

# EEOP Utilization Report



Thu Nov 17 17:20:11 EST 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	2015 Enhanced Collaborative Model to Combat Human Trafficking	<b>Grant Number:</b>	2016-VT-BX-K004
<b>Grantee Name:</b>	County of Tulare	<b>Award Amount:</b>	\$723,061.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	221 S. Mooney Blvd, Room 224 Visalia, California 93277		
<b>Contact Person:</b>	Dan Underwood	<b>Telephone #:</b>	559-636-5494
<b>Contact Address:</b>	221 S. Mooney Blvd, Room 224 Visalia, California 93277		
<b>DOJ Grant Manager:</b>	Olga Santiago	<b>DOJ Telephone #:</b>	202-598-1094

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### Policy Statement:

#### EQUAL EMPLOYMENT/DISCRIMINATION/SEXUAL HARASSMENT POLICY

PERSONNEL RULE 14- This policy is in conformance with Federal and State requirements. This policy applies to all unrepresented employees immediately upon adoption by the Board of Supervisors and to represented employees by bargaining unit upon completion of meet and confer for their unit, where required. This policy was adopted by the Board of Supervisors on September 30, 2008, therefore, it applies to all unrepresented employees. In compliance with the meet and confer requirements, this policy also applies to all represented employees.

#### GENERAL POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the County of Tulare to provide equal employment opportunity to all persons.

All County recruitment, hiring, training, promotion, transferring, and related personnel transactions shall be done without regard to race, color, religion, national origin, sex, creed, political affiliation, ancestry, marital status, age, or disability or other criteria prohibited by law not constituting bona fide occupational qualifications and all personnel policies, procedures, and practices shall be administered accordingly.

The County of Tulare recognizes its responsibility to provide equal employment opportunity, to take affirmative and direct action at all levels of County government, regarding job classifications, salaries, training, fringe benefits, and other personnel policies, and to improve employment and career opportunities for minority group persons and women according to affirmative action principles.

Appointing Authorities are required to assure that equal employment opportunity concepts are supported by their departments.

## Step 4b: Narrative Underutilization Analysis

Tulare County's Human Resources and Development Department prepared and reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

Hispanic males were significantly under-represented in the following job categories: Officials (-14), Administrative Support (-12), and Skilled Craft (-13).

American Indian/Alaskan Native males were significantly under-represented in the following job categories: Professionals (-1), technicians (-1), and Protective Services- Sworn (-2).

Asian males were significantly under-represented in the Technician (-2) and Administrative Support (-1) job categories. The males in the two or more race demographic also showed significant under-representation in the Protective Services-Sworn (-1) and the Technician (-1) job categories.

White females were under-represented in the following job categories: Professionals (-11), Technicians (-12), Protective Services-Sworn (-3), and Protective Services-NonSworn (-29),

Hispanic females were significantly under-represented in the Officials/Administrator (-9) job category, as well as the Service Maintenance (-1) job category.

Black females were significantly under-represented in the Protective Services-NonSworn (-6) job category.

Asian females were under-represented in the following job categories: Professionals (-13), Technicians (-2), and Administrative Support (-2).

The females in the two or more race demographic also showed significant under-representation in the Technicians (-1) and Administrative Support (-1) job categories.

Under-representation may be caused by the education demographics within Tulare County.

The job categories that show the majority of significantly under-represented areas consist of classifications requiring more education than a high school diploma.

See attachment.

## Step 5 & 6: Objectives and Steps

### 1. Target significantly under-represented groups when recruiting for those job categories.

- a. To ensure broad community notification and outreach, will post all open recruitments on Tulare County's website. Continue to e-mail job notices to over 75 community organizations, educational institutions, and cities within the County. Include advertising in minority and womens publications to the extent funds are available in budget. Use print, web and social media advertising resources, professional associations or other specialized recruiting sources depending on job and labor market.
- b. Continue to review applicant data to ensure there is no adverse impact during recruitment and retention of employees. Monitor written recruitment plans and strategies to include but not limited to the posting and advertising of regular and promotional recruitments. Make adjustments to plans as needed to ensure we are reaching under-represented groups.
- c. Where there is significant under-representation of any group based on race or gender as shown by the Utilization Analysis Chart, we will develop, create and implement a written recruitment plan outlining a recruitment strategy which will ensure all-inclusive outreach. The written recruitment plan will consist of review of previous recruitment( to identify potential number of applicants and opportunities for outreach), dates of job posting, advertising plan, and potential testing needed.

### 2. Outreach to surrounding education institutions to encourage under-represented groups to apply for positions.

- a. Create a higher visible presence at career centers at community colleges and universities.

- b. Send out job fliers to be posted on school bulletin boards, post job opening on community colleges and university websites. Attend job fairs at Fresno State University, Bakersfield City and State Colleges, UC Merced Career Day and College of Sequoias. Also attend the Tulare Veteran's Job Fair and the Career Fair sponsored by Tulare County Workforce Development.
- c. Outreach to surrounding educational institutions at multiple levels (high school, trade schools, community colleges and universities) to promote opportunities with Tulare County. Will attend career days, job fairs, professional meetings.

