	Afr. Amer	Hisp	Other*	Disability	Age 40+
Executive/Managerial	3	3	0	0	0	0	0	3
Professional	12	8	4	0	0	0	0	11
Para-Professional	3	0	3	0	0	0	0	3
Technical	0							
Skilled Craft	0							
Office/Clerical	6	0	6	0	0	0	0	4
Service/Maintenance	0							
Protective Services	40	38	2	0	1	0	0	30
Total	64	49	15	0	1	0	0	51
Percent	100%	77%	23%	0	1.6%	0	0	80%

\* Includes Alaskan Native, Native American and Asian or Pacific Islander

**COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category**

**EXECUTIVE/MANAGERIAL STATE EMPLOYEE WORK FORCE**

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005			Agency Totals #	Agency Totals %	Underutilization		
			Male	Female	Total					
65.70%	WM=63.3%	Male	54.4%	WM=55.7%	618	3	100.00%	2	FALSE	
34.30%	WF=32.1%	Female	45.6%	WF=39.2%	518	0	0.00%	1	TRUE	
100.0%		<b>Total</b>	<b>100.0%</b>		<b>1136</b>	<b>3</b>	<b>100.00%</b>			
	95.4%	N-MGM		96.1%	1092	3				
				Male	Female					
1.70%	(F=.9%; M=.9%)	Afr Am'can	1.58%	1.1%	0.4%	18	0	0.00%	0	FALSE
1.40%	(F=.6%; M=.8%)	Hispanic	0.70%	0.3%	0.4%	8		0.00%	0	FALSE
1.30%	(F=.6%; M=.8%)	Other	1.58%	1.1%	0.5%	18		0.00%	0	FALSE
4.4%	(F=.3%; M=.5%)	<b>Total</b>	<b>3.87%</b>	<b>2.46%</b>	<b>1.41%</b>	<b>44</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>FALSE</b>
		Disability	0.0%					0.00%		

**PROFESSIONAL STATE EMPLOYEE WORK FORCE**

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005			Agency Totals #	Agency Totals %	Underutilization		
			Male	Female	Total					
42.80%	WM=39.3%	Male	41.7%	WM=39.9%	2956	8	66.67%	5	FALSE	
57.20%	WF=53.6%	Female	58.3%	WF=53.4%	4134	4	33.33%	7	TRUE	
100.0%		<b>Total</b>	<b>100.0%</b>		<b>7090</b>	<b>12</b>	<b>100.00%</b>			
	92.9%	N-MGM		92.6%	6562	12				
				Male	Female					
2.10%	(F=1.3%; M=.8%)	Afr Am'can	2.62%	0.9%	1.7%	186		0.00%	0	FALSE
1.70%	(F=1.0%; M=.7%)	Hispanic	2.30%	0.8%	1.5%	163		0.00%	0	FALSE
3.20%	(F=1.3%; M=1.8%)	Other	2.52%	1.2%	1.3%	179		0.00%	0	FALSE
7.0%	(F=2.5%; M=2.0%)	<b>Total</b>	<b>7.45%</b>	<b>2.99%</b>	<b>4.46%</b>	<b>528</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>TRUE</b>
		Disability	0.0%					0.00%		

2000 Nebraska Census Data  
Non-Minority Group Member (N-MGM)

**COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category**

**PARA-PROFESSIONAL STATE EMPLOYEE WORK FORCE**

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005			Agency Totals #	Agency Totals %	Underutilization	
9.40%	WM=8.6%	Male	21.1%	WM=26.9%	525	0	0.00%	0	FALSE
90.60%	WF=83.7%	Female	78.9%	WF=66.1%	1966	4	100.00%	4	FALSE
100.0%		<b>Total</b>	<b>100.0%</b>		<b>2491</b>	<b>4</b>	<b>100.00%</b>		
	92.3%	N-MGM		91.3%	2274	4			
				Male	Female				
4.3%	(F=4.0%; M=.3%)	Afr Am'can	3.45%	1.1%	2.4%	86		0.00%	0 FALSE
2.2%	(F=1.9%; M=.3%)	Hispanic	3.61%	0.4%	3.2%	90		0.00%	0 FALSE
1.2%	(F=1.0%; M=.2%)	Other	1.65%	0.5%	1.1%	41		0.00%	0 FALSE
7.7%	(F=6.9%; M=.8%)	<b>Total</b>	<b>8.71%</b>	<b>2.05%</b>	<b>6.66%</b>	<b>217</b>	<b>0</b>	<b>0.00%</b>	<b>0 FALSE</b>
		Disability	0.0%					0.00%	

