

EEO Utilization Report

Organization Information

Name: Gilchrist County Board Of County Commissioners

City: Trenton

State: FL

Zip: 32693

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

H. Equal Employment Opportunity

1. Gilchrist County shall employ and retain employees based on their qualifications and without regard to the employee's race, color, religion, sex, national origin, age, marital status disability or genetics
2. The County shall not tolerate harassment or intimidation of its employees in any form including sexual harassment. Any employee who feels that he or she has been subjected to any type of harassment in violation of this policy shall report the violation to his or her immediate supervisor. If the employee feels that he or she has been subjected to harassment by his or her immediate supervisor, the employee shall report the violation to the County Administrator, or if the County Administrator is the immediate supervisor, then to the Board of County Commissioners. The employee shall provide a written report of the alleged violation to the Personnel Administrator
3. All levels of management are responsible for implementing, ensuring employees are aware of, and enforcing this Equal Employment Opportunity policy. All employees are likewise expected to share in our commitment to this program by reporting any suspected violations directly to any member of the Board of County Commissioners, the County Administrator, or the immediate supervisor of the employee, with a written report to the Personnel Administrator.
4. Gilchrist County shall protect all applicants and employees of the County and the applicants and employees of its contractors from discrimination on the basis of race, color, religion, sex, national origin, disability, age and genetics.

Step 4b: Narrative of Interpretation

Gilchrist County's Human Resource Manager reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

1. White females were significantly under-represented in the following job categories:

Officials/Administrators (-36%) Professionals (-26%), Technicians (-50%), and Service Maintenance (-16%)

2. Black females were significantly under-represented in the following job categories: Officials/Administrators(-4%),Professionals (-2%), Administrative Support (-1%), and Service Maintenance (-2%).

3. Asian males were under-represented in Administrative Support -3%).

4. Hispanic Females were under-represented Professionals (-1%), Technicians (-18%), Administrative Support (-1%), Service/Maintenance (-6%)

5. Hispanic or Latino Males were under-represented in Administrative Support (-2%), Skilled Craft (-4%), Service/Maintenance (-5%).

6. Black or African Americans were under-represented in Service/Maintenance (-1%).

We see the areas that we need to focus on recruiting. We have been working with Career Source in trying to attract a wider range or applicants for positions.

Step 5: Objectives and Steps

1. Advertise open positions to a statewide pool of applicants

- a. Advertise open position through Career Source which is a statewide employment agency and using Social Media tools like FaceBook to attract a broader pool of applicants
- b. Work with our representative to have positions advertised in all of their areas

Step 6: Internal Dissemination

We will have our report available on our Human Resource office and distribute a copy to each department

We post on bulletin boards for departments

We will let each department know that is available for review and the locations

Step 7: External Dissemination

We will put that a copy of our EEOP Report is available on request for review

We will post a copy of the Report on our Human Resource Website

Utilization Analysis Chart
Relevant Labor Market: Gilchrist County, Florida

| 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 #/% | 8/80% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 2/20% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 140/40% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 195/56% | 0/0% | 15/4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 40% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | -36% | 0% | -4% | 0% | 0% | 0% | 0% | 0% |
| Professionals | | | | | | | | | | | | | | | | |
| 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% |
| CLS #/% | 110/22% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 385/76% | 4/1% | 10/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 28% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | -26% | -1% | -2% | 0% | 0% | 0% | 0% | 0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 34/77% | 0/0% | 1/2% | 0/0% | 1/2% | 0/0% | 0/0% | 0/0% | 8/18% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 15/14% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 75/68% | 20/18% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 64% | 0% | 2% | 0% | 2% | 0% | 0% | 0% | -50% | -18% | 0% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 13/68% | 1/5% | 1/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 4/21% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 195/81% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 45/19% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -13% | 5% | 5% | 0% | 0% | 0% | 0% | 0% | 2% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| 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% |
| Civilian Labor Force #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 15/94% | 1/6% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 285/28% | 24/2% | 0/0% | 0/0% | 30/3% | 0/0% | 0/0% | 0/0% | 580/58% | 75/7% | 10/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -28% | -2% | 0% | 0% | -3% | 0% | 0% | 0% | 36% | -1% | -1% | 0% | 0% | 0% | 0% | 0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 4/100% | 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 |
| CLS #/% | 320/96% | 15/4% | 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 #/% | 4% | -4% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 22/85% | 1/4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 3/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 720/52% | 125/9% | 10/1% | 20/1% | 0/0% | 0/0% | 25/2% | 0/0% | 385/28% | 80/6% | 25/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 33% | -5% | -1% | -1% | 0% | 0% | -2% | 0% | -16% | -6% | -2% | 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 | | | | | | | | | ✓ | ✓ | | | | | | |

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: Tammy Moore

Human Resource Manager

05-04-2017

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