

EEO Utilization Report

Organization Information

Name: County Of Sonoma

City: Santa Rosa

State: CA

Zip: 95403

Type: County/Municipal Government (not law enforcement)

Fri Feb 16 10:55:03 EST 2018

Step 1: Introductory Information

Policy Statement:

See Attachment

Following File has been uploaded: SoCo EEO Policy and Complaint Procedure Approved Sept 2016.pdf

Step 4b: Narrative of Interpretation

The County of Sonomas Equal Employment Opportunity Manager, in consultation with the Countys Recruitment & Classification Manager, reviewed the Utilization Analysis (comparing the Countys workforce to the relevant labor market), and noted the following:

1. White males were significantly under-represented in the following job categories: Professionals (-13%), and Administrative Support (-17%).
2. Hispanic or Latino males were significantly under-represented in the following job categories: Administrative Support (-5%), and Skilled Craft (-19%).
3. Asian males were under-represented in the following job categories: Technicians (-4%), and Administrative Support (-1%).
4. White and Hispanic or Latino females were significantly under-represented in the following job category: Service/Maintenance (-17%, -12%).
5. Asian females were under-represented in the following job category: Technicians (-2%).

Step 5: Objectives and Steps

- 1. 1. To encourage minority and female candidates to apply for vacancies in under-represented job categories.**
 - a. Continue to review underutilization recruitment and selection data to administer equal employment opportunity plan. Identify trainee and entry-level job classification that may provide additional opportunities for minority and female candidates and develop recruitment plans that would target underutilized populations.
 - b. Collect and analyze applicant data for each open recruitment. Develop a specified marketing plan for underutilized populations.
 - c. Determine whether any step in the recruitment and selection process for positions may have a significant impact on screening out minorities and females and based on results, will consider modifying its candidate selection process.
 - d. Conduct a more detailed workforce analysis to identify particular County departments, offices, or job positions that represent significant underutilization of minorities and females in these job categories. Based on the results of the analysis, as well as other data collected, create a recruitment action plan.
- 2. 2. Expand use of non-mainstream advertisement, specialty and minority trade associations and internet forums to outreach to a diversified population.**
 - a. Develop marketing plans to include non-traditional and specialty trade associations.
 - b. Use social media to reach a broader, more diverse selection of applicants.
 - c. Target advertisement with the intent to attract more underutilized applicants.
- 3. Perform community outreach at local job fairs, high schools, colleges, and universities highlighting the career opportunities available for minorities and female candidates in non-traditional occupations.**
 - a. Develop an outreach calendar to promote the County of Sonoma as an employer of choice. Team with local schools, colleges, and universities to encourage underutilized populations to apply for non-tradition occupations.

Step 6: Internal Dissemination

1. Post a copy of the Equal Employment Opportunity Plan (EEOP) on the Countys website.
2. Post a copy of the EEOP on employee notice boards in all County Departments.

3. Send an email to all employees with an electronic copy of the EEOP and to let them know that a hard copy is available on request.
4. Include a copy of the EEOP among the materials displayed in the lobby of the Human Resources Department.

Step 7: External Dissemination

1. Post a copy of the Equal Employment Opportunity Plan (EEOP) on the Countys website.
2. Include a copy of the EEOP among the materials displayed in the lobby of the Human Resources Department.
3. All job announcements will include a link to the Human Resources website where the EEOP will be posted.