**TECHNICAL STATE EMPLOYEE WORK FORCE**

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005			Agency Totals #	Agency Totals %	Underutilization	
62.80%	WM=60.0%	Male	74.3%	WM=73.1%	613		#DIV/0!	0	FALSE
37.20%	WF=34.9%	Female	25.7%	WF=23.6%	212		#DIV/0!	0	FALSE
100.0%		<b>Total</b>	<b>100.0%</b>		<b>825</b>	<b>0</b>	<b>#DIV/0!</b>		
	94.9%	N-MGM		96.6%	797				
				Male	Female				
2.2%	(F=1.1%; M=1.5%)	Afr Am'can	1.33%	1.1%	0.2%	11		#DIV/0!	0 FALSE
1.5%	(F=.2%; M=1.6%)	Hispanic	0.73%	0.6%	0.1%	6		#DIV/0!	0 FALSE
1.4%	(F=.1%; M=.9%)	Other	1.33%	0.8%	0.5%	11		#DIV/0!	0 FALSE
5.1%	(F=2.3%; M=2.8%)	<b>Total</b>	<b>3.39%</b>	<b>2.55%</b>	<b>0.85%</b>	<b>28</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0 FALSE</b>
		Disability	0.0%					#DIV/0!	

2000 Nebraska Census Data  
Non-Minority Group Member (N-MGM)

**COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category**

**SKILLED CRAFT WORKERS STATE EMPLOYEE WORK FORCE**

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005			Agency Totals #	Agency Totals %	Underutilization	
93.30%	WM=86.1%	Male	93.4%	WM=88.5%	467	0	#DIV/0!	0	FALSE
6.70%	WF=06.0%	Female	6.6%	WF=8.8%	33		#DIV/0!	0	FALSE
100.0%		<b>Total</b>	<b>100.0%</b>		<b>500</b>	<b>0</b>	<b>#DIV/0!</b>		
	92.1%	N-MGM		98.2%	491				
				Male	Female				
1.70%	(F=.2%; M=1.5%)	Afr Am'can	0.40%	0.2%	0.2%	2	#DIV/0!	0	FALSE
4.10%	(F=.2%; M=3.8%)	Hispanic	0.40%	0.4%	0.0%	2	#DIV/0!	0	FALSE
2.00%	(F=.3%; M=1.7%)	Other	1.00%	1.0%	0.0%	5	#DIV/0!	0	FALSE
7.8%	(F=.5%; M=4.0%)	<b>Total</b>	<b>1.80%</b>	<b>1.60%</b>	<b>0.20%</b>	<b>9</b>	<b>#DIV/0!</b>	<b>0</b>	<b>FALSE</b>
		Disability	0.0%				#DIV/0!		

**OFFICE/CLERICAL STATE EMPLOYEE WORK FORCE**

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005			Agency Totals #	Agency Totals %	Underutilization	
30.60%	WM=27.7%	Male	10.6%	WM=9.1%	197	0	0.00%	2	TRUE
69.40%	WF=63.7%	Female	89.4%	WF=70.4%	1668	6	100.00%	4	FALSE
100.0%		<b>Total</b>	<b>100.0%</b>		<b>1865</b>	<b>6</b>	<b>100.00%</b>		
	91.4%	N-MGM		91.6%	1708	6			
				Male	Female				
3.70%	(F=2.4%; M=1.3%)	Afr Am'can	2.52%	0.3%	2.2%	47	0.00%	0	FALSE
2.70%	(F=1.8%; M=.9%)	Hispanic	2.90%	0.2%	2.7%	54	0.00%	0	FALSE
2.10%	(F=1.5%; M=.6%)	Other	3.00%	0.6%	2.4%	56	0.00%	0	FALSE
8.5%	(F=4.7%; M=1.6%)	<b>Total</b>	<b>8.42%</b>	<b>1.13%</b>	<b>7.29%</b>	<b>157</b>	<b>0.00%</b>	<b>1</b>	<b>TRUE</b>
		Disability	0.0%				0.00%		

