

EEO Utilization Report

Organization Information

Name: County Of Frederick

City: Winchester

State: VA

Zip: 22601

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Frederick County is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. It is the policy of Frederick County that discrimination, including harassment and/or sexual harassment, of applicants and employees on the basis of race, religion, gender, national origin, age, marital status, veteran status, and mental and physical handicap, is unacceptable and will not be tolerated. This policy exists to protect all County employees and applicants, as well as customers, vendors, or other third parties with whom Frederick County has business dealings.

Step 4b: Narrative of Interpretation

The County understands the utilization analysis to show that certain demographic groups are underrepresented in the indicated segments of the County's workforce, as follows:

*White females are numerically underrepresented among jobs categorized as technicians.

*White females, African-American females, and Hispanic males are numerically underrepresented among jobs categorized in the field of sworn protective service occupations.

*White males are numerically underrepresented in non-sworn protective services

*White males are numerically underrepresented among jobs categorized as administrative support positions.

*Hispanic and African-American males and Hispanic females are numerically underrepresented in service/maintenance positions.

The County does note as well that some of the utilization analysis comparisons may not necessarily be ideal due to small sample sizes

Step 5: Objectives and Steps

1. To encourage persons in underutilized demographic groups to apply for positions in the relevant job categories.

- a. The County will review the composition of the applicant pools for vacancies in the relevant job categories to determine whether persons in underutilized demographic groups are adequately represented.
- b. The County will engage in active recruitment efforts, including at schools, colleges, and job fairs, and will be sure to focus on recruitment of persons in underutilized demographic groups.
- c. The County will work on developing qualified referral sources.
- d. When openings occur in the relevant job categories, the County will use its applicant tracking system to ensure it is taking steps to advance equal employment opportunity. This includes determining whether any step in the application or selection process has had a significant impact on screening out persons from underutilized demographic groups.

2. To foster a workplace environment that promotes the consideration and support of persons in underutilized demographic groups.

- a. The County will conduct diversity and non-discrimination training programs.
- b. The County will monitor for instances of illegal discriminatory practices and will fully investigate any suspected or alleged discriminatory practices.

Step 6: Internal Dissemination

1. Distribute the EEOP Utilization Report to all department heads.
2. Notify all employees that the EEOP Utilization Report is available upon request, including via the County's employee intranet page.
3. Have a paper copy of the EEOP Utilization Report available for review upon request at the County's Human Resources Department.

Step 7: External Dissemination

1. Post a copy of the EEOP Utilization Report on the County's public website.
2. Include on all job announcements that a copy of the EEOP Utilization Report is available upon request.
3. Notify the community, especially contractors and vendors, that a copy of the EEOP Utilization Report is available upon request.
3. Have a paper copy of the EEOP Utilization Report available for review upon request at the County's Human Resources Department.

Utilization Analysis Chart
Relevant Labor Market: Frederick County, Virginia

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
Officials/Administrators																
Workforce #/%	36/72%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,110/61%	30/1%	10/0%	80/2%	60/2%	0/0%	4/0%	0/0%	1,130/33%	0/0%	25/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	11%	-1%	-0%	-2%	-2%	0%	-0%	0%	-5%	0%	-1%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	56/53%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	47/44%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,500/41%	100/3%	65/2%	0/0%	95/3%	0/0%	0/0%	0/0%	1,740/48%	45/1%	80/2%	0/0%	10/0%	0/0%	20/1%	0/0%
Utilization #/%	12%	-3%	-1%	0%	-3%	0%	0%	0%	-3%	-1%	-0%	0%	-0%	0%	-1%	0%
Technicians																
Workforce #/%	40/77%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	250/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	275/48%	0/0%	35/6%	0/0%	10/2%	0/0%	0/0%	0/0%
Utilization #/%	33%	2%	0%	0%	0%	0%	0%	0%	-27%	0%	-6%	0%	-2%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	243/80%	2/1%	7/2%	0/0%	0/0%	0/0%	0/0%	0/0%	47/16%	0/0%	3/1%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	445/63%	60/9%	25/4%	0/0%	0/0%	0/0%	0/0%	0/0%	150/21%	0/0%	25/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	-8%	-1%	0%	0%	0%	0%	0%	-6%	0%	-3%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	23/41%	1/2%	2/4%	0/0%	0/0%	0/0%	1/2%	0/0%	29/52%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	35/100%	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%
Utilization #/%	-59%	2%	4%	0%	0%	0%	2%	0%	52%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	8/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	115/93%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,080/30%	130/2%	165/2%	0/0%	20/0%	0/0%	20/0%	0/0%	4,055/58%	225/3%	165/2%	25/0%	95/1%	20/0%	34/0%	10/0%
Utilization #/%	-23%	-2%	-2%	0%	-0%	0%	-0%	0%	35%	-2%	-2%	-0%	-1%	-0%	-0%	-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
Skilled Craft																
Workforce #/%	17/100%	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%
CLS #/%	3,785/86%	250/6%	40/1%	15/0%	0/0%	0/0%	105/2%	0/0%	160/4%	40/1%	15/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	14%	-6%	-1%	-0%	0%	0%	-2%	0%	-4%	-1%	-0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	119/57%	1/0%	5/2%	0/0%	1/0%	0/0%	0/0%	0/0%	76/36%	2/1%	5/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,070/44%	545/6%	1,065/11%	0/0%	35/0%	0/0%	0/0%	10/0%	2,885/31%	400/4%	295/3%	0/0%	40/0%	0/0%	0/0%	0/0%
Utilization #/%	13%	-5%	-9%	0%	0%	0%	0%	-0%	5%	-3%	-1%	0%	-0%	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
Technicians									✓							
Protective Services: Sworn		✓							✓							
Protective Services: Non-sworn	✓															
Administrative Support	✓															
Service/Maintenance		✓	✓													

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: Roderick B. Williams

County Attorney

02-28-2019

[signature]

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