

# EEOP Utilization Report



Wed Nov 16 21:12:19 EST 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	Public Safety Partnership & Community Policing Grants - 2010 COPS Meth Initiative	<b>Grant Number:</b>	2010-CK-WX-0014
<b>Grantee Name:</b>	Clackamas County	<b>Award Amount:</b>	\$550,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	2051 Kaen Road Oregon City, Oregon 97045		
<b>Contact Person:</b>	Nancy Artmann	<b>Telephone #:</b>	503-785-5012
<b>Contact Address:</b>	2051 Kaen Road Oregon City, Oregon 97045		
<b>DOJ Grant Manager:</b>	Andrew Dorr	<b>DOJ Telephone #:</b>	800-421-6770

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<b>Grant Title:</b>	Second Chance Act Reentry Initiative - HOPE	<b>Grant Number:</b>	2011-RY-BX-K007
<b>Grantee Name:</b>	Clackamas County	<b>Award Amount:</b>	\$1,265,946.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	2051 Kaen Road Oregon City, Oregon 97045		
<b>Contact Person:</b>	Sarah Brown	<b>Telephone #:</b>	503-722-2774
<b>Contact Address:</b>	2051 Kaen Road Oregon City, Oregon 97045		
<b>DOJ Grant Manager:</b>	Jennefer Lewis	<b>DOJ Telephone #:</b>	202-305-8064

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<b>Grant Title:</b>	Enhanced Training and Services to End Violence and Abuse of Women Later in Life	<b>Grant Number:</b>	2011-EW-AX-K005
<b>Grantee Name:</b>	Clackamas County	<b>Award Amount:</b>	\$400,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	2051 Kaen Road Oregon City, Oregon 97045		
<b>Contact Person:</b>	Rod Cook	<b>Telephone #:</b>	503-650-5677
<b>Contact Address:</b>	2051 Kaen Road		

Oregon City, Oregon  
97045

**DOJ Grant Manager:** Janice Green

**DOJ Telephone #:**

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**Grant Title:** Edward Byrne Memorial Justice Assistance Grant Program      **Grant Number:** 2012-DJ-BX-0555

**Grantee Name:** Clackamas County      **Award Amount:** \$32,236.00

**Grantee Type:** Local Government Agency

**Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045

**Contact Person:** Crystal Wright      **Telephone #:** 503-655-8342

**Contact Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045

**DOJ Grant Manager:** Heather Wiley      **DOJ Telephone #:** 202-307-5914

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**Grant Title:** Edward Byrne Memorial Justice Assistance Grant Program      **Grant Number:** 2011-DJ-BX-2756

**Grantee Name:** Clackamas County      **Award Amount:** \$39,013.00

**Grantee Type:** Local Government Agency

**Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045

**Contact Person:** Crystal Wright      **Telephone #:** 503-655-8342

**Contact Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045

**DOJ Grant Manager:** Heather Wiley      **DOJ Telephone #:** 202-307-5914

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**Grant Title:** Edward Byrne Memorial Justice Assistance Grant Program      **Grant Number:** 2014-DJ-BX-0348

**Grantee Name:** Clackamas County      **Award Amount:** \$29,550.00

**Grantee Type:** Local Government Agency

**Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045





**Grant Title:** Joint Law Enforcement Operations (JLEO) - US Marshal-Violent Offender Task Force **Grant Number:** M-13-D65-0-000063

**Grantee Name:** Clackamas County **Award Amount:** \$17,548.00

**Grantee Type:** Local Government Agency

**Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045

**Contact Person:** Nancy Artmann **Telephone #:** 503-785-5012

**Contact Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045

**DOJ Grant Manager:** Rebecca Cook **DOJ Telephone #:** 503-326-3126

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**Grant Title:** State Criminal Alien Assistance Program **Grant Number:** 2015-AP-BX-0494

**Grantee Name:** County of Clackamas **Award Amount:** \$33,225.00

**Grantee Type:** Local Government Agency

**Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045

**Contact Person:** Captain Lee Eby **Telephone #:** 503-722-6760

**Contact Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045

**DOJ Grant Manager:** **DOJ Telephone #:**

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**Grant Title:** Juvenile Accountability Block Grants **Grant Number:** 2012-6303

