

# Community Action, Inc.

## Equal Employment Opportunity / Affirmative Action Policy Statement

This Statement reaffirms Community Action, Inc.'s policy of an open and equitable personnel system for all employees and job applicants in accordance with Federal and State legislation.

The Executive Director has the overall responsibility for the administration of Community Action, Inc.'s Equal Employment Opportunity / Affirmative Action Policy and is the Policy Liaison, located at 105 Grace Way, Punxsutawney, PA 15767-1209, telephone number (814) 938-3302; toll-free (800) 648-3381.

A successful Equal Employment Opportunity / Affirmative Action Policy requires the commitment and involvement of supervisors at all levels. Supervisors must do more than refrain from discriminatory practices and go beyond the maintenance of policies of passive nondiscrimination by taking positive, results-oriented steps toward the elimination of employment and career development barriers to groups such as minorities, women, aged, veterans, and individuals with disabilities.

Every effort will be made to hire and promote qualified members of all minority groups, women, and veterans into professional, technical, and supervisor classes in those areas where they have traditionally been underrepresented. Supervisors should establish career development programs, including appropriate opportunities for upward mobility. In addition, supervisors are responsible for increasing employment opportunities for all qualified employees and job applicants with disabilities, and for insuring reasonable accommodation is made to meet the physical or mental limitations of qualified applicants or employees.

Supervisors at all levels are expected to assist the Executive Director and to participate in Equal Employment Opportunity / Affirmative Action Policy implementation, planning, and monitoring for their assigned areas. Supervisors' performance relating to the success of the Policy will be evaluated in the same way as other objectives are measured.

No person in the performance of their duties, including recruitment, selection, appointment, placement, promotion, compensation, delegation, training, discipline, or separation shall discriminate against any person on the basis of race, color, religious creed, disability, ancestry, national or ethnic origin (including limited English proficiency), age, sex/gender (including pregnancy, childbirth, or related conditions), actual or perceived gender identity or expression, sexual orientation, lifestyle, political beliefs, union membership, participation or decision to refrain from participation in protected labor activities, marital status, familial status, parental status, military service, veteran status, genetic information, AIDS or HIV status, citizenship, possession of a General Equivalency Diploma (GED) instead of a high school diploma, use of a guide or support animal or because the user is a handler or trainer of guide or support animals, stereotypes or assumptions, whether the person is a victim of violent crime (including domestic violence), or other characteristics protected by federal or state law. Additionally, no person will retaliate against an individual for complaining about discrimination, filing charges, or participating in an investigation or lawsuit regarding discrimination.

Supervisors have a major responsibility to provide a work environment free from discrimination, intimidation, and harassment, including sexual harassment. Supervisors will immediately address and not tolerate unlawful discrimination, harassment, or unprofessional conduct in the workplace. Supervisors will not retaliate against employees who exercise their right to register allegations of discrimination, assist or participate in investigations or activities related to administration of laws regarding equal employment opportunity, opposed any act or practice made unlawful by any law requiring equal opportunity; or exercised any other legal right projected by law requiring equal employment.

Applicants or employees with Equal Employment Opportunity / Affirmative Action Policy complaints or concerns should attempt to resolve informally by direct communication between the involved individuals or the help of a mediation by a third party, such as supervisor. However, if the conduct is severe, ongoing, or involves an individual in a position of authority, use of the formal complaint procedure is encouraged.

Formal complaints should be filed verbally or in writing with Susan K. Fusco, Policy Liaison, or any of the following:

Community Action, Inc.  
Richard G. Fetterman, Board President  
105 Grace Way  
Punxsutawney, PA 15767  
Telephone: (814) 938-5176

Pennsylvania Human Relations Commission  
Pittsburgh Regional Office  
301 Fifth Avenue  
Suite 390, Piatt Place  
Pittsburgh, PA 15222  
Telephone: (412) 565-5395  
TDD: (412) 565-5711  
Website: [www.phrc.pa.gov](http://www.phrc.pa.gov)  
(File within 180 days of incident)

Equal Employment Opportunity Commission  
William S. Moorhead Federal Building  
1000 Liberty Avenue, Suite 1112  
Pittsburgh, PA 15222-4004  
Telephone: (800) 669-4000  
TTD: (412) 395-5904  
Fax: (412) 395-5749  
Website: [www.eeoc.gov](http://www.eeoc.gov)  
(File within 300 days of incident)

