

# EEO Utilization Report

## Organization Information

Name: Placer County

City: Auburn

State: CA

Zip: 95677

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. An objective of Placer Countys Equal Employment Opportunity Program is, wherever possible, to actively recruit and include for consideration for employment qualified applicants including, members of minority groups, women and persons with disabilities. All decisions of employment and promotions must be made solely on the individuals qualifications (merit) for the job in question.

## Step 4b: Narrative of Interpretation

Based on the information provided in the Utilization Analysis Chart, Placer County noted the following:

1. Underutilization of Hispanic males in the Technical (-4%), Sworn Protective Services (-4%), Administrative Support (-4%), Skilled Craft (16%), and Service/Maintenance (10%) categories.
2. Underutilization of Black males in the Protective Services, both Sworn (-2%) and Non-sworn (-8%) categories.
3. Underutilization of Asian males in the Professionals (-2%), Technicians (-3%), and Administrative Support (-2%) categories.
4. Underutilization of Hispanic Females in the Non-sworn Protective Services (-5%) and Service/Maintenance (-6%) categories. Underutilization in the service/maintenance category is likely due to the fact that the County contracts a majority of these services out.
5. Underutilization of Black Females in the Technician (-2%) and Sworn Protective Services (-2%) categories.
6. Underutilization of Asian Females in the Technician (-3%) and Service/Maintenance (-5%) categories.

Because a majority of service/maintenance jobs are contracted out to other agencies that assign staff to maintain County facilities, this data may not be representative of the actual County workforce utilization.

While some underutilization is also indicated for those reporting either 2 or more races or "other," because Placer County does not track that it is non-significant. Those applicants falling in the 2 or more races or other category will more likely choose the race to which they identify closest with, which is why Placer shows no applicants in these categories.

The underutilized categories identified above continue to be a challenge due to area demographics of Placer County; however, the HR department will continue to aspire to meet utilization benchmarks for each of the categories described above in order to ensure the County employs a diverse workforce that reflects the communities we serve.

## Step 5: Objectives and Steps

### 1. Increase/update recruitment practices in all areas in which the County shows underutilization

- a. Increase social media presence regarding employment opportunities with the County and link information regarding County jobs to sites with a focus on the intended applicant groups we strive to attract.
- b. Meet with local community organizations to discuss outreach opportunities that will target the applicant groups we strive to attract. Activities may include job fairs, presentations to local schools and colleges, and distribution of marketing materials regarding employment opportunities in Placer County which target our underutilized populations.
- c. Work with County departments to continue developing and validating job-related employment standards and job classifications.
- d. Review employment data to identify any issues that may pose barriers for minority applicants in all job categories (e.g., examine applicant flow and adverse impact data from recent recruitments; review job posting and advertising practices). Based on analysis of all data, make adjustments to future exams and testing practices in order to reduce adverse impact.
- e. Ensure the selection process used and test content is validated and consistent with job analysis data. Identify and reduce any potential barriers that may exist, and provide staff training in this area as needed.

### 2. Ensure promotional opportunities, including training/employee development, is consistently available to all employees.

- a. Obtain feedback from current employees at various levels of the organization to identify perceived barriers in the County's recruitment, testing, certification, and final selection practices. This information may be obtained via one on one meetings, voluntary focus groups, or anonymous employee surveys.
- b. Provide adequate training for staff regarding promotional and employee/career development opportunities to facilitate upward growth opportunities for underutilized staff in the organization.

## **Step 6: Internal Dissemination**

1. The Human Resources Director or his/her designee shall meet periodically with department heads to discuss and disseminate information on the County's Equal Employment Opportunity Program, EEO Plan, and EEOP Utilization Report.
2. The Human Resources Director or his/her designee will work with department management to facilitate implementation of the Program within the departments and review the bi-annual workforce analysis and EEOP Utilization Report.
3. Placer Countys Equal Employment Opportunity Program, Program Statement and the notices required by state and federal law will be posted conspicuously and prominently on employee bulletin boards in each department, on the County's HR intranet site, and at locations where they can be readily seen by employees and job applicants. In addition, each Department will maintain a copy of the Program Statement and federal/state notices, which is distributed annually by the HR Department.
4. All employees shall be informed of the Countys Equal Employment Opportunity Program and the Countys policy against Workplace Discrimination, Harassment and Retaliation, and receive a copy of the Program Statement and Policy at the orientation of new employees.
5. All department heads and supervisors shall continue to receive updates to the Equal Employment Opportunity Program and related EEOP Utilization reports through Human Resources, and receive any related training.
6. EEOP Utilization Reports will be made available to all employees upon request by the HR Department.

## **Step 7: External Dissemination**

1. A copy of the Countys Equal Employment Opportunity Program and related Utilization reports shall be supplied to an individual or organization upon request. Electronic versions will be made available on both the County's internal and external internet sites, with hard copies also available in the Human Resources Department upon request.
2. The phrase 'Equal Opportunity Employer' will be included in all job announcements and recruitment publications.
3. All purchase orders, leases and contracts covered by or subject to Executive Order 11246 (as amended) or its implementing rules and regulations will contain an appropriate equal employment opportunity nondiscrimination clause therein.
4. Contractors and vendors will be notified of the County's EEO Program and Utilization reports, with information provided regarding how to access this information online, or hard copies of documents upon request.
5. The County will notify each labor union or representative with whom the County has a collective bargaining agreement, or other contract, or memorandum of understanding, of the Countys Equal Employment Opportunity Program and commitment, as well as provide any current Utilization Reports upon request.
6. Local organizations, including organizations promoting the employment of minorities, women and persons with disabilities shall be sent a link to access the Countys online job bulletin board.