**Grantee Name:** Clackamas County **Award Amount:** \$14,467.00

**Grantee Type:** Local Government Agency

**Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045

**Contact Person:** Crystal Wright **Telephone #:** 503-655-8342

**Contact Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045

**State Granting** Oregon State Police **Grant Number:**

**Agency:**

**Contact Name:** Serena Harris  
**Contact Address:** Oregon  
**Telephone #:** 503-378-5125

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**Grant Title:** Juvenile Accountability Block Grants **Grant Number:** 2013-6339  
**Grantee Name:** Clackamas County **Award Amount:** \$11,421.00  
**Grantee Type:** Local Government Agency  
**Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045  
**Contact Person:** Crystal Wright **Telephone #:** 503-655-8342  
**Contact Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045  
**State Granting Agency:** Oregon State Youth Development Council **Grant Number:**  
**Contact Name:** Serena Harris  
**Contact Address:** Oregon  
**Telephone #:** 503-378-5125

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**Grant Title:** VOCA NC Basic **Grant Number:** VOCA/CFA-2015-  
ClackamasCo.DAVAP-00025  
**Grantee Name:** Clackamas County **Award Amount:** \$440,042.00  
**Grantee Type:** Local Government Agency  
**Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045  
**Contact Person:** Diane Wehage **Telephone #:** 503-655-8616  
**Contact Address:** 2051 Kaen Road  
Oregon City, Oregon  
97045  
**State Granting Agency:** Oregon State Department of Justice **Grant Number:**  
**Contact Name:** Jeanette Ewald  
**Contact Address:**

Oregon

**Telephone #:** 503-378-6881

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**Policy Statement:**

EQUAL EMPLOYMENT OPPORTUNITY POLICY SUMMARY (Abbreviated)

It is the policy of Clackamas County to adhere to the concept of Equal Employment Opportunity and Affirmative Action as a basic element of human resources management. Discrimination in a personnel action on a basis unrelated to the job is prohibited...County policy specifically prohibits discrimination on the basis of race, color, sex, age, sexual orientation, gender identity, religion, national origin, marital status, physical or mental disability, or other protected status as those terms are understood under Oregon and federal law...Any employee or applicant for employment may file a written complaint alleging discrimination, unlawful employment practice(s), violation of equal employment opportunity, or harassment with the Director of Employee Services, who will investigate the charge...Under the law, individuals are protected from retaliation.

Published by Department of Employee Services, February 1994. Last Revised: May 2006, January 2007, January 2008, August 2013 Clerical Updates: August 2003, December 2003, August 2004, January 2005, January 2010, January 2013, August 2014

## Step 4b: Narrative Underutilization Analysis

The County Department of Employee Services provided utilization data and the Assistant County Administrator in charge of Equity, Diversity & Inclusion reviewed the Underutilization Analysis comparing the Countys workforce to the relevant labor market. The Analysis revealed the following instances of underrepresentation by two or more standard deviations:

1. White females in the Protective Services: Sworn-Patrol Officers job category (-15%)
2. Hispanic/Latina females in Protective Services: Sworn-Patrol Officers (-4%) and Service Maintenance (-6%).
3. Black/African American females in the Protective Services: Sworn-Patrol Officers job category (-3%).
4. Asian females in Professionals (-2%) and Technicians (-4%).
5. Females of two or more races in Professionals (-1%) and Administrative Support (-1%).
6. White males in Professionals (-7%) and Administrative Support (-26%)
7. Hispanic or Latino males in Protective Services: Sworn-Patrol Officers (-6%), Skilled Craft (-8%), and Service/Maintenance (-7%).
8. Black or African American males in Protective Services: Sworn-Patrol Officers (-3%) and Administrative Support (-1%).
9. Asian males in Professionals (-3%), Protective Services: Sworn-Patrol Officers (-3%), Administrative Support (-2%), and Service/Maintenance (-2%)

The County labor market for Professionals, Technicians, and Skilled Craft Workers is very competitive. For 2016, the Board of County Commissioners set the following hiring goals in these job categories: Professionals 11 minorities; Technicians 4 minorities; and Skilled Craft 2 minorities.

