

EEO Utilization Report

Organization Information

Name: County Of Davidson

City: Lexington

State: NC

Zip: 27292

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

EQUAL EMPLOYMENT OPPORTUNITY -
DISCRIMINATION, HARASSMENT, AND RETALIATION

Purpose

Davidson County strives to provide a workplace that is free from all discrimination, harassment, and retaliation.

Policy

Davidson County is committed to maintaining a work environment free from harassment. The County prohibits harassment of any type within the workplace and will not tolerate harassment of its Employees by anyone, including Department Directors, Supervisors, co-Employees, customers, or vendors. Harassment consists of unwelcome conduct that is based upon race, color, religion, sex, age, national origin, disability, military service and all other forms of protected status.

Coverage

All applicants for County employment and all County Employees are covered by this Policy. Also covered are subcontractors and their Employees, vendors and their Employees, and suppliers and their Employees.

Following File has been uploaded:Full EEO Policy.docx

Step 4b: Narrative of Interpretation

The County's Human Resources Department, in consultation with the County Managers Office, reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

1. White Males were significantly under-represented in the following job categories: Professionals (-13%), Technicians (-12%), and Administrative Support (-12%).
2. Hispanic or Latino Males were significantly under-represented in the following job categories: Officials/Administrators (-4%), Protective Services: Sworn-Patrol Officers (-5%) and Skilled Craft (-10%).
3. Black or African American Males were significantly under-represented in the following job categories: Professionals (-2%), Protective Services: Sworn-Patrol Officers (-9%), Administrative Support (-4%) and Service/Maintenance (-4%).
4. White females were significantly under-represented in the following job categories: Protective Services Sworn (-5%), Protective Services: Sworn-Patrol Officers (-14%), Skilled Craft (-4%), and Service/Maintenance (-13%).
5. Hispanic or Latino Females were significantly under-represented in the following job categories: Service/Maintenance (-4%).
6. Black or African American Females were significantly under-represented in the following job categories: Officials/Administrators (-3%) and Protective Services: Sworn-Patrol Officers (-4%).

In reviewing the EEOP Utilization Report, we have discovered that there are areas the county can focus its talent acquisition efforts in order to improve workforce diversity. This will serve as a great benchmark as we move forward. We have formulated our objectives and the steps to achieve a more diverse workforce.

Step 5: Objectives and Steps

1. To encourage Hispanic or Latino females to apply for vacancies in the following job categories: Service/Maintenance.

- a. Davidson County's Human Resources Department (HRD) will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether Hispanic or Latino female applicants were under-represented.
- b. The HRD will review applicant data for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic or Latino female applicants. The HRD produce a written report of its findings; and based on the results, consider modifying its candidate selection process.
- c. The HRD will enhance outreach efforts that target Hispanic or Latino female applicants in these job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). THE HRD will also identify organizations in the community where job vacancies may be posted. This will include but is not limited to: social organizations, churches, sports organizations, community services organizations, etc.

2. To encourage Black or African American females to apply for vacancies in the following job categories: Officials/Administrators and Protective Services: Sworn-Patrol Officers.

- a. Davidson County's Human Resources Department (HRD) will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether Black or African American female applicants were under-represented.
- b. The HRD will review applicant data for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out

Black or African American female applicants. The HRD produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

c. The HRD will enhance outreach efforts that target Black or African American female applicants in these job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). THE HRD will also identify organizations in the community were job vacancies may be posted. This will include but is not limited to: social organizations, churches, sports organizations, community services organizations, etc.

3. To encourage White males to apply for vacancies in in the following job categories: Professionals, Technicians, and Administrative Support.

a. c. The HRD will enhance outreach efforts that target White male applicants in these job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). THE HRD will also identify organizations in the community were job vacancies may be posted. This will include but is not limited to: social organizations, churches, sports organizations, community services organizations, etc.

b. Davidson County's Human Resources Department (HRD) will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether White male applicants were under-represented.

c. The HRD will review applicant data for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out White male applicants. The HRD produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

4. To encourage Hispanic or Latino males to apply for vacancies in in the following job categories: Officials/Administrators, Protective Services: Sworn-Patrol Officers, and Skilled Craft.

a. Davidson County's Human Resources Department (HRD) will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether Hispanic or Latino male applicants were under-represented.

b. The HRD will review applicant data for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic or Latino male applicants. The HRD produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

c. The HRD will enhance outreach efforts that target Hispanic or Latino male applicants in these job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). THE HRD will also identify organizations in the community were job vacancies may be posted. This will include but is not limited to: social organizations, churches, sports organizations, community services organizations, etc.

5. To encourage Black or African American males to apply for vacancies in the following job categories: Professionals, Protective Services: Sworn-Patrol Officers, Administrative Support, and Service/Maintenance.

a. Davidson County's Human Resources Department (HRD) will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether Black or African American male applicants were under-represented.

b. The HRD will review applicant data for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Black or African American male applicants. The HRD produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

c. The HRD will enhance outreach efforts that target Black or African American male applicants in these job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). THE HRD will also identify organizations in the community were job vacancies may be posted. This will include but is not limited to: social organizations, churches, sports organizations, community services organizations, etc.