2000 Nebraska Census Data  
Non-Minority Group Member (N-MGM)

**COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category**

SERVICE/MAINTENANCE STATE EMPLOYEE WORK FORCE									
Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005			Agency Totals #	Agency Totals %	Underutilization	
56.40%	WM=46.3%	Male	68.6%	WM=63.4%	1147	0	#DIV/0!	0	FALSE
43.60%	WF=36.9%	Female	31.4%	WF=29.5%	525		#DIV/0!	0	FALSE
100.0%		<b>Total</b>	<b>100.0%</b>		<b>1672</b>	<b>0</b>	<b>#DIV/0!</b>		
	83.2%	N-MGM		92.5%	1546				
				Male	Female				
4.00%	(F=1.8%; M=2.5%)	Afr Am'can	2.75%	1.8%	1.0%	46	#DIV/0!	0	FALSE
9.20%	F= 3.1%; M=6%	Hispanic	3.53%	2.0%	1.6%	59	#DIV/0!	0	FALSE
3.60%	(F=1.8%; M=1.9%)	Other	1.26%	0.8%	0.4%	21	#DIV/0!	0	FALSE
16.8%	(F=1.0%; M=1.1%)	<b>Total</b>	<b>7.54%</b>	<b>4.61%</b>	<b>2.93%</b>	<b>126</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>
		Disability	0.0%				#DIV/0!		

PROTECTIVE SERVICE STATE EMPLOYEE WORK FORCE									
Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005			Agency Totals #	Agency Totals %	Underutilization	
77.05%	WM=69.1%	Male	74.0%	WM=68.4%	2124	38	95.00%	31	FALSE
22.95%	WF=19.2%	Female	26.0%	WF=22.5%	746	2	5.00%	9	TRUE
100.0%		<b>Total</b>	<b>100.0%</b>		<b>2870</b>	<b>40</b>	<b>100.00%</b>		
	88.3%	N-MGM		90.6%	2600	39			
				Male	Female				
4.11%	(F=1.7%; M=2.4%)	Afr Am'can	3.87%	2.9%	1.0%	111	0.00%	2	TRUE
2.60%	F= .5%; M=2.1%	Hispanic	2.37%	1.8%	0.6%	68	2.50%	1	FALSE
1.50%	(F=.5%; M=1%)	Other	3.17%	2.1%	1.1%	91	0.00%	1	TRUE
8.2%	(F=1.6%; M=1.4%)	<b>Total</b>	<b>9.41%</b>	<b>6.72%</b>	<b>2.68%</b>	<b>270</b>	<b>2.50%</b>	<b>3</b>	<b>TRUE</b>
		Disability	0.0%				0.00%		