The County has experienced that finding qualified minorities with some level of certification in the Service/Maintenance job category is very challenging. The County Commissioners adopted a hiring goal of 2 minorities in this category.

In the Protective Services job categories overall, the County Commissioners have 2016 hiring goals of 14 females and 8 minorities.

## Step 5 & 6: Objectives and Steps

### 1. Increase Recruitment in Underutilized Categories

- a. Review and update recruitment and retention practices to ensure those practices will help build a County workforce that is reflective of the community's diversity.
- b. Increase visibility at job fairs to communicate the County commitment to Equal Employment and inclusion. Minority employees in various County departments will be asked to partner with staff from the Department of Employee Services when attending job fairs. Attendees will receive career counseling on County hiring opportunities that match their individual skills.
- c. Employment opportunities with the County will be advertised in local community newspapers for recruitments targeted for expanded outreach.
- d. Continue to make an effort to have the County workforce reflect the changing population being served by hiring staff who can directly communicate with non-English speaking individuals without needing a third-party translator. In the absence of bilingual staff, seek interpreters to assist in delivery of services.
- e. To attract minorities and females the County will make site visits to deliver presentations and answer questions at the Urban Leagues, local one-stop career centers and other organizations that have frequent minority contacts that are actively seeking employment.
- f. Management will attend meetings and develop business contacts of community organizations and advocacy groups that serve minority persons.
- g. Attention will be given to the hiring of minorities in temporary positions or as interns. Encourage departments to post temporary and intern positions externally, through minority newspapers or through local one-stop career centers to increase minority applicants for these positions. Distribute job postings to various colleges, training schools, churches and community centers.

- h. Employee Services will continue to post a separate job listing site on the County Internet page to allow postings of temporary positions, internships and volunteer opportunities.
- i. Management will increase recruitment efforts for classifications with hiring goals. This effort will be coordinated with department hiring managers and may include additional advertising in minority newspapers and outreach efforts.
- j. Employee Services will include a reference to hiring goals on every job opening form that is activated for recruitment or referral of names from an eligibility register. This notice is returned to the hiring managers for their awareness of hiring goals. The existence of hiring goals will be used to develop an effective outreach recruitment plan as well as provide additional referrals from the eligibility register under the policies of the County Code/Personnel Ordinance.
- k. Employee Services will comply with the County Personnel Ordinance as amended in November 2004 by referring additional names of eligible female and minority applicants where there is an adopted hiring goal. This will consist of continuing to review the composition of applicant pools during the recruitment and hiring process at key points such as establishing an eligibility roster and selection of interview candidates in order to avoid barriers to hiring and to assure female and minority applicants have the opportunity to compete for the position.
- l. Accommodate applicants with disabilities by offering assistance in completing application materials and by providing reasonable accommodation in the testing process.
- m. Provide assistance to applicants through various methods by offering assistance in completing the on-line application and other required materials.
- n. Post County Job Openings in Department of Employee Services so citizens can review.
- o. Provide informational workshops and training to citizens on how to gain County employment.
- p. Encourage employees attending community events and meetings to market the County as an employer and share current employment opportunities.
- q. Use social media (Facebook, Twitter, etc.) to promote employment opportunities and encourage applicants to sign up at job fairs and other diversity events.
- r. Encourage County employees to develop personal connections with minorities in the community.
- s. Efforts will be made to include minority and female raters in the Oral-board interview process.
- t. A final activity to achieve hiring goals during the selection process will be the development of a comprehensive training program for potential oral board raters prior to serving on oral board panels. The program would contain training on Equal Employment issues. Raters in oral board examinations as well as department employees on selection committees need to be adequately informed of the County policy and hiring goals for the year.