Utilization Analysis Chart
Relevant Labor Market: Sonoma 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
Officials/Administrators																
Workforce #/%	73/49%	4/3%	3/2%	0/0%	3/2%	0/0%	0/0%	0/0%	58/39%	8/5%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	12,705/47%	1,700/6%	165/1%	105/0%	770/3%	0/0%	250/1%	90/0%	9,125/34%	1,095/4%	105/0%	55/0%	610/2%	0/0%	90/0%	80/0%
Utilization #/%	2%	-4%	1%	-0%	-1%	0%	-1%	-0%	5%	1%	0%	-0%	-2%	0%	-0%	-0%
Professionals																
Workforce #/%	279/22%	51/4%	10/1%	6/0%	21/2%	1/0%	4/0%	0/0%	651/52%	159/13%	12/1%	16/1%	34/3%	0/0%	8/1%	0/0%
CLS #/%	13,200/36%	1,100/3%	90/0%	45/0%	935/3%	4/0%	220/1%	35/0%	18,075/49%	1,535/4%	270/1%	50/0%	1,000/3%	10/0%	285/1%	80/0%
Utilization #/%	-13%	1%	1%	0%	-1%	0%	-0%	-0%	3%	9%	0%	1%	0%	-0%	-0%	-0%
Technicians																
Workforce #/%	274/30%	54/6%	8/1%	4/0%	12/1%	0/0%	6/1%	0/0%	368/41%	139/15%	9/1%	6/1%	18/2%	0/0%	10/1%	0/0%
CLS #/%	1,555/32%	280/6%	70/1%	30/1%	275/6%	65/1%	25/1%	35/1%	1,815/38%	310/6%	30/1%	35/1%	205/4%	0/0%	60/1%	20/0%
Utilization #/%	-2%	0%	-1%	-0%	-4%	-1%	0%	-1%	3%	9%	0%	-0%	-2%	0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	359/59%	66/11%	21/3%	5/1%	11/2%	0/0%	0/0%	0/0%	99/16%	37/6%	2/0%	3/0%	5/1%	0/0%	1/0%	0/0%
CLS #/%	1,590/61%	230/9%	115/4%	35/1%	40/2%	90/3%	50/2%	20/1%	315/12%	35/1%	30/1%	20/1%	0/0%	0/0%	10/0%	15/1%
Utilization #/%	-2%	2%	-1%	-1%	0%	-3%	-2%	-1%	4%	5%	-1%	-0%	1%	0%	-0%	-1%
Protective Services: Non-sworn																
Workforce #/%	7/29%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	11/46%	3/12%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	165/48%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	140/41%	40/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-19%	4%	4%	0%	0%	0%	0%	0%	5%	1%	4%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	57/10%	10/2%	2/0%	4/1%	3/1%	1/0%	1/0%	0/0%	358/61%	121/21%	4/1%	6/1%	11/2%	0/0%	8/1%	0/0%
CLS #/%	14,935/27%	3,800/7%	335/1%	40/0%	1,005/2%	50/0%	245/0%	125/0%	26,740/48%	5,725/10%	410/1%	450/1%	1,060/2%	120/0%	745/1%	210/0%

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 #/%	-17%	-5%	-0%	1%	-1%	0%	-0%	-0%	13%	10%	-0%	0%	-0%	-0%	0%	-0%	
Skilled Craft																	
Workforce #/%	119/79%	12/8%	1/1%	1/1%	5/3%	0/0%	0/0%	0/0%	10/7%	2/1%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	11,550/63%	4,965/27%	70/0%	60/0%	185/1%	70/0%	220/1%	35/0%	655/4%	265/1%	0/0%	15/0%	170/1%	0/0%	0/0%	25/0%	
Utilization #/%	16%	-19%	0%	0%	2%	-0%	-1%	-0%	3%	-0%	0%	1%	-1%	0%	0%	-0%	
Service/Maintenance																	
Workforce #/%	68/59%	24/21%	5/4%	4/3%	3/3%	0/0%	0/0%	0/0%	6/5%	3/3%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%	
CLS #/%	15,410/25%	16,860/28%	695/1%	230/0%	1,565/3%	155/0%	270/0%	175/0%	13,550/22%	8,820/15%	240/0%	190/0%	1,665/3%	155/0%	425/1%	90/0%	
Utilization #/%	34%	-7%	3%	3%	0%	-0%	-0%	-0%	-17%	-12%	-0%	-0%	-1%	-0%	-1%	-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																
Administrative Support																
Skilled Craft																
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: Victoria Willard

Equal Employment Opportunity Officer

02-16-2018

[signature]

[title]

[date]