2000 Nebraska Census Data  
Non-Minority Group Member (N-MGM)

**COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category**

TOTAL STATE EMPLOYEE WORK FORCE									
Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals as of March 2005			Agency Totals #	Agency Totals %	Underutilization	
52.70%	WM=47.1%	Male	46.9%	WM=44.5%	8647	49	76.56%	34	FALSE
47.30%	WF=42.7%	Female	53.1%	WF=47.3%	9802	15	23.44%	30	TRUE
<b>100.0%</b>		<b>Total</b>	<b>100.0%</b>		<b>18449</b>	<b>64</b>	<b>100.00%</b>		
	89.8%	N-MGM		92.5%	17070	63			
				Male	Female				
3.10%	(F=1.5%; M=1.6%)	Afr Am'can	2.76%	1.3%	1.5%	507	0	0.00%	2 TRUE
4.40%	(F= 2.7%; M=1.7%)	Hispanic	2.45%	0.9%	1.5%	450	1	1.56%	3 TRUE
2.60%	(F=1.4%; M=1.3%)	Other	1.66%	0.8%	0.8%	422	0	0.00%	2 TRUE
<b>10.1%</b>	<b>(F=3.2%; M=3.2%)</b>	<b>Total</b>	<b>6.86%</b>	<b>3.04%</b>	<b>3.82%</b>	<b>1379</b>	<b>1</b>	<b>1.56%</b>	<b>6 TRUE</b>
		Disability	0.0%					0.00%	

2000 Nebraska Census Data  
Non-Minority Group Member (N-MGM)

## Statement of Goals Accomplished/Not Accomplished for 2004

**Goal #1: Increase representation of racial minorities.**

**Summary: This goal was not accomplished even though State Personnel placed advertisements for our agency. We rarely have minorities apply for vacant positions since the fire service pay is much greater than pay with state employment.**

**Goal #2: Increase representation of females in the executive/mgr. and professional categories.**

**Summary: This goal is ongoing. In this category, we have the Fire Marshal who is appointed by the Governor and historically only males have been appointed to this position. The professional category is primarily made up of Training Specialists. They are all male since the instruction they provide is to emergency response organizations on topics such as live fire training, rope rescue, hazardous materials responses, etc. We, historically, have had no minorities or females apply for these positions.**

**Goal #3: Increase representation of females in the protective services category.**

**Summary: This goal is ongoing and may take many years to achieve due to lack of applicant interest and low turnover rate.**

**Goal #4: Provide training to insure technically competent personnel.**

**Summary: This goal was accomplished and continues. A training report is included in this report.**

## Training Goals Accomplished for 2004

**Objective:** To enhance the opportunity for all employees to improve their knowledge, skills and abilities.

Year	Course Name	Date Held	# Employees Attended
2004	Fire Prevention Seminar	04/14-15/2004	1
2004	Air Monitoring	04/27-28/2004	2
2004	Corrosion Control of Pipeline Systems PL00293	05/03/2004	1
2004	R-119/Discovering the Road to High Risk Audiences	05/03/2004	1
2004	Adobe Acrobat	05/20/2004	1
2004	SCBA	05/21/2004	1
2004	Courtroom Preparation & Testimony for First Responders	05/21-22-23/2004	3
2004	Grass and Timberland Wildfires	05/21-22-23/2004	1
2004	Criminal Justice	05/21-22-23/2004	1
2004	Emergency Response to Terrorism: Basic Concepts	05/21-22-23/2004	1
2004	NIS Procurement	06/23-24/2004	1
2004	Standards for Survival/Shelter Deployment	06/27/2004	1
2004	PL00257, Pipeline Safety Reg App & Compliance	07/19-23/2004	1
2004	Sprinkler Protection for General Storage Occupancies	08/03/2004	1
2004	Manager Training NIS SupvDB Files	08/03/2004	1
2004	Fire Sprinklers for Storage Applications	08/03-04-05/2004	1
2004	NFSA Sprinkler Training	08/04/2004	3
2004	Sprinkler Protection for Special Storage Occupancies	08/04/2004	1
2004	Sprinkler Systems for Rack Storage and Special Storage	08/04-05/2004	1
2004	Sprinkler Protection for Rack Storage	08/05/2004	2