## **2. Increase Training to Enhance Equal Opportunity Recruitment, Promotion, and Retention.**

- a. Promote general skills training for all employees to increase competitiveness for promotion. The County offers comprehensive training programs that provide general skills training, lead worker and supervisory training.
- b. Encourage employees to apply for promotional opportunities by providing developmental and career development opportunities.
- c. Provide interview skills training and coaching to employees interested in promotional opportunities.
- d. Encourage women and minorities to take advantage of the training courses in the County.
- e. Encourage employees to participate in activities that will expose them to diversity and cultural differences, which will help to better understand each other.
- f. Develop apprenticeships to attract trainee level employees or allow current employees to try new career paths. Explore the development of programs that would allow employees to submit their interest in learning about County jobs that are outside of their current job family.
- g. Encourage managers and supervisors to have discussions with their employees surrounding career goals and promotional opportunities. Encourage supervisors to develop career planning in employee performance evaluations. Foster an atmosphere that encourages the development of individual goals and interests in support of job responsibilities.
- h. Provide equity, diversity and inclusion training to all employees and specifically to managers responsible for hiring regular and temporary employees.
- i. Utilize the County employee newsletter (Insights), and County e-mail to communicate supervisory and leadership principles.

j. Encourage departments to offer training opportunities for all employees and to communicate openly how employees will be selected for training opportunities to eliminate perception of inequities.

### **3. Create A Welcoming Workplace to Increase Retention**

- a. Continue to provide the County New Employee Orientation program to welcome new employees to the County workplace.
- b. Review the physical appearance of County buildings and lobbies to showcase a professional atmosphere. Encourage departments to showcase support of teamwork, customer service and diversity issues through artwork, slogans, pictures and posters in public lobbies.
- c. Continue to improve facility consolidation and improvement of disabled access for all County facilities.
- d. Encourage County departments to implement On-Boarding concepts that can assist new employees to feel welcomed and oriented to the department.
- e. Continue to have the County Affirmative Action Officer attend New Employee Orientation and New Supervisor Orientation to offer an orientation on how to access programs and feel welcomed.
- f. Communicate how employees may access the Affirmative Action Officer to discuss concerns in the work environment.

### **4. Promote Affirmative Action, EEO, and Equity, Diversity, and Inclusion Awareness**

- a. Continue to educate employees in the areas of equity, diversity and inclusion, Affirmative Action, Equal Employment Opportunities and Americans with Disabilities Act (ADA).
- b. Recognize minority and female County employees in non-traditional jobs. Publish articles and photos in the County external newsletter (Citizen News), employee newsletter (Insights), and outside publications.
- c. Use the County Cable network and other media types to advance the public image of the County in relation to Affirmative Action goals and progress.
- d. Support County, regional and statewide equity, diversity and inclusion committees and encourage employees to become members and/or participate in conferences, workshops or seminars.
- e. Evaluate County employee groups that are currently meeting with diversity groups and/or diverse community organizations and encourage other employees to join these groups.
- f. Continue active participation of the County in external diversity events such as Say Hey, NW and Breakfast of Champions.
- g. Include positive statements about County employment in advertisements for County jobs. Market County employment to minority communities.
- h. Employee Services will support departments in the creation and maintenance of Equal Employment Opportunity Plans (EEO) when these are required. Several EEOs have been developed to support receipt of Federal and State Department of Justice grants. Plans are in place for the Office of the Sheriff, Juvenile Department and the Office of the District Attorney.

### **5. Communicate County's EEO and Affirmative Action Plans**

- a. The Assistant County Administrator in charge of Equity, Diversity, and Inclusion who is also the Affirmative Action Officer will continue to promote equity, diversity, and inclusion and the need to achieve the goals established for the current year to all supervisors and departmental directors.
- b. The County will publish articles on Affirmative Action in the employee newsletter (Insights) to communicate to all employees the progress being made toward correcting under-utilization and the meeting goals set for the current year.
- c. All Affirmative Action Plans are reviewed and updated annually and are available for inspection by any employee or applicant by contracting the County Affirmative Action Officer during regular business hours. The Affirmative Action Plan is also available on the County internet and on the intranet.
- d. Develop a webpage noting the commitments of Clackamas County toward achieving diversity.
- e. Incorporate commitment of the County to diversity and diversity programs within the County business plan.