### **3. Promote career paths within the organization.**

- a. Continue to email out promotional announcements to all Tulare County Departments/Agencies. Continue to post promotional job opportunities online so all Tulare County employees have access to this information.
- b. Continue to ensure that recruitment and retention is conducted in a fair and competitive process and that there is no adverse impact in Tulare County's hiring practices. Continue to notify County Departments and Agencies of open and promotional recruitments weekly. Yearly review and sign off of Equal Employment/Discrimination/Sexual Harassment Policy of all employees.
- c. Encourage supervisors and managers to work on development with employees. During annual performance appraisals discuss with employees career development opportunities within the organization and what education and experience is required for promotional opportunities.

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

Post the EEOP Utilization Report on the Tulare County's Intranet that only employees can access.

Place a copy of the EEOP Utilization Report in the recipient's policies and procedures manual.

Distribute a copy of the EEOP Utilization Report to all Tulare County Department Heads/Elected Officials.

Post information on the bulletin board in the lobby of Human Resources and Development Department that an EEOP Utilization Report has been completed and copies are available upon request.

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

EEOP Utilization report will be posted on Tulare County's Internet website that can be accessed by the public including applicants, vendors and contractors. Will also list that copies are available at Tulare County's Human Resources and Development Department.

Post a copy of the EEOP Utilization Report on the recipient's public website.

Post information on bulletin board in the lobby of Human Resources and Development Department that an EEOP Utilization Report has been completed and copies are available upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Tulare 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 #/%	55/49%	4/4%	1/1%	0/0%	3/3%	0/0%	0/0%	0/0%	43/38%	4/4%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%
CLS #/%	5,675/42%	2,300/17%	105/1%	45/0%	310/2%	20/0%	99/1%	25/0%	2,895/22%	1,660/12%	75/1%	25/0%	145/1%	0/0%	50/0%	0/0%
Utilization #/%	7%	-14%	0%	-0%	0%	-0%	-1%	-0%	17%	-9%	-1%	-0%	1%	0%	-0%	0%
<b>Professionals</b>																
Workforce #/%	223/16%	157/11%	12/1%	1/0%	38/3%	0/0%	0/0%	0/0%	390/27%	528/37%	23/2%	4/0%	13/1%	41/3%	0/0%	0/0%
CLS #/%	4,365/24%	2,145/12%	210/1%	105/1%	280/2%	0/0%	95/1%	35/0%	7,035/38%	2,970/16%	145/1%	30/0%	730/4%	4/0%	90/0%	45/0%
Utilization #/%	-8%	-1%	-0%	-1%	1%	0%	-1%	-0%	-11%	21%	1%	0%	-3%	3%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	96/13%	83/11%	9/1%	2/0%	20/3%	0/0%	0/0%	0/0%	149/21%	335/46%	11/2%	2/0%	15/2%	0/0%	0/0%	0/0%
CLS #/%	615/20%	350/11%	10/0%	35/1%	150/5%	0/0%	0/0%	10/0%	1,020/33%	715/23%	10/0%	15/0%	125/4%	0/0%	20/1%	15/0%
Utilization #/%	-7%	0%	1%	-1%	-2%	0%	0%	-0%	-12%	23%	1%	-0%	-2%	0%	-1%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	250/51%	145/30%	10/2%	1/0%	5/1%	0/0%	0/0%	0/0%	29/6%	46/9%	1/0%	0/0%	4/1%	0/0%	0/0%	0/0%
CLS #/%	1,455/43%	1,035/31%	95/3%	65/2%	20/1%	0/0%	30/1%	4/0%	310/9%	330/10%	4/0%	35/1%	0/0%	0/0%	10/0%	0/0%
Utilization #/%	8%	-1%	-1%	-2%	0%	0%	-1%	-0%	-3%	-0%	0%	-1%	1%	0%	-0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	90/37%	66/27%	9/4%	0/0%	5/2%	0/0%	0/0%	0/0%	30/12%	42/17%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	60/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	65/41%	19/12%	10/6%	0/0%	4/3%	0/0%	0/0%	0/0%
Utilization #/%	-1%	27%	4%	0%	2%	0%	0%	0%	-29%	5%	-6%	0%	-2%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	25/4%	27/5%	0/0%	0/0%	3/1%	0/0%	0/0%	0/0%	213/37%	297/52%	10/2%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,700/16%	5,980/17%	135/0%	55/0%	700/2%	0/0%	124/0%	85/0%	10,945/30%	10,700/30%	380/1%	255/1%	555/2%	10/0%	275/1%	120/0%

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 #/%	-11%	-12%	-0%	-0%	-1%	0%	-0%	-0%	7%	22%	1%	-1%	-2%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	78/57%	48/35%	0/0%	4/3%	0/0%	0/0%	0/0%	0/0%	6/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,380/42%	6,140/48%	215/2%	35/0%	140/1%	40/0%	170/1%	95/1%	225/2%	300/2%	0/0%	4/0%	80/1%	0/0%	0/0%	0/0%
Utilization #/%	15%	-13%	-2%	3%	-1%	-0%	-1%	-1%	3%	-2%	0%	-0%	-1%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	19/28%	31/46%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	8/12%	6/9%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,870/13%	31,850/47%	275/0%	165/0%	1,275/2%	20/0%	165/0%	185/0%	5,650/8%	17,240/25%	245/0%	210/0%	1,220/2%	65/0%	105/0%	110/0%
Utilization #/%	15%	-1%	-0%	1%	-2%	-0%	-0%	-0%	4%	-17%	1%	1%	-2%	-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>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 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: Rhonda Sjostrom

Human Resources Director

11-17-2016

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[signature]

[title]

[date]