2004	Intermediate Excel	08/09-10-11/2004	1
2004	Intermediate Access	08/09-10-11/2004	1
2004	PL00291, Fundamentals of Supervisory Control & Data Acquisition	08/10-11-12-13/2004	2
2004	Adobe Acrobat 6.0, Level 1	08/17/2004	1
2004	Adobe Acrobat 6.0, Level 2	09/01/2004	1
2004	Iowa Association Municipal Utilities, Midwest Region Workshop	09/07-08-09-10/2004	1
2004	Midwest Regional and Steel Pipe Workshop	09/07-08-09-10/2004	1
2004	Public Safety Response-Sampling Techniques and Guidelines Technician Level	09/11/2004	1
2004	PL00255, Gas Pressure Regulation and Overpressure Protection	09/13-14-15-16-17/2004	1
2004	Nebraska Fire & Arson Conference	09/27-28-29-30/2004	3
2004	Fire Inspection Principles R220	10/04/2004-10/15/2004	1
2004	Supervision Conference	10/19-20-21/2004	1
2004	Intermediate Access	10/25-26-27/2004	1
2004	CMS Basic Life Safety Code	11/01-05/2004	1
2004	Advanced Access	11/08-09-10/2004	2
2004	Advanced Excel	11/08-09-10/2004	2
2004	Standardized Field Sobriety Testing	11/29/2004-12/02/2004	1
2004	Fire Safety Evaluation System/Health Care	12/07-08-09/2004	1
2004	Electrical Fire Cause Workshop	12/14/2004	2
2005	Computer Training	01/06/2005	6
2005	Computer Training-Outlook	01/12/2005	5
2005	35 <sup>th</sup> Annual Northern Plains Corrosion Control Short Course	01/18-19/2005	1
2005	Arson Detection for First Responders	01/29-30/2005	1

2005	Type III Incident Management Team	02/01-02-03-04/2005	5
2005	IMS for Wildland Fires, Wildland Aircraft Tactics, S-130/S-190 Red Card Trg	02/01-02-03-04/2005	2
2005	NFPA 58	02/15/2005	3
2005	NFPA 13	03/02/2005	1
2005	CMS Health Care Training-NH	03/02/2005	1
2005	Fire Extinguishers, Hood Systems, Fire Alarm Systems	03/02/2005	1
2005	NFPA 220	03/02/2005	1
2005	NFPA 90A	03/02/2005	1
2005	Computer Training	03/04/2005	1
2005	Gateway Computer Training/Email	03/04/2005	1
2005	Highway Safety for Emergency Response	03/11/2005	1
2005	Haz Waste Op & Emergency Response	03/14-15-16-17-18/2005	1
2005	PT Instructor In-Service PSE Evaluator's Training	03/19/2005	1

## Identification of Areas of Underutilization

<b>EEO Category</b>	<b>Underutilized Group</b>
Executive/Managerial	Female – 1, All minorities
Professional	Female – 7, All minorities
Para-Professional	
Technical	
Skilled Craft	
Office/Clerical	Male - 2, All minorities
Service/Maintenance	
Protective Services	Female – 9, African American

## Statement of Goals and Timetables for 2005

<b>Goal #1</b>		
<b>Action Steps</b>	<b>Individual Responsible</b>	<b>Target Date</b>
<b>Increase representation by emphasizing recruitment of African Americans and females in the Protective Supervisors services category.</b>	<b>Fire Marshal Assistant Fire Marshal Business Manager</b>	<b>Ongoing.</b>
<b>Goal #2</b>		
<b>Action Steps</b>	<b>Individual Responsible</b>	<b>Target Date</b>
<b>Place emphasis on recruitment and promotion of females and minorities in the Executive/Managerial and Professional categories.</b>	<b>Fire Marshal Assistant Fire Marshal Chief Instructor Business Manager</b>	<b>Ongoing: the agency has a low turnover rate and may not have vacancies within the plan year.</b>
<b>Goal #3</b>		
<b>Action Steps</b>	<b>Individual Responsible</b>	<b>Target Date</b>
<b>Continue emphasis on recruitment of females and minorities in the Office/Clerical category.</b>	<b>Fire Marshal Assistant Fire Marshal Business Manager</b>	<b>Ongoing</b>
<b>Goal #4</b>		
<b>Action Steps</b>	<b>Individual Responsible</b>	<b>Target Date</b>
<b>Notify employees of training courses that are work-related.</b>	<b>Fire Marshal Assistant Fire Marshal Chief Deputies Managers and Supervisors</b>	<b>Ongoing</b>