## **Step 7a: Internal Dissemination**

1. The Equal Employment Opportunity Policy Statement, Harassment Policy Statement and Federal EEO Notices will remain posted as required by Federal EEO notice in employee break or work areas. The County will also post information on these bulletin boards letting employees know how to obtain a copy of the EEOP Utilization Report.
2. All new employees will continue to be informed of the County Equal Employment Opportunity Policy, EEOP Utilization Report, and the County Affirmative Action Plan in new employee orientation sessions. In addition, all employees will receive an email or hard copy memo letting employees know how to obtain a copy of the EEOP Utilization Report
3. The County EEOP Utilization Report is reviewed and updated annually. The Report is available for inspection by any employee or applicant by contacting the County Affirmative Action Officer during business hours or by accessing it online on the County website and Intranet.
4. A policy statement regarding Equal Employment Opportunity and the EEOP Utilization Report is incorporated in the Clackamas County Personnel Ordinance.
5. The County Affirmative Action and EEO Plans and Equal Employment Opportunity policies are incorporated into supervisory and management training and a copy of the EEOP Utilization Report will be distributed to all managers and supervisors.
6. All collective bargaining agreements entered into with the County contain nondiscrimination clauses.
7. The County will keep union officials informed of the its commitment to Equal Employment Opportunity and affirmative action.
8. The County will make a good faith effort to feature a diverse representation of employees in its publications.

### **Step 7b: External Dissemination**

1. Recruitment contacts will continue to be informed of the County EEO Policy and EEOP Utilization Report. These contacts will be encouraged to actively recruit and refer minorities and females for all open positions.
2. All vendors, contractors and subcontractors of Clackamas County will continue to be advised in writing that the County has developed an EEOP Utilization Report and that it is available on request for review. All newly negotiated contracts will contain an equal opportunity clause.
3. All County job announcements will continue to indicate that Clackamas County is an equal opportunity employer by containing the phrase: An EEO/AA Employer.
4. All purchase orders, leases and contracts administered by the County will continue to incorporate an Equal Employment Opportunity Statement.
5. An Employee Services representative is available to meet with applicants to view recruitment processes and examination results. In the event an internal or external applicant requests a review of their employment status or application materials, a process is established by which the County Department of Employee Services will investigate and render a decision.
6. Any County EEOP Utilization Reports will be available to any member of the public or employee on the County website, via notice on social media, in the County library, at recruitment events or by requesting a hard copy.



