

# EEO Utilization Report

## Organization Information

Name: County Of Tulare

City: Visalia

State: CA

Zip: 93291

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

See Attached

Following File has been uploaded:PR 14 only 2.23.21 adopted - Sign off sheet - Final (003).pdf

## Step 4b: Narrative of Interpretation

See attachment

Following File has been uploaded:4B Response 2021.docx

## Step 5: Objectives and Steps

### 1. Outreach to surrounding education institutions and community groups to encourage under-represented groups to apply for positions.

- a. Post job openings on community college and university websites. Contact underrepresented groups organizations on college campuses and ask to promote available jobs.
- b. Outreach to surrounding educational institutions at multiple levels (high schools, trade schools, community colleges and universities) to promote opportunities with Tulare County.
- c. Create a higher visible presence by posting jobs in additional magazines, websites, and community groups visited by underrepresented groups.

### 2. 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 the 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 Countys hiring practices. Continue to notify County Departments/Agencies of open and promotional recruitments weekly. Yearly review and signing of the Equal Employment/Discrimination/Sexual Harassment Policy of all employees.
- c. Encourage supervisors and managers to work on career 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 to classifications the employee is interested in.

### 3. Target significantly under-represented groups when recruiting in these job categories.

- a. To ensure broad community notification and outreach will post all recruitments on Tulare Countys website. Continue to email 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 the job and labor market.
- b. Continue to review applicant data to ensure there is no adverse impact during recruitment in relation of employees. Monitor the written recruitment plan and strategies to include but not limited to the posting and advertising of regular and promotional recruitments. Adjust plans as needed to ensure we are reaching underrepresented groups.
- c. Where there is significant under-representation of any group based on race and gender based on the Utilization Analysis chart, we will develop, create, and implement a written recruitment plan outlining a recruitment strategy which will insure all-inclusive outreach. The written recruitment plan will consist of review of previous recruitment (to identify the protentional number of applicants and opportunities to outreach), dates of job posting, advertising plan, and protentional testing needed.

## Step 6: Internal Dissemination

Post the EEOP Utilization report on Intranet that only employee's have access to.

Place a copy of the EEOP Report in the recipients policy and procedures manual.

Distribute a copy of the EEOP Utilization Report to all County Department Heads and Elected Officials

**Step 7: External Dissemination**

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

**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 #/%	51/41%	6/5%	0/0%	1/1%	2/2%	0/0%	0/0%	11/9%	30/24%	10/8%	1/1%	1/1%	3/2%	0/0%	0/0%	7/6%
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 #/%	-1%	-12%	-1%	0%	-1%	-0%	-1%	9%	3%	-4%	0%	1%	1%	0%	-0%	6%
<b>Professionals</b>																
Workforce #/%	152/13%	110/10%	9/1%	4/0%	32/3%	0/0%	0/0%	46/4%	281/25%	361/32%	18/2%	4/0%	42/4%	0/0%	0/0%	76/7%
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 #/%	-10%	-2%	-0%	-0%	1%	0%	-1%	4%	-14%	16%	1%	0%	-0%	-0%	-0%	6%
<b>Technicians</b>																
Workforce #/%	81/10%	103/13%	4/0%	1/0%	15/2%	0/0%	0/0%	27/3%	127/16%	375/47%	8/1%	4/0%	16/2%	0/0%	0/0%	40/5%
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 #/%	-10%	2%	0%	-1%	-3%	0%	0%	3%	-17%	24%	1%	0%	-2%	0%	-1%	5%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	94/30%	82/26%	7/2%	0/0%	0/0%	5/2%	0/0%	18/6%	30/9%	67/21%	1/0%	0/0%	0/0%	3/1%	0/0%	11/3%
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 #/%	-13%	-5%	-1%	-2%	-1%	2%	-1%	6%	0%	11%	0%	-1%	0%	1%	-0%	3%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	104/25%	154/37%	11/3%	0/0%	3/1%	0/0%	0/0%	66/16%	19/5%	47/11%	2/0%	0/0%	0/0%	0/0%	0/0%	6/1%
Civilian Labor Force #/%	3,330/17%	8,365/42%	55/0%	50/0%	310/2%	0/0%	153/1%	85/0%	2,005/10%	4,810/24%	215/1%	34/0%	195/1%	30/0%	29/0%	65/0%
Utilization #/%	8%	-5%	2%	-0%	-1%	0%	-1%	16%	-6%	-13%	-1%	-0%	-1%	-0%	-0%	1%
<b>Protective Services: Non-sworn</b>																