Department of Human Services  
Bureau of Equal Opportunity  
301 Fifth Avenue  
Suite 410, Piatt Place  
Pittsburgh, PA 15222  
Telephone: (412) 565-7607  
TDD: (412) 880-0971  
Fax: (412) 880-0207  
(File within 90 days of incident)

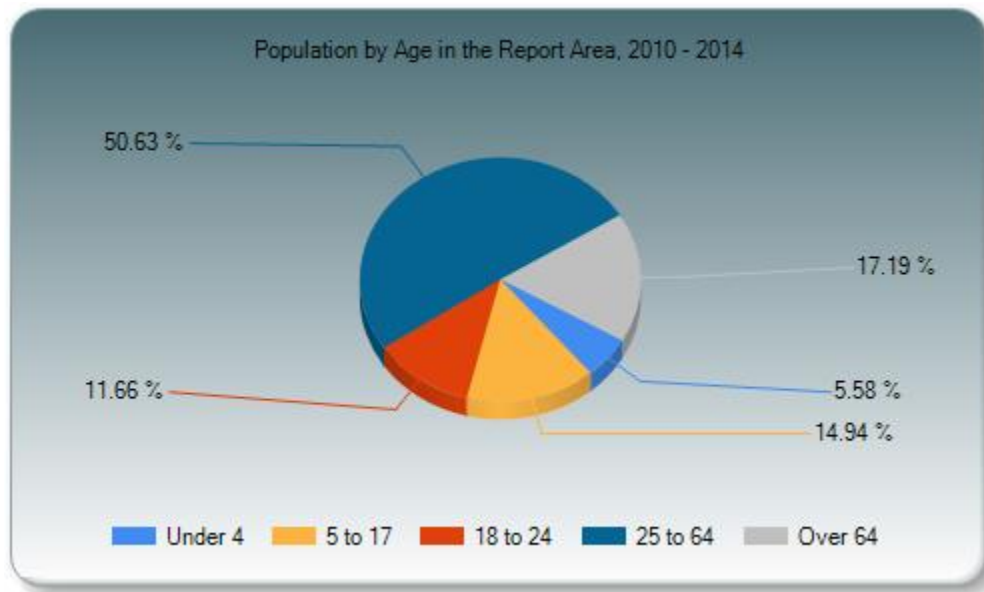
Meetings of the Community Action, Inc. Board of Directors are open to the public. Meeting notices are published in the major newspapers of Clarion and Jefferson Counties and meeting schedules are available on Community Action, Inc.'s website ([www.jccap.org](http://www.jccap.org)) or by calling the office at (814) 938-3302. Individuals who desire to address the Board of Directors must provide one week advance notice to the Board President, Richard G. Fetterman, 105 Grace Way, Punxsutawney, PA 15767.



## Population

### Population: Age and Gender Demographics

Population by gender within the 2 county report area is shown in Table 1. According to ACS 2010 - 2014 5 year population estimates for the report area, the female population compose 51.19 percent of the report area, while the male population represented 48.81 percent. The breakdown by age categories for each gender is shown in Table 1.



**Table 1. Population by Gender, 2010 - 2014**

County	0 to 4		5 to 17		18 to 24		25 to 34	
	M	F	M	F	M	F	M	F
Clarion	1,123	938	2,738	2,744	2,806	3,262	2,068	1,943
Jefferson	1,391	1,210	3,592	3,412	1,903	1,778	2,506	2,375
Report Area	2,514	2,148	6,330	6,156	4,709	5,040	4,574	4,318
Pennsylvania	368,273	351,668	1,034,565	985,714	634,938	618,831	795,748	784,155
National	10,205,881	9,767,830	27,510,156	26,293,790	16,011,111	15,262,186	21,302,940	21,007,244

**Table 1 (continued). Population by Gender, 2010 - 2014**

County	35 to 44		45 to 54		55 to 64		65 and Up	
	M	F	M	F	M	F	M	F
Clarion	2,182	2,166	2,732	2,655	2,637	2,712	2,680	3,751
Jefferson	2,676	2,575	3,379	3,316	3,180	3,222	3,204	4,734
Report Area	4,858	4,741	6,111	5,971	5,817	5,934	5,884	8,485
Pennsylvania	775,471	782,247	922,715	952,525	831,373	878,948	765,422	1,173,836
National	20,269,464	20,453,576	21,787,084	22,461,100	18,603,324	19,993,436	16,888,374	24,352,764