**Utilization Analysis Chart**  
**Relevant Labor Market: Portland city, Oregon**

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 #/%	29/54%	1/2%	2/4%	1/2%	0/0%	0/0%	0/0%	0/0%	18/33%	0/0%	2/4%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	29,765/49%	1,025/2%	765/1%	105/0%	1,730/3%	70/0%	495/1%	140/0%	22,945/38%	800/1%	760/1%	95/0%	1,080/2%	20/0%	465/1%	160/0%
Utilization #/%	4%	0%	2%	2%	-3%	-0%	-1%	-0%	-5%	-1%	2%	2%	-2%	-0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	185/32%	9/2%	6/1%	0/0%	7/1%	0/0%	0/0%	0/0%	332/58%	13/2%	4/1%	3/1%	11/2%	0/0%	0/0%	0/0%
CLS #/%	36,635/40%	1,455/2%	1,220/1%	55/0%	3,405/4%	175/0%	730/1%	355/0%	40,610/44%	1,640/2%	1,185/1%	185/0%	3,410/4%	70/0%	885/1%	225/0%
Utilization #/%	-7%	0%	-0%	-0%	-2%	-0%	-1%	-0%	14%	1%	-1%	0%	-2%	-0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	103/58%	4/2%	1/1%	3/2%	2/1%	0/0%	0/0%	0/0%	61/34%	0/0%	0/0%	2/1%	1/1%	0/0%	0/0%	0/0%
CLS #/%	4,625/41%	145/1%	240/2%	115/1%	455/4%	0/0%	95/1%	0/0%	4,410/39%	235/2%	155/1%	45/0%	495/4%	25/0%	175/2%	50/0%
Utilization #/%	17%	1%	-2%	1%	-3%	0%	-1%	0%	-5%	-2%	-1%	1%	-4%	-0%	-2%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	77/88%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,365/66%	195/3%	265/4%	15/0%	165/2%	45/1%	175/3%	50/1%	1,135/17%	65/1%	30/0%	0/0%	40/1%	15/0%	84/1%	0/0%
Utilization #/%	22%	-1%	-4%	-0%	-2%	-1%	-3%	-1%	-7%	-1%	-0%	0%	-1%	-0%	-1%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	193/81%	8/3%	3/1%	2/1%	2/1%	0/0%	0/0%	0/0%	25/10%	1/0%	2/1%	1/0%	2/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	8,660/41%	2,020/9%	805/4%	45/0%	770/4%	195/1%	350/2%	79/0%	5,495/26%	1,015/5%	720/3%	80/0%	505/2%	210/1%	294/1%	45/0%
Utilization #/%	40%	-6%	-3%	1%	-3%	-1%	-2%	-0%	-15%	-4%	-3%	0%	-2%	-1%	-1%	-0%
<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 #/%	29/42%	0/0%	2/3%	1/1%	1/1%	0/0%	0/0%	0/0%	28/41%	6/9%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%
CLS #/%	220/42%	10/2%	25/5%	0/0%	0/0%	0/0%	0/0%	0/0%	245/46%	0/0%	25/5%	0/0%	4/1%	0/0%	0/0%	0/0%
Utilization #/%	0%	-2%	-2%	1%	1%	0%	0%	0%	-6%	9%	-5%	0%	2%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	26/6%	8/2%	1/0%	1/0%	0/0%	0/0%	0/0%	0/0%	323/76%	47/11%	5/1%	4/1%	9/2%	0/0%	0/0%	0/0%
CLS #/%	34,305/32%	2,320/2%	1,585/1%	140/0%	2,365/2%	165/0%	660/1%	200/0%	51,885/49%	3,165/3%	2,300/2%	540/1%	4,025/4%	240/0%	1,440/1%	405/0%
Utilization #/%	-26%	-0%	-1%	0%	-2%	-0%	-1%	-0%	27%	8%	-1%	0%	-2%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	96/88%	4/4%	1/1%	4/4%	0/0%	0/0%	0/0%	0/0%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	23,635/75%	3,585/11%	445/1%	180/1%	1,155/4%	210/1%	460/1%	50/0%	1,590/5%	20/0%	105/0%	35/0%	160/1%	30/0%	60/0%	0/0%
Utilization #/%	14%	-8%	-0%	3%	-4%	-1%	-1%	-0%	-1%	-0%	-0%	-0%	-1%	-0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	61/73%	2/2%	2/2%	0/0%	2/2%	0/0%	0/0%	0/0%	16/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	41,650/40%	10,065/10%	3,620/3%	275/0%	4,295/4%	485/0%	1,360/1%	380/0%	27,470/26%	5,855/6%	2,540/2%	225/0%	4,090/4%	330/0%	1,390/1%	290/0%
Utilization #/%	34%	-7%	-1%	-0%	-2%	-0%	-1%	-0%	-7%	-6%	-2%	-0%	-4%	-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
<b>Professionals</b>	✓				✓		✓						✓		✓	
<b>Technicians</b>													✓			
<b>Protective Services: Sworn-Patrol Officers</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>Jail Sergeant</b>																
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%
<b>Jail Lieutenant</b>																
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Undersheriff</b>																
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%
<b>Detective</b>																
Workforce #/%	16/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Captain</b>																
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%
<b>Lieutenant</b>																
Workforce #/%	9/90%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	29/91%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	193/81%	8/3%	3/1%	2/1%	2/1%	0/0%	0/0%	0/0%	25/10%	1/0%	2/1%	1/0%	2/1%	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 EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Laurel Butman

Deputy County Administrator

11-16-2016

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[signature]

[title]

[date]