6. To encourage White females to apply for vacancies in the following job categories: Protective Services Sworn, Protective Services: Sworn-Patrol Officers, Skilled Craft, and Service/Maintenance.

- a. Davidson County's Human Resources Department (HRD) will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether White female applicants were under-represented.
- b. The HRD will review applicant data for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out White female applicants. The HRD produce a written report of its findings; and based on the results, consider modifying its candidate selection process.
- c. The HRD will enhance outreach efforts that target White female applicants in these job categories (e.g., presentations at regional professional conferences, trade associations, job fairs, and educational institutions). THE HRD will also identify organizations in the community where job vacancies may be posted. This will include but is not limited to: social organizations, churches, sports organizations, community services organizations, etc.

Step 6: Internal Dissemination

1. Distribute an email copy of the EEOP Utilization Report to all employees responsible for hiring.
2. Include a bound copy of the EEOP Utilization Report among the materials displayed in the lobby of the Davidson County's Human Resources Office.

Step 7: External Dissemination

1. Post a copy of the EEOP Utilization Report on the Davidson Countys public website under Human Resources.
2. Include on all job announcements for Davidson County positions that applicants may obtain a copy of the Davidson Countys EEOP Utilization Report on request.

Utilization Analysis Chart
Relevant Labor Market: Davidson County, North Carolina

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 #/%	34/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,190/58%	150/4%	40/1%	0/0%	0/0%	0/0%	40/1%	0/0%	1,195/31%	25/1%	130/3%	0/0%	10/0%	0/0%	15/0%	0/0%
Utilization #/%	13%	-4%	-1%	0%	0%	0%	-1%	0%	-2%	-1%	-3%	0%	-0%	0%	-0%	0%
Professionals																
Workforce #/%	52/21%	3/1%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	151/60%	5/2%	37/15%	2/1%	0/0%	0/0%	1/0%	0/0%
CLS #/%	2,060/34%	20/0%	145/2%	0/0%	65/1%	0/0%	0/0%	0/0%	3,495/57%	20/0%	230/4%	0/0%	65/1%	0/0%	0/0%	10/0%
Utilization #/%	-13%	1%	-2%	0%	-1%	0%	0%	0%	2%	2%	11%	1%	-1%	0%	0%	-0%
Technicians																
Workforce #/%	71/32%	1/0%	2/1%	0/0%	0/0%	0/0%	1/0%	0/0%	118/54%	2/1%	21/10%	1/0%	0/0%	0/0%	2/1%	0/0%
CLS #/%	435/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	485/50%	0/0%	55/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-12%	0%	1%	0%	0%	0%	0%	0%	4%	1%	4%	0%	0%	0%	1%	0%
Protective Services: Sworn-Officials																
Workforce #/%	36/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	450/69%	0/0%	60/9%	0/0%	0/0%	0/0%	0/0%	0/0%	85/13%	0/0%	60/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	24%	0%	-9%	0%	0%	0%	0%	0%	-5%	0%	-9%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	90/79%	0/0%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	16/14%	2/2%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,610/50%	380/5%	300/4%	30/0%	135/2%	10/0%	30/0%	0/0%	2,060/28%	120/2%	455/6%	0/0%	85/1%	10/0%	55/1%	0/0%
Utilization #/%	29%	-5%	-1%	-0%	-2%	-0%	-0%	0%	-14%	0%	-4%	0%	-1%	-0%	-1%	0%
Protective Services: Non-sworn																
Workforce #/%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10/100%	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%

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 #/%	-50%	0%	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	16/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	101/78%	4/3%	6/5%	1/1%	1/1%	0/0%	0/0%	0/0%
CLS #/%	3,045/24 %	115/1%	465/4%	10/0%	45/0%	0/0%	4/0%	30/0%	8,020/63 %	230/2%	570/4%	15/0%	105/1%	15/0%	35/0%	0/0%
Utilization #/%	-12%	-1%	-4%	-0%	-0%	0%	-0%	-0%	15%	1%	0%	1%	-0%	-0%	-0%	0%
Skilled Craft																
Workforce #/%	16/94%	0/0%	1/6%	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 #/%	4,235/79 %	545/10%	100/2%	15/0%	35/1%	0/0%	4/0%	0/0%	200/4%	29/1%	160/3%	0/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	15%	-10%	4%	-0%	-1%	0%	-0%	0%	-4%	-1%	-3%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	22/73%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	4/13%	0/0%	3/10%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,450/44 %	1,215/7%	1,220/7%	20/0%	370/2%	10/0%	40/0%	0/0%	4,410/26 %	680/4%	1,190/7%	50/0%	195/1%	0/0%	35/0%	30/0%
Utilization #/%	29%	-7%	-4%	-0%	-2%	-0%	-0%	0%	-13%	-4%	3%	-0%	-1%	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
Professionals	✓															
Technicians	✓															
Protective Services: Sworn-Patrol Officers		✓							✓							
Administrative Support	✓		✓													

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
Sheriff																
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%
Major Chief Deputy																
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%
Major																
Workforce #/%	2/100%	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%
Captain																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	12/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	15/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	90/79%	0/0%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	16/14%	2/2%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%

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: Tony Dill

Director, Human Resources

03-01-2021

[signature]

[title]

[date]