**Table 1 (continued). Population by Gender, 2010 - 2014**

County	Hispanic Male and Female							
	0 to 4	5 to 17	18 to 24	25 to 34	35 to 44	45 to 54	55 to 64	65 and Up
Clarion	45	44	63	30	6	32	45	7
Jefferson	41	73	59	49	21	27	21	29
Report Area	86	117	122	79	27	59	66	36
Pennsylvania	85,183	193,002	104,633	129,684	107,244	81,293	47,685	35,838
National	5,125,083	12,436,576	6,430,333	8,649,852	7,691,801	5,913,528	3,659,927	3,162,996

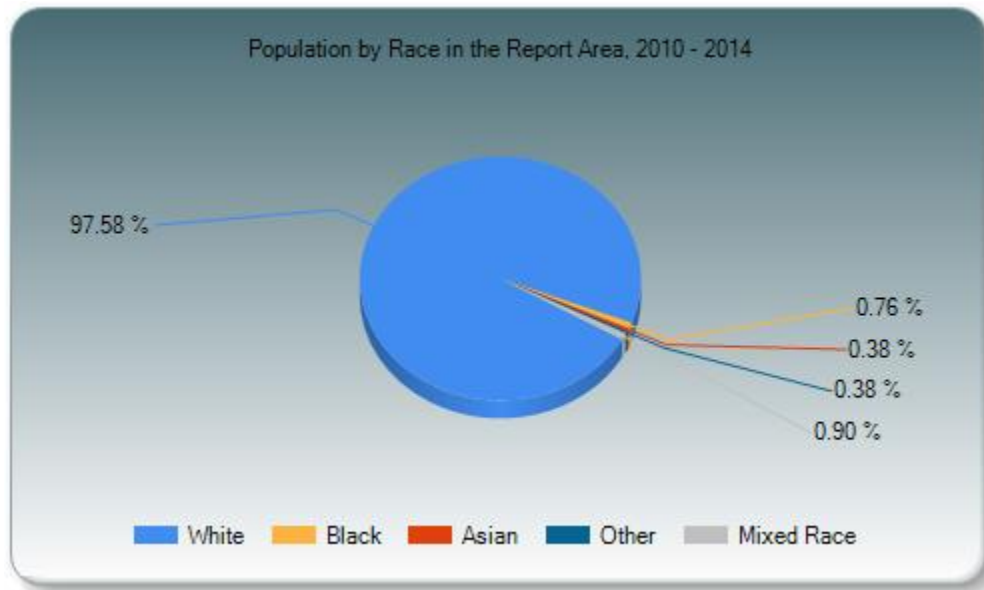
Source: [United States Census Bureau, American Community Survey, 2014 Data Release, December 2015.](#)

The 2014 American Community Survey 5-year data is a 5-year average of data collected from 2010 through 2014.

### Population: Race Demographics

Population by race and gender within the 2 county report area is shown in Table 2. According to the American Community Survey 5 year averages, white population comprised 97.58 percent of the report area, black population represented 0.76 percent, Asian population represented 0.38 percent, and other races combined were 0.38 percent. Persons identifying themselves as mixed race made up 0.90 percent of the population.

In comparison, Pennsylvania's population comprises 81.9 percent white, 10.94 percent black, 2.96 percent Asian, 2.16 percent other races, and 2.04 percent mixed race. The United States' population comprises 73.81 percent white, 12.6 percent black, 5.0 percent Asian, 5.68 percent other races, and 2.91 percent mixed race.



**Table 2. Population by Race, 2010 - 2014**

County	White		Black		Asian		Other		Mixed Race	
	M	F	M	F	M	F	M	F	M	F
Clarion	18,599	19,660	274	169	112	109	86	75	195	158
Jefferson	21,827	22,244	114	88	33	63	90	69	249	158
Report Area	40,426	41,904	388	257	145	172	176	144	444	316
Pennsylvania	5,107,357	5,342,323	670,779	724,939	181,866	195,869	142,584	133,254	128,219	131,539
National	114,486,928	117,362,784	18,890,320	20,674,464	7,452,023	8,258,636	9,144,924	8,711,252	4,540,961	4,584,790

**Table 2 (continued). Population by Race, 2010 - 2014**

County	Hispanic Population			
	Total	Percent	Male	Female
Clarion	272	1	135	137
Jefferson	320	1	163	157
Report Area	592	0.70	298	294
Pennsylvania	784,562	6.15	401,170	383,392
National	53,070,096	16.90	26,877,496	26,192,600

Source: [United States Census Bureau, American Community Survey, 2014 Data Release, December 2015.](#)

The 2014 American Community Survey 5-year data is a 5-year average of data collected from 2010 through 2014.