**Utilization Analysis Chart**  
**Relevant Labor Market: Placer County, California**

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 #/%	121/54%	11/5%	0/0%	1/0%	4/2%	1/0%	0/0%	0/0%	77/34%	4/2%	1/0%	2/1%	3/1%	1/0%	0/0%	0/0%
CLS #/%	10,235/48%	845/4%	140/1%	100/0%	530/2%	45/0%	210/1%	65/0%	7,360/35%	730/3%	230/1%	20/0%	525/2%	10/0%	110/1%	60/0%
Utilization #/%	5%	1%	-1%	-0%	-1%	0%	-1%	-0%	-1%	-2%	-1%	1%	-1%	0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	234/35%	18/3%	2/0%	1/0%	13/2%	2/0%	0/0%	0/0%	328/49%	31/5%	11/2%	2/0%	22/3%	0/0%	0/0%	0/0%
CLS #/%	8,890/35%	645/3%	50/0%	45/0%	900/4%	35/0%	104/0%	55/0%	11,605/46%	985/4%	220/1%	125/0%	1,125/4%	45/0%	255/1%	45/0%
Utilization #/%	-0%	0%	0%	-0%	-2%	0%	-0%	-0%	3%	1%	1%	-0%	-1%	-0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	77/18%	6/1%	4/1%	1/0%	5/1%	0/0%	0/0%	0/0%	285/66%	34/8%	3/1%	4/1%	10/2%	3/1%	0/0%	0/0%
CLS #/%	1,175/30%	195/5%	15/0%	0/0%	165/4%	0/0%	70/2%	35/1%	1,580/41%	185/5%	100/3%	0/0%	200/5%	25/1%	40/1%	75/2%
Utilization #/%	-13%	-4%	1%	0%	-3%	0%	-2%	-1%	25%	3%	-2%	1%	-3%	0%	-1%	-2%
<b>Protective Services: Sworn</b>																
Workforce #/%	210/69%	11/4%	3/1%	4/1%	8/3%	2/1%	0/0%	0/0%	58/19%	4/1%	2/1%	0/0%	2/1%	1/0%	0/0%	0/0%
CLS #/%	1,215/62%	155/8%	65/3%	30/2%	100/5%	0/0%	20/1%	25/1%	250/13%	60/3%	50/3%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	7%	-4%	-2%	-0%	-2%	1%	-1%	-1%	6%	-2%	-2%	-0%	1%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	76/54%	11/8%	1/1%	0/0%	2/1%	0/0%	0/0%	0/0%	39/28%	6/4%	0/0%	1/1%	5/4%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	125/57%	10/5%	20/9%	0/0%	0/0%	0/0%	0/0%	0/0%	40/18%	20/9%	0/0%	0/0%	0/0%	0/0%	4/2%	0/0%
Utilization #/%	-3%	3%	-8%	0%	1%	0%	0%	0%	9%	-5%	0%	1%	4%	0%	-2%	0%
<b>Administrative Support</b>																
Workforce #/%	23/6%	3/1%	0/0%	0/0%	2/0%	1/0%	0/0%	0/0%	332/80%	29/7%	5/1%	2/0%	11/3%	5/1%	0/0%	0/0%
CLS #/%	14,080/31%	2,040/4%	345/1%	135/0%	1,100/2%	30/0%	150/0%	65/0%	21,660/47%	3,075/7%	485/1%	225/0%	1,540/3%	110/0%	320/1%	260/1%

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 #/%	-25%	-4%	-1%	-0%	-2%	0%	-0%	-0%	33%	0%	0%	-0%	-1%	1%	-1%	-1%
<b>Skilled Craft</b>																
Workforce #/%	97/92%	5/5%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,545/66%	2,730/21%	80/1%	175/1%	465/4%	35/0%	200/2%	25/0%	410/3%	90/1%	10/0%	0/0%	160/1%	0/0%	0/0%	0/0%
Utilization #/%	26%	-16%	-1%	-0%	-4%	-0%	-2%	-0%	-1%	-1%	-0%	0%	-1%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	75/65%	6/5%	1/1%	3/3%	2/2%	1/1%	0/0%	0/0%	24/21%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,260/34%	5,490/15%	610/2%	10/0%	1,310/4%	125/0%	220/1%	90/0%	10,515/29%	3,280/9%	245/1%	65/0%	1,645/5%	115/0%	250/1%	80/0%
Utilization #/%	31%	-10%	-1%	3%	-2%	1%	-1%	-0%	-8%	-6%	-1%	-0%	-5%	-0%	-1%	-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>Professionals</b>					✓										✓	
<b>Technicians</b>	✓	✓			✓		✓				✓		✓		✓	✓
<b>Protective Services: Sworn</b>		✓	✓								✓					
<b>Protective Services: Non-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 EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Suzanne Holloway

Senior HR Analyst

02-27-2017

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