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
Workforce #/%	62/35%	41/23%	0/0%	0/0%	1/1%	0/0%	0/0%	18/10%	23/13%	20/11%	1/1%	0/0%	1/1%	0/0%	0/0%	11/6%
CLS #/%	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 #/%	-3%	23%	0%	0%	1%	0%	0%	10%	-28%	-1%	-6%	0%	-2%	0%	0%	6%
<b>Administrative Support</b>																
Workforce #/%	34/3%	66/7%	2/0%	0/0%	13/1%	0/0%	0/0%	16/2%	241/24%	512/51%	16/2%	0/0%	23/2%	1/0%	0/0%	76/8%
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%
Utilization #/%	-12%	-10%	-0%	-0%	-1%	0%	-0%	1%	-6%	21%	1%	-1%	1%	0%	-1%	7%
<b>Skilled Craft</b>																
Workforce #/%	95/49%	68/35%	0/0%	0/0%	3/2%	0/0%	0/0%	22/11%	4/2%	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 #/%	8%	-12%	-2%	-0%	0%	-0%	-1%	11%	0%	-2%	0%	-0%	-1%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	19/22%	36/42%	1/1%	1/1%	1/1%	0/0%	0/0%	7/8%	8/9%	8/9%	1/1%	0/0%	1/1%	0/0%	0/0%	3/3%
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 #/%	9%	-5%	1%	1%	-1%	-0%	-0%	8%	1%	-16%	1%	-0%	-1%	-0%	-0%	3%

### 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-Officials</b>	✓			✓												
<b>Protective Services: Sworn-Patrol Officers</b>		✓							✓	✓			✓			
<b>Protective Services: Non-sworn</b>									✓		✓					
<b>Administrative Support</b>	✓	✓							✓			✓			✓	
<b>Skilled Craft</b>		✓								✓						
<b>Service/Maintenance</b>										✓						

### Law Enforcement Category Rank 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>Sheriff - Coroner</b>																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Chief Probation Officer</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Asst. Sheriff</b>																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Undersheriff</b>																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sheriff's Captain</b>																
Workforce #/%	2/33%	1/17%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Chief Investigator</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Deputy Chief Probation Officer</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sheriff's Lieutenant</b>																
Workforce #/%	12/57%	5/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/10%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Asst. Chief Investigator</b>																
Workforce #/%	1/50%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Probation Division Manager</b>																
Workforce #/%	2/33%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sheriff's Sergeant</b>																
Workforce #/%	30/39%	30/39%	1/1%	0/0%	0/0%	0/0%	0/0%	6/8%	6/8%	4/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Investigators</b>																
Workforce #/%	16/46%	5/14%	0/0%	0/0%	0/0%	1/3%	0/0%	3/9%	2/6%	4/11%	0/0%	0/0%	0/0%	3/9%	0/0%	1/3%
<b>Probation Officer</b>																
Workforce #/%	22/21%	20/19%	0/0%	0/0%	0/0%	4/4%	0/0%	5/5%	13/12%	31/30%	1/1%	0/0%	0/0%	0/0%	0/0%	8/8%
<b>Probation Correction</b>																



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>Officer</b>																
Workforce #/%	6/10%	19/32%	3/5%	0/0%	0/0%	0/0%	0/0%	3/5%	3/5%	24/40%	0/0%	0/0%	0/0%	0/0%	0/0%	2/3%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	104/25%	154/37%	11/3%	0/1%	3/1%	0/0%	0/0%	66/16%	19/5%	47/11%	2/0%	0/0%	0/0%	0/0%	0/0%	6/1%

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: Stacey Berbereia

EE/Employer Resource and Development Supv 05-19-2021

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[signature]

